



Skills M5 - System Managers Course

Classroom Duration: 1 Day

Virtual Duration: 4 x 2 hours

Chapter 1

Overview of Skills M5

- Methodology, Benefits, Features and Definitions
- Skills M5 for Students, Instructors and Training Developers
- System Modules - Skills Studio and MyClass Server

Chapter 2

Getting Started

- Familiarizing Yourself with Skills Studio
- System Requirements
- Licensing
- Using On-line Help

Chapter 3

Skills Studio - User Manager

- Administration
- Users - Adding, activating, editing, suspending and deleting

Chapter 4

Skills Studio

- Logging on and Connecting to MyClass

Chapter 5

Skills Studio - Settings

- Permissions
- Settings
- Error Logs
- MyClass Server
- SSEngine
- Short Cut Keys

Chapter 6

Templates

- Template Builder
- Template Builder Navigation
- Template Objects
- Using Objects
- Creating, Editing and Deleting Templates

Chapter 7

MyClass Initial Setup

- Initial Setup
- Super User and Passwords
- Globalization Culture

Chapter 8

Starting MyClass Server and Logging on

- Starting Skills M5 MyClass



Chapter 9

My Class System Administration

- Administration Functions
- Screen Navigation
- Manage Training Content

Chapter 10

Messaging

- Search Filters
- Adding, Editing and Deleting Records

Chapter 11

Users

- User Overview
- New Users - Manual Creation & Importing CSV
- View, Edit and Delete User
- Refresh
- Export to CSV

Chapter 12

Profile

- Profile Settings

Chapter 13

Settings

- Basic
- User Keys
- Database
- Stylesheets and FO's