# **Learning Nexus VLE Implementation Check List**

**General**:

* Proposed Launch Date

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* URL to be agreed – something similar to <http://companyname.learningnexus.co.uk>

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* Password policy settings required for site. (e.g. minimum of 8 characters with at least 1 Capital, 1 Lowercase, 1 Special character – or no specific requirements)

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* Email address for users to contact for admin support (e.g. site manager’s email address or helpdesk email address)

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* Name and Email address of Site Manager/s

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* Identify any custom user profile fields which will be included in reports and user upload template. (e.g. Directorate, Team, Business Area, Department, Payroll number etc.)

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* What will the username be? (e.g. Payroll number, email address, ID number, Forename.Surname etc)

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* Will you require Cohorts to be set up across your site? If so, identify the Cohorts to be created. (*Cohorts are useful if you wish to report by cohort or even enrol onto courses according to cohort*).

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**Branding and Home Page Set Up (see Image below for Standard Home Page)**

* Logo (png format) and colours (RGB/HEX codes) for home page.
* Define welcome text to be included on home page. (refer to Standard Home Page Image)

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* Any title amendments to category blocks (refer to Standard Home Page Image)

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* Define which courses should be accessed through the three short cuts within the carousel (Currently set to Data Protection, Freedom of Information and Introduction to Health & Safety)

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* Is the Standard Certificate attached to each course (see image below) required.

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**User Upload**:

* User upload template to be completed and returned to support@learningnexus.co.uk (template will be sent once any custom user profile fields have been defined).

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* What default password is to be used for initial bulk user upload? (Each user will then be forced to change the default password on first login).

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* Are users to be enrolled onto any specific course/s as part of the initial user upload?

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* Are users to be added to any cohorts as part of the initial user upload?

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**Enrolment**:

* Do you require manual enrolment by Site Manager or self-enrolment by learner? (This can be course specific)

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* Should any enrolment period be defined for any or all courses?

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**Roles**:

* Identify who will be the Site Manager/s

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* Identify any other roles you may require and what permissions you wish them to have (E.g. HelpDesk – User Management permissions only).

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*Fig 1: Learning Nexus VLE Home Page*



*Fig 2: Learning Nexus Course Certificate*