



CapitalLMS

Learning Management System
“Focus on Your People , Not the Software”

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FOCUS ON YOUR PEOPLE, NOT THE SOFTWARE



Knowledge Sharing Made Easy

CapitalLMS is our proven Learning Management System / Learning Portal for the administration and delivery of learning via the web. CapitalLMS is delivered as SaaS (Software as a Service) making it extremely quick to deploy, with no reliance on internal IT resources.

CapitalLMS is our integrated online Learning & Content Management System (LMS / LCMS), which provides you with a comprehensive suite of learning management tools, as well as the capability to develop courseware and assessment modules.

CapitalLMS can be configured off the shelf or tailored to meet your training strategy, including application license, dedicated server hosting and basic level support.

Key Product Features

- No “per user” cost with global, multi-language delivery capability
- Cost effective, expandable Software as a Service (SaaS) LMS, including hosting & support
- Virtual training, including e-Learning, video-casts, podcasts, assessments, webinars
- Learning event and classroom registration, booking and resource management
- Competency framework support, with TNA results-based assignment of learning
- Email and SMS reminders for course attendance, compliance training, etc.
- Personal Review and feedback surveys (PDP, 360)
- Rapid implementation (typically 3-5 weeks)
- Integration with print-on-demand services intensive



Features & Benefits

Integrated capability:

With Learning Manager you have the capability to manage your whole training strategy with features such as:

- Tutor / Student Messaging
- Discussion Forums
- Private / Shared Upload Areas
- Generic Training Reports
- Student / Course Management
- Class Management, incl. attendance roster and individual record management
- Individual Development Plan, Competency Framework & Career Path Management, incl. Training Needs Analysis
- Course / Accommodation Booking Administration
- Assessment Builder Tool for creating assessments and feedback surveys
- Course Builder Tool for creating simple SCORM training courses
- System enrolment / registration



Simple integration

Learning Manager is a Software as a Service (SaaS) based LMS solution that can be accessed via your existing Internet or Intranet site or can be provided as a **standalone portal to your company's training resources**. As it doesn't rely on you to install software or set up an IT infrastructure, you can be up and running much quicker than other installed LMS solutions.

Centralized Training administration

Learning Manager delivers everything you need to manage your organizations entire training strategy, centrally.

Built in tools provide the ability to develop online training and assessments, to measure knowledge levels, perform reviews or gain feedback. A full booking administration facility allows you to manage course scheduling and resource availability.

Whether the training needs to be deployed locally or globally, Learning Manager provides you with total control over distribution and management of training resources, courseware and delegates.

Our enterprise license provides multi-language, multi-centre administration with central learning distribution and real time reporting.

Dedicated environment:

Our system is built on the same security architecture employed by financial institutions and each LMS is hosted on its own server environment, so you can be assured that your **data is both private and safe**. Server configuration can be expanded to meet your requirements.

Cost effective:

There is **no need for large capital expenditure**, extensive investment in IT or additional support services.

Pro-active skills management:

By combining training delivery with personal assessment, you can gain **quantifiable results** that will help you to determine company performance levels and **competency levels** of employees. Development plans can be built around job functions or tailored to individuals, providing a plan for personal development.

Platform independent delivery:

Learning Manager can deliver online courseware as e-learning, webinars, webcasts, podcasts and workbooks in PDF. 3rd party, SCORM compliant, courseware can easily be uploaded to the system, via the Course Management interface. The system can also integrate with 3rd party AICC courseware providers, providing instant availability to a library of courseware.

Delivery is web-based and therefore independent of the end-user system. Courseware can be developed for compatibility with a range of delivery devices, including hand held or mobile.

CapitalLMS gives the ability to maintain ownership of content via a central environment, making it ideal for updating all forms of distributed learning.

Specific requirements:

The entire solution can be branded in order to merge seamlessly with your existing Intranet applications. We can also provide the following:

- Courseware development / Content Production
- Bespoke Portal Development
- HR Systems & Data Integration
- Bespoke Application Design & Development

At CapitalWave, we offer all of our products on a license subscription basis. The fee includes online support and a continual upgrade path, ensuring the latest versions of software are available instantly.



Powerful Reporting

CapitalLMS provides a comprehensive set of powerful real-time reports.

