

MASTERING LLMS



Overview

Starting in v17, the Learning Management System (LMS) in Rock RMS provides tools to create and manage educational content, training programs, and courses within your organization. This will allow you to assign training, track progress, and maintain training records.

Rock's LMS is designed to support two distinct scenarios:

1. **On-Demand:** This mode is designed for flexibility, allowing classes to run continuously without being tied to a specific time frame. Students can join and complete courses at their own pace. This straightforward structure makes it ideal for ongoing or self-paced learning environments.
2. **Academic Calendar:** This mode is designed for programs that require strict time-based semesters, often found in more traditional academic settings. This introduces some additional complexity, and while it provides features like a class progress bar, a syllabus for detailed course planning, and a notifications area for managing assignments, these tools are most beneficial for structured, residency-style programs. For simpler or ongoing courses, these additional features may not be necessary, and the flexibility of *On-Demand* mode is likely a better fit.

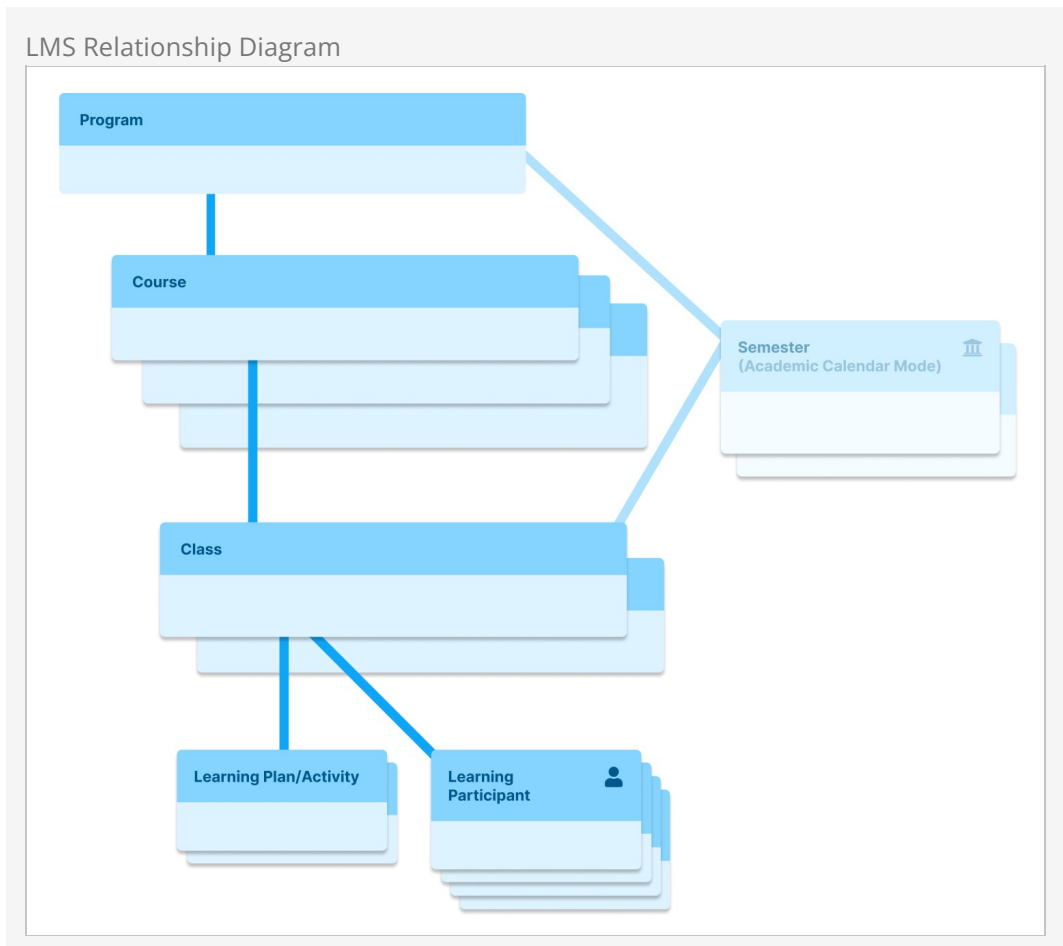
When in doubt keep it simple and use On-Demand. Academic mode is really intended for organizations that have residency/university programs.

Terms

Before we get started, let's clarify a few terms:

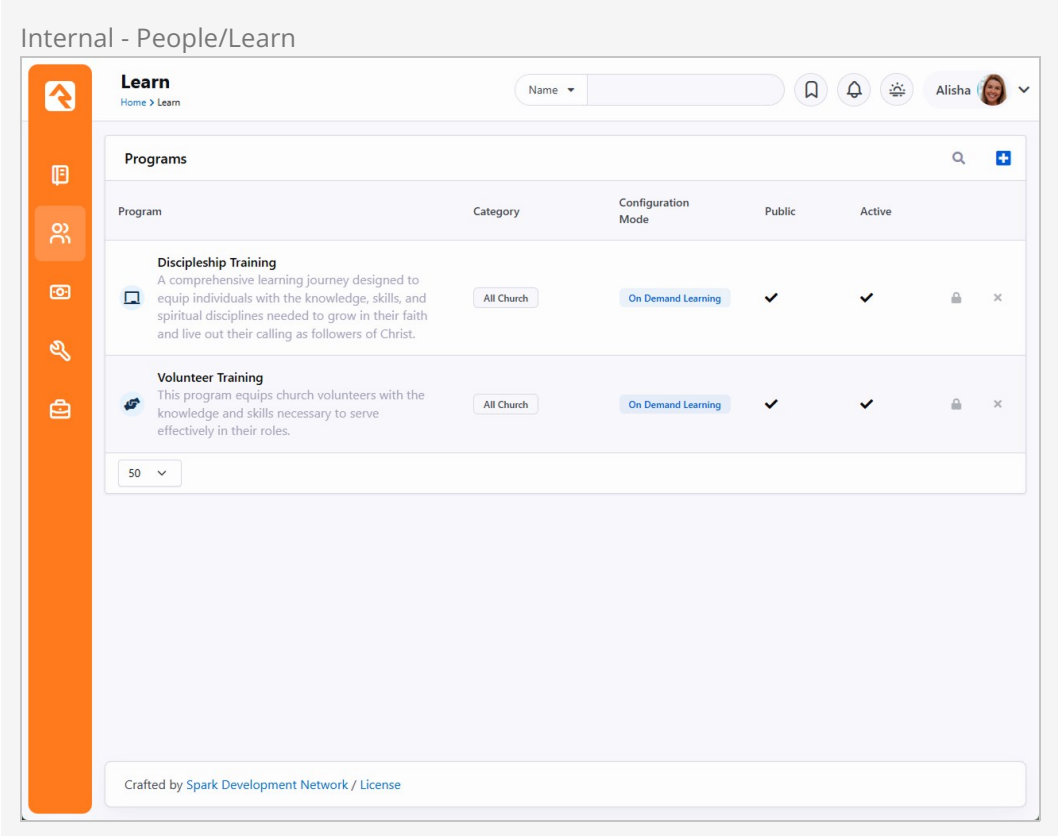
- **Program:** The Learning Program is the highest level of the learning hierarchy and represents a collection of related courses. Examples of a program could include Biblical Studies, Student Residency, or Volunteer Training.
- **Course:** The Learning Course represents a specific type of class that is offered in the program. Examples of a course might be Torah, Gospels, Biblical Hermeneutics, or Emergency Response Training. For each course, you will have one or more instances of a class, depending on the mode or desired class size.
- **Semester:** The Learning Semester is a time block used to group classes for programs that are in the *Academic Calendar* mode. Examples might include Fall 2024, Spring 2025, etc. This won't apply to *On-Demand* mode since those classes typically don't need to be bound by a timeframe.
- **Class:** The Learning Class is an occurrence of the course for a given time. Examples of a class would be Torah – Spring 2025 or Gospels – Spring 2025. The class is generally tied to a collection of the following:

