

# Learning Administrator Guide

## Hiring & Retaining Diverse Students: Employer Toolkit

### Specifications & Access

All three modules were created in [Articulate Rise](#) and published as SCORM 1.2 files. In order for you and your learners to access these modules, you will need to upload the SCORM (.zip) files into your learning management system (LMS). Instructions on how to upload the SCORM file can be provided by your LMS vendor.

Once you upload the files into your LMS, we recommend you test it by completing all the modules to familiarize yourself with the format and interactions. For each module, when a user passes the final assessment, the module will be marked "Complete" by the LMS. If a user does not pass the assessment, it will remain "Incomplete." Users have unlimited attempts to achieve a passing score.

Completion statuses will be reported as Passed or Incomplete to your LMS.

#### Reporting

*Report completion status as:*

Passed/Incomplete ▾

### Device and Browser Compatibility

These modules can be accessed on any device that supports one of the following browsers. This includes mobile devices such as iPhones, Android-enabled phones and tablets.

- **Google Chrome** (latest version)
- Google Chrome (latest version) in Apple iOS/iPadOS (latest version)
- Google Chrome (latest version) in Android OS 6 or later
- **Microsoft Edge** (Chromium-based, latest version)
- **Firefox** (latest version)
- **Safari** (latest version)
- Safari in Apple iOS/iPadOS (latest version)

The browsers and devices you recommend to your learners will depend on the compatibility of your learning system.

### Navigation

Interactions throughout each module need to be completed. The Continue buttons will only appear once the previous interaction is completed. Details are in the Course Navigation chapter at the beginning of each module.

### Completion Tracking

Each module will be marked complete upon achieving a passing score (100%) on the assessment at the end of each module. Assessments have a maximum of 7 questions, and users have unlimited attempts to achieve 100%.

### Completion Certificate

A certificate of completion is available for download at the end of each module.