









# TrainCaster LMS Implementation Checklist

Ready to hit the “GO” button on your elearning plan? Here’s a checklist to make sure you’ve covered all your bases - so getting started is smooth and easy.

	TASK	DUE	DONE
	<p><b>Setup &amp; Configuration.</b> Within 3 days of receipt of contract, TrainCaster technicians setup &amp; configure your elearning environment.</p> <p><b>Prior to Setup:</b> Define any custom fields that you may require for reporting purposes, such as employee ID or cost center. Decide how to implement your group structure; use your internal department structure, or a combination of location and department. Work with your Account Director to come up with the group structure that will best support your reporting needs.</p>	_____	<input type="checkbox"/>
	<p><b>User Account Setup.</b> Create user/group accounts via self registration, manager registration, automated import process setup by TrainCaster technical staff.</p>	_____	<input type="checkbox"/>
	<p><b>Course Setup.</b> Course Managers upload training content. Use our Powerpoint conversion tools to create your courses quickly.</p>	_____	<input type="checkbox"/>
	<p><b>Course Assignment.</b> Create and assign curricula (courses of training) to trainees. One course can belong to several curricula.</p>	_____	<input type="checkbox"/>
	<p><b>Customize Notifications.</b> Customize default email messages for your organization, including notifications, alerts and reminders.</p>	_____	<input type="checkbox"/>
	<p><b>IP Address Blocking.</b> With IP Address Blocking, trainees can access your training modules from computers on your internal network only.</p>	_____	<input type="checkbox"/>