



2018.4 Product Release

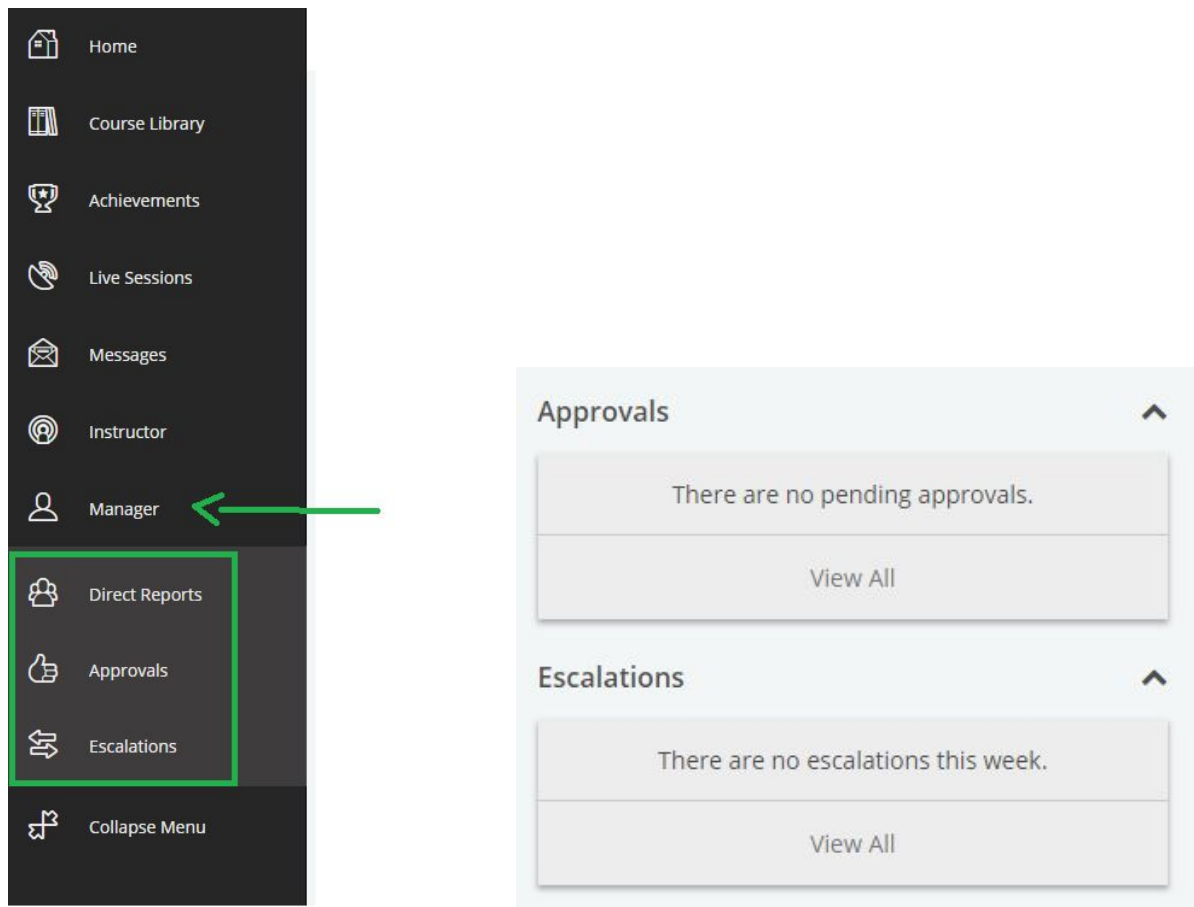
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New Features

Manager View

Managers now have quick access to view their direct reports and associated course Approvals and Escalations all in one place. Users who are a “manager” in Litmos can now access their direct reports from the Learner view under the Manager tab or via the 'Approval' and 'Escalation' widgets on the Learner Homepage.



Managers who are also Admins and Account owners can approve pending course enrollments from the 'Approvals' widget on the Admin dashboard.

The manager tab and the manager widgets are only visible to users who are listed as a manager of another user in Litmos, and the manager widgets must be activated from Account → Themes tab before it will be visible.

