



**EDUCATION
EXCHANGE**

Training just got easier

Education Exchange Creator Overview

www.EducationExchange.com

Welcome to Education Exchange



What is Education Exchange Creator?

Education Exchange Creator allows anyone to quickly create exams and other forms of assessment and publish them on the internet for students to complete.

Education Exchange Creator is the examination engine of **webLMS**, a learning management system used to track training, accreditation compliance and continuing education.

Banks, financial service organisations and professional associations use **webLMS** to collect and manage this learning and compliance information, required to satisfy regulatory, business, educational, and professional development needs.

Education Exchange Creator was developed to provide training vendors and partners of data management or integration issues.

Key Features of Education Exchange Creator

1. Curriculum tools help you create and deploy **Learning Events** including

- on-line assessments
- assignments

(More information about Learning Events is on page 4)

2. Report functions help you manage student activity including

- reports on exam activity, assignment submissions and completion
- schedules to forward reports at a nominated date/time/frequency
- automated e-mail reminders for students to follow up outstanding items
- exam analysis tools, including question-by-question analysis

3. Administration functions manage

- manual or remote registration of new users
- verification of users who have registered remotely
- maintenance of student contact details
- updating training records if Learning Events are completed off-line

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Your Logo Here

Learning Events

-  [Securities Examination](#)
-  [General Insurance Assessment](#)
-  [Trial Assessment - Securities](#)
-  [Welcome to webLMS](#)

General Reports	Curriculum
Training Results	Training Admin
Report Schedules	Learning Event Admin
E-mail Templates	Exam Analysis
Updates	Administration
Register New Users	Find Passwords
Update User Details	Organisation Settings
Data Verification	Access Privileges

Please contact support@advised.net if you have any questions

Learning Events

What assessment tools are available in Education Exchange Creator?

Education Exchange Creator includes the following Learning Events*.

On-Line Assessments

On-Line assessments comprise multiple-choice or true/false questions. Assessments are scored automatically when submitted.

Assessments can be made available to unregistered users who can log on, provide required registration information and complete the exam.

On-Line Assessments include

- multiple-choice or true/false questions
- optional feedback on correct and incorrect responses
- scored or unscored questions
- timed or untimed exams
- rich text formatting options for exam questions
- support for graphics, tables, numbering and special characters
- linked reference material or other resources for download**

The integrity of exams can be maintained through

- questions drawn randomly from question banks
- randomised answer order for multiple-choice questions
- automated re-sit management and notification to supervisors
- expiry dates on individual questions
- supervised release of assessments

Assignments

The assignment event allows your audience to access assignments, together with any supporting reference material or study aids. After the assignment is completed, the assignment is submitted to our server.

A copy of submitted material is stored to help resolve any disputes. A receipt displays to the student and a copy of the submitted assignment material is returned by e-mail. A separate e-mail is sent to the nominated marker.

Administrators can schedule reports to identify when assignments are overdue or if markers are tardy returning them.

* Check our web site for information about new Learning Events as they become available.

** 20 MB of support resources can be stored and linked to your Learning Events.

Typically, these resources would be Word documents (.doc), PowerPoint presentations (.ppt, pps), Flash (.swf) Acrobat (.pdf) files or links to other web pages. The only files that cannot be stored on at Education Exchange are programs or executables. Resources hosted on other servers can be linked to Learning Events or additional storage can be purchased.

How do students access Learning Events?

Control access to your Learning Events using a range of deployment options including

Check Your Knowledge web badges

If you have an existing web site, link it to your Learning Events using our web badges.

1. **Education Exchange Creator** generates html code, which can be copied and pasted into existing web pages.
2. The badge displays on the web page.
3. Students click on the web badge to access the Learning Event.



LearningM@il

If your audience is already registered, use LearningM@il for e-mail announcements and automated reminders. Each LearningM@il contains embedded links with direct access to a Learning Event.



Education Exchange Customised URL*

If you do not have an existing web site, (or one that can be easily edited) <http://yourcompany.educationexchange.com> provides access to the Learning Event.



webLMS

Learning Events can be published to **webLMS** accounts. Clients subscribe to Learning Events using an access key, supplied by the owner of the Learning Event. Access is available only after acceptance of any terms and conditions, set by the owner of the Learning Event.

The owner of each Learning Event retains control of their content. Pass marks, time limits and re-sit criteria are set by the owner and cannot be changed by a client.

Additional controls, such as restricting the Learning Event to particular roles, deferring start dates or bringing forward the closing date, can be made by a client.



Once a Learning Event has been subscribed to by a **webLMS** client it can be deployed to their audience.

webLMS clients can link additional resources to support their students, however Learning Events cannot be edited and only viewed by subscribers as participants.

* Customised URLs are available after your application has been approved by Adviser Education Services.

More information, including application forms and terms and conditions at www.EducationExchange.com.

webLMS and Education Exchange

What is webLMS?

webLMS is an enterprise strength Learning Management System specifically designed for financial service professionals and organisations who need to track competency, accreditation and continuing education.



Banks, fund managers, life insurance, financial planning and professional associations use **webLMS** to manage authorisation, training, accreditation and continuing education.

webLMS aggregates learning data from a number of sources both within and outside an organisation.

These sources generally include

- HR data from PeopleSoft®, Oracle® or other human resource data stores
- relevant regulatory data, such as that held in the ASIC Register of Approved Courses
- training created by training vendors using **Education Exchange Creator** or other applications
- structured in-house training developed and delivered by a training or business development team
- formal qualification data verified by either the organisation or training provider
- informal or unstructured study undertaken by a student

Each role is assigned required competencies, accreditations and authorisations.

webLMS determines what training is required for each individual, based on their role.

As training is completed, the accreditation status is calculated for each person and authorisations are generated, based on their role criteria and any approved variations.

System Requirements

webLMS is a hosted solution accessed through a standard (Version 4+) browser.

webLMS functions require no additional software, plug-ins or ActiveX components*.

webLMS is designed with low bandwidth clients in mind.

Administrators managing several thousand users, should use a faster internet connection to speed delivery of larger reports.

* A rich text editor is available as a Java component. If there are restrictions on the use of Java in an organisation this component can be disabled.

Support

More information about **Education Exchange**, including support documentation, frequently asked questions, terms of service, acceptable use and privacy policies are available at our web site.

Support documentation includes

- Education Exchange Administrator Guide
- Education Exchange Learning Events Reference
- Education Exchange Student Reference

These documents are also available from your **Education Exchange** support page.

Additional support for **Education Exchange** is provided by e-mail.

You can also contact us at

E-mail support@educationexchange.com

Phone + 61 2 9872 1777

Registration

Education Exchange accounts are available at

<http://www.EducationExchange.com>

Adviser Education Services

Since 1997 Adviser Education Services has provided learning management, accreditation and training solutions to banks, fund managers, life insurance companies and financial advice practices.

Our clients include the Commonwealth Bank of Australia, Westpac Banking Corporation, ING, BT Financial Group and over 120 financial services organisations in Australia, New Zealand and South East Asia.

Please visit our web site at www.educatioexchange.com to view our other services and products.



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