

Key Features of Plateau Administrator

Plateau Administrator is a part of the Plateau 4 LMS. Plateau 4 LMS is a fully Web-enabled, J2EE-compliant, multi-tiered system designed for unlimited scalability and server-side platform compatibility with virtually any hardware or software.

The application is designed for use in learning organizations of any size, from single user systems to worldwide multi-server environments that use database replication. Plateau Administrator contains robust administration and security features designed to enable data segmentation, electronic signature management, email, and easy integration into other corporate information systems.

The software's online management features allow trainers to manage and deploy online courseware and other content, and to manage the records associated with online learning. The system is also an objective-based teaching and testing tool. Using this single program, trainers can manage the entire online learning effort. Plateau Administrator can manage online content developed in any authoring system and, when managing courses created with Plateau Developer, can dynamically create online content based on the objective needs of the student. The software can use courseware developed in any authoring language as a learning requirement, and can provide detailed record keeping for any [AICC](#) courseware. Some of Plateau's key features include:

System-Wide and Architectural Features

- ♦ Accessed by a Web browser, allowing for less expensive thin-client machines and greater ease of access.
- ♦ Can be accessed by any computing environment that uses Plateau-supported browsers.
- ♦ Expanded record copying capability enables you to copy records of the following types: qualifications, competencies, proficiency profiles, facilities, locations, content modules, questions, objectives, materials, job positions, and content modules. You can also specify which elements of a record to copy.
- ♦ Can be implemented for organizations of any size.
- ♦ Can be easily integrated with "third-party" applications for competency assessment, e-commerce (B2B and B2C) applications, HRIS, and resource management to name a few.

Student Management Features

Plateau Administrator can help you manage all aspects of a student's learning needs and to maintain records of their learning history. Features include:

- ♦ Can interface with most HRIS applications for automated, secure maintenance of records.
- ♦ Maintenance of comprehensive learning assignment information, including both current and past learning assignments.
- ♦ Maintenance of learning history of all activities, which can include incomplete attempts and "no shows."
- ♦ Persistent skills gap analysis.
- ♦ Assignment of learning requirements to individuals regardless of job position or other job-specific assignments.
- ♦ Hot link to resume or CV.
- ♦ Maintenance of a dynamic "development plan" for each student that provides detailed specific learning requirements for that student based a comparison of their assigned learning requirements to their learning history.
- ♦ Automatic email notification of pending or overdue learning requirements.
- ♦ Can include non-scheduled courses and non-learning activities in student's learning history.
- ♦ Selectable enforcement of PIN-based electronic signatures for creation, or alteration of learning history records.
- ♦ Students can be optionally granted access to view their own learning records and assignments.

Scheduling Features

The scheduling features of Plateau Administrator have been setting standards in the learning management industry since their introduction in 1994. It provides the user with an easy to use yet robust interface for scheduling and facility/resource management. Features include:

- ◆ Ability to schedule any type of activity including courses, on-the-job training, exams, meetings, instructor unavailability and document reviews.
- ◆ Components can be divided into segments, allowing for resources to only be scheduled when actually needed; thus freeing idle resources for use in other components.
- ◆ Ability to schedule segments either contiguously or “checker boarded” for more complex scheduling.
- ◆ 24 / 7 schedule management.
- ◆ Ability to create separate workweek and holiday profiles for each learning facility, allowing automatic, yet overridable, skipping of calendar days based upon local/national customs.
- ◆ Ability to assign multiple instructors, specific equipment and additional learning locations for segments of a component.
- ◆ Graphical calendar view of the learning schedule.
- ◆ Multiple learning facility management capability.
- ◆ Ability to indicate materials that should be sent before and/or after a schedule instance.
- ◆ Full scheduling conflict avoidance, detection and resolution features for instructors, locations and equipment.