Learner Homepage

Top Banners

Metrics banner HTML banner

Banner HTML

```
<!-- Unless necessary, please don't adjust these colors or logo  
from the standard Litmos green (#9BCE49), this dev instance is  
being used for creating new learner courses and screengrabs /  
video walkthroughs on portions of our new UI - Thank you! - Josh
```

preview banner

Widgets

News widget Calendar widget
 Leaderboard widget Achievements widget

Manager Widgets

Approvals widget
 Escalations widget

Drip Learning - Timed Release of Courses in a Learning Path

This new feature gives Administrators the ability to unlock courses in a Learning Path at predefined intervals. Courses will be “released” to Learners only after a certain number of days have elapsed after the assignment of the Learning Path.

Course Library / Closing with Confidence in Sales

Closing with Confidence in Sales

0%

Courses must be released
Unenroll

Course1 0% Available in 1 Days

Course2 0% Available in 3 Days

Course3 0% Available in 4 Days

Course4 0% Available in 7 Days

This feature can be used to ensure that Learners move through the training courses at the pace most applicable for the training program. New hire onboarding, continued education cohorts

and curriculums with blended-training activities are examples of training programs that can really benefit from “controlled pace learning”. Admin can use time in between training courses to facilitate mini-projects, discussion forums, instructor led trainings and various team collaboration activities as a medium to reinforce lessons during short pauses in online training courses .

This feature must be activated for the Litmos account before it can be used. Once activated, there will be a new setting for “timed release of courses” under the Learning Path settings tab. This feature will need to be turned on per Learning Path. Once this setting is enabled for a Learning Path, the courses can be set to “release” to the Learners after a certain number of days has elapsed since the Learning Path was assigned.

Learner Upload Enhancements

Many organizations require learners to obtain specific certifications or qualifications that they need to complete and/or re-qualify for on a regular basis. The learner upload functionality has been enhanced to document external learning, where verification of the qualification or license by an Administrator is required. Practicing certificates, first-aid certificates, driving or machinery licenses are examples of items that can be recorded using these feature updates.

Learner Uploads can now be created with:

- Learner Upload screen title text
- Type
 - Assignment (default)
 - Certificate
 - External training
 - Licence
 - Other
 - Professional Development
 - Qualification
 - Workshop /Conference
- Date achieved (Mandatory/Optional and Visible/Not Visible)
- Certificate or registration number (Mandatory/Optional and Visible/Not Visible)
- Expiration date (Mandatory/Optional and Visible/Not Visible)

Learner Upload Settings

Learner Upload Screen Title*

Upload My Certificate

Type

Certificate

Additional Certification Fields

Date Achieved

Visible to Learner

Mandatory

Certificate or Registration Number

Visible to Learner

Mandatory

Expiration Date

Visible to Learner

Mandatory

These values can then be seen and recorded by learners completing the learner upload module.

Please upload a copy of your current first aid certificate.

Upload Your Certificate

* is required field

- Accepted file types: pdf, jpg, jpeg, png, gif, bmp, doc, docx, ppt, pptx, avi, wmv, mpg,mpeg, 3gp, flv, m4v, mp4, mp3, wav, mid, xls, xlsx, htm, html, txt, mov, rtf, key, pages, numbers, pot
- Max file size: 250 MB

First Aid Certificate.docx

Choose a file

Answer Comments (Optional)

Please find a copy of my first aid certificate attached.

444 characters left

Certificate or Registration Number*

12345A

Date Achieved*

09/10/2018

Expiration Date*

10/09/2019

SUBMIT CANCEL

The details are also visible when marking each attempt or via the Quick Reports.

Courses / Marking: First Aid Certificate Upload / Test Learner

Test Learner Attempts 1 of 2

Finished 05/10/2018 04:42:04 AM **Passmark: 100%**

Question:
Please upload a copy of your current first aid certificate.

Uploaded files:
First Aid Certificate

Score:
0

Passmark:
100

Answer Comments:
Please find my certificate attached.

Marking Comments:
Expiry date and date achieved do not match the certificate provided. Please correct and resubmit.

