SumTotal LMS Extension
for Outlook

EARTHLY

1 / Overview

E-mail is an essential part of your daily work,

allowing you to stay connected with the staff you manage. Your SumTotal LMS platform is equally important to your daily routine, helping you constantly stay on top of learners' progress. What if there was a way to oversee your learning initiatives and monitor your emails at the same time, without having to move back and forth between programs? Earthly's SumTotal for Outlook can make it happen.

This guide is intended to introduce you to our SumTotal extension for Outlook. It first gives you a brief overview of its functionality before going into further detail about its unique features and benefits. Once you've read our guide and are ready to boost your productivity, reach out to us. We are waiting for your call, ready to help you design the ultimate SumTotal Outlook extension for your business' needs.

2 / SumTotal for Outlook

Picture your typical work day. Chances are, Outlook plays an essential role by helping you stay on top of your tasks and the people you manage. As a department manager, your company's SumTotal LMS has probably also become a huge part of your daily routine, supporting your responsibility to monitor employee progress against learning objectives. What if there was a way to integrate these two fundamental components of your day-to-day work?

Earthly can help you build SumTotal extension for Outlook, allowing you to boost productivity by monitoring your organization's learning initiatives where you already spend a huge amount of your time: your inbox. We designed this extension with you in mind - the ever bu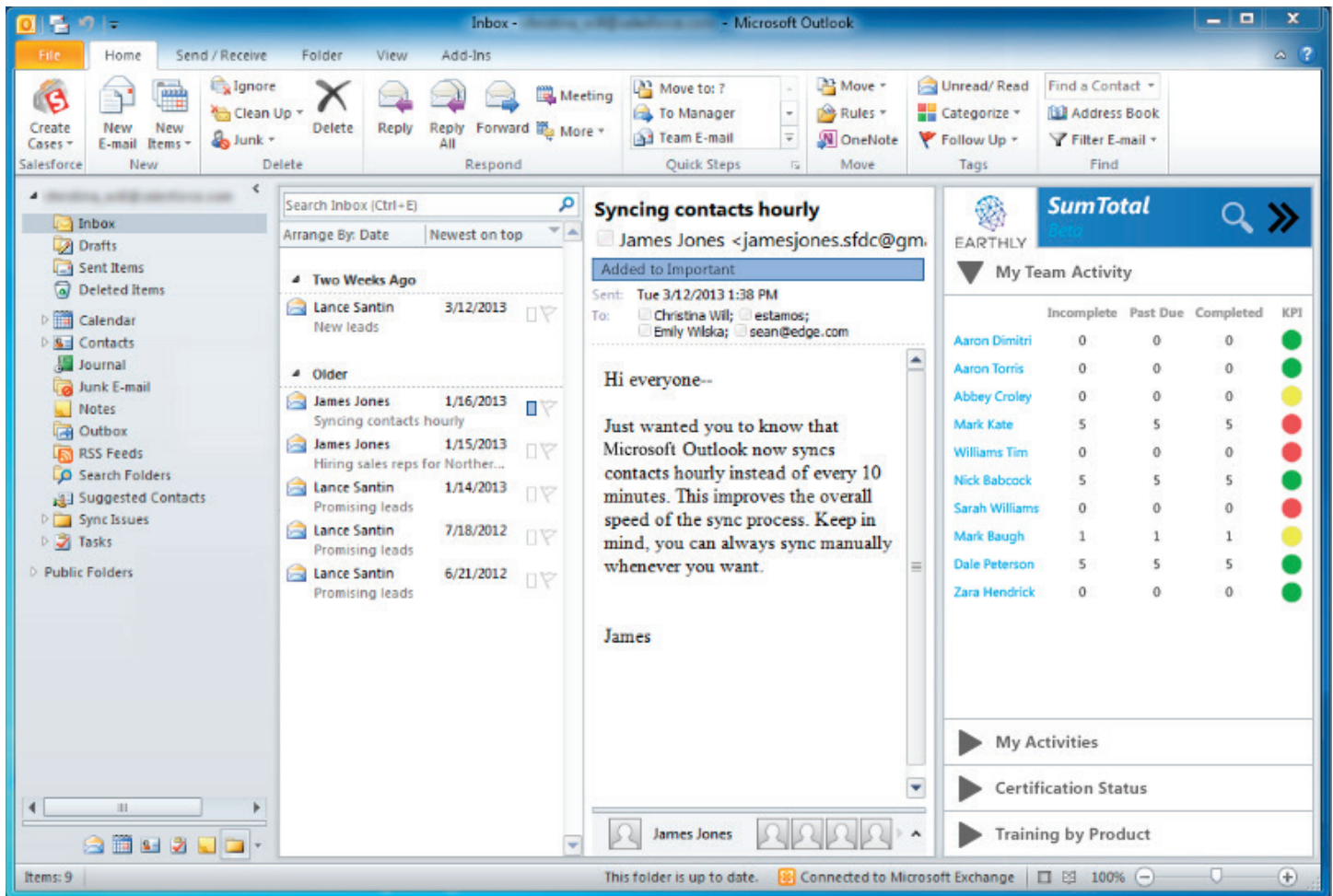sy learning manager. Our integrated extension allows you to track learning efficiency, either by individual learner or team-wide, without ever stepping away from your e-mails. Designed to appear as a sidebar within Outlook, the extension's visibility allows you to stay organized without ever having to dig for the information you need to do your job.