Several standard reports

A number of standard reports are provided to analyze the progress and effectiveness of your learning efforts. These include:

- Individual and Group Activity Reports
- Course Starts and Completes Report
- Takers and Exceptions Report
- Interaction Data Report
- Response Summary and Detail Reports
- Individual Response Report
- Event Registration Report
- Login Reports (Active Login, Summary, Historical Activity)
- List Reports (Clients, Locations, Users, Activities)

Export to several different formats

As well as viewing the reports online, all the reports can be exported, giving you the option of slicing and dicing your data. Each report can be exported into the following formats:

- HTML
- PDF
- CSV (comma delimited)
- XML
- Microsoft Excel

Ability to add custom reports

If your organization has unique reporting requirements and you'd rather not create them yourself using the raw data, the system can accommodate the addition of custom reports.

CapitalLMS' reporting is built on top of SQL Server Reporting Services, a comprehensive reporting solution. As well as helping us to manage and deliver the reports, it also provides an environment in which new reports can be authored relatively rapidly.



Integration

We know that CapitalLMS is not the only system you use. We've made it so that it can be easily Web services API for integration with other systems.

CapitalLMS' Web services API provides programmatic access to your organization's LMS information using a simple, powerful, and secure application programming interface (API).

This allows for integration and can be used to:

- support single sign-on with your company intranet
- integrate with your organization's ERP system
- add a custom login page to your public website
- list the training courses that your organization publishes or sells

The well-documented API provides almost all the functionality programmatically that is available through the user interface.

Supports the HTTP AICC/CMI Protocol (HACP)

CapitalLMS provides an AICC HACP interface for communication with other learning management systems. This allows other systems to launch content directly in our LMS and have the outcome data posted back to the launching system on exit.

This is a feature useful for content vendors. Often they sell their content into clients that already have an LMS in place and use that system exclusively within their organizations to manage learning related activities. This allows their customers to use their content without the hassles of installing and maintaining it on their own servers.

No data lock-in

Your data is yours. We provide access for you to export all your raw data (in XML format) in case you want to import it into another system, whether for analysis or to transition to another service.



Administration

Administration is a large part of any learning management system. CapitalLMS makes it easy.

Customize the system to your needs

Specify as much or as little about your organization. Define locations and location levels, departments, job titles, certifications or nothing at all. Works equally well for organizations with just a few people and for companies with thousands. Turn off the functionality you don't use.

Load and manage content with ease

Load training and testing content simply. Once loaded, modify its attributes, structure, behavior and availability.

Allow learners to choose their own training content or assign it explicitly. Rules can be defined that deliver content to all users in the organization, or to a subset of users based on their properties. As users are edited or are added to the system that meets the rule criteria, they automatically receive the content.

Support and track your learners' use

Import your learners' profiles or create them manually. You can customize the system to collect the information that is right for you. Track usage, reset passwords, and edit training status from an intuitive interface.

Find information quickly in the system, regardless of whether you are searching through a few or thousands. Type part of a user's name, job title, department, or location and your list will be filtered as you type to only include users containing them.

Only administer what is allowed

Give your administrators only the functionality that they need. Specify as many administrators as you choose. A user can only view and edit data that is in their defined scope. Define regional and local administrators that can only see users and data for their own locations.



Reporting Features

- Custom demographic fields
- Course organization report
- Course summary report
- Course activity report
- Full cross tab reporting on all employees and all courses
- Course cost report
- Employee cost report
- Course time report
- Employee time report
- Prerequisite completion report
- Average exam score report
- Department or group report
- Department or group admin report
- Employee report
- Employee detail
- Enrollment report
- Employee course access and performance report
- Employee certificate report
- Task activity report
- Exam performance detail report
- Course evaluation report
- Quiz heuristics: Total attempts, passes, fails, time spent
- Quiz question heuristics: Breakdown of answer averages with full detail
- Survey summary report
- Learner survey report
- All reports contain extensive date range, filtering and sorting options
- Print reports
- Export reports to .csv
- System snapshot with recent activity, system status, course activity, group or department sizes, weekly activity
- Full grid exports of all learners, all courses.



