

checklist

The sequential steps of implementing an e-learning system

1



To create a single virtual space for communication between process participants. It can be carried out regardless of progress in other areas of automatization. Providing such a space is possible by connecting all participants to corporate mail, setting up group mailings, and creating group chats. There are now options for using cloud services like Office 365 or G Suite, with a quick set-up of the needed functionality. In particular, there are free service packages for higher education institutions.

2



To develop templates for communication between process participants. Letter templates should describe the simple sequence of actions that a participant must take to solve a standard problem (such as reassignment or group/discipline entry). The standardization of the communication process will reduce the time spent on informing and supporting students in the educational and administrative processes. The templates you create can be used in the future to make chatbots for further automatization. You can begin to standardize the communication process at any time, you can constantly improve and adapt to new tasks.

3



To launch the LMS platform and give teachers access for the familiarization and testing course creation. Recent versions of LMS platforms have mobile applications for ease of use and access with Open ID, which will allow the use of corporate mail accounts to create and identify users on the platform. This simplifies administration process because the user is created only once and will be linked to his or her corporate mail profile in all other services.

6



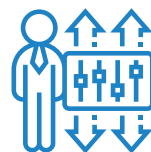
To configure automatic transfer of evaluation results into e-journals. This item is the most difficult to implement from a technical point of view. You can try to put it into action after everything else has been implemented and configured. An additional difficulty may be the existence of different e-journals and their editions.

5



To create standard templates to accompany students during the LMS training. Standard letters templates should be sent automatically and describe the simple sequence of steps that a participant must take to resolve a standard problem that has arisen.

4



To teach faculty members and administrators how to tailor study materials for use on the LMS platform, how to develop tests to evaluate students' knowledge online. To assign responsible persons at the departments for adaptation and uploading of educational materials. The process is started after configuring the LMS platform and providing access to the faculty members and administration.

Assessment of the quality of implemented solutions should be carried out during the reporting period (semester, academic year) to assess changes in the efficiency of the administration process, ease of use, the amount of time spent compared to the previous reporting periods.