- **Learning Plans:** These are the building blocks of your class, consisting of activities that guide students through the course. Rock provides several *Activity Types* to accommodate different learning styles and objectives. For example, an activity might involve watching a video, completing an assessment (quiz or test), uploading a written paper, or delivering a presentation in front of a teacher or class. The *Activity Types* are:
 - **Acknowledgment:** An activity that collects the student's acknowledgment of a statement you configure.
 - **Assessment:** A configurable activity that presents multiple-choice and short-answer questions to evaluate the student's understanding.
 - **File Upload:** An activity that allows students to submit files, such as written papers, to the teacher or facilitator.
 - **Point Assessment:** An activity that provides the student and teacher/facilitator with instructions and a grading rubric for an assignment.
 - **Video Watch:** An activity that ensures students watch a specified portion of a video as part of the coursework.
- **Students:** Individuals enrolled in the class.
- **Facilitator(s):** Teachers or assistants who grade learning activities.
- **Grading System:** The LMS offers flexible grading systems (Completion, Pass/Fail, Letter Grade) to evaluate and track student progress in a class. These can be customized to suit your organization's needs and are detailed in a later chapter.



What You'll See

Now that we've covered the basics, let's explore what you'll encounter when working with the LMS. Keep in mind that LMS features can be accessed in two areas: internally within the Rock system (`/people/learn`) and externally through the Learning Hub (`/learn`), which we'll cover in a later chapter.



The screenshot displays the 'Internal - People/Learn' interface. At the top, there is a navigation bar with the 'Learn' title and a search field. Below this is a 'Programs' section with a search icon and a plus sign. The main content area features a table with the following columns: Program, Category, Configuration Mode, Public, and Active. Two programs are listed: 'Discipleship Training' and 'Volunteer Training'. Both programs are categorized as 'All Church', have a configuration mode of 'On Demand Learning', and are marked as 'Public' and 'Active'. A dropdown menu at the bottom left of the table shows '50' items. At the bottom of the page, there is a footer that reads 'Crafted by Spark Development Network / License'.

Program	Category	Configuration Mode	Public	Active
Discipleship Training A comprehensive learning journey designed to equip individuals with the knowledge, skills, and spiritual disciplines needed to grow in their faith and live out their calling as followers of Christ.	All Church	On Demand Learning	✓	✓
Volunteer Training This program equips church volunteers with the knowledge and skills necessary to serve effectively in their roles.	All Church	On Demand Learning	✓	✓

Once your classes are set up, the external-facing Learning Hub page will showcase all the programs and classes you offer.

Learn

[Home](#) / [Connect](#) / [Learn](#)



Learning Hub

Explore courses and trainings designed to deepen your faith, help you grow in spiritual knowledge, and prepare you for serving and volunteering.

Programs Available

The following types of classes are available.



Volunteer Training

This program equips church volunteers with the knowledge and skills necessary to serve effectively in their roles.

All Church

[Learn More](#)



Discipleship Training

A comprehensive learning journey designed to equip individuals with the knowledge, skills, and spiritual disciplines needed to grow in their faith and live ou...

All Church

[Learn More](#)

Walkthrough: Creating a Learning Program

Let's walk through the process of creating a simple learning program using the *On-Demand* mode. We'll create a program, a course, a class, and a learning plan for that class.

Step 1: Create a Program

First, we'll create our program, "Volunteer Training".

The screenshot shows the 'Creating a Program' interface for 'Volunteer Training'. The page title is 'Learning Program Configuration' with a breadcrumb trail: Home > Learn > Volunteer Training. The user 'Alisha' is logged in. The program name is 'Volunteer Training' and it is set to 'On Demand Learning', 'All Church', and 'Public'. The 'Overview' tab is selected. The 'Name' field contains 'Volunteer Training'. The 'Active' checkbox is checked, and the 'Public' checkbox is also checked. The 'Enforce Public Security' checkbox is unchecked. The 'Public Summary' field contains the text: 'This program equips church volunteers with the knowledge and skills necessary to serve effectively in their roles.' The 'Configuration Mode' is set to 'On Demand Learning' (selected) and 'Academic Calendar'. The 'Category' is 'All Church'. The 'Highlight Color' is '#007aff'. The 'Icon CSS Class' is set to a default icon. There is an 'Image' field with a placeholder image and an 'Upload' button. At the bottom, there is an 'Advanced Settings' dropdown and 'Save' and 'Cancel' buttons.

Once saved, you are in 'Configure Program' mode. You'll notice a [Back to Program Overview](#) button which would let you switch to the other administration mode. We'll cover both *Configure Program* and *Program Overview* modes in the Program Administration Modes chapter later.

Program Administration Mode: Configure Program

Learning Program Configuration

Home > Learn > Volunteer Training

Name

[On Demand Learning](#) [All Church](#) [Public](#)

This program equips church volunteers with the knowledge and skills necessary to serve effectively in their roles.

Name	Volunteer Training	Category	All Church
Configuration Mode	On Demand Learning	Active	Yes
Default Grading System	Completion	Public	Yes
Track Program Status	No		

[Edit](#) [Back to Program Overview](#)

Courses

Course	Category	Public	Code	Active
No Courses Found				

50

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For now, stay in the *Configure Program* mode to set up a new course for the program.

Step 2: Create a Course

When you're in *Configure Program* mode, you can create a course.

Configure Program Mode

Learning Program Configuration

Name
🔖
🔔
🌞
Alisha

Volunteer Training

⋮

On Demand Learning

All Church

Public

This program equips church volunteers with the knowledge and skills necessary to serve effectively in their roles.