Enrollment Features

- Enrollment key allows large groups to self register into specified courses
- Quickly generate many one-time-use registration keys
- Import learners from CSV
- Dynamic importing tool allows for data modification and automated enrollment on import
- Email notifications for enrollment key instructions, course enrollment, course completion
- Bulk enroll existing user groups to new courses
- Catalog with manager approval process
- Learning Path feature creates full enrollment automation based on advanced rule sets
- Manual learner enrollment with advanced rule sets to control course catalogs for learner groups
- Learner can cancel and re-enroll in alternate Instructor led course section
- Full waitlist management including waitlist cancellation and re-enrollment
- Full API available for integration with PeopleSoft, SAP and other HRIS systems
- Full SSO support
- Available Web Services



Exam Features and Options

- Proctored exams
- Minimum score to pass
- Test pools
- Drag and drop, matching and short answer questions using Articulate and other 3rd party authoring systems
- Multiple choice with automated scoring
- Up to 5 answers
- Custom feedback
- Multimedia attachments for questions
- Custom color scheme
- Allow navigation and review prior to submitting exam
- Text entry questions with multiple accepted answers
- Specific text entry formats like date, numbers only and character limits
- Linked lesson content for open book exam
- Difficulty ratings
- Mandatory questions
- Time limit
- Attempt limit
- Access limit after passing grade
- Random questions
- Random answers
- e-commerce purchase of additional exam attempts



Communication Features and Options

- Simple course forums with multiple threads
- Integrated message system
- Contact instructors
- Automated system messages on course modification
- Automated system messages on course completion
- All system email in HTML format
- Use your own address to send system messages / SMTP
- Email notifications can be copied to system administrator, course administrator and department or group administrator
- Email notification of course expiry
- Email notification of enrollment
- Email notification of course completion / certification
- Email with enrollment key instructions for group administrator
- Email forgotten username and password
- Custom email enrollment key based enrollments
- Custom email enrollment key based completions
- Custom email individual course instructions
- Custom email individual course completion instructions
- Resend user login information
- Learner suspension with customized suspension message
- Repeatable classroom reminders
- Repeatable "nudge" emails to promote course completion
- Class full notification to instructors
- Optional LMS based secure messaging with email notification



Online Course Management

- Course certificate expiry (years)
- Course activation date
- Course expiry in number of days from enrollment
- Course expiry in absolute date
- Course deactivation
- Course authoring - Learning Objects, Quizzes, Exams, Tasks
- Offline course tracking (classroom, 3rd party)
- Track courses with multiple real-life events
- Course categories
- Catalog based on demographics or departments
- Course description
- Course cost for e-commerce
- Course cost for cost tracking
- Various time tracking reports
- Required grade
- Course educational units or professional development credits
- Course forum
- Course help
- Course Glossary
- Course specific resources and links
- Course administrator (instructor / provider)
- Course qualifications
- Course prerequisites
- Custom certificate title and small print
- Allow self reporting of outside courses



Instructor-led Course Management

- Calendar based course scheduling
- Course activation date
- Self-enrollment start and end dates
- Multiple sections
- Location / Directions / Instructor / Time
- Repeating classes
- Add to Outlook or default calendar
- Resources
- Prerequisites
- Forums
- Evaluation
- Blackberry enabled attendance reporting
- Waiting lists



Scalability Features

- Multiple portals or licenses on one system
- Nested departments or groups
- Customizable roles and levels of access
- Provide view-only admin access to group administrators
- Supports clustered servers
- Unlimited learners / departments / admins supported
- System status to monitor concurrent usage
- https support



Managed /Hosted Service

Blatant Media offers Absorb LMS behind the firewall for your organization or as an ASP service.

The benefits of using our hosted services are:

- No IT infrastructure required
- Affordable entry rates for smaller groups
- Log in directly from your website or intranet with pass-through technology
- Branded to your specifications
- Indirect integration with your HRIS or other databases
- Sub-licensing options to serve multiple clients

Our hosted services allow you full administrative access with all the customization options available in the installed solution.

Pricing plans exist for all user groups and you can choose a *per seat*^{*} rate or a *per user* rate depending on the number of courses you plan to offer.



Custom Emails

All emails sent by Absorb LMS are based on editable templates and are editable for each application. Absorb allows you to send system email using your own SMTP server. Configurable templates include:

- New enrollment email
- Course completion email
- New enrollment key notification
- New administrator notification
- Classroom training reminders
- Course completion nudges
- Waitlist management emails
- Manager approvals
- Attendance marking reminders with mobile web enabled action pages



Customization

CapitalLMS is customizable to include corporate logo, wordmarks and color schemes. Through a unique location based skin system, multiple clients can access sub portals using their own branded entry point.

