

MATRIX

BY CYPHER LEARNING

Typical steps in a
MATRIX implementation

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Introduction

The first step in an LMS implementation is to gather as much knowledge as possible about the organization's needs and goals. Each company has individual needs and those needs should be transferred into the LMS features.

You need to know what you want to achieve with the LMS, whether it's creating online courses, selling courses, delivering training to clients and partners, evaluating employee performance, and so on. Then decide who will lead the implementation, who will administer the LMS, who will take care of creating or importing the content in the new LMS, and so on.

We recommend clients to sign up for our 14-day free trial to get some hands-on experience with our sample content, before going into the LMS implementation. Our platform is designed to ensure an easy implementation. Most customers are able to configure and customize their site with their site within a few hours, not months. Our support staff is always ready to help with any concerns and web design consulting if needed. Here are the typical steps in an implementation:



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Customizing your site **1 hour**

This includes customizing your site with your own logo, color scheme, URL, portal images, panels, and social media icons. If required, our web design consultants can help you with your selection of color scheme, creating transparent logos, creating images for your course catalog, and any custom CSS that you might require. Based on the amount of customization required, this phase can last anywhere from 1 hour to 1 week.

Creating accounts for administrators and instructors **20 minutes**

This is usually easily done using our web form option for creating accounts. We also support many other kinds of account creation, such as API, LDAP, email invitations, or bulk import.

Creating courses **1 day**

Each course could take from 1 day to 1 week to complete, depending on its complexity. You would start migrating some of your existing content to our site, as well as creating any additional content you need. We have instructional designers who can work with your team on this phase, offering suggestions, porting content, or helping you to create new content as needed. We recommend starting with creating just a single course, and then applying lessons learned from the first course to subsequent courses.



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We also recommend using our built-in support for learning outcomes if you want to map your courses to competencies, perform automatic coverage analysis, and learner progress based on competencies. Here is a closer look at this phase:

- ✓ Creating an outline of each course - This requires basic instructor skills and domain knowledge to determine what each course will cover and create the content outline.
- ✓ Creating competencies for each course (optional) - You can create your own competencies in MATRIX or upload your own, then tag course content with the competencies it should be teaching and assessing.
- ✓ Creating the materials for each module - This is the most time intensive part of implementation, and depends on whether you want to upload your own content or create new content. Our authoring tool makes it easy to create engaging modules fast.
- ✓ Creating the assessments for each course - All types of assessments can be created easily. Comprehensive randomized quizzes that select from a question bank can take a little longer.

Beta testing the courses

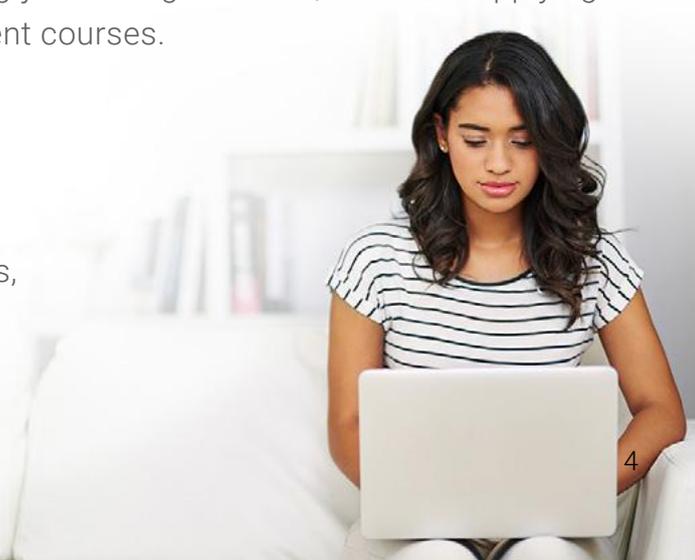
1 day per course on average

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Creating the learning paths (optional)

30 minutes per learning path

Paths are courses that can have goals as sections, where each goal can represent another course or a certificate. Adding a path is fairly easy, with just a few options to configure.



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Configuring the course catalog **20 minutes**

This simply requires selecting from several layout options. We recommend using attractive pictures for each catalog category, which can easily be purchased from a stock photo site.