<small>Name</small>	<small>Category</small>
Volunteer Training	All Church
<small>Configuration Mode</small>	<small>Active</small>
On Demand Learning	Yes
<small>Default Grading System</small>	<small>Public</small>
Completion	Yes
<small>Track Program Status</small>	
No	

Edit
🏠 Back to Program Overview

🔒

Courses

🔍

+

Course	Category	Public	Code	Active
No Courses Found				
<input style="width: 100%; border: 1px solid #ccc; border-radius: 3px;" type="text" value="50"/>				

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Click the button to open a form where you can name the course. If you want to provide a more in-depth description, you can add it under the Description tab.

Here, we're creating the Child Protection and Safety course, and for this example, we will prevent people from enrolling unless they've already completed the 'Bible Study Essentials' course. This can be set up as a Prerequisite Requirement.

Creating a Course

Course

Name
🔖 🔔 🌞 Alisha

Child Protection and Safety

Public

Overview
Description

Name *

Active

Public

Public Summary

An overview of essential safety practices for all church volunteers.

Public Name

Category

Image

Upload

Requirements ⓘ

Bible Study Essentials - BE101
Prerequisite
✕

+

Advanced Settings ^

Course Code

Maximum Students ⓘ

Completion Workflow Type ⓘ

Allow Historical Access

Save
Cancel

Images

If you intend to show these courses on your website to your volunteer public, it's a good idea to include a simple image that represents the course.

Step 3: Editing the Class

Once you save, an initial class will be automatically created for you. Select this class so we can set up the required learning activities and assign a facilitator (if needed) to oversee grading for the class.

Course Initial Class


Course

Name
🔖
🔔
🌞
Alisha

Child Protection and Safety

Public

Overview
Description



An overview of essential safety practices for all church volunteers.

<small>Public Name</small>	<small>Course Code</small>
Church Safety Basics	CPS101
<small>Enable Announcements</small>	<small>Allow Historical Access</small>
No	Yes
<small>Completion Workflow Type</small>	<small>Prerequisites</small>
Receive Input	<ul style="list-style-type: none"> • Bible Study Essentials

Edit
🔒

Classes 🔍 + ⋮

Class	Facilitators	Location	Schedule	Students	Active	Public	
Foundations Class 2025	Alisha Marble, Bill Marble			11	✓	✓	📄 🔒 ✕

50 ▾

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First, edit the "Initial Class" to rename it to something more appropriate. Next, choose a grading system that suits your needs. For *On-Demand* classes, the *Completion* grading system is commonly used.

Editing the Initial Class

Class

Name
🔖 🔔 🌞 Alisha

Foundations Class 2025 ⋮

Students: 0 Public

Name *

Active

Public

Summary

Introduction to Church Safety

Schedule

Location

Grading System *

Campus

Advanced Settings ⌵

Save
Cancel

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Rock includes the following grading systems out of the box:

- **Completion:** A simplified system that assesses whether participants have fulfilled all required tasks or activities.
- **Pass/Fail:** Pass/Fail: This system evaluates whether participants meet a minimum standard to pass, without assigning specific scores or grades. It simplifies assessment into two outcomes: "Pass" or "Fail."
- **Letter Grade:** A traditional system that assigns a letter grade (e.g., A, B, C) based on performance, reflecting varying levels of achievement according to a predetermined scale.

It's also possible to customize these grading systems or create your own. You can learn more about this in the [Grading Systems](#) chapter.

Managing Assessment Retakes

If you're using a grading system other than *Completion*, be aware that the LMS marks the class as complete even if the participant fails.

We've intentionally left this flexible, since organizations differ significantly in how they manage retakes for Pass/Fail assessments. Depending on your organization's policies, you might consider one of the following options:

- Create a workflow to reset completion and allow retakes.
- Build a Lava-based page or button for assessment retries.
- Use an admin process to manually manage retakes.

Evaluate your organization's needs and select the approach that best aligns with your internal processes.

Step 4: Creating the Learning Plan

Next, let's set up a quick 'watch a required video' activity as the learning plan for our class.

The screenshot shows the 'Create a Learning Plan' interface for a class. The class name is 'Foundations Class 2025', with 0 students and a public status. The course is 'Introduction to Church Safety' with a course code of 'CPS101' and a 'Pass/Fail' grading system. Below this, there are tabs for 'Learning Plan', 'Students', and 'Facilitators'. The 'Learning Plan' tab is active, showing a table with columns for Name, Assign To, Type, Dates, Completions, and Points. The table is currently empty, displaying 'No Activities Found' and a dropdown menu set to '50'. The interface includes a sidebar with navigation icons and a user profile for 'Alisha'.

Here, we've selected the *Video Watch* Activity Type and chosen a video from our Media Account. The *Completion Threshold* is set to 95%, requiring students to watch at least that much before progressing to the next activity. You can also assign a point value to the video if needed.

Creating a Learning Plan Activity

Activity
Home > Learn > Volunteer Training > Child Protection and Safety > Foundations Class 2025 > Mandatory Reporting Training Video

Name

Completions: 0 (0%)

Name

Description
The Mandatory Reporting Training Video provides essential guidance on recognizing and reporting suspected abuse or neglect, ensuring compliance with legal requirements and the protection of vulnerable individuals

