

10 Tips to Quickly Adapt to Online Training Using SavvyAcademy LMS

Smoothly and easily make the most of remote learning.



You can connect your preferred webinar tool to SavvyAcademy LMS and deliver live sessions to your learners. Easy to do, it enables you to record attendance and engage with your learners in a more personal, instant way.



A huge, worldwide shift has happened. Unexpected and unprecedented, businesses and their people have had to react and adapt fast to not only working remotely but also having to train remotely.

At Savvy, we've experienced this too. We are now working 100% remotely, but we still have customers to educate and new law firm training content to share! To solve this, we're leaning on our own SavvyAcademy LMS more than ever, and we'd like to help you to do the same. (Yes, we fish in our own pond, using our LMS for internal needs, too!)

We've collated a list of LMS features and functionality that we think will help your business smoothly and easily make the most of remote learning.

1 Need to move in-person training online? Use ILT sessions and/or Webinars

If you use one of the more popular webinar tools, you can easily create a connection to the LMS. Easy to do (it only takes a couple of clicks), it enables you to record attendance and engage with your learners in a more personal, instant way.

Alternatively, if you don't want to use the webinar integration, you can simply paste a link to the webinar meeting in your ILT course description, along with your agenda or meeting notes.

For ongoing or recurring ILT sessions, you can create a course that has pre-populated sessions (as many as you want), even if you don't have set dates or numbers of sessions yet. You then have the ability to add the dates and information needed, after you've published the course. And, to make courses extra fast to create, why not build a template of a course and copy it to another course with many ILT sessions. This means you don't have to create a new one each time.

2 Need to share new content or important information? Use Dashboard Banners to get the word out

With SavvyAcademy's Dashboard Banners, you can pick and choose which courses to showcase to your learners. You can also link out to external sites from your banners, and include the latest company news, valuable resources, and more.

3 Want to create a place to share and connect with learners? Use an LMS forum

Within SavvyAcademy LMS, you have the ability to create a Forum of your own to connect with your learners. Empowering your team and learners to have discussions, ask questions, and make learning social, you can set up forums for individual courses, portal-wide or group-specific discussions.

You also can set your forum to "read-only" and use it as a notice board to share up-to-date information with your learners.



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4 Need to add more information to your email notifications?

Use Course Specific Text and Email banners

With our customizable emails, you can add your own text to your enrollment and completion emails for each course, if there is additional information you want to share with learners.

On top of this, you can use banners in your emails for courses that are a high priority to make them stand out more.

5 Need to update your existing course content?

Add revisions to your courses with ease

If you want to add or remove segments within your course modules, you can easily do it without having to do a reversion.

However, if you add or remove a module from a course, you'll need to revise the course. If you do a reversion to a course and add or delete a module, you can move all of your "In Progress" and "Not Started" learners to the new version. This means they take the course from the beginning and don't miss out on the most up-to-date content. Alternatively, they can also remain on the previous version if you wish.

6 Want to easily distribute new courses to all your learners?

Make use of Auto-Assign Rules

You can quickly and easily give all your users the content they need with Auto-Assign Rules. Simply, create an "All Users Group" and an auto-assign rule to add all users to this group. This ensures that when you add this group to a course, all the right users are enrolled and get the training they need.

7 Want to know more about your learners?

Use custom user data fields

You can collect the necessary information you need from users by using editable and mandatory custom user data fields. And, using Auto-Assign Rules mentioned in our last point, you can allocate training based on this information too. Then, once set, there's no input needed from you.



8 Want to make a vital course stand out? Set course(s) to "Can never be completed"

Available in your course's "Additional Settings" (on your course's Info page), this allows you to create a course that learners can't "complete" so that it remains on their course dashboard. This is also useful if you have a course that you plan on adding new content to.

9 Want to share documentation and resources outside of a course?

Use Resources for documents and links

Documents, links, videos, eBooks, audio... the list goes on. You can add all of these to SavvyAcademy LMS as a resource to use within the portal or to share externally.

10 Need newly remote users to provide signed documents?

Use Assignments for learners to upload documents

Even though your learners are online or remote, you still need to dot the I's and cross the T's on important documents. For any new policies or procedures that you need your learners to agree to, you can have them upload these to an Assignment module quickly and easily.

If you are a SavvyAcademy LMS subscriber and you need help launching any of these features, give us a shout! If you need an LMS pronto to support your law firm's training needs, please contact Savvy today; I defy you to find better customer service anywhere!

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