



ADVERTISING ONLY USER GUIDE – VERSION 2 UPDATE TEST

The Alaska Training Cooperative Learning Management System (LMS)

Types of Training Provided and Promoted by The Alaska Training Cooperative (AKTC)

Please review the mission statement and goals of the AKTC: <http://aktc.org/>

For information on Technical Assistance: <http://aktc.org/training-technical-assistance/>

For examples of current trainings offered through the AKTC LMS: <https://aktclms.org/training/professions>

Note: The display of the LMS is best if using Chrome, Safari, or Opera.

Use the Help Button at the end of each question for more information. 

Be sure to scroll down on each page to ensure that you are not missing fields.

Create an Account for Yourself and Log In

<https://aktclms.org/>

[Join Now!](#)

The first step to submit a training is to have a user account in the LMS. Click to create a user profile. You must include your employer and contact information.

Submit a Training

Every training has two parts:

Part 1 Training Overview - Contains the *general* information about the training; information that will be true for each occurrence of the training. This only needs to happen one time for each unique training. A Training Overview will have at least one, but may have multiple Events associated with it.

Part 2 Event(s) - Contains the *specific* details about the training, i.e. date, time, delivery method, location, instructor, and specific instructions.

Part 1: Create a New Training Overview

Click on *Submit a Training* from the top of the screen or from the link on the lower left. This will start you at Tab 1 of the Training Overview.

Tab 1: Title and Description

Are you interested in using the registration features on this site? - Indicate if you will use the LMS to process registrations – **for Advertising Only select No.**

Be sure there is contact and other registration information in the Event *Pre-Registration* field (see Page 3).

What is the title of this training overview? - Consider how to make the title descriptive but generic enough to apply to each time the training is offered. For example, *Trauma Training* rather than *Fall Trauma Training*. This will be viewable in the catalog and will be used to for every Training Event associated with this Overview.

Full Description - Enter a detailed description of the training. Make the description generic enough to apply to every time the training is offered. The contents of this field will be accessible when the Search process is used and will apply to every Training Event associated with this Overview.

Short Description - Enter a shorter description up to 150 words. The contents of this field will display in the brief information window accessed from the catalog by clicking on the information icon. 

Administrative Notes - Optional field monitored by AKTC Support.

Tab 2: Interest Areas

These selections will be used by participants when searching for a training.

Tab 3: Target Audience

Indicate who the target audience is for this training. These selections will be used by participants when searching for a training.

Tab 4: Training Provider

Start typing the name of your organization. Please search carefully for your organization name before creating a new entry. Create a new entry only if your employer does not appear on this list.

Tab 5: Registration Options

Skip for Advertising Only - Use only when registrations and fees are being processed through the LMS.

Tab 6: Registration Questions

Skip for Advertising Only - Use only when registrations are being processed through the LMS.

Tab 7: Summary

Review the material. Be sure to scroll down to see all. Clicking on *Continue* will generate an email to AKTC Support that there is a completed training submission for review.

AKTC Support will review the training submission. You will receive a confirmation email when it is approved. If there are questions, the contact information in your user profile will be used to reach you.

Part 2: Create a New Event

After creating the Training Overview you are automatically taken to Event Details.

Tab 1: Event Chooser

Select whether this is a scheduled training or an anytime training.

Scheduled training

Scheduled trainings have fixed dates and times that they are available. Students must participate in the training at the specified date/time.

 [Create a Scheduled Training](#)

Anytime training

Anytime trainings do not have a specified date/time. Students may participate in the training at a time of their own choosing. This option is usually only used for trainings offered as part of a pre-recorded lecture or web-based self-directed trainings.

 [Create an Anytime Training](#)

(The following directions are for a scheduled training)

Tab 2: Date and Time

What times and days will this training take place? - Enter the day, date, and time of the training. If the training has an unusual timeframe this is the place to indicate that. For example: *This class meets every Monday and Wednesday, from 5:00pm – 7:00pm, for 4 weeks.*

Scroll down

Create the Schedule and Time Slots - Day 1: Click on the field to display a calendar. Select the day, then choose *Save Day*.

Scroll down after the screen refreshes.

Click on *New Timeslot* and select start and end time and *Save*.

Scroll down if you have additional days to enter or to review Day 1.

Repeat this process for additional days – be sure to scroll back down after each step.

Note: If you delete a day, you will be required to re-enter all information on this page.

Tab 3: Location and Instructor

Training Event Instructor - Type the name of the instructor. This can also serve as the contact for the class so include the email address and phone number. (This is not the only place this information can be included.)

Training Location & Delivery Methods - Select the Method of Delivery and complete each field.

Note: The displayed grayed text is only a placeholder. Be sure to enter something in each field.

Tab 4 - 6:

Skip for Advertising Only - Used only when registrations and/or fees are being processed through the LMS.

Tab 7: Additional Event Details

Upload logo - optional

Upload flyer - optional

Training Event-specific details - Use this field to enter any additional information about the training.

These details will be viewable from the Description/Registration page.

Traditional formatting is not available for these fields. AKTC Support will review and add bold or italics as needed.

Pre-Registration Information - Include how participants are to register for the training, including links, a contact name, email, and phone.

Post-Registration Information - Skip for Advertising Only.

Is there anything the administrative staff should be aware of for this training? - Use this field to send specific information to AKTC Support.

Tab 8: Summary and Conclusion

Review. Click on the vertical tabs to return to a specific section to make revisions.

Click *Done* when finished reviewing.