Litmos Administrator Certification Study Guide

LITMOS UNIVERSITY / EXAM PREPARATION

Who this is for Administrators who manage daily learning operations, content, people, teams, reporting, and learner support.

> **How to find the courses** In Litmos University, open Learner Library and search the course title or feature name below. You can also browse the Litmos University Training topic. Select the highest available version of a course. Course access can vary by account and feature entitlement.

If a course is unavailable Search Litmos Help Documentation for the named feature or workflow, and ask your Account Owner or Litmos contact about access where needed. Help articles and Release Notes are useful for details that cover availability and how-to knowledge around features and functionality.

Your study route

1 Find your gaps Mark each domain Ready, Review, or New. Start with New and Review.

2 Learn and apply Take the listed courses that address your gaps. If you have a suitable training environment and permission, rehearse the practice task.

3 Check readiness Explain what you would do, why, who is affected, and how you would verify the result. Use Help Documentation to check any uncertain detail.

1 Administrator Operations

Study focus Role permissions and escalation; Mega Navigation and quick actions; dashboard widgets, work queues, and announcements.

Find in Litmos University

- Mastering Admin Dashboards – Foundation
- Mega Navigation – Foundation
- Micro Learning: How to manage Dashboards and Widgets
- Micro Learning: How to manage training with Quick Actions

> **Practice check** A request combines a course update, a new learner, and an account theme change. Decide who can do each task and where you would start.

2 Content Management

Study focus Build and maintain courses, modules, learning paths, assessments, and surveys. Compare direct and team assignment; choose availability, due date, completion, compliance, and discovery settings.

Find in Litmos University

- The Admin Content Library – Foundation
- How to Build a Course – First Steps – Foundation
- How to Create and Manage a Learning Path – Foundation
- How to Manage General Course and Compliance Settings – Foundation
- How to Create an Assessment – Advanced
- How to Manage Meta Data and Discoverability – Advanced

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> **Practice check** Sketch a two course learning path. State how a new team member receives it, when it becomes due, what proves completion, and how optional learners find it.

3 User and Team Administration

Study focus Create and update people; import users; design teams and subteams; understand role scope, team access, transfers, deactivation, and preservation of training records.

Find in Litmos University

- The People Tab and Admin Functions – Foundation
- The Teams Tab and Admin Functions – Foundation
- How to Manage People Settings From Within a Course – Foundation
- How to Manage Teams From Within a Course – Foundation
- Manager View – Advanced

> **Practice check** Map onboarding for a new department, then a learner transfer. Identify the team, access, assignments, and records to check at each step.

4 Reporting and Operational Insights

Study focus Choose a dashboard, Quick Report, or Reporting Engine for the request. Check the report population, team scope, date, fields, filters, schedule, export, and interpretation.

Find in Litmos University

- The Reports Tab: Running Reports – Foundation
- Mastering Admin Dashboards – Foundation
- Manager View – Advanced

> **Practice check** Design a monthly completion report for a manager. Specify the people, date range, fields, distribution, and one conclusion the data can support.

5 Learner Support and Troubleshooting

Study focus Investigate missing training, login/access, unfinished modules, notifications, and completion records. Check learner and course settings, use impersonation when appropriate, and collect evidence before escalating.

Find in Litmos University

- The People Tab and Admin Functions – Foundation
- Navigating Learner Home and the Learner Library Experience – Foundation
- How to Manage General Course and Compliance Settings – Foundation
- Mega Navigation – Foundation

> **Practice check** A learner cannot find an assigned course. Check identity, active status, team, assignment, availability, and learner view before deciding what to change.

Final readiness check

☐ I can explain the scope of this certification role and when another role should act.

☐ I can select a feature or workflow based on the stated need and its constraints.

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☐ I can predict effects on access, learner records, reporting, or security.

☐ I know where to confirm a setting or new feature before relying on memory.

Exam note The passing score is 80%. Review the certification course for the current attempt, lockout, and timing instructions. This guide supports preparation; it is not an exhaustive list of exam questions.

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