



# Odalis LMS

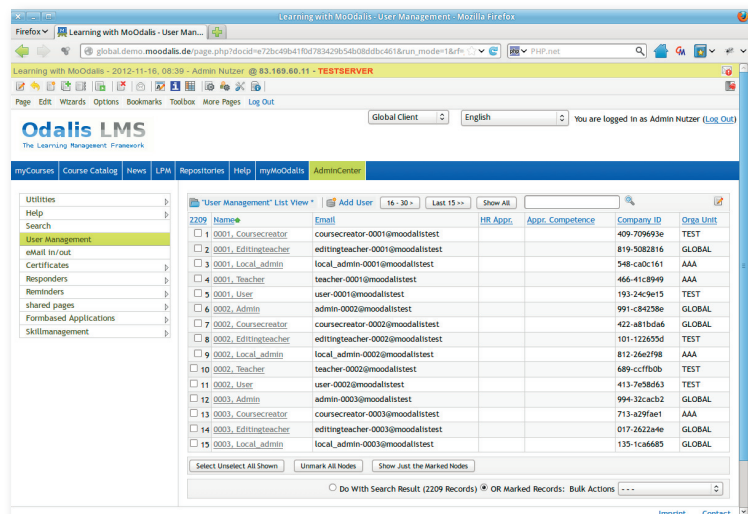
A Service Platform for Corporate Learning

## Purpose

The Odalis LMS is an online learning management system that meets all the needs of companies and organizations. It provides the complete processing of a user's learning path from the selection of learning content through enrolling, learning and testing to certification and reporting.

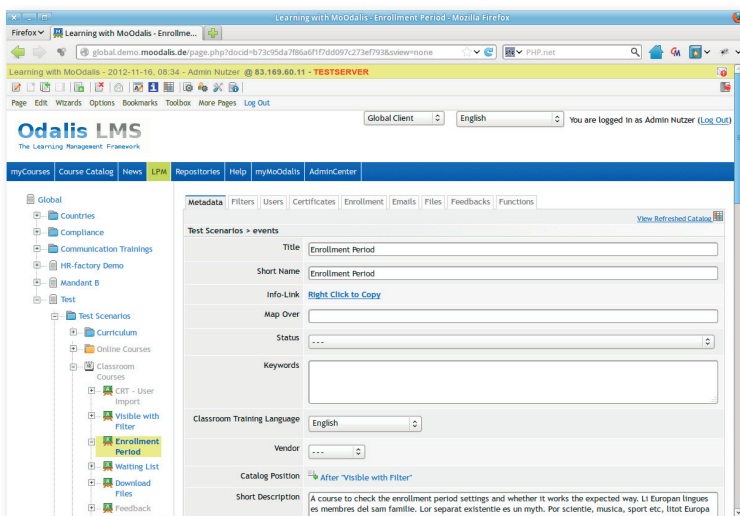
### User Accounts

Odalis LMS lets you import and maintain user accounts from a standard Excel file as well as from your company's IT web service in the background. Inside the user-management area you can edit any user's account, including her account status, main data and authorizations. User names and passwords can be reset, triggering a message to the user providing the new login information. An administrator can also log in as a specific user to check information (*"I cannot see the course my supervisor wants me to enroll in..."*). A user may (depending on configuration) edit her data set herself via the account-manager plugin.



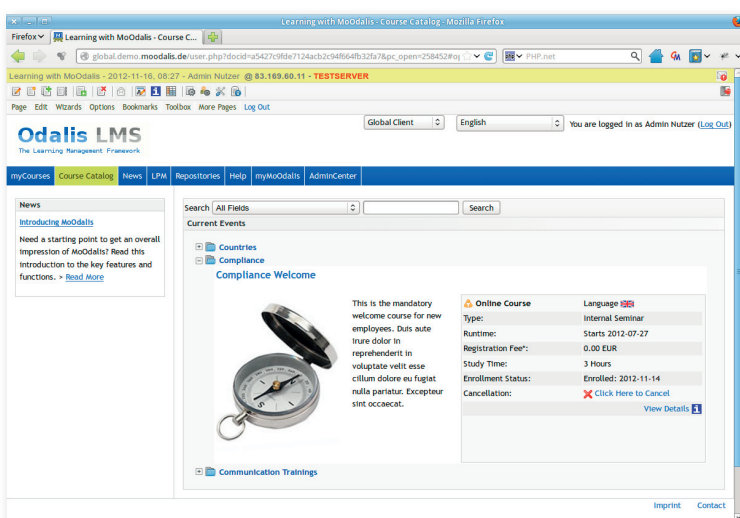
- **Bulk importing:** user accounts can be imported by uploading a standard Excel file.
- **Bulk exporting:** user accounts can be exported to a standard Excel or CSV file.
- **Bulk enrollment:** multiple users can be enrolled at one time; enrollments to multiple courses can be done by selecting users via the detailed search option or importing a standard Excel file.
- **Bulk deleting:** multiple user accounts can be deleted by selecting users via the detailed search option.

