

Resources - e-Learning Facilitation System

Access has created proprietary technology that facilitates the delivery, management and assessment of learning programs with content being derived from all sources.

The e-Learning facilitation system:

- Provides administration of employee training courses, curriculums, assessments and reports in one central, 24/7 accessible location.
- Administers any non-online media or content as well as any online content regardless of location or provider with the instant and continuing ability to convert any content (on or off-line) to an updated and improved version.
- Aids in converting any media to an online course in any training methodology, and catalogues and integrates the courses in the system's administrative system.
- Accommodates training curriculum specification by managers to define existing competencies and needs, and to specify courses. Various course assignment modules are available to meet specific company and employee needs.

Access has incorporated dashboards at management and employee levels to communicate employee status and progress for the purposes of providing the employee and managers with an awareness of achievement or the need for additional training.

Establishing Curriculums

There are 3 types of courses used to establish curriculums:

- Post your company's existing online and off-line courses.
- Acquire courses from established learning or educational software companies for expertise that is specific to a curriculum you want to offer.
- Create new and existing courses. You can convert any media or all of your communication documents into online courses using our Course Creation Module™ – brochures, product guides, product specification sheets, customer service guides.

Course Creation Module

All advertising, sales, promotional and technical material can be easily converted to a course. Quizzes can be embedded in the course or tests can be administered upon completion.

Courses can be designed with true or false, yes or no or multiple choice questions. Each question can be scored as a traditional test, right or wrong, or with answers that are weighted with different values to help you determine how well participants comprehend the key points in the course. Comprehension can be managed two ways – at the end of each question, the wrong answer is corrected or at the end of the course all answers are scored and wrong answers identified and linked back to the course for review.

The program administrator can monitor participation, measure response and evaluate comprehension. All results can be accessed by the participant, administrator and authorized managers.

Monitoring Results

Access e-Learning lets you organize all training activities on a central platform to facilitate supervision by levels of management, with focused course assignment for content platform interactively and automatically specified with current status and recognition.

- Participation and progress can be viewed over time.
- Managers can view results for their direct reports to monitor performance.
- Courses and test scores are maintained in the participant's records and can be reviewed by participants and authorized users – immediate supervisors, group managers, human resources – at any time.
- Participation and comprehension are verified. By monitoring results, you know whether all assigned courses have been taken and what the comprehension level for each participant should be.

Users

- e-learning can be set up quickly by the program administrator to train salespeople, resellers, customer service, professionals – all employees.
- Participants are enrolled manually by the program administrator or automatically uploaded via a spreadsheet.
- Your online course inventory is posted, whether proprietary or acquired courses. All online courses are linked to collect information to monitor activity, assess comprehension and manage results.
- Program administrator assigns individual courses or creates a curriculum for targeted participants.
- Participants enroll in one or multiple courses and take the courses. The program administrator allows user levels to review results – participants, managers.
- Elective courses can be established, which participants can choose to take on their own time.