Activity Type **Completed By** Student Facilitator

Availability Criteria

Due Date Criteria

Points

Configure Mandatory Reporting Training Video

Header Content

+

Video File

Account

Folder

Video

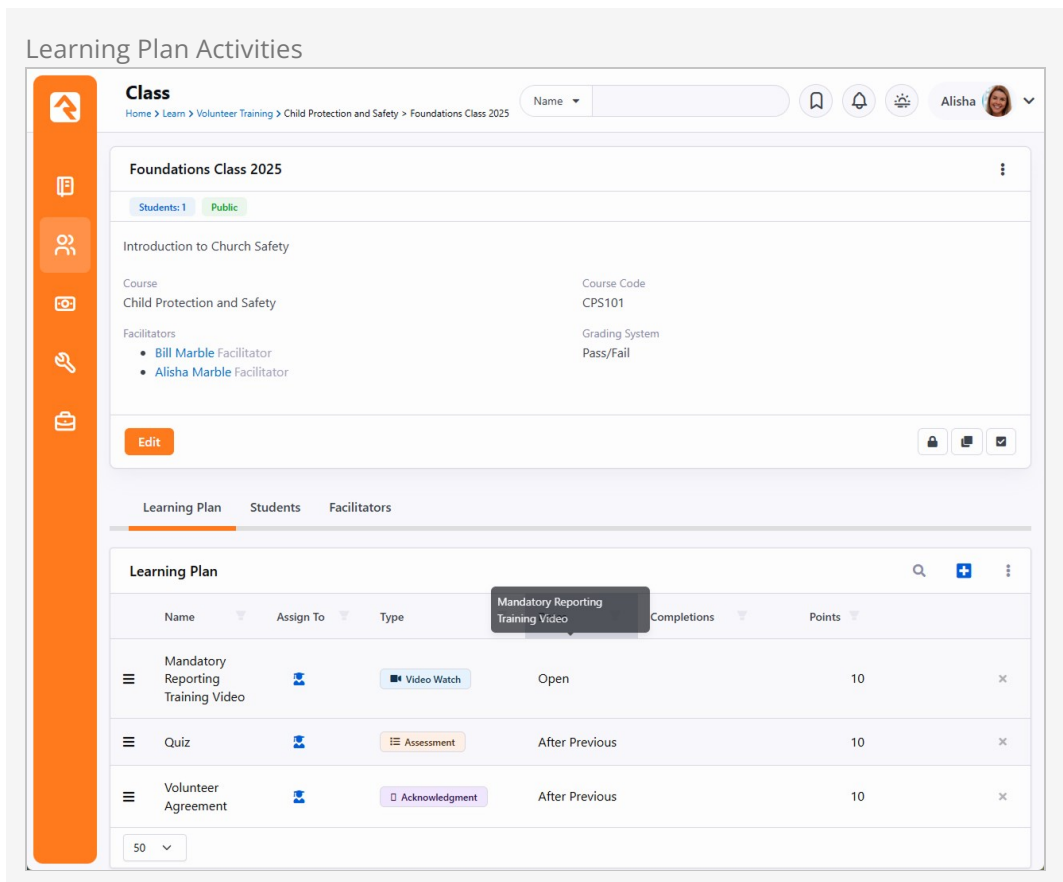
Completion Threshold %

Footer Content

+



While some fields are common across all Activity Types, each type also includes unique fields tailored to its purpose. In this example, we've configured additional options to complete the Learning Plan.



Learning Plans and Classes

Learning Plans are tied to Classes, not directly to Courses. This design allows for easier adjustments to *classes* over time. If Learning Plans were tied to Courses, changes could disrupt existing and completed class student assignments.

But don't worry! We've made it simple to copy a class, enabling you to make quick adjustments for future sessions. This process will be covered in a later section.

Finally, use the other two tabs to add facilitators who will grade assignments and enroll students. Alternatively, you can enable students to sign up directly on your website—this process is explained in the Learning Hub chapter.

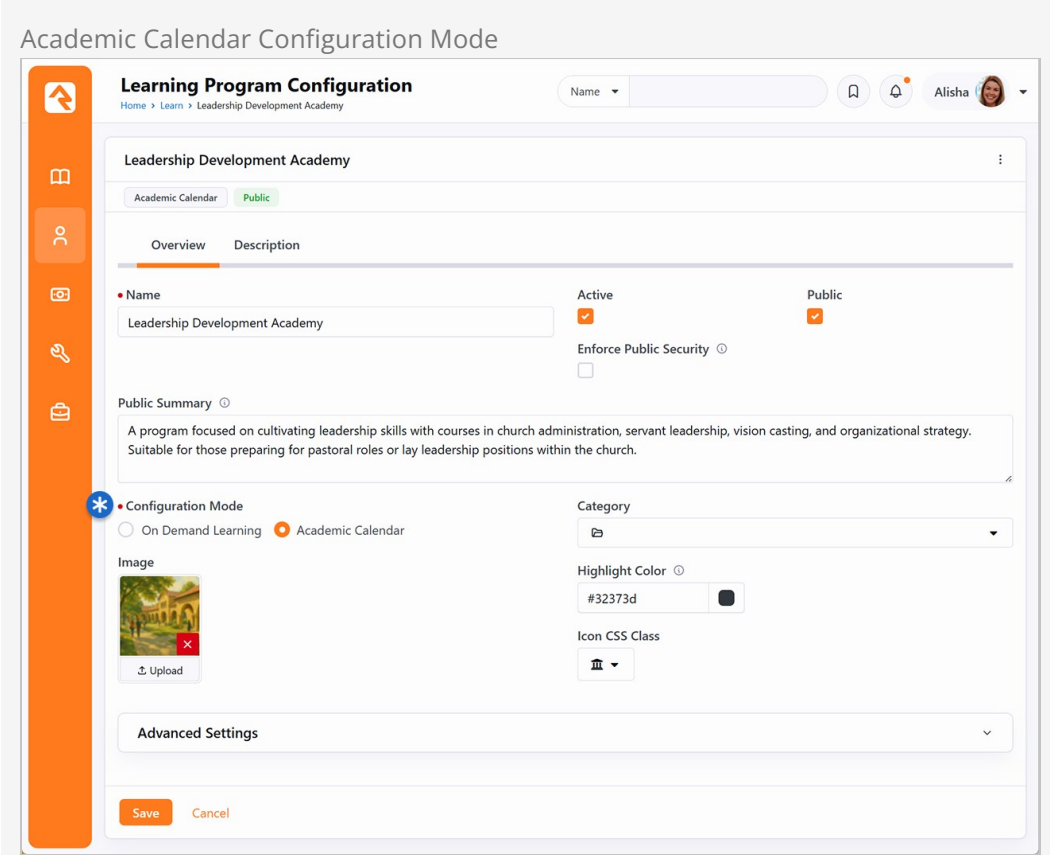
If you've made your Program *Public*, you'll see it when you visit the Learning Hub page on your website.

Academic Calendar Configuration Mode

We walked through the *On-Demand Learning* configuration mode. Now, let's take a brief detour to explore the differences with the *Academic Calendar* mode.

Academic Calendar

Creating an *Academic Calendar* program is very similar to setting up an *On-Demand Learning* program. The key difference is the addition of semesters. Semesters have a start date, an end date, and an enrollment close date, which prevents new students from enrolling in classes associated with that semester after the specified deadline.



The screenshot displays the 'Academic Calendar Configuration Mode' for a 'Leadership Development Academy'. The interface includes a navigation sidebar on the left with icons for home, calendar, settings, search, and help. The main content area is titled 'Learning Program Configuration' and shows the program name 'Leadership Development Academy'. It features tabs for 'Academic Calendar' (selected) and 'Public'. The 'Overview' tab is active, showing fields for 'Name' (Leadership Development Academy), 'Active' (checked), 'Public' (checked), and 'Enforce Public Security' (unchecked). A 'Public Summary' field contains a description of the program. The 'Configuration Mode' section has radio buttons for 'On Demand Learning' and 'Academic Calendar' (selected). There is an 'Image' field with an upload button and a 'Category' dropdown menu. The 'Highlight Color' is set to '#32373d' and the 'Icon CSS Class' is set to 'fa'. An 'Advanced Settings' dropdown is visible at the bottom, along with 'Save' and 'Cancel' buttons.