Certificate or Registration Number:
1234

Date Achieved:
13/09/2018

Expiration Date:
19/10/2017

Finished marking

Cancel

External Learning Tracking

The new external learning feature will enable learners to self-record completion of a course, or achievement of a qualification/license they have attained outside of the Litmos LMS. Learners can create an External Learning Record via the Achievements page.

Achievements **External Learning**

Add a New External Learning Record

Course/License Name	Date Achieved	Expiration Date
You currently have no External Learning.		

Learners can specify:

- Qualification/License or Course Name
- Type
 - Certificate (Default)
 - External training
 - Licence
 - Other
 - Professional Development
 - Qualification
 - Workshop /Conference
- Date achieved
- Certificate/License Number
- Expiration date
- Points/Hours
- Score
- Provider
- Evidence of achieving the External Learning

This information will then be saved and listed in the External Learning section.

New External Learning Record ✕

* is required field

Course/License Name*

Type

Date Achieved*

Certificate/ License Number

Expiration Date

Points/Hours

Score

Provider

Upload External Learning Evidence/Certificate

- Accepted file types: pdf, jpg, jpeg, png, gif, bmp, doc, docx, ppt, pptx, avi, wmv, mpg, mpeg, 3gp, flv, m4v, mp4, mp3, wav, mid, xls, xlsx, htm, html, txt, mov, rtf, key, pages, numbers, psd
- Max file size: 250 MB

✕

Learners will be able to add, edit and delete their External Learning.

Achievements **External Learning**

Add a New External Learning Record

Course/License Name	Date Achieved	Expiration Date		
First Aid Certificate	10/22/2018	10/22/2019		
Forklift License	06/01/1999	10/22/2018		
Other Training test	11/11/2011			
Professional Development with Points	10/18/2017			

Administrators will be able to view External Learning added by Learners via their User Profile under the People menu.

People / Test Learner

Test Learner
Testlearner
: Litmos

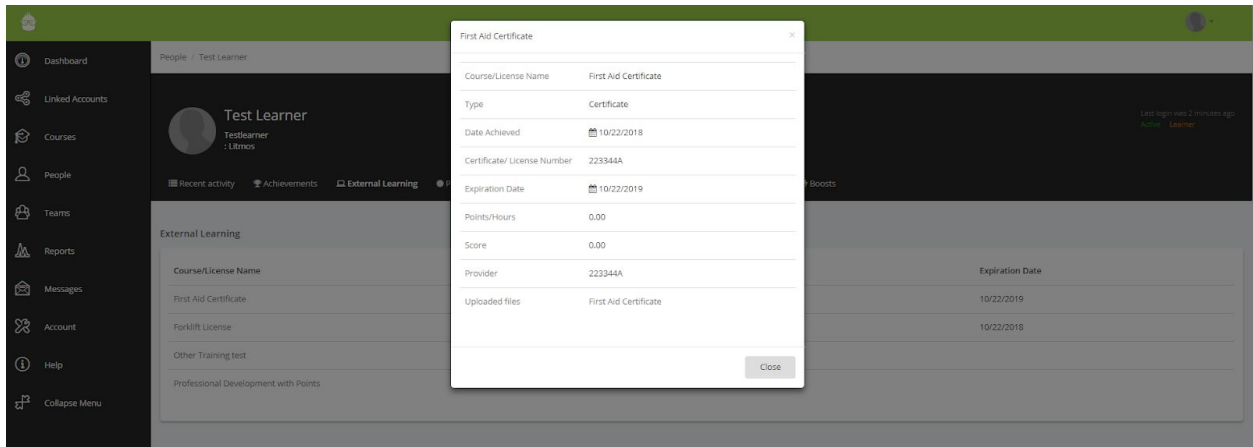
Last login was 2 minutes ago
Active Learner

Recent activity Achievements **External Learning** Points and Badges Courses Learning Paths Teams Schedule Boosts

External Learning

Course/License Name	Date Achieved	Expiration Date
First Aid Certificate	10/22/2018	10/22/2019
Forklift License	06/01/1999	10/22/2018
Other Training test	11/11/2011	
Professional Development with Points	10/18/2017	

Select any record to view the details.