Users can be organized in groups.



## Learning Projects

Learning content is organized as a hierarchical tree called LPM, *Learning Project Management*. It can represent the business structure of your company/organization or any system of content categories and subcategories. Within a category there may be online courses and classroom seminars, separated by type. You can then create a blended learning environment by combining these courses and seminars into curriculums. You will find panels to edit the metadata and enrolling parameters, enroll users and teachers, grant certificates and use file repositories related to each category, curriculum, course or classroom seminar.



## Course Catalog

The course offerings are generated from the LPM, based on the defined filter settings for each category, course or classroom seminar. User account fields like "department," "cost center" or others can be issued to control the user's access to certain content.

The structure uses aliasing for replacing globally presented content with local versions ("mapping"). It is searchable and can also include content from other servers (on demand).

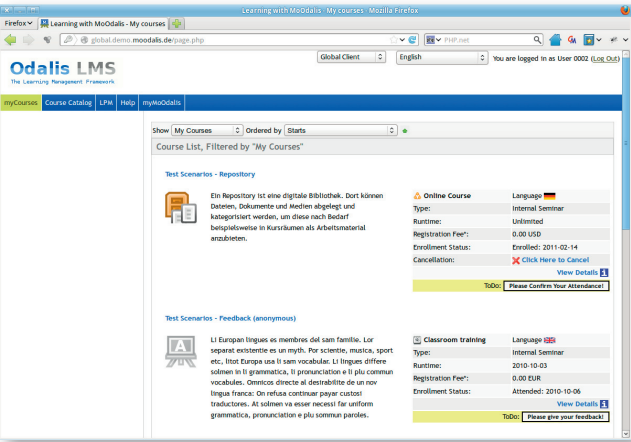
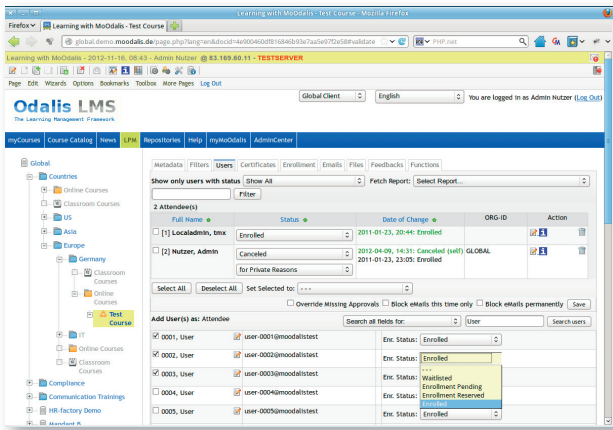
## Enrolling

Depending on the course configuration, a user can enroll herself by selecting courses from the course catalog, which is structured by the LPM categories. In addition, a course administrator can enroll multiple users at one time by adding them to the users panel in the LPM. This allows users to be found (filtered) using a detailed search.

If the course is set up as subject to approval, the user's approver will be informed via e-mail and asked to approve or deny the request by clicking a simple button on the approval form. No login is needed, as we can provide a passport that leads the approver directly to the form by clicking the link in the e-mail.

All necessary e-mail messages are sent by the system automatically during the duration of an enrollment (configurable). Messaging can be switched off and on at course level, so enrollments can also be finalized and edited "in the background" without bothering the user with too much e-mail traffic.

A user's enrollment record carries all edited data and history, from first enrollment to waiting list and all statuses like "enrolled," "graduated" or "certified." It is therefore possible to review any changes in enrollment history at any time. The enrollment record also keeps all user account data, such as cost center, department or supervisor, set upon first enrollment (write-protected) and all e-mails sent by the system during the duration of the enrollment.