Configuring e-commerce (optional) **30 minutes**

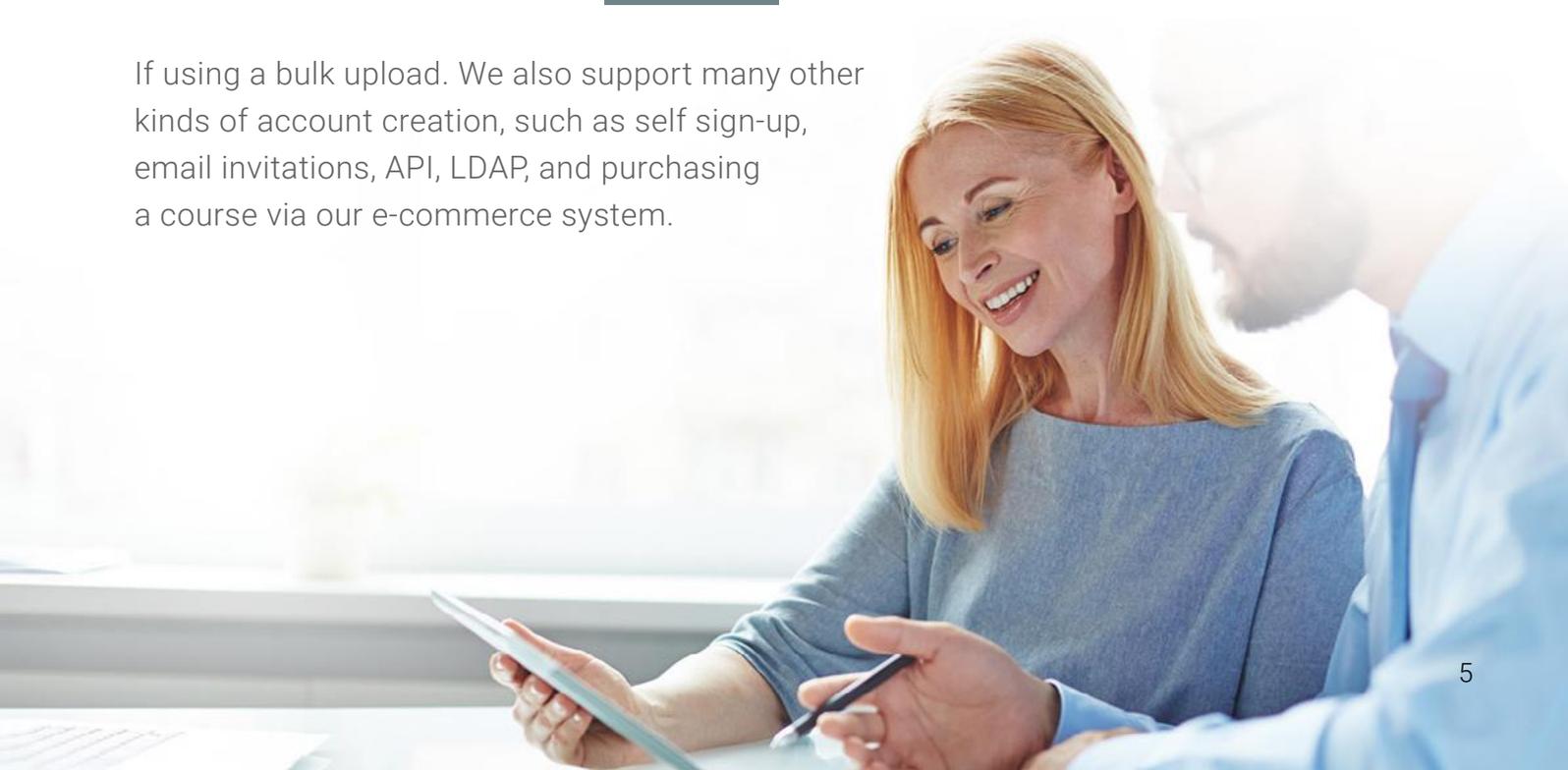
Select your desired payment gateway and set prices for your courses. You can also create coupons, discount codes, bundles, subscriptions, and even sell digital media items.

Configuring single-sign on (optional) **15 minutes**

Single sign-on can be configured in just a few minutes if using Google Workspace, Auth0 or Office 365. If using LDAP/Active Directory it can take about an hour, as it requires knowledge of LDAP and the ability to configure your LDAP system to be securely accessed by MATRIX. If you want to set up custom SSO, then this requires developer skills in the language of the site you wish to integrate with.

Creating learner accounts **30 minutes**

If using a bulk upload. We also support many other kinds of account creation, such as self sign-up, email invitations, API, LDAP, and purchasing a course via our e-commerce system.



