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COURSE BROCHURE

# Learning Management Systems Administration Training Course

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# Learning Management Systems Administration Training Course

Learning Management Systems Administration is a 1-week training course for LMS administrators, learning technologists and training coordinators who keep a learning platform running every day, and it ends with an LMS administration runbook. Mandatory training, audit requests and remote workforces now depend on a platform whose roles, enrolments and records are configured correctly. Jupiter Prime Training delivers this course in learning management systems administration.

## Why Learning Management Systems Administration Matters Now

Three pressures land on the LMS at once: auditors and quality teams who ask for proof that every operator completed required training, content teams publishing SCORM and xAPI packages from several authoring tools, and HR systems that feed joiners, movers and leavers into the platform automatically. A well-administered LMS answers an audit query in minutes and enrols the right people without manual lists. A neglected one shows expired certificates, orphaned accounts and courses that fail to record completion. The course uses Sharable Content Object Reference Model SCORM and Experience API xAPI specifications and links platform processes to ISO 30422:2022 for learning and development.

## Who Gains Most from Learning Management Systems Administration

- Administrators who configure users, roles, organisational hierarchies and permissions
- Learning technologists who upload, test and troubleshoot SCORM and xAPI packages
- Training coordinators who manage enrolments, sessions, waitlists and attendance
- Compliance training owners who track mandatory certifications and renewal cycles

An L&D operations team gains most when its platform administrator, a learning technologist and a coordinator attend together.

## Learning Management Systems Administration Capabilities

Participants move from fixing platform problems one ticket at a time to running the LMS against documented standards.

- Configure role-based permissions and organisational units without over-granting rights — data protection and audit confidence
- Build enrolment rules driven by job, location and hire date — accurate mandatory training coverage
- Test SCORM and xAPI packages for launch, tracking and completion behaviour — reliable learner records
- Specify catalogue structure, metadata and naming conventions — learner search and discovery
- Calculate compliance status and expiry alerts for regulated roles — quality and audit teams

- Apply change control, release testing and support tiers for platform updates — stable service for learners

## Key Learning Management Systems Administration Terms

- LMS — a learning management system that hosts courses, enrols learners, tracks progress and stores training records.
- SCORM — Sharable Content Object Reference Model, a packaging and tracking specification for e-learning content.
- xAPI — the Experience API, a specification that records learning activity as statements sent to a learning record store.
- Role-based access control — granting system rights according to a user's role rather than individually.
- Dynamic enrolment rule — an automatic rule that assigns learning based on user attributes such as job or department.
- Recertification cycle — the interval after which a completed compliance course expires and must be retaken.

## Learning Management Systems Administration Day by Day

### Day 1: The LMS in the Learning Ecosystem

- LMS, LXP and LRS Roles — Choosing Where Each Function Lives
- HR Integration Feeds — Joiners, Movers and Leavers Synchronisation
- Organisational Hierarchy Design — Mirroring Departments, Sites and Reporting Lines
- ISO 30422 Process Mapping — Linking Platform Tasks to L&D Operations
- Platform Data Privacy Settings — Retention, Consent and Visibility Rules

### Day 2: Users, Roles and Enrolments

- Role-Based Access Control Matrix — Least-Privilege Rights for Admin Tiers
- Bulk User Import Templates — Clean Fields and Validation Checks
- Dynamic Enrolment Rules — Assigning Learning by Job and Location
- Instructor-Led Session Setup — Rooms, Waitlists and Attendance Marking
- Manager and Approver Workflows — Nomination and Approval Routing

### Day 3: Content Packages and Catalogues

- SCORM Package Testing — Launch, Bookmarking and Completion Tracking
- xAPI Statements and LRS Connection — Capturing Activity Beyond Courses
- Content Troubleshooting Checklist — Common Failures and Their Fixes
- Catalogue Taxonomy and Metadata — Naming, Tagging and Search Behaviour
- Learning Paths and Prerequisites — Sequencing Courses for Role Readiness

## Day 4: Compliance Tracking and Reporting

- Mandatory Training Matrices — Required Courses for Hospital and Utility Roles
- Recertification and Expiry Alerts — Automated Reminders Before Deadlines
- Audit Evidence Exports — Completion Histories and Certificate Records
- Standard and Custom Reports — Scheduling for Managers and Quality Teams
- Data Quality Checks — Orphaned Accounts and Duplicate Records

## Day 5: Practising the LMS Administration Runbook

- Applying Role and Enrolment Design — Documenting Rules for One Business Unit
- Applying Content Testing — Building the Release Checklist
- Applying Compliance Reporting — Designing the Monthly Audit Pack
- Platform Change Control — Release Testing, Support Tiers and Service Levels
- LMS Administration Runbook — Final Procedures Ready for Handover

## Applying Learning Management Systems Administration After the Course

- Audit current role permissions against the role-based access control matrix and remove rights that exceed each tier's needs.
- Convert one mandatory training list into dynamic enrolment rules and test them with a sample of new joiners.

## Learning Management Systems Administration Questions FAQ

### What is learning management systems administration and why does it matter now?

Learning management systems administration is the configuration and daily running of an LMS: users, roles, enrolments, content and records. It matters now because audits, automated HR feeds and varied content formats all depend on a correctly configured platform.

### Which roles gain most from learning management systems administration?

LMS administrators, learning technologists, training coordinators and compliance training owners gain most. Each touches a different part of the platform and needs shared rules to keep records accurate.

### How does learning management systems administration differ from an e-learning development course?

Learning management systems administration focuses on running the platform: permissions, enrolment rules, content testing and compliance reporting. An e-learning development course focuses on authoring and designing the course packages that the platform later hosts.

## What do you bring back from learning management systems administration?

You bring back an LMS administration runbook with a role matrix, enrolment rules, a content release checklist, compliance report designs and change control procedures ready for your team.

## Learning Management Systems Administration: The Way Forward

The LMS administration runbook first informs how administrator rights and enrolment rules are reset across the platform. Administrators, technologists and coordinators use it to handle releases, audits and support requests consistently. After the first platform upgrade, the content testing checklist deserves another look.