## myCourses

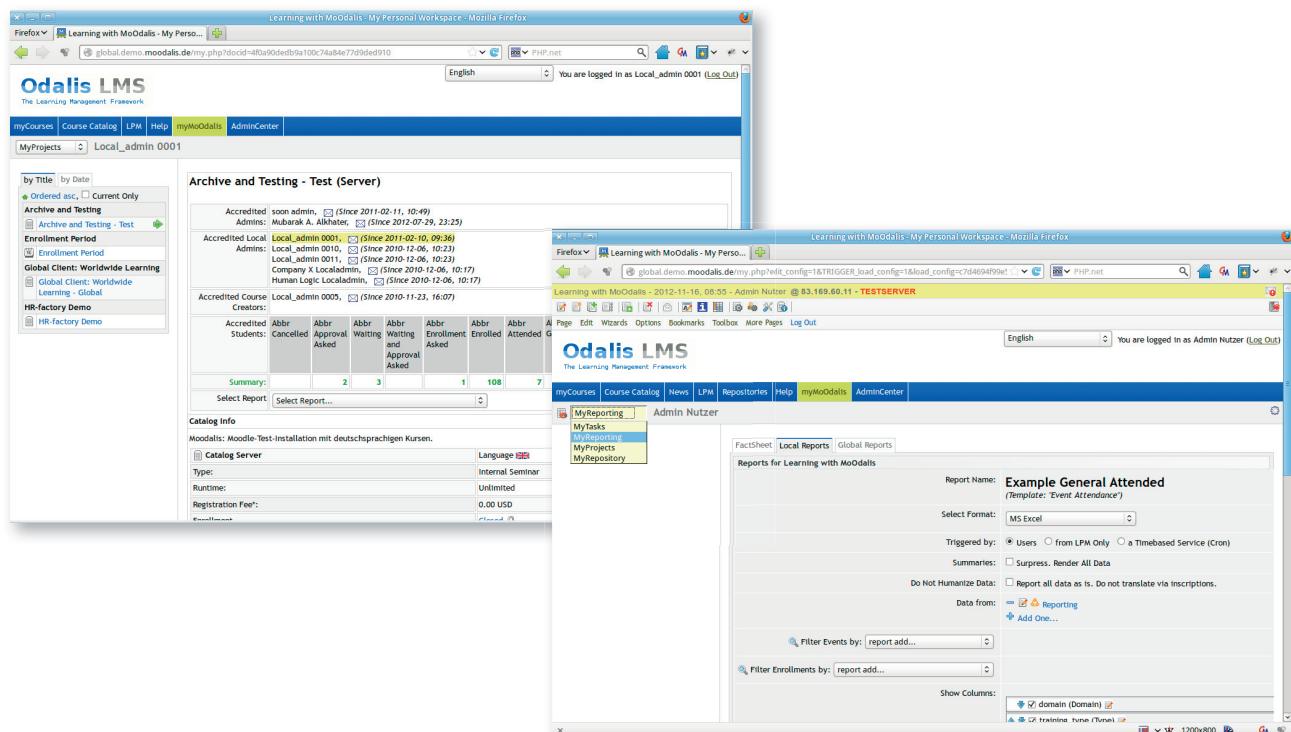
A user finds her enrollments listed in the myOdalis area (you can rename all Odalis areas at will). Here she can read all detailed course instructions, download related course material or access the certificates she has already completed. Depending on the configuration, she can also un-enroll from a course or communicate special requirements.

## myOdalis

All teachers, course administrators and other authorized user groups can enter the myOdalis area, where, if so configured, certain plugins are accessible.

- **myTasks:** A supervisor may grant or deny his pending approvals; a teacher may communicate his pending data or confirmations.
- **myReporting:** If a user is permitted to access any reports, she will find a clickable list where she can instantly open any report. Users with permission to edit can also create or edit report configurations.
- **myProjects:** Provides an overview of all the user's activities.
- **myRepository:** A user may keep a file repository of her own and, for example, link files to certain courses from there.
- **myAccount:** A user may edit her account-data like a holiday replacement or contact-in-case-of-absence.

If you have special requirements for any "my-"plugins, just talk to us.