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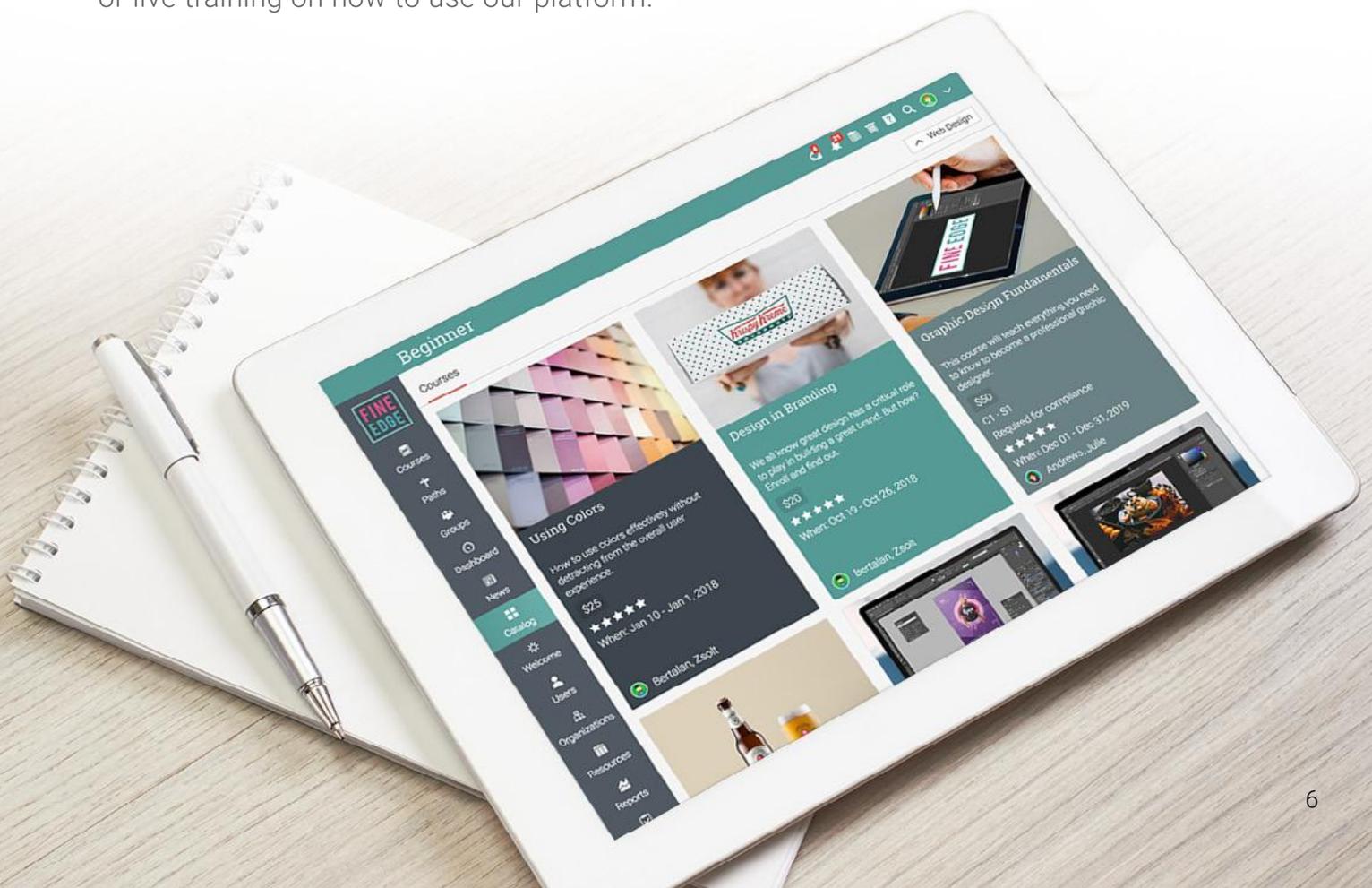
Technical integration 3-4 days

We will work with your technical team to add any APIs and hooks that are necessary to integrate our site with your on-premise system. This would normally take just a few days. At this point, your site would be ready to go live and our technical support staff would be your point of contact for ongoing assistance.

Ongoing support

We provide 24/5 support via our electronic forum and phone support for emergencies. Our friendly support staff typically respond to questions posted to our support forum within 15-30 minutes.

We have a comprehensive help center that includes topics organized by account type, one-click access to our support forum, product news forum, suggestions area, how to videos, getting started guides, and features roadmap. On request, We can also deliver online training or live training on how to use our platform.



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Summary

MATRIX is very easy to implement and we hope these steps provide the guidance needed for setting up your platform. If you have any additional questions, please contact us at info@cypherlearning.com.

www.cypherlearning.com

