

MEMORANDUM

DATE: March 30, 2021

TO: Local Workforce Development Board Executive Directors

FROM: Keantha B. Moore, Administrator, Bureau of One-Stop and Program Support *Keantha B. Moore*

SUBJECT: Migration to TOPYX Learning Management System Walkthrough Training Sessions Notification

The purpose of this memorandum is to notify Local Workforce Development Boards (LWDBs) regarding upcoming interactive walkthrough training sessions of the TOPYX Learning Management System (LMS). Local training coordinators and points of contact are strongly encouraged to attend.

As previously announced, the Department of Economic Opportunity (DEO) Bureau of One-Stop and Program Support's Workforce Training & Coordination (WTC) team is transitioning all training content/materials, including Tier One and Tier Two, from Adobe Connect to the TOPYX LMS. The full launch is scheduled for April 1, 2021.

The training will provide a comprehensive walkthrough and experiential learning exercises covering the basic functions of the LMS and review the levels of access granted to the various roles within the system.

Staff may choose to attend one of the below webinar sessions; pre-registration is required:

1. Tuesday, April 13 from 10:00 a.m. to 12:00 p.m. – click [here](#) to register.
2. Tuesday, April 13 from 2:00 p.m. to 4:00 p.m. – click [here](#) to register.
3. Wednesday, April 14 from 10:00 a.m. to 12:00 p.m. – click [here](#) to register.
4. Wednesday, April 14 from 2:00 p.m. to 4:00 p.m. – click [here](#) to register.
5. Thursday, April 15 from 10:00 a.m. to 12:00 p.m. – click [here](#) to register.
6. Thursday, April 15 from 2:00 p.m. to 4:00 p.m. – click [here](#) to register.

Note: All times are listed in Eastern Time.

Due to the amount of information to be covered and the opportunity for experiential learning in the LMS, each session is limited to 25 participants on a first come, first served basis. The access

and capabilities available to each of the following five roles will be reviewed; staff who will perform these functions may also attend this training.

- **Managers:** may view their reports and any reports of Learners assigned to their user group. They can add Learners, view and place Learners directly into multiple courses. They can view all programs, courses, materials and learning paths associated with their user groups. They cannot view and mark the assignment submissions of their Learners, but they can see the Learner's final grade.
- **Marking Managers:** have the same privileges and Managers, however, they can view and mark the assignment submissions of their Learners.
- **Instructors:** will only be able to view the materials they upload to the site and view the courses and programs they create. Their viewing rights are determined based on the association to user groups. They cannot add Learners to the site.
- **Evaluators:** have the same privileges as Instructors except they may add users to the site.
- **Learners:** will only be able to see their own reports. They may register and complete programs, courses, material and learning paths provided for them. Everyone in the system is automatically designated as a Learner.

Note: The roles of **System Administrator** and **Site Administrator** are exclusive to DEO staff; therefore, are not referenced above.

If you have any questions, please contact the WTC via email at wfstraining@deo.myflorida.com.

KBM/bm

cc: Casey Penn
Steven Gustafson
Charles Williams