Under the program details, you'll find a tab that lists the semesters associated with the program.

Academic Calendar Semesters

Semesters
Home > Learn > Leadership Development Academy

Leadership Development Academy

Academic Calendar Public

A program focused on cultivating leadership skills with courses in church administration, servant leadership, vision casting, and organizational strategy. Suitable for those preparing for pastoral roles or lay leadership positions within the church.

Name: Leadership Development Academy (Active: Yes)
Configuration Mode: Academic Calendar (Public: Yes)
Track Program Status: No

[Edit](#) [Back to Program Overview](#)

Learning Program Configuration Semesters

Semester List 2 Semesters

Name	Start Date	End Date	Close Date	Class Count
Fall 2024	9/1/2024	1/1/2025	8/1/2024	0 ✕
Spring 2025	1/1/2025	4/1/2025	12/1/2024	0 ✕

50

Creating a Semester

Semester
Home > Learn > Leadership Development Academy > Fall 2024

Fall 2024

Name: Fall 2024 Start Date: 9/1/2024
End Date: 1/1/2025 Enrollment Close Date: 8/1/2024

[Save](#) [Cancel](#)

Additional tabs will also be shown when viewing the class detail. A Content tab will allow you to create additional pages that will appear in the Student's *Class Workspace*. The Annoucements tab will be shown depending on the *Enable Annoucements* found under Advanced Settings in the *Course* details.

Additional Tabs on Class Details

The screenshot displays the 'Class Details' interface for course BBL-101. At the top, the course name 'BBL-101' is shown with a breadcrumb trail: Home > Learn > Leadership Development Academy > Introduction to the Old Testament > BBL-101. A search bar with the text 'Name' and a user profile for 'Alisha' are also visible. Below this, the course details are organized into sections: 'Students: 0' and 'Public' status; 'Course: Introduction to the Old Testament' and 'Course Code: BBL-101'; 'Semester: Spring 2025' and 'Grading System: Letter Grade'; and 'Facilitators: Astrid Cumberge Facilitator'. An 'Edit' button and three icons (lock, print, check) are located at the bottom of the details section. A horizontal tab bar below the details includes 'Learning Plan', 'Students', 'Facilitators', 'Content' (which is active and highlighted with a blue star icon), and 'Announcements'. The 'Content' tab leads to a 'Content Pages' section with a search icon, a plus icon, and a list icon. The list contains three items: 'Page Name' (checkbox), 'Start Date', and a delete icon (x). The first item is 'Additional Details for Upcoming Assignment' with a start date of '12/10/2024'. The second item is 'Syllabus'. A dropdown menu at the bottom left of the list shows '50'. At the very bottom of the page, it says 'Crafted by Spark Development Network / License'.

Students enrolled in *Academic Calendar* program classes will have a different experience in their *Class Workspace*, which we'll explore at the end of the Learning Hub chapter.

LMS Learning Hub

If you visit the `/learn` page on the Rock site, you'll find what we call the Learning Hub. This page showcases the Learning programs and courses that you've configured as *Public*.

Learn

While we've created a set of pages which will work for most churches, you are welcome to create unique pages tailored to your specific needs using these LMS blocks and the Lava templates in their block settings.

Learning Hub Page

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Learn

Home / Connect / Learn

Learning Hub

Explore courses and trainings designed to deepen your faith, help you grow in spiritual knowledge, and prepare you for serving and volunteering.

Programs Available

The following types of classes are available.

Volunteer Training

This program equips church volunteers with the knowledge and skills necessary to serve effectively in their roles.

All Church

Learn More

Discipleship Training

A comprehensive learning journey designed to equip individuals with the knowledge, skills, and spiritual disciplines needed to grow in their faith and live out...

All Church

Learn More

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Potential students can read about each course for the programs you offer and enroll in them. Selecting a program redirects them to the program's course list page.

Program Courses

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Courses

Home / Connect / Learn / Courses

Volunteer Training

This program equips church volunteers with the knowledge and skills necessary to serve effectively in their roles.

Courses Available

The following training courses are available for enrollment.

Church Safety Basics

An overview of essential safety practices for all church volunteers

[Learn More](#)

First Aid and Emergency Response

Credits: 2

Learn critical response tactics for emergencies that may arise during church events

[Learn More](#)

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As expected, this page shows all the courses for the program. If the person is logged in, it will also indicate courses they have completed or are currently enrolled in. Selecting a course directs them to the course detail page.

Course Description

[Home](#) / [Connect](#) / [Learn](#) / [Courses](#) / [First Aid and Emergency Response](#)



First Aid and Emergency Response

Learn critical response tactics for emergencies that may arise during church events

Course Description

Course Code: ERT002

Credits: 2

Prerequisites: Church Safety Basics

The "Emergency Response Training" course is dedicated to equipping church volunteers with critical skills and knowledge to handle emergency situations effectively and compassionately. In a church setting, volunteers often serve on the front lines in a crisis, and their response can greatly impact the safety and well-being of the congregation. This course provides practical training in evacuation procedures, basic first aid, and effective crisis communication to ensure a calm and structured response in any emergency.

Key Learning Outcomes

By the end of this course, participants will be able to:

- 1. Implement Evacuation Procedures** - Understand and apply established evacuation protocols. Volunteers will learn how to guide individuals to safety, manage large crowds, and ensure clear exits during emergencies.
- 2. Perform Basic First Aid** - Gain essential first aid skills tailored to church environments, including CPR basics, wound care, and assistance with medical conditions that may arise in large gatherings. This module empowers volunteers to provide immediate care until professional help arrives.
- 3. Communicate Effectively in a Crisis** - Learn the principles of clear and calm crisis communication. Volunteers will be trained to relay important information, coordinate with other team members, and provide reassurance to those affected by the emergency.
- 4. Coordinate with Emergency Services** - Understand the importance of collaboration with emergency responders. Volunteers will know how to provide relevant information to first responders, ensuring a seamless handoff and maximizing the effectiveness of their response.

Topics Covered

- Evacuation Procedures:** Step-by-step guidelines for safely evacuating church facilities in various emergency scenarios, including fire, severe weather, and active threats.
- Basic First Aid for Volunteers:** An overview of life-saving skills, such as CPR, dealing with injuries, and managing medical incidents until paramedics arrive.
- Crisis Communication Techniques:** Methods for maintaining calm, providing clear instructions, and supporting affected individuals during high-stress situations.
- Working with Emergency Services:** Protocols for interacting with police, fire, and medical responders, including how to supply them with necessary information and support their efforts.

