

# Learning Management System (LMS) Content Set-up Questionnaire

To help prepare for your LMS Set Up meeting, please answer the questions below to the best of your ability. Please submit this completed document to [L&OD Instructional Designers](#). We will discuss all the following questions and have a full Q&A during our meeting.

1. What is the name of the Course?
2. Is this a new course or an existing course?
3. What is the Course Code?
4. What type of Content is it? (i.e., e-Course, video tutorial, Skillsoft course, etc.)
5. What Audience are we to use (who will have access to training)?
6. Do you want TAP included in the Audience?
7. Is the course a Requirement?
8. Is it to be Assigned?
9. Will this be a Certification (taken on regular intervals)?
10. How long do Learners have to complete the training before it is considered past due?
11. What is the visibility to the organization within the LMS?
12. Should it be in a LMS Library Topic Folder?
13. What Notifications should be set up?
14. What is/are the target date(s) for Launch?
15. Does it need to go on a Dashboard, if so, which Dashboard and which section?
16. Are we setting up any Reports? If so, how often? Who should receive the reports?

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17. Are there Existing Reports? Do we need to update the course code that the report is pulling from?