Enrollment Features

A perfect compliment to its unsurpassed scheduling system, Plateau Administrator's enrollment system is unequalled. Features include:

- ◆ Ability to limit course enrollment to established course maximums (administrative users retain ability to override the maximum).
- ◆ System checks to ensure any prerequisites have been completed before recording a student enrollment (administrative users can enroll students despite missing prerequisites).
- ◆ Student schedule conflict check and option to prevent conflicts.
- ◆ **NEW!** Multiple students can now be unenrolled at once from an instance using the **Enrollment Assistant** tool.
- ◆ Automatic email enrollment notification with optional VCalendar attachment.
- ◆ Automatic email reminder to students of upcoming learning event in which they are enrolled.
- ◆ Maintenance of active enrollment, waitlist for a specific scheduled activity and a general request pool.
- ◆ Option to automatically transfer students from waitlist to request list once the requested scheduled instance has begun (with automatic email enrollment notification).
- ◆ Option to allow students to access the system and make their own enrollment decisions, including self-enrollment (**NEW!**).
- ◆ Administrators can specify that students must have their supervisor's approval to self-enroll in a learning activity.
- ◆ Students can now only unenroll themselves from instances that they enrolled themselves in; if a supervisor or administrator enrolled the student, then the student may not self-unenroll.
- ◆ Students are now prevented from enrolling in the same schedule instance more than once.
- ◆ If a student record is inactivated, the administrator can choose to unenroll the student from any instance in which the student is enrolled. If the student is unenrolled, the student's supervisor is notified.

Component Management Features

Plateau Administrator allows you to create a record for any type of learning requirement. In the system, they are called components. Typical components include courses, on-the-job learning, external certifications, exams, licenses or any other type of activities that require inclusion in your learning management information system. The system also allows you to manage learning requirements that are subject to revision, such as operating procedures, manufacturing instructions, product support documents and corporate policies. Features include:

- ◆ Plateau 4 LMS introduces a value-based grading option, in addition to its already existing numeric system, wherein administrators can map ranges of numeric grades to different completion statuses (e.g. 0-50 = "Fail," 51-79 = "Satisfactory," and 80-100 = "Excellent").
- ◆ Management of any type of learning requirement.
- ◆ A component revision "wizard" that helps users to record the revision of a component while managing the effects of the revision on the learning assignments of students.
- ◆ Management of online learning components, including robust maintenance of detailed online courseware structure information.
- ◆ Scheduling defaults for learning location types and for the equipment necessary to the delivery of each component.
- ◆ Prerequisite component management for enrollment.
- ◆ Creation and management of "Collateral credit" relationships between components, whereby completion of one component may count as credit for completion of others.
- ◆ Ability to generate printed examinations: each student's responses to questions on printed exams can later be entered into Plateau Administrator and Plateau Administrator will score the exam and record a learning event for the student.

Qualification Management Features

A qualification is defined in Plateau Administrator as a grouping of related components or subqualifications. Qualifications can be created to reflect the total learning requirements for a job position, to reflect a specialty certification, or to reflect any other type of requirement that may apply to students. Qualifications can also be used to manage components that must be completed on a recurring basis, allowing the user to manage both recurring learning requirements and one-time requirements in the same qualification. Plateau Administrator makes it easy for users to determine whether an individual has successfully completed all the components that make up a given qualification; and whether the student's recurring learning needs are up-to-date. Features include:

- ◆ Plateau 4 LMS introduces the ability to create nested qualifications, by adding subqualifications to any given qualification, where all of a qualification's subqualifications must be completed, in addition to all of its related components, before the qualification can be regarded as complete. Qualifications can be nested to the n-th level, i.e subqualifications can have subqualifications, etc.
- ◆ Ability to group components for rapidly determining a student's completion status on all of the requirements at once.
- ◆ Components can be re-used in as many different qualifications as needed.
- ◆ Assignment of multiple qualifications to a student.
- ◆ One or more qualifications can be linked to a job position enabling learning assignments to be made and updated based upon the student's changes in job position.
- ◆ Ability to designate components within a qualification as required (need to have) or not required (nice to have).
- ◆ Ability to assign a retraining interval to any or all of the components in a qualification, allowing the user to manage retraining requirements.
- ◆ Initial learning periods can be specified for any component in a qualification, allowing the system to calculate the next action date of training completion based on the date of assignment.
- ◆ Ability to assign an effective date for a component, allowing the user to record "grace periods" or other situations where the addition of a component to a qualification should not immediately change the overall qualification completion status of student.

