



LEARNING

Session #DZ02

A Simpler Switch: How to Streamline the Transition to a New LMS

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Session Objectives

By the end of this session, you will be able to...



Case Study: NACAC

Background

Concerns with original LMS

- Issues impacting learner experience.
- Issues impacting NACAC team.
 - Education & Training Team
 - Customer Service Team
- Lack of additional helpful features.
 - Ex: Automated badging



Stages of an LMS Transition

1. Site Set Up

- Design (navigation, branding, etc.)
- Integrations
- Creating any new materials needed (ex: graphics)

2. Data Transfer

- User data
- Course completion data
- Course content

3. Testing/Training

- Site navigation testing
- Course testing
- Device & browser testing
- Train staff and new users

4. Launch

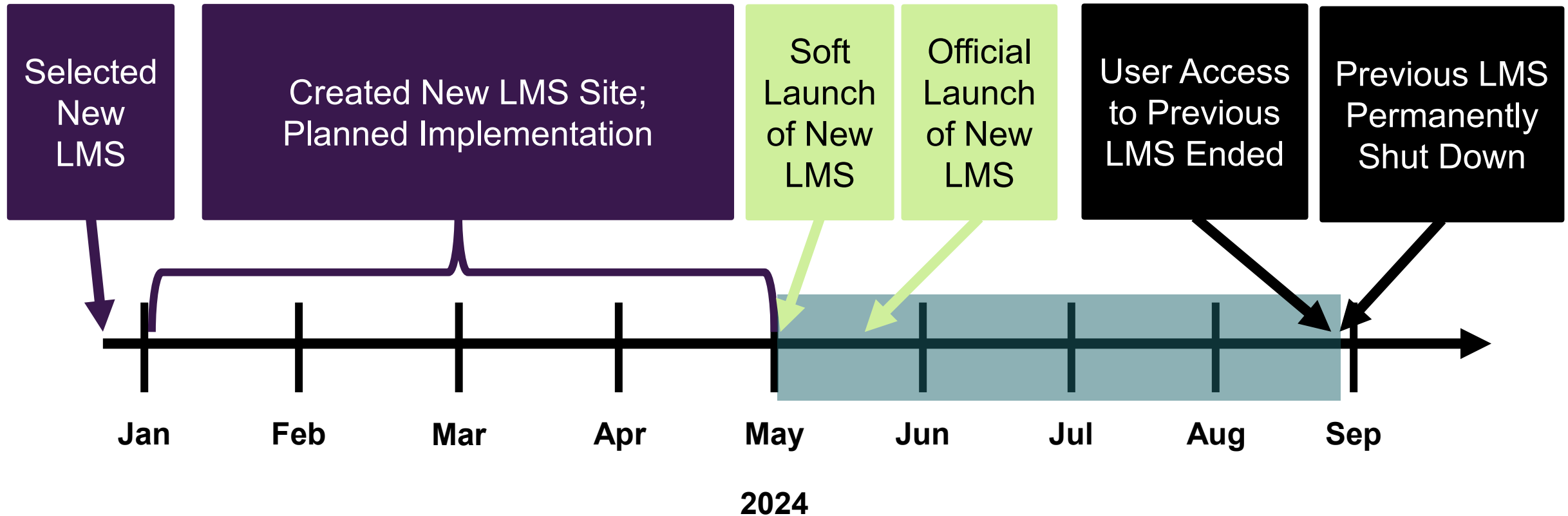
- Move new registrations to new LMS
- Provide additional user support
- Communicate with users

5. Shutdown of Previous LMS

- Communicate with users
- Export any records your team may want to reference later
- Transfer course completion data to new LMS

Case Study: NACAC

Timeline



Tips to Streamline the Process

Before creating a plan, determine...

1. The **individuals who need to be involved**.
2. The **roles and responsibilities** of everyone involved.
3. The **way(s) you will communicate** with your team throughout the process.
4. Any **scheduling constraints** you will need to work around.



Tips to Streamline the Process

Create a project plan that includes...

1. A list of **every responsibility** that needs to be completed with **clear assignee(s) and due dates**.
2. Any **resources** that your team may/will need to access throughout the project.
3. A **place to track questions** from the team and answers from the LMS vendor.



Tips to Streamline the Process

Throughout the process, be sure to...

1. Maintain **regular communication** with everyone involved.
 - Regular touchbases
 - Office hours to provide assistance
 - Reminders
2. Be **prepared to pivot** as needed.



Take Home Resource

***Scan this QR code to
download a copy!***





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