SSL Custom Domains

Litmos now enforces SSL for custom domains. SSL encryption ensures that all traffic coming from the web server to the browser will remain protected and private. Account Owners are responsible for configuring the custom domain for a Litmos account. This is performed from the Account → Features tab. Custom domains are now a premium feature that must be a part of your Litmos license.

Legacy customers already using custom domains without SSL may continue to do so, but any edit or change to that custom domain name must be done from the Features tab, which means the custom domain with SSL feature must be a part of your Litmos license. Custom domains without SSL cannot be setup any longer, which was previously done from the Account → Profile tab.

Below are some reasons why it's important we ensure your website is accessible only over HTTPS:

- Performance: Modern SSL can actually improve page load times.
- Search Ranking Boost: Search engines favor HTTPS websites.
- Security: Encrypting traffic with SSL ensures nobody can snoop on your users' data.
- Trust: By displaying a green lock in the browser's address bar, SSL increases visitor's trust.
- Regulatory Compliance: SSL is a key component in PCI compliance.

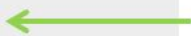
New Quick Report: Points & Badges

Litmos is also introducing a new Points and Badges Quick Report that provides a complete listing of all gamification items and total number of learners that have achieved the associated points or badges. This report will also allow the flexibility to drill down into a gamification item to get a list of users that have successfully achieved either the points, badges or both.

The report can be accessed in the Quick reports section under the Reports tab:

Quick reports

Learning Paths
Courses
People
Teams
Modules
Assessment
Survey
Scorm or Tin Can
Compliance Summary
Achievements
Points And Badges
ILT
Boosts



Points and Badges: Total number of users who achieved gamification items

Gamification Item	Badge Name	Points	Total Users	Gamification Item Status
HR Gamification	HR Onboarding Badge	100	1	Active
congratulations	well Done	100	1	Active
Marketing Gamification		100	1	Active

Points and Badges Report: User listing

Reports / Gamification Item : HR Gamification

Gamification Item : HR Gamification - People : Active , Achievement Date :
Last 30 days are in Pacific Standard Time

Search People Filter

Person	Username	Achievement Date	User Status	Badge Name	Points Earned	Course Requirement	Learning Path Requirement
Ekta Gulati	EktaUser1	10/16/2018	Active	HR Onboarding	100	HR Onboarding	
		09:22:11 AM		Badge			

Note: The gamification item must have the associated Course/Learning Path at the time the user completes the Course/Learning Path for the learner to achieve the gamification item.

Minor Enhancements

Litmos Assign: Support for Manager Field

Need the ability to automate training assignments based on who the Learner's manager is? Litmos now enables assignments/filters based on the manager field.

Create Rule

Rule Name

Description

Add Filter

People : Manager is = [] x Q

Show Only Results That Match All of these conditions

Assign to course Assign to learning path Assign to team

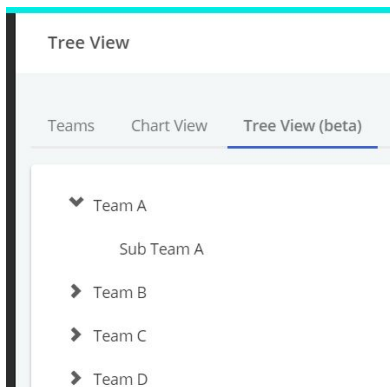
Run on an Interval

People Bulk Import: Support for Manager Field

Now each Learner's manager can be set using the People bulk import process. The bulk import accepts up to 5000 users per import file, meaning you can assign a manager to 5000 Learners at once now. The manager field can also be set on the People bulk import API, which allows up to 2000 users to be set per API transaction.

Team Page: Tree View

Need a way to view the entire team hierarchy for all of your teams in Litmos? In this release, Litmos provides a simple, vertical view of all these teams that is better suited for vast team structures.



Namely Integration: Custom Field Mapping & Sync

The Namely integration has been upgraded to give clients the ability to sync 10 employee fields of choice from Namely employee records to Litmos learner profiles. Both default and custom Namely employee fields can be synced to Litmos. To use the custom field mapping, an Account Owner must access the integrations page and use the picklists to map employee fields to the corresponding Litmos legacy custom fields.

