

LEARNFLEX™ REGISTRATION WORKFLOW



LearnFlex™
▷ is the perfect fit for Learning Management

OVERVIEW

Registrations can be completed online by new learners, administrative staff, or they can be imported using batch or real-time processes. Once the initial registration process is completed, learner information is stored in an individual user profile. Future registrations are simply a matter of browsing the appropriate course catalogue, and registering for the next course. The registration workflow is worked through and completed in real-time, and registrations are processed over the Web!

What makes LearnFlex™ the most user-friendly Learning Management System available on the market today? During the manual input phase of the registration process it can be configured to automatically walk new users through the entire registration process!

BENEFITS

- LearnFlex™ has the capacity to store an enormous amount of personal data about individual users if your organization wishes to collect and store the data. User profile information can be made mandatory, or optional, and can be turned on or off, depending on a user's access rights.
- Learners are also able to register for courses by checking on their individual learning plan to determine the courses needed to fulfill their degree or certificate path. They also have the option of browsing the course catalogues before logging into the system, in order to facilitate the decision making process.
- Some courses may have prerequisites, which can be made either mandatory or recommended. If the prerequisite is recommended, the user will be challenged with a warning message prior to registration. If a prerequisite is mandatory, a learner will be prompted with a list of mandatory prerequisites, and prohibited from registering for the course unless these have been achieved.
- Depending on the session configuration for a course, the system may require approval by a manager or curriculum manager before a learner is allowed into a course.
- Managers also have the ability to push through approval of mandatory courses for learners, including recertification, prerequisite, and compulsory courses.

FEATURES

- Course Catalogue - LearnFlex™ supports the creation of multiple course catalogues with unlimited course offerings. It also allows for browsing of course offerings without having to log in. While navigating through the course catalogue, users can click on a course title to view their descriptions. Self-registration can then take place.
- Public Catalogue - The Catalogue system can be separated into multiple logical catalogues. Courses can belong to one or many of these catalogues. Each catalogue can have one or many different user groups (communities) assigned to it.
- Public Account Signup - Public signup is used for an administrator to assign a course to a user. If an organization still uses phone, walk-in, or e-mail based registration, this interface allows administrators to manually register users and assign courses.
- Course Registration Process - The Class List is where you will be able to check for the names of participants who have registered for a course. After a course has been set up in LearnFlex™ and published, users are now able to register for it.

SCHEDULE COURSES IN ADVANCE

Once all the relevant course data has been entered into the system, LearnFlex™ allows course instructors and administrators to schedule multiple course sessions in advance. Administrators can also move participants from one session to another depending on changes in enrollment, and automatically notify participants that course times and locations have changed. LearnFlex™ has an automated e-mail messaging function that allows administrators or instructors to notify course registrants of relevant changes in the timetable.

LearnFlex™ has course scheduling capability with conflict warnings for multiple locations. LearnFlex™ also has the ability to add links (URLs) for mapping software, so that students can access course location directions when they sign up for a course.

CREDIT IDENTIFICATION AND TRACKING

LearnFlex™ includes course credit identification and tracking from multiple governing bodies. Individual courses can be tracked for the attainment of credits to meet a variety of certification requirements. All course completion, competency achievement, and credit course properties, are tracked in a student's confidential achievement record.

IDENTIFY PREREQUISITE REQUIREMENTS

Every user of LearnFlex™ has an individual profile, learning plan, and achievement record. When system users register for new courses, the course registration module compares the course prerequisites with the achievements of the learner (and financial account status if required by the finance office) and only allows them to proceed with registration if they have met the appropriate prerequisites. The course workflow module also allows for registrants to move through a variety of waiting lists that can be configured to require instructor approval, administrator approval, and/or business office approval. If a student is on a waiting list because the course enrollment maximum has been met, and another student withdraws from the course, then the first person on the waiting list is moved into the course and automatically notified by email. Course cancellation parameters can also be predefined in the system, so that administrative costs can be recovered if students withdraw prior to the start of the course. For example, students who withdraw within 10 days of the start of the course will receive a 75% refund, within 5 days a 50% refund.

LearnFlex™ has a number of automated features to support the registration workflow. These include:

- E-mail
- E-Commerce
- Wait lists
- Broadcast Messaging System
- Prerequisites
- Competencies
- Sessions
- Locations
- Timetable
- Maps to locations
- Certification Renewal Notifications



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