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In this guide, we show you how you can use our extension to evaluate team progress and track certifications and product knowledge training from within Outlook. It's a solution that works for both on-premises and SAAS customers. Are you ready to make life easier by kicking your productivity up a notch?

The following sections (2.1 to 2.4) highlight only some of the many possible features of SumTotal for Outlook. A wide range of features and additional tabs (observation checklists, reports, assessment statuses, etc.) are available to you, just waiting to be explored. Once you've read through this guide, we would be happy to sit down with you to discuss your personal business needs and build an Outlook extension that works for you.
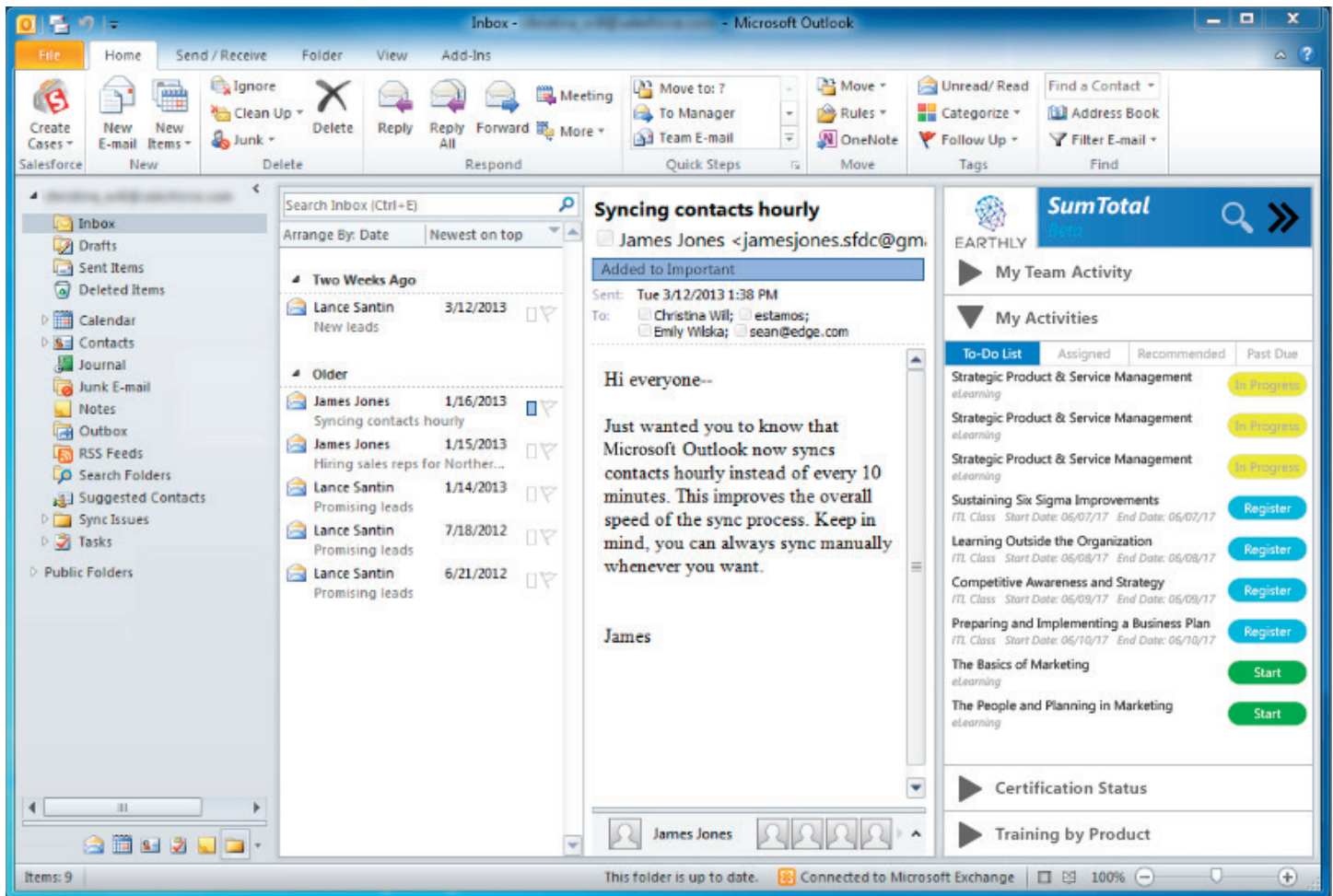
2.1 / My Team Activity

