Asentia Implementation Guide

Each Asentia™ portal automatically has an Administrator. The Administrator is NOT a user, cannot be deleted, and has all of the administrative rights available in the system. This Implementation Guide is designed to assist administrators with the initial setup of Asentia™ by providing a comprehensive overview of the key elements that should be addressed.

Note that the details on any one specific topic covered here can be found in the Asenta™ Administrator Manual, and that this document is designed more to provide a roadmap of the items that should be considered during your setup. These items are listed in an order that we recommend that they be addressed before you formally launch your LMS.

Any additional questions or concerns that you have regarding how to set up your system can be directed to the support team at http://support.icslearninggroup.com.

Step #1 – Configure Your Portal's Appearance

1. Click the System item from the left-side administrator menu, and then click "Account Settings." Put in your company's name, the contact name for the main administrator, and the email address of the main contact.
2. Click the Interface & Layout item from the left-side administrator menu, and then click "Home Page." Use the WYSIWYG box to put in, edit, and design text, images, and more that will appear on your LMS home page.
3. Click the Interface & Layout item from the left-side administrator menu, and then click "Masthead." Use the buttons and guides to upload images into and/or choose colors for the top of the screen in your LMS pages. The Home Page tab shows what the masthead on your home page will look like on a desktop. The Application tab shows what the masthead will look like on a mobile device.
4. Click the Interface & Layout item from the left-side administrator menu, and then click "Footer." Fill in the information, which will appear at the bottom of your LMS pages.

Step #2 – Configure Your Courses

1. Click the Learning Assets item from the left-side administrator menu, and then click "Content Packages." Upload your SCORM packages, video courses, PowerPoint presentations, and PDFs here.
2. From the Content Packages screen, click the Modify pencil icon for each content package. At the top of the package's page, click "Import This Package." A course will be created from the package.
3. Click the Learning Assets item from the left-side administrator menu, and then click "Courses." Check your courses to make sure that their descriptions and other information are accurate, and the settings are correct, including publish settings.
4. If you want users to be required to complete a specific set of courses in a specific order, click the Learning Assets item from the left-side administrator menu, and then click "Learning Paths." Create a Learning Path for those courses.
5. If you plan on conducting live classroom sessions or live webinars with your learners, click the Learning Assets item from the left-side administrator menu, and then click "Instructor Led Training." Set up modules for training sessions that you can then add to existing courses, or create new courses from.

Step #3 – Configure How Users Interact with the LMS

1. If you plan to charge for or sell your courses, click the System item from the left-side administrator menu, and then click "E-Commerce." Choose a gateway/processor and fill out the required information. If you choose to integrate with Authorize.net, click the Form Properties tab to specify the cards that you accept and the fields that you require when collecting purchaser information.
2. Click the Learning Assets item from the left-side administrator menu, and then click "Course Catalog." Create catalogs, add courses to those catalogs, make catalogs public and private, and add a price for catalogs to control what users see, which catalogs they can enroll in, and whether catalogs need to be paid for.
3. Click the System item from the left-side administrator menu, and then click "Email Notifications." Set up email notifications for certain trigger events that occur in the system, depending on when and how you would like to communicate with your learners, administrators, instructors, and supervisors.

Step #4 – Configure How Users Interact with Each Other

1. Click the Users & Groups item from the left-side administrator menu, and then click “Groups.” Create groups to put your users in for purposes related to reporting, discussion amongst users, private catalog access, roles, and document access.
2. Click the Users & Groups item from the left-side administrator menu, and then click “Roles.” Create roles with specific permissions that you can easily assign to users, as well as assign to a group, thereby assigning the role to all users within that group.

Step #5 – Configure How Users Come into the System

1. Click the System item from the left-side administrator menu, and then click “Configuration.” Click through the tabs and adjust the settings under each tab to control what users see and how they get into the system.
2. Click the Users & Groups item from the left-side administrator menu, and then click “User Field Configuration.” Control which fields admins and users can see and edit, and which fields will appear on the user registration form (if you allow users to create their own accounts).
3. Click the Learning Assets item from the left-side administrator menu, and then click “Courses.” Click the Modify pencil icon for each of your courses, and then click the “Enrollments” item from the menu on the course edit screen. Create enrollments for users, then create rulesets for those enrollments to auto-enroll certain users with certain data in certain fields in their profiles.
4. Click the Users & Groups item from the left-side administrator menu, and then click “Groups.” Create grouping rules to automatically put users with certain data in certain fields in their profiles into specified groups.

You are now ready to bring your users into the system so that they may begin taking courses! More details about how users are brought into the system, as well as more detailed information about all of the functions listed above, can be found in the Asenta™ Administrator Manual.

If you have any questions, concerns, issues, or suggestions regarding your Asenta™ LMS system, go to http://support.icslearninggroup.com. There, you will find our Knowledgebase, which contains hundreds of helpful articles inspired by frequently asked questions and concerns, including troubleshooting lists, guides, and how-tos. You can also submit a ticket to be answered by our support staff, who are always ready and eager to help!