Who Should Take This Course?

This course is ideal for church volunteers involved in roles where they may be expected to manage emergencies, such as security teams, ushers, and greeters. It is also beneficial for anyone who wants to be prepared to help in unexpected situations. Whether you're a new volunteer or a seasoned member of the team, this training ensures you're equipped to respond effectively and help protect the safety of the congregation.

Upcoming Schedule

Prerequisites 
Church Safety Basics

Facilitators:

Bill Marble

Schedule:

Saturday 4:30pm

[Enroll](#)

This page provides all the necessary information about the course. It will also allow the individual to sign-up for any classes that are open for enrollment.

Enroll

[Home](#) / [Connect](#) / [Learn](#) / [Courses](#) / [First Aid and Emergency Response](#) / [Enroll](#)



First Aid and Emergency Response

Learn critical response tactics for emergencies that may arise during church events

Enrollment Review

Please review class details before confirming enrollment:

Participant Details

Name	Cindy Decker
Email	cindy@fakeinbox.com

Class Details

Course Name	First Aid and Emergency Response
Course Code	ERT002
Course Configuration	On-Demand
Facilitator	Bill Marble
Credits	2
Grading System	Pass/Fail
Semester	Initial Semester
Schedule	Saturday 4:30pm

[Confirm](#)

[Back to Course Description](#)

Once enrolled, a participant student will have a *Class Workspace* which serves as the main portal for taking the class.

Enroll

[Home](#) / [Connect](#) / [Learn](#) / [Courses](#) / [First Aid and Emergency Response](#) / [Enroll](#)



First Aid and Emergency Response

Learn critical response tactics for emergencies that may arise during church events



Successfully Enrolled!

You are now enrolled in this class. Click "Go to Class Workspace" to begin your learning experience.

[Go to Class Workspace](#)

[Back to Course List](#)


On-Demand Class Workspace Example

A set of learning plan activities might look like this in the student's *Class Workspace*.

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Class Workspace

Home / Learn / Courses / First Aid and Emergency Response / Class Workspace



First Aid and Emergency Response


Learn critical response tactics for emergencies that may arise during church events

- Stop & Identify
- Fire Dept. Ride Along
- Quiz
- Ride Along #2
- Final Quiz

Communication Preference Email SMS

Stop & Identify

Watch this video within 5 days of enrolling in the class.
You will be learning how to identify how to respond in an emergency.



When finished, you can proceed to the next assignment.

[Complete](#)

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Communication Preferences

This option appears for students when *Send Notification Communications* is turned on for any class activity. It lets them choose how they prefer to receive updates on new activities, by email or text, so they stay in the loop.

Class Workspace

[Home](#) / [Learn](#) / [Courses](#) / [First Aid and Emergency Response](#) / [Class Workspace](#)



First Aid and Emergency Response

Learn critical response tactics for emergencies that may arise during church events

Stop & Identify
Completed: 1 Second Ago Completed

Fire Dept Ride Along

Quiz

Ride Along #2

Final Quiz

Communication Preference

Email SMS

Fire Dept Ride Along

Fire Dept Ride Along

We'll be spending the day with the GCU Fire Department.


1. Go to 555 N Main St.
2. Check-in with the Volunteer Coordinator.
3. You'll spend the morning with the coordinator and other officials.
4. Once you're finished, return here to complete this activity.

I confirm that I completed my Ride-Along at the Fire Department.

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Class Workspace

Home / Learn / Courses / First Aid and Emergency Response / Class Workspace



First Aid and Emergency Response

Learn critical response tactics for emergencies that may arise during church events

Stop & Identify
Completed: 1 Minute Ago **Completed**

Fire Dept Ride Along
Completed: 1 Second Ago **Completed**

Quiz

Ride Along #2

Final Quiz

Communication Preference Email SMS

Quiz

Take your time and carefully consider each question before you answer.
This test is due within 20 days of your enrollment.

What is the first step in responding to an emergency in a crowded area?*

- Run to the nearest exit
- Calmly alert others and guide them to safety
- Call emergency services and wait for instructions
- Sound the alarm and wait for authorities to arrive

Section 2

Describe one essential step you would take to ensure that you are prepared to respond calmly and effectively in an emergency situation at the church.*

Complete

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Academic Calendar Class Workspace Example

The workspace for a class under a program using the Academic Calendar mode looks slightly different. It includes a tab bar at the top that shows an overview of the class and class progress, along with tabs for Activities/Assignments and the class Syllabus.

Rock Solid Church New Here? Resources Connect Give Blog Calendar Watch Learn Ted ▾

Class Workspace

Home / Learn / Courses / Introduction to the Old Testament / Class Workspace



Introduction to the Old Testament

An exploration of the Hebrew Bible's historical, literary, and theological dimensions, from Genesis to Malachi.

Class Overview Activities / Assignments Additional Details for Upcoming Assignment Syllabus

Overview

Facilitator
Astrid Cumbee
astrid.cumbee@rocksolidchurchdemo.com

Class Progress
0 out of 1 task completed

Current Grade
-

Announcements

15 Hours Ago

Term Paper

Your Term Paper is available now!

Notifications

Available
Upload Term Paper
Available

Communication Preference
Email SMS

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Communication Preferences

This option appears for students when *Send Notification Communications* is turned on for any class activity. It lets them choose how they prefer to receive updates on new activities, by email or text, so they stay in the loop.

Sending Class Announcements Immediately

To send a class announcement right away, run the *Send Learning Notifications* job (it runs once daily by default).

To ensure SMS messages work smoothly, go to `Settings > System Communications > Learning Activity Available`, and in the SMS section, enter a *From Number* in the *From* field. If the *From Number* is missing, the job will throw an exception with the warning: "A From Number was not provided."

Program Administration Modes

When administering programs, you can operate in one of two modes:

- **Program Overview:** Focused on the day-to-day tasks of running a class, such as grading assignments, reviewing student comments, and monitoring progress.
- **Configure Program:** Used for configuring program details, such as setting up courses, classes, and the learning plan for a class. When you initially set up courses and classes, you were working in Configure Program mode.

With Permission

If you have the required permissions, a toggle button will appear, allowing you to switch between modes. However, once the course and learning activities are set up, you'll generally stay in Program Overview mode for day-to-day management.


Configure Program Mode

Learning Program Configuration

Home > Learn > Volunteer Training

Name

[Home](#) [Learn](#) [Volunteer Training](#)

[Bookmark](#) [Notifications](#) [Settings](#) Alisha 

Volunteer Training







[On Demand Learning](#) [All Church](#) [Public](#)

This program equips church volunteers with the knowledge and skills necessary to serve effectively in their roles.