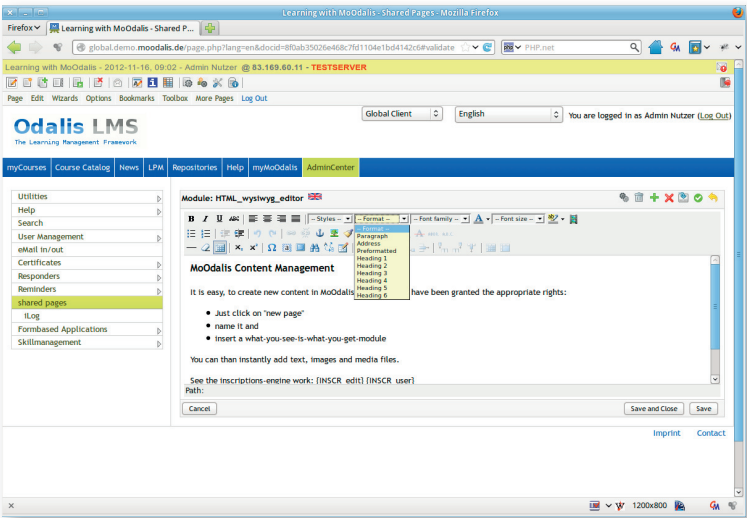
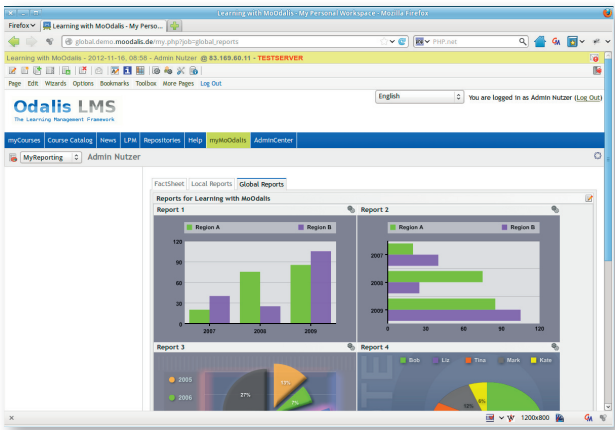




## Reporting

Odalis LMS provides a wide range of preconfigured reports as well as a comprehensive report editor. Reports are based on four different templates, referring to the present scope of the data: courses (overview), enrollments (details), user accounts (master data) and site usage like e-mails, access logs or other data. We can add more complex templates on demand.

All reports can be granted to certain user groups and can be accessed from the myOdalis area or the LPM. A time-based service for automatically sending reports to defined addresses can be configured.

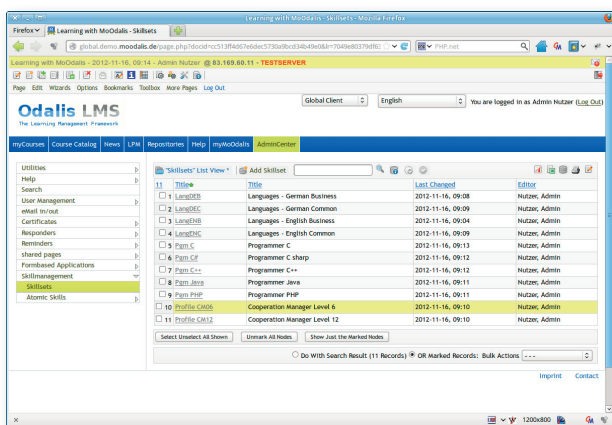


## CMS

Using the built-in content management system, you can provide online help, articles and blogs to the users of your portal. Comprehensive but intuitive, it has any features you want a modern CMS to have (Wysiwyg editing, publishing lifecycle, access control, versioning etc.)

## Forums

A forum can be set up for every user group or topic, allowing users to share information and help, exchange tips and tricks or best practices.



## Custom Databases

Custom databases can be built and connected to the application according to your demands. Readymade databases like a glossary or skill management DB are included.

## Recommendations

Users can recommend courses and seminars to others with one click.

## Data consistency, backup and logging

All system data are backed up automatically and can be reset by a selected number of steps on page level and field level.

## Data privacy and security

We ensure and guarantee the complete privacy and security of your data. Security scans and audits are part of our daily work; our hosting is security certified (all servers in Germany). Ask about details.

## SaaS – Odalis as a Service

We also provide the Odalis LMS as a service on demand, which you may rent access to on a per-user based fee. Less possibilities in design- and process-customization and restricted admin-access are the limitations in comparison to a self-hosted installation. We offer a range of additional services like round-the-clock hotlines, material supply chain, hotel booking etc.

Please ask for pricing.

## Technical Information

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- Based on open standards: PHP, MySQL, Apache (or other webserver software), XML
- Performance optimized data structure for MySQL, fast search engine
- Seamless integration into existing IT landscape and other portals
- Available for Linux and Posix compatible systems, please contact us for support of Windows servers



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