Namely Fields		Litmos Fields		
Company email	▼	Corporate email	▼	✕
Preferred name	▼	Nickname	▼	✕
Last name	▼	Surname	▼	✕
Region	▼	District	▼	✕

Map Fields

These 10 legacy custom fields must be activated and labeled on the “messages & settings” tab, which is only available to Account Owners.

API: New endpoints with date range filter

Below are the new endpoints we’re introducing with this release, which all include an ability to filter within a date range using the “since” and “to” parameters (&since=&to=).

- Get Achievements
(.litmos.com/v1.svc/org/achievements?apikey=&source=&since=&to=) - Returns a list of all users that have earned achievements within a given date range.
- Get Results (.litmos.com/v1.svc/org/results/details?apikey=&source=&since=&to=) - Returns a list of all user course results that have changed during the specified interval. Use the “since” and “to” parameters to specify the interval, and be sure to stay within the limit of 1000 users using the “limit” parameter.
- Get User Details
(litmos.comorg/v1.svc/org/users/details?apikey=&source=&since=&to=) - Returns a list of people in an organization including active and inactive people that have been created or updated within a given date range.
- Get Courses (.litmos.com/v1.svc/org/courses?apikey=&source=&since=&to=) - Returns all the Courses in your organization that were created or updated within a given date range.
- Get Courses and Learning Paths
(.litmos.com/v1.svc/org/learningpath/courses?apikey=&source=&since=&to=) - Returns all the courses that are assigned to a specific learning path within a given date range.
- Get Courses and Modules
(.litmos.com/v1.svc/org/courses/modules?apikey=&source=&since=&to=) - Returns all the modules under each course with in a given date range.
- Get Team and Courses
(.litmos.com/v1.svc/org/teams/courses?apikey=&source=&since=&to=) - Returns all the courses that are assigned to a team within a given date range.
- Get Teams (.litmos.com/v1.svc/org/teams?apikey=&source=&since=&to=) - Returns all the teams that were created or modified within a given date range.
- Get Team Users Assigned
(.litmos.com/v1.svc/org/teams/users?apikey=&source=&since=&to=) -Returns all the users under each team/team assignments that were created or updated within a given date range.
- Get Team Learning Paths Assigned
(.litmos.com/v1.svc/org/teams/learningpaths?apikey=&source=&since=&to=) - Returns all the team learning path assignments performed for all teams within a given date range.
- Get Learningpaths
(.litmos.com/v1.svc/org/learningpaths?apikey=&source=&since=&to=) - Returns all the team learning paths that were created/updated within a given date range.

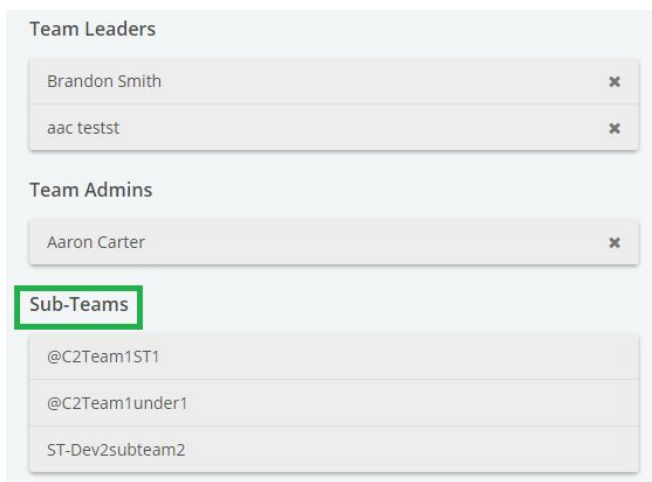
- Get User Course Assignments
(.litmos.com/v1.svc/org/users/courses?apikey=&source=&since=&to=) - Returns all the courses assigned to users within a given date range.
- Get Learningpath Users
(.litmos.com/v1.svc/org/learningpaths/users?apikey=&source=&since=&to=) - Returns all the learningpaths assigned to users within a given date range.