- Your logo
- Your colors
- Your domain name
- Your language
- Your certificate
- Your layout
- Your features
- Your SMTP server



Integration Options

Learning Manager Product Range

CapitalLMS– Standard Edition

The standard edition of CapitalLMS delivers everything you need to manage your organizations training requirement centrally, through our shared server infrastructure. The license for the system, including a managed web server running MS SQL express, up to 5Gb of connectivity bandwidth usage per month and basic 3rd line support. Support, Bandwidth and Server capacity can be increased to match your needs.

By charging the system in this way you pay for the amount you use the system, i.e. number of users x number/size of courses. The standard system setup can deliver a typical 1 hour of e-learning to approximately 250 delegates per month.

CapitalLMS – Dedicated Database Server

In addition to the standard edition of CapitalLMS, the dedicated database server solution provides you with your own independent LMS hardware infrastructure, which includes a web server, database server and tape backup, ensuring maximum performance and the additional security and peace of mind of an isolated system. This system is required for more advanced automated scheduling capability and higher capacity databases.

Integration

Bespoke System Integration:

Integration can include bespoke development of the LMS to your specific training administration requirements, full re-branding and re-designing of user interfaces to fit with your internal systems and generation of bespoke business reports, or simply modification of the standard system to match your corporate livery.

Data Integration:

User data can be imported from a range of sources on a one off or on a scheduled 'live feed' basis. Feeds have been integrated from a variety of HR systems including PeopleSoft, Oracle,

Courseware Development:

Bespoke courseware design and development can be provide separately through our sister-company Financial Training Solutions, whose experience spans a decade of developing interactive media and online training solutions for a range of international blue chip companies.



Why Choose the CapitalLMS?

- **World Class Support**
Get inspired with world class support. You will have a dedicated implementation manager with the experience, skills and authority needed to help you meet your business goals. Have an issue? Just call.
- **Automated Learning Management**
The CapitalLMS is built with the busy company in mind. Our goal is to build the most automated LMS available. We've included automated features that take the maintenance work out of the learning management process. The CapitalLMS includes automatic reminder emails, automatic course resets, self-registration, automated reports, automated exports, and database synchronization.
- **Easy to Deploy Hosted Service Application**
The CapitalLMS is available as a fully hosted application service. You do not have to worry about servers, database software, backups, system maintenance, upgrades, or any other back office requirements. We take care of that for you. The CapitalLMS is hosted in an enterprise class datacenter with multiple Internet backbone connections via OC3 connections, a 750 Kilowatt generator, a 500 KVA Liebert UPS, and pre-action fire suppression systems.
- **Industrial Strength Data Security**
If you choose the CapitalLMS, you will benefit from industrial strength data security. Our hosted service undergoes daily penetration testing and is protected by multiple firewalls, an intrusion detection system and malware scanners. Each server is highly redundant with dual processors, dual network cards, dual power supplies and RAID hard disk arrays. Backups are performed daily and tested on a regular schedule.
- **User Account and Course Results Synchronization**
We have experience securely connecting our hosted LMS service to many different human resources and user account databases. We can make your LMS "hand free" by synchronizing user accounts and student activity information from our system to your own local corporate database.


Compare LMS Tool

| Features | CapitalLMS | LSM Option 1 | LMS Option 2 |
|-------------------------------|------------|--------------|--------------|
| Advanced Roles & Permissions | ✓ | | |
| Streaming Media Support | ✓ | | |
| Multi-lingual Support | ✓ | | |
| Multiple Domains/Environments | ✓ | | |
| Full Search Capabilities | ✓ | | |
| Manages all Learning Types | ✓ | | |
| Classroom Management | ✓ | | |
| Content Authoring | ✓ | | |
| Assessment Authoring | ✓ | | |
| Robust Reporting Framework | ✓ | | |
| Forms & Document Management | ✓ | | |
| Certification | ✓ | | |
| e-Signatures | ✓ | | |
| Audit Trails | ✓ | | |
| Payment & e-Commerce* | ✓ | | |
| Public/Open Enrollment | ✓ | | |
| 3-4 Week Launch | ✓ | | |
| No need for IT Staff | ✓ | | |

Financial Training Solutions (FTS) is a firm made of up industry professionals having a reputation for providing first-rate training and consultancy to banks and other financial institutions. FTS offers professionals who have extensive knowledge, experience and expertise in the areas of banking and finance.

Blended learning is the philosophy on which the company was founded. Our training methodology, integrating theory with practice using our own very powerful training tools, creates a uniquely exciting and effective learning environment. The result pays immediate dividends in the retention of newly-learned concepts and their practical application in the financial marketplace.

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