Name	Volunteer Training	Category	All Church
Configuration Mode	On Demand Learning	Active	Yes
Default Grading System	Completion	Public	Yes
Track Program Status	No		

[Edit](#) [Back to Program Overview](#) [Lock](#)

Courses

Course	Category	Public	Code	Active		
 Child Protection and Safety <small>An overview of essential safety practices for all church volunteers.</small>		✓	CPS101	✓		
 First Aid and Emergency Response <small>Learn critical response tactics for emergencies that may arise during church events</small>		✓	ERT002	✓		

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Program Overview Mode

Learning Program

Name
🔖
🔔
🌞
Alisha

Volunteer Training

On Demand Learning All Church Public

This program equips church volunteers with the knowledge and skills necessary to serve effectively in their roles.

2 Active Classes

3 Active Students

⚙️ Configure Program

Learning Program Completions

Current Classes 🔍 ⋮

Course	Class	Code	Facilitators	Students	Active	Public		
Child Protection and Safety	Foundations Class 2025	CPS101	Alisha Marble, Bill Marble	3	✓	✓	📄	🔒
First Aid and Emergency Response	First Aid and Emergency Response	ERT002		2	✓	✓	📄	🔒

50 ▼

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Notice how the content changes beneath the course depending on the selected mode. For some roles, such as Facilitators, they will only ever use *Program Overview* mode.

Security

Rock includes two new roles for the LMS:

- **RSR - LMS Administration:** This role is for those overseeing the entire LMS system. They can edit nearly all LMS components except grades. Permissions for viewing and editing grades are controlled separately with two security actions: *View Grades* and *Edit Grades*.
- **RSR - LMS Workers:** This role is for individuals needing internal access to the Learning Management System, such as class Facilitators, Program Editors, and Course Editors.

Remember

Facilitators added to a class automatically gain permissions to view and edit grades, even without additional security rights. However, ensure they are assigned the *RSR - LMS Workers* role to access class and program pages.

External Site Access

If *Enforce Public Security* is enabled on a program, anyone with program access on your external site can also view potentially sensitive info on the program if they can reach your internal site. To prevent this, enforce page security under [People > Learn](#).

As in other areas of Rock, LMS security settings can be granular, but we recommend keeping them as simple as possible. To grant certain people or roles the ability to edit programs or courses, use the security button on the relevant Program or Course.

Security is inherited within the LMS hierarchy:

- The Learning Class inherits security from the Learning Course.
- The Learning Course inherits security from the Learning Program.

This inheritance allows you to apply security settings at the highest necessary level, eliminating the need to configure each layer individually.

Learning Course Security

Secure Learning Program

View Edit View Grades Edit Grades Administrate

Item Permissions

No role/users Found

Add Role Add User

Inherited Permissions

Role / User	Action	From
RSR - LMS Administration (Role)	Allow	(Learning Program)
RSR - Rock Administration (Role)	Allow	(Learning Program)
RSR - LMS Workers (Role)	Allow	(Learning Program)
RSR - Staff Workers (Role)	Allow	(Learning Program)
RSR - Staff Like Workers (Role)	Allow	(Learning Program)
All Users	Deny	(Learning Program)

Done

If someone other than the Facilitator needs permission to view or edit grades, set this security at the appropriate level based on your requirements.

Facilitators

Facilitators must be assigned to the *RSR - LMS Workers* role after being approved to serve in this capacity. That role grants them access to the internal LMS system, enabling

them to grade student assignments and related activities.

After logging in, facilitators can view the class details, including the learning plan and student information. The LMS highlights activities that need their attention with clear indicators, helping facilitators prioritize tasks that require attention.

Learning Plan Alerts

Class
Home > Learn > Volunteer Training
> First Aid and Emergency Response > First Aid and Emergency Response

First Aid and Emergency Response

Students: 2 Public

Learn critical response tactics for emergencies that may arise during church events.

Course: First Aid and Emergency Response Course Code: ERT002
Facilitators: Alisha Marble Facilitator, Bill Marble Facilitator Grading System: Completion

Learning Plan | Students | Facilitators

Learning Plan

Name	Assign To	Type	Dates	Completions	Points	
Stop & Identify		Video Watch	Open	100%	10	
Fire Dept Ride Along		Acknowledgment	After Previous	100%	10	1
Quiz		Assessment	After Previous	50%	10	1 2
Ride Along #2		Acknowledgment	After Previous	50%	10	2
Final Quiz		Assessment	After Previous	50%	10	

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1 Action Required Indicator

This icon indicates action is needed (such as grading) for one or more of the students activities.

2 Comments Indicator

This icon indicates there are comments from one or more of the students.

Configure Program

This is the mode used when setting up new courses, semesters, classes and class learning plans.

Editing a Program

The screenshot shows the 'Learning Program Configuration' page for 'Volunteer Training'. The interface includes a top navigation bar with a search field and user profile. The main content area is divided into tabs for 'Overview' and 'Description'. Under the 'Overview' tab, there are sections for:

- Name:** 'Volunteer Training'
- Active:** Checked
- Public:** Checked
- Enforce Public Security:** Unchecked
- Public Summary:** 'This program equips church volunteers with the knowledge and skills necessary to serve effectively in their roles.'
- Configuration Mode:** 'On Demand Learning' (selected) and 'Academic Calendar' (unselected)
- Image:** A placeholder image with an 'Upload' button.
- Category:** 'All Church'
- Highlight Color:** '#007aff'
- Icon CSS Class:** A dropdown menu.
- Advanced Settings:**
 - Track Program Status:** Unchecked
 - Activity Available Communication Template:** 'Learning Activity Available'
 - Default Grading System:** 'Completion'
 - Completion Workflow Type:** 'Receive Input'

 At the bottom, there are 'Save' and 'Cancel' buttons.

Overview / Description

Edit the program's description under the Description tab.

Enforce Public Security

When enabled, programs and courses on the external site are only visible to people with *View* security for the program. You can set this by clicking on the *Learn* page. People already enrolled will retain access.

Configuration Mode

Determines whether the program operates in the simple *On-Demand Learning* mode or the structured, semester-based *Academic Calendar* mode.

Track Program Status

Enable this option to track program completions. When enabled, the *Update Program Completions* job creates new Learning Program Completion records, to track whether a person has completed the program.

Activity Available Communication Template

Specifies the communication template used to notify students about the availability of a learning plan activity.

Default Grading System

Specifies the grading system to use for classes under this program. A grading system can also be set at the *Class* level if needed.

Completion Workflow Type

Defines the workflow to run when an individual completes the program.

Semesters (Academic Calendar Mode Only)

When viewing a program that uses *Academic Calendar* mode, an additional *Semesters* tab will appear for listing and editing semester details.