The "My Team Activity" feature allows you to stay on top of your team's learning activity using real-time data. The name of each learner within your team is listed alongside the number of courses they have completed, the number of courses that are past due, and the number of courses that are in progress. To make things even easier, alongside each learner's name is a key performance indicator (KPI), colored either green, yellow or red depending on the learner's performance. This allows you to quickly identify whether a learner is completing his or her assigned task(s) and to take the appropriate action. Because the information is presented within Outlook, you can effortlessly e-mail a learner about his or her progress without having to toggle back and forth between programs.
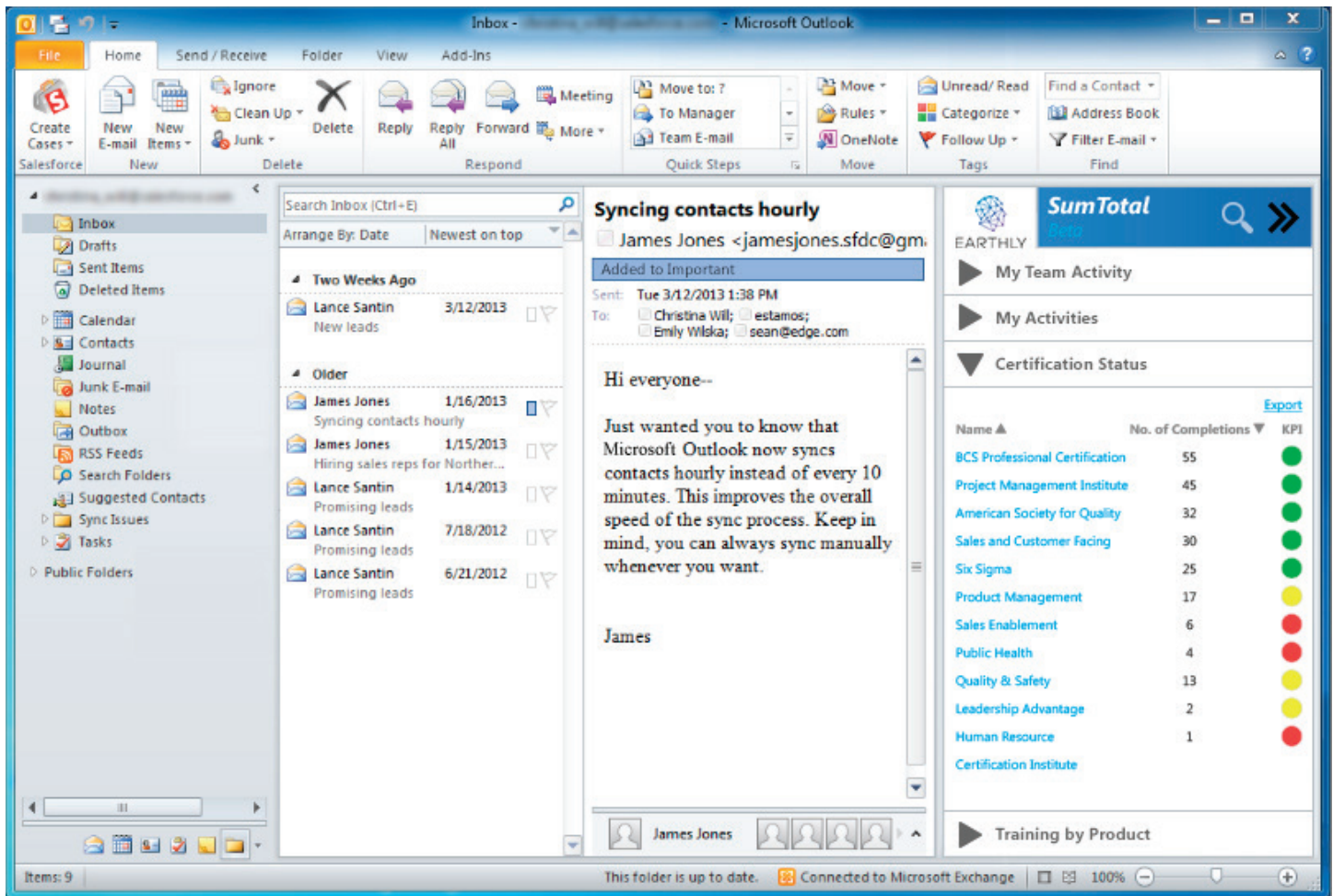
2.2 / My Activities