Languages: New Thai Language

This release introduces a brand new language, increasing the Litmos language compatibility to 32 languages!

Label change for child team

With this release, (child) teams label within parent teams is updated to 'Sub-Team'.



Mobile

- If using "Embed" module that embeds a secure website to open in a new window, the app will log the learner out when the Learner is attempting to access.
- Learners accessing Litmos through a Chrome browser on Android devices were experiencing issues logging in when the "force launching of Litmos mobile app on login" feature was enabled on the account, which redirects the user from the web to the native Android app.
- Video assessment modules could not be recorded on the native mobile app (iOS and Android).
- Learners won't be required to enter a domain for initial login anymore when moving from the web to a native app when "force launching of Litmos mobile app on login".
- TLS 1.2 is now supported for Android mobile app.
- Videos in Learning Paths could not be downloaded as offline videos on mobile devices for local playback.
- Offline videos would not change to landscape view on iOS devices.

- When viewing a module on the native apps, the “next” button would not work if the account was on a custom domain.

Bug Fixes

- Label change on Gamification: from “Achievement name” to “Gamification item”
- Quick reports time zone: All quick reports will now be available in the User profile timezone making it easier to consume reporting data.
- French Canadian language improvements
- Date format displaying on Achievements page in Learner View was incorrect compared to user’s chosen date format on profile.
- Not all Courses in a Learning Path were being assigned to Learners in large Learning Paths
- Reporting Engine: Assessment Results - “Question: Question Title” and “Question: User Answer” are both required fields for the report now.
- Due date reminder emails were not being sent to learners when admin performed a bulk action to send reminder emails to all users on select teams.
- Litmos Assign: A rule would assign a user to a deleted course, learning path or team and send an email notification.
- Legacy Reporting: Downloading a report in PDF would show an error message on the screen and the admin would receive an email with that report in CSV format.
- Legacy Reporting: A User results report query for a single team and a single course was returning more users in the report than listed on the team.
- Live Sessions: Session start and end times were missing from the Learner View of the available, registered and past session lists if the Learner logged in via an email link or API.
- The Ecommerce feature was showing as “enabled” to Account Owners but the feature wasn’t activated.
- Salesforce integration: The login session was expiring after short periods of inactivity.
- The ampersand character was displaying as “&” instead of & in the Admin view when viewing module titles and descriptions.
- People recent activity: The recent activity log would display a blank activity record below the compliance reminder activity record whenever an Admin manually sent compliance reminder emails to select learners.
- Course completion percentages were not being automatically recalculated as they should be when a Learner was unassigned from a course and later reassigned to that same course.
- The Enrollment Approvals widget on the Admin Dashboard was showing pending approval requests related to deleted courses.
- ILT: Multi-day sessions facilitated by a single instructor were improperly displaying “multiple instructors”

- Course Bulk Import: Using the course bulk import to update an existing course was also updating the original “author” of the course, which is the Admin who originally created the course.
- When a user inherits a course assignment via team assignment, and the user is already complete in that course, the completion date for that course was updating to the assignment date related to team assignment.
- MailChimp integration: Not all learners were being synced into the target MailChimp email list as subscribers.

Important Announcements

Mandatory upgrade required for SAML authentication with Litmos (Upgrade to SHA-2)

Litmos will no longer support SHA-1 SAML authentication as of January 1st, 2019. SHA-1 is now considered a deprecated security standard and is no longer supported by SSL providers. The larger bit encryption of SHA-2 provides superior security. If your company is using a Litmos app provided by an identity and access management provider, please inquire about a Litmos app or Litmos SAML configuration that utilizes SHA-2 encryption.

The following identity and access management providers offer SHA-2 encryption for SAML authentication into Litmos LMS:

- Okta
- OneLogin
- Centrify
- PingIdentity
- Azure
- ADFS

Litmos' SHA-2 endpoint is "yourdomain.litmos.com/integration/splogin". Any SAML configuration using the */integration/saml* login endpoint will be deprecated on January 1st, 2018 when this SHA-1 endpoint is retired. Please contact Litmos support with any SAML inquiries your company may have about this mandatory upgrade.