Competency Management Features

Plateau Administrator provides you with unparalleled capability to manage competency-based learning programs. Features include:

- ♦ Automatic competency assessment— configure learning represented as a component to automatically update learners' competencies when they successfully complete a component.
- ♦ Ability to track skills, knowledge, abilities and attitudes.
- ♦ Individual mastery level requirements for each competency.
- ♦ Competency-by-competency assessment tracking.
- ♦ Current gap analysis, which identifies learning deficiencies for a single individual or for a specified population of students.
- ♦ Plateau 4 LMS introduces the ability to relate competencies with components.
- ♦ Plateau 4 LMS introduces the **Succession Planning** tool in Plateau Administrator. Using this tool, a student's mastery level of competencies can be compared to the required mastery levels for any job position. Components can then be assigned to move that student toward the required mastery levels for that job position. This is an excellent tool for helping employees align their development plan with their career objectives. Students can also perform similar analyses on themselves in the **Career Planning** section of Plateau Student Access; as can supervisors perform analyses of students.
- ♦ Ability to group competencies for rapidly determining a student's mastery level status on all of the competencies at once and to create a template for assignment of required mastery levels (proficiency profiles).
- ♦ Ability to override mastery level requirements (higher than a proficiency profile requirement only).
- ♦ Cumulative gap analysis.
- ♦ Support for integration with "third-party" Multi-Rater Assessment (MRA) systems.
- ♦ Plateau 4 LMS now allows multiple component revisions in one day by adding a time stamp to the revision date stamp.

Online Student Management Features

Plateau Administrator allows learning administrators to monitor students' progress through online learning activities either by viewing the online component record, or by viewing the student record. The software shows student progress through online content in real-time, enabling users to follow a student's progress through the various components assigned. Features include:

- ♦ Student registration information management, including completion status, total time spent on the component objects, duration of the student's current online session, and total number of times a student accessed a given online content object.
- ♦ Ability to assign and unassign students from components and portions of components.
- ♦ Ability to suspend student access to online content pending administrative action.
- ♦ User can choose to view online course management information at various levels of detail, ranging from the overall online component to each learning objective in a portion of an online component.
- ♦ Ability to instantly assess a student's performance within each learning objective in the content module, giving users the ability to intercede with student curriculum online.
- ♦ Ability to view component utilization data at any given time (i.e., how many students are enrolled in a particular component).
- ♦ Ability to access and contrast performance data from different iterations and instances of students' progress through components, exams, and surveys.
- ♦ A new automatic process has been implemented, which checks the number of days on online component has been opened against a specified number. If the component has been launched without being completed for more than the specified number of days, the system deletes the student component module details. If the student launches the online component after this, they must restart.
- ♦ Students can now have multiple learning events record for the same exam on the same date. This was accomplished by adding a time stamp to the date stamp for the event.

Online Component Management Features

Plateau Administrator can integrate varied forms of online content into one component. A unique feature of component management is the ability to have different components share the same content module resources. Additionally, users can specify differing performance criteria for each component sharing a resource.