The SumTotal extension for Outlook can also be used by managers and other learners to better organize their learning. The "My Learning" feature presents four categories: the to-do list, assigned tasks, recommended learning, and tasks that are past due. This bird's-eye view of your activities provides a focused look at what needs actioning, ensuring your time and effort are spent in the most productive way possible. When looking at your to-do list, each item is linked directly to your SumTotal LMS website - whether the item is "In Progress", requires you to "Register", or is ready to "Start".
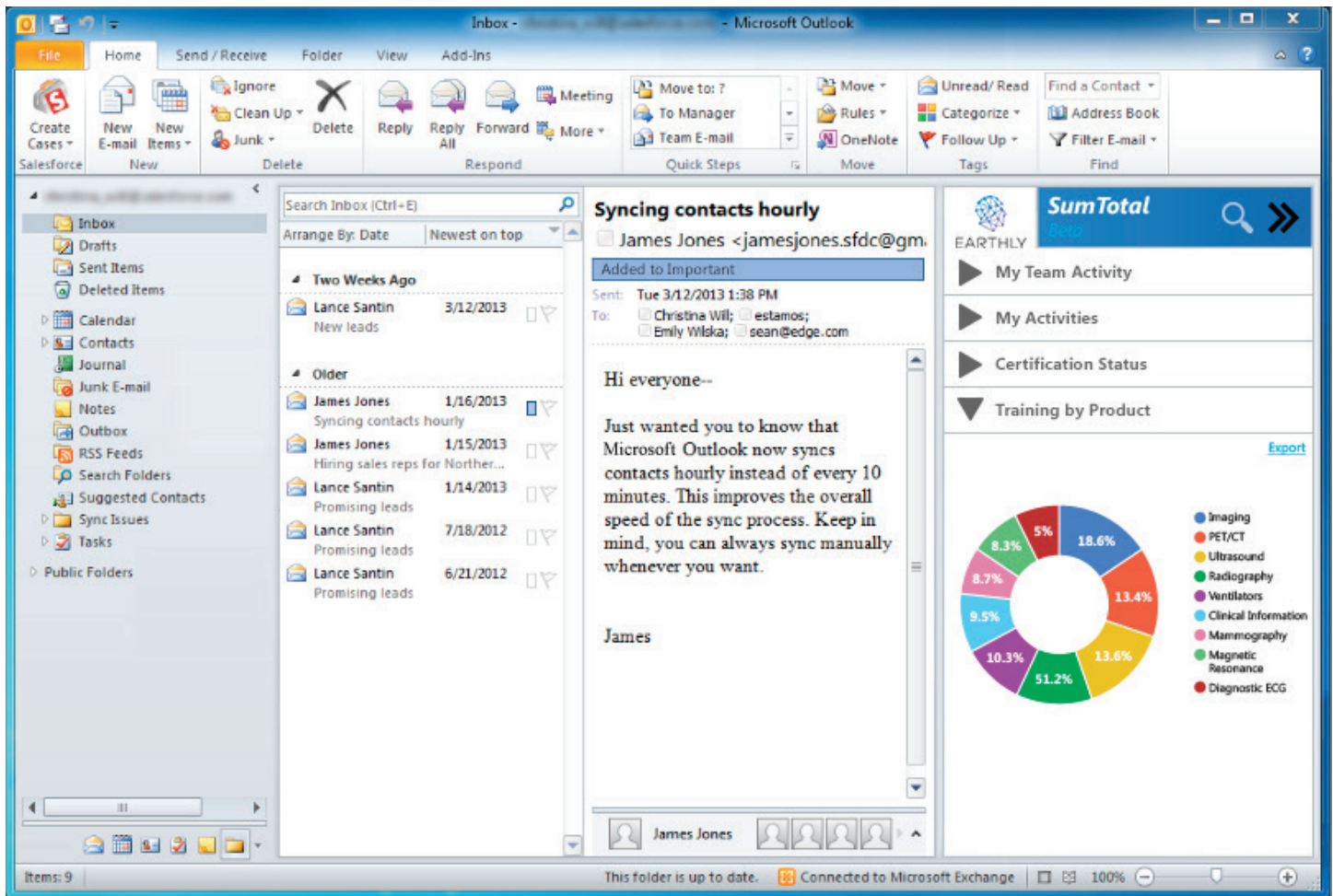
2.3 / Certification Status

