Customizing the LMS

Your Edvance360 Learning Management System is full of options for customization and creating efficiencies, but in order to keep in running smoothly and protect your data, there are some basic guidelines you need to follow. Each customer LMS (also called a sub-account) is a standalone website and database. We use a tool called the Mothership to push STAR terms to your individual sites. Annual STAR terms are mothershipped each year. We also send out updates due to legislation changes, adding of new courses, changing of test questions, updates to the video file, etc. Some customers choose to customize how courses appear in their individual sites to better fit their organization. If you want to make customizations to your LMS, please don't hesitate to ask for assistance. We have a ton of experience working with our customers to make the LMS work best for their needs.

Best Practices

1. NEVER delete courses or terms, even if you are no longer using them. **DELETING TERMS OR COURSES WILL RESULT IN THE DELETION OF ALL ASSOCIATED TRAINING RECORDS.** Instead, DEACTIVATE the term or course. Once deactivated, the term will no longer appear on the list of All Courses or while enrolling students. Enrolled students will no longer be able to access the course so wait until all students have completed training before deactivating. Deactivated courses and terms will still appear on training records.

2. If you want to restructure terms in the LMS, you should CLONE copies from the STAR terms to a new custom term. This ensures that STAR can continue to mothership updates to your site without issue. **You should also not rename or change custom identifiers for STAR terms or courses.** You are free to make edits to your cloned copies. **Please note, cloned copies won't receive updates. Best practice is to use the User Training Settings to create learning paths as opposed to creating copies of courses.**

3. **Do not move original STAR courses to custom terms or other STAR terms. This will affect the Mothership.**

4. In addition to creating custom courses, you **CAN** also add additional lessons with custom content to the original STAR courses. For example, adding an additional lesson to the Mandated Reporting course with your specific company policy. Be sure to add as a new lesson instead of just an additional piece of content to an existing STAR lesson. **However, since custom content tends to change more frequently than the STAR courses, best practice is that you create separate courses with your custom content in order to streamline necessary re-training.**

5. STAR does not update past years' courses. You should always use the current STAR courses in custom terms to ensure all course materials and tests are up-to-date.

6. **If you are unsure as to how changes will affect the LMS or would like our assistance in making customizations, please reach out to the Help Desk before making updates. We are always happy to help!**

Terminology within the LMS

A **Term** is a group of **Courses**. **Courses** contain **Lessons**. **Lessons** house **Content**, which can be videos, pdf's, links, tests, or other materials. **Users** are enrolled in **Courses**. Completed **Courses** generate **Training Records**.

Term: a group of courses with similarities, way to organize and categorize courses. I.e. Annual Trainings, or Orientation, or Professional Development.

Course: generates a training record with a grade. A Course must be completed and have either a test/acknowledgement or other gradebook item to generate a training record or certificate.

Lesson: houses specific items within the course. There can be one or more lessons within a course. This can be a combination of topics (an orientation COURSE may include LESSONS on documentation, bloodborne pathogens, fraud, data privacy, etc.). A lesson DOES NOT generate a training record or certificate.

Content: any item within a lesson. In STAR courses, this is typically a video and a test.

Need help? Contact the **STAR Services Online Training Help Desk**