Plateau Administrator allows users to take a single content object off-line, make necessary changes, and then distribute those changes to every component that incorporates the content object. This reduces the time spent on updating learning material, and reduces the risk of failure to update all components that share a particular learning resource. Features include:

- ◆ Ability to incorporate assessment tools such as exams or surveys, and a review feature that directs the program to dynamically modify the learning delivery, presenting only the screens related to the objectives that the student did not successfully complete.
- ◆ Performance parameter options for online content objects within various online components, allowing them to be customized to run differently within different components.
- ◆ Ability to lead students through remedial instruction without administrative intervention when the student has not met the defined performance criteria for success.
- ◆ Ability to assemble a variety of learning content and exam or survey material into one component.
- ◆ Use of an objective-based teaching and testing process by which student exam or survey performance can dynamically generate unique online content for remediation purposes.
- ◆ Administrator can specify whether a student must complete portions of a given component in a certain order.
- ◆ Off-line resources that provide flexibility with development of subsequent revisions.
- ◆ Timely revision updating to online components when effective dates are reached.
- ◆ Use of a hierarchical structure that allows greater flexibility in the design and organization of online components.
- ◆ Management of online courseware developed in other authoring systems (call Plateau Systems Customer Support for compatibility).
- ◆ Detailed record keeping for any AICC-compliant courseware.

Reporting Features

- ◆ Run and print over 60 Plateau-designed reports.
- ◆ Create custom reports in "third-party" reporting tools and run them from the Plateau Administrator interface.

Security and Data Restriction Features

- ◆ Function-based security scheme allows system administrators to define sets of functional permissions and assign those sets of permissions to one or more users.
- ◆ Domain-based security allows users to define the ownership of data so that data is protected from unauthorized modification or deletion.
- ◆ Plateau 4 LMS has further defined security functions by separating create, modify, and delete. Previously modify and delete were combined in one security function.
- ◆ Plateau 4 LMS has combined the system administration functionality with the standard administrative user functionality into Plateau Administrator. Both types of users log into the same application; the different roles are distinguished by the users' security functions.
- ◆ Plateau 4 LMS now supports Lightweight Directory Access Protocol (LDAP) to ease application integration with corporate web sites, thus preventing a second log on.
- ◆ Optional use of electronic signatures (PIN numbers) functionality to enhance security on critical data entry or revisions.
- ◆ Establish proctor codes for instructors, allowing enhanced security by managing who can authorize and monitor students taking exams or surveys.

Customizable Data Features

- ♦ Create custom fields and references for many record types, allowing you to incorporate customized terminology that reflects the way your organization does business into the software. Errors are reduced and the software is easier to use as your organization's lingo is standardized throughout Plateau Administrator.

Commerce Features

The set of commerce features are designed to help you track and update commercial transactions of students and/or organizations defined in your learning management system. The system monitors not only the purchase and use of the items (components/materials) you offer in the catalogs, but also tracks the costs associated with the components/materials in your system. The transactions include order management, chargeback adjustments, cancellation policies, master inventory, account codes, as well as a pricing rule for each catalog.

Cost Tracking and Management

The feature provided in this area give additional capabilities to establish, manage, and track costs for the delivery of learning, thereby giving organizations detailed information with which to make decisions.

Catalog and Pricing Management

The features in this area expand the capability of the LMS to offer specific learning opportunities priced for specific groups of users. When training is offered within a company, the LMS further automates the activities associated with processing inter-company department charges.

Integration with Third Party Virtual Classroom Tools

The additional features enhances Plateau 4 LMS support for integrating with other virtual classroom tools. Integration with WebEx Meeting Center and Training Center is available out of the box. Plateau offers its own virtual classroom learning solution – the Plateau Virtual Learning System (VLS). The virtual classroom tool must have an API that enables the integration.

Registration and Enrollment

The new feature allows students to enroll into a component now without specifying the actual date and time of attendance.

Content Delivery

This feature is a support for NETg "DX" courses. The application enables a user to download a NETg "DX" course to their local computer. The user will interact with the course locally without network connection to the LMS. Upon the user's subsequent LMS login, the LMS will record updates to the user's progress in the downloaded course.

User Management

The feature supports a Unique Administrator User ID by tracking the re-creation of a deleted administrative user ID.

Auditing

The feature supports the tracking of the historical relationship between qualifications and related job positions.