While the "My Team Activity" feature breaks down your team's progress by individual learner, the "Certification Status" feature gives you a comprehensive view of your team's certification progress. This tab shows you the number of learners who have completed each certification. Like under "My Team Activity", you can easily evaluate performance across

each certification by looking its associated KPI, again colored green, yellow or red depending on whether each certification is complete, in-progress, or not yet started. While still looking at this information, you can coordinate with your team via e-mail to ensure certifications are completed on target.

2.4 / Training by Product

Finally, the "Training by Product" feature allows you to see the big picture: how your team's training correlates with your organization's product offering. This information is broken down visually, demonstrating what percentage of current learning is associated with what product. This metric allows you to easily see where learning resources need to be focused or refocused in order to achieve organizational learning goals.

3 / Benefits

Integrating your SumTotal LMS directly into Outlook is an easy, straightforward change that provides multiple benefits for any busy learning manager, including:

1
IMPROVED USER EXPERIENCE

Integrating your learning within Outlook means you're really making the most of your SumTotal LMS and getting the best user experience available.

2
BOOSTED PRODUCTIVITY

Stop wasting your time switching between documents, programs and tabs. Figure out what information you need most and make sure it's always at your fingertips, right next to your email inbox. This will save you time and ensure you always have direct access to real-time data.

3
ACCURATE DECISION MAKING

Always have the best, most up-to-date information in front of you when choosing what actions to take. SumTotal for Outlook ensures you can closely monitor your team's learning activity and take the necessary steps to reach your organization's learning goals.

4 / Conclusion

According to SaneBox, the average employee spends about 13 hours a week (or 28% of their working time) checking their e-mails.

That means over a quarter of your working time is already spent in Outlook. Earthly's SumTotal for Outlook ensures that time is spent productively and efficiently, letting you effortlessly oversee your team's learning. This, in turn, means you're making smarter, more accurate decisions about what your team needs, what works, and what doesn't.

Ready to experience the benefits for yourself?

Contact us today. We're ready to help you design the best Outlook extension for your learning needs.

Questions?

E-Mail us at:

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To learn more about SumTotal Post Production Services, contact an Earthly Representative or visit:

www.earthlysystems.com