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gtslearning

businessready online learning

Our **business**ready learning management system

Our KnowledgeHub learning management system is an extremely powerful way to maintain your student's learning objectives.

Powered by Element K, KnowledgeHub is a fully hosted solution that resides on our own servers. No software to install. No system maintenance. No troubleshooting. Just the ability to deliver a feature-rich learning experience to the student and easy-to-maintain resources for the administrator.

Turn the page for an overview of the key features and a simple explanation of how to setup a user on the KnowledgeHub for yourself.



KnowledgeHub – the brains

Because KnowledgeHub is a hosted (ASP) solution, there is no hardware or software to buy, install or maintain. This hassle-free approach is a smarter, cost-effective alternative to the demands of traditional learning management system ownership, substantially reducing infrastructure and operational costs, as well as deployment time. Most behind-the-firewall LMS installations require months of intense project work to install. A company-wide KnowledgeHub implementation is normally depolyed in less than 4 weeks.

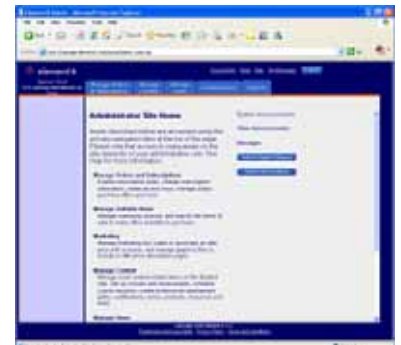
Through gtslearning, Element K manages all aspects of development, hosting, system upgrades, security, and maintenance. On a continuous basis, improvements are introduced to enhance the learner experience and lower the administrative burden.

With issues like security, customization and LMS upgrades removed from your organization's list of responsibilities, your IT group is now freed up to attend to core business issues.

And as with any ASP, you can look forward to a lower total cost of ownership (TCO).

KnowledgeHub – the brawn

When considering less expensive alternatives to elaborate LMSs, organizations are typically required to make trade-offs or sacrifices. Not so with KnowledgeHub. Large, multi-national organizations such as Citigroup, Accor and Kodak use KnowledgeHub to meet the demands of their corporate learning. These organizations demand a full-featured learning platform, and KnowledgeHub rises to the challenge.



A few of the notable features of KnowledgeHub include:

- ♦ **User Administration** – Add administrators and students, assign assessments and courses, review login information and track the progress and completion rates of all students.
- ♦ **Content Administration** – Administrators may upload SCORM or AICC conformant courses, post any file for reference or add their classroom course data. Virtually any piece of information can be stored on and accessed from KnowledgeHub.
- ♦ **KnowledgeHub Authoring Services** allows any subject mater expert to create custom training content. Developed with ease of use in mind, this is a simple tool that provides templates and step-by-step procedures.
- ♦ **Professional Development Management** – KnowledgeHub allows administrators to customize learning paths. Learning paths can be made mandatory or optional for any group or individual within you organization.



- ♦ **Administration Support Tools** – To assist with internal marketing campaigns, Administrators can access posters, postcards, email templates and other implementation tools in our comprehensive online resource center, “ADMINessentials”. Administration support also includes a best practices forum where administrators can share ideas with peers or tap Element K training on Administrator-specific topics.
- ♦ **Content Hosting** – via Content Server, Web Services or directly from KnowledgeHub, content can be delivered through a number of means.
- ♦ **Language Support** – KnowledgeHub supports English, Spanish, French, German and Italian.
- ♦ **Customization** – Add your company logo and corporate colors to KnowledgeHub and customize navigation to suit the needs of your organization.
- ♦ **Student Support Tools** – KnowledgeHub allows the student to view the full course catalog via browsing or the search function. Once within a course, the student has the ability to stop and bookmark the course, allowing one to easily return to the course and resume the learning activity..



A superior, integrated learning experience

KnowledgeHub helps to deliver engaging learning solutions that are perfect for the enterprise. KnowledgeHub includes access to self-paced online learning, vLabs virtual study environment, instructor-led training, reference materials and assessments (where appropriate).

gtslearning can also offer additional LiveHelp 24x7 online support to complement the services provided through KnowledgeHub.



So why consider a hosted Learning Management System?

Isn't it easier to stay in control with your own management system?

We disagree - KnowledgeHub is remotely hosted by Element K. Your organization is connected quickly and easily via any browser. The benefits of using an ASP vs. hosting a learning platform within your own firewall are:

- ♦ **Lower implementation costs:** no need to install yet another invasive application on your servers.
- ♦ **Speedy implementation:** training is available far quicker with minimal set-up activity.
- ♦ **Lower maintenance costs:** Element K takes the responsibility to update KnowledgeHub, including the loading of new courses that are constantly under development
- ♦ **Security:** KnowledgeHub features layers of hardware and software security, including firewalls, SSL encryption, and password protected accounts, to ensure data integrity.
- ♦ **Performance and Uptime:** We guarantee uptime exceeding 99% (excluding planned downtime). If we do not exceed 99% uptime, we will make things right - or your money back.

KnowledgeHub – a brief walkthrough

Give KnowledgeHub a try for yourself. Your account manager at gtslearning can set up a temporary access for you so that you can see how you can add users and assign content to them.

Go to <http://manage.elementk.com> and enter the userID and password that you have been given on the login page.

Once logged in, you will see five tabs across the screen:

- Manage Orders & Subscriptions
- Manage Content
- Manage Users
- Communication
- Reports



Setting up a user

It's very easy to set up a new user.

- Click on 'Manage Users' tab. A new set of links will appear in the left hand column.
- Click on 'Student' and then 'Create' when the menu expands.
- You will be prompted to 'look up' your organisation. The name listed in the text box will be correct, so just click the 'Create' button.
- Enter the details as shown on the screen – ignore the last three buttons for 'Manage POs', 'Student Site Preferences' and 'Add Student to Group'.
- Once you have completed the details, click 'Send' and your user will be added.

Adding content for a user

Once you've added a new user to KnowledgeHub, you can assign a course to that user.

- Click on the 'Manage Orders & Subscriptions' tab. A new set of links will appear in the left hand column.
- Click on 'Subscriptions' and then 'Assign by Student' when the menu expands.
- In the main window, you will now need to select the student that you have just added. Click 'Select Students'. You can either search for the student by name (or one of several other fields) or just select them from a list by clicking the 'List' button in the top left of the new window that will have opened.
- Select the student by clicking the checkbox, then click 'Save and Close'. The window will close and you will see that the 'Select students' box has changed to dark grey.
- Once you have selected the student, you need to give them access to online courses. Click 'Select Subscription Pools' to open a new window. You will again be prompted to list or search for subscription pools.
- Click on 'List' to see what's available – one or more subscription pools should have been setup by your account manager at gtslearning.
- When the search has completed, select the subscription pool by clicking the checkbox, then click 'Save and Close'. The window will close and you will see that 'Select subscription pools' has also changed to dark grey.
- Finally, click the 'Assign' button to give students access to the courses. You can now log in as a student and access the online learning.



What else can you do?

- Click 'Communication' tab. Click 'Editorial Items'. Click 'Manage Editorial Block'. At this point, you can create custom text to be displayed on the welcome page or certain parts of the catalogue – a great way of telling your users about new courses or recommended learning.

There are many other powerful features within KnowledgeHub – group facilities enabling content to be assigned to one group of students; the ability to add your own content; and powerful reporting features.

To learn more about these features, please feel free to experiment with your access to the KnowledgeHub site or call your account manager at gtslearning today on **020 7887 7999** to arrange a meeting and discuss our powerful learning solutions in greater detail.