The screenshot shows the 'Semesters' page for the 'Leadership Development Academy' program. The page is titled 'Semesters' and includes a navigation breadcrumb: 'Home > Learn > Leadership Development Academy'. The user 'Alisha' is logged in. The page displays the program details for 'Leadership Development Academy', which is in 'Academic Calendar' mode and is 'Public'. A description states: 'A program focused on cultivating leadership skills with courses in church administration, servant leadership, vision casting, and organizational strategy. Suitable for those preparing for pastoral roles or lay leadership positions within the church.' The configuration details are as follows:

Name	Leadership Development Academy	Active	Yes
Configuration Mode	Academic Calendar	Public	Yes
Track Program Status	No		

Buttons for 'Edit' and 'Back to Program Overview' are visible. Below the configuration is a 'Semester List' table with 2 semesters:

Name	Start Date	End Date	Close Date	Class Count
Fall 2024	9/1/2024	1/1/2025	8/1/2024	1
Spring 2025	1/1/2025	4/1/2025	12/1/2024	13

In *Academic Calendar*, mode you must set up semesters with start and end dates as a place to put the course and classes.

The screenshot shows the 'Editing a Semester' page for the 'Fall 2024' semester. The page is titled 'Semester' and includes a navigation breadcrumb: 'Home > Learn > Leadership Development Academy > Fall 2024'. The user 'Alisha' is logged in. The semester details are as follows:

Name	Fall 2024	Start Date	9/1/2024
End Date	1/1/2025	Enrollment Close Date	8/1/2024

Buttons for 'Save' and 'Cancel' are visible.


Courses

Courses are a specific type of class that is offered in the program. You can create one or more instances of these depending on the settings or desired class size.

Editing a Course

Course
Home > Learn > Leadership Development Academy > New Course

Name

Alisha 


Add Course

Overview | Description

Name Active Public

Public Summary
Leadership Development Academy - Spring 2025 is an on-demand training track that equips emerging church leaders with practical theology, ministry strategy, and team-building skills. Self-paced video modules, interactive case studies, and peer discussion boards let participants progress on their schedule while staying connected to a guided cohort.

Public Name Category

Image 

Requirements

- Introduction to the Old Testament - BBL-101 Prerequisite

Advanced Settings

Course Code Credits Maximum Students

Completion Workflow Type Allow Historical Access Enable Announcements

Overview / Description

Use the Description tab to edit the course description, which appears on the public Learning Hub page to provide individuals with a detailed understanding of the course.

Requirements

Specify prerequisites or equivalencies here. For example, you can indicate if a course requires the completion of another course beforehand or if it fulfills the requirements of an equivalent course.

Course Code

An abbreviated identifier for the course, useful in contexts where concise designations are needed.

Credits

A unit of measurement representing the academic work associated with the course. Credits typically reflect the time commitment, workload, and expected learning outcomes.

Completion Workflow Type

An optional workflow that can be triggered when an individual completes the course.

Allow Historical Access

Controls whether returning students can view or review their completed class activities after the class has concluded.

Enable Announcements

Enable this option to allow creating announcements related to the classes. These announcements will be displayed on the student's *Class Workspace*. Note: This setting is only available for *Academic Calendar* mode.


Classes

A class represents a specific instance of a course offered during a particular time period. Each class has its own Learning Plans, students, and facilitator(s).

Editing a Class

Class
Home > Learn > Leadership Development Academy

Name

Alisha 

Add Learning Class

Name Active Public

Summary

Semester

Schedule Location

Grading System Campus

Advanced Settings

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Semester

Visible only in *Academic Calendar* programs, this field specifies the semester during which the class takes place.

Grading System

Defines or overrides the default grading system for the class. Note that the grading system cannot be changed once students start completing assignments.

Cloning Classes

When the day comes when you must make a new version of an existing class, save time by using the button. This duplicates the class and its learning plan activities but excludes students and facilitators.

For always-active (On-Demand) classes, remember to uncheck the *Public* checkbox on the newly cloned class until it's fully prepared. This prevents enrollment before it's ready. Once the new class is complete, re-check the *Public* option for the new class and uncheck it on the old class.

Copying a Class

Course

Name
🔖 🔔 ⚙️ Alisha 👤


Home > Learn > Volunteer Training > Child Protection and Safety

Child Protection and Safety

Public

Overview

Description



An overview of essential safety practices for all church volunteers.

Public Name	Course Code
Church Safety Basics	CPS101
Enable Announcements	Allow Historical Access
No	Yes
Completion Workflow Type	Prerequisites
Receive Input	<ul style="list-style-type: none"> Bible Study Essentials

Edit

🔒

Classes

🔍 + ⋮

Class	Facilitators	Location	Schedule	Students	Active	Public	
Foundations Class 2025	Alisha Marble, Bill Marble			1	✓	✓	✦ 📄 🔒 ✕

50

📄 🔒 ✕

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Once the class is set up, the final steps are to create Learning Plans and add facilitators, and optionally, students. Adding facilitators and students is simple, and details about creating Learning Plans are covered in the next chapter.

Learning Plans

Depending on the selected Activity Type, a *Configure* section will appear with options specific to that type. A learning plan has up to four distinct views:

1. **Configuration View** The interface used to create and set up the activity within the learning plan.
2. **Student Completion View** What the student sees while working on the activity.
3. **Facilitator Scoring View** If the activity requires scoring, this is where facilitators evaluate and rate the student's work.
4. **Summary View** The final view displayed once the activity is completed.

For now, we'll focus on *Configuration View*. Let's begin by reviewing the common elements of an activity. Details specific to each activity type will be covered in the next section.

Adding a Learning Plan Activity

Activity Home > Learn > Volunteer Training > Child Protection and Safety > Foundations Class 2025 Name 🔖 🔔 👤 Alisha

Add Activity

Name *

Description

Activity Type * Completed By ⓘ

Completed By ⓘ Student Facilitator

Availability Criteria ⓘ

After Previous Completed

Due Date Criteria ⓘ

No Date

Points ⓘ

10

Advanced Settings

Completion Workflow Type ⓘ

Enable Student Commenting ⓘ Send Notification Communication ⓘ

Save Cancel

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1 Completed By

This is typically set to "Student," but for certain activities, it may need to be assigned to the Facilitator. For example, in an in-person verbal presentation (a Point Assessment activity), the Facilitator grades the student during the presentation, making it an activity the student cannot complete independently.

2 Availability Criteria

This setting determines when the activity becomes available to the student:

- **Specific Date:** The activity cannot be started until a designated date. This requires setting the Available Date field.
- **Class Start Offset:** The activity becomes accessible a specified number of days after the class start date. This requires setting the *Available Date Offset* field.
- **Enrollment Offset:** The activity becomes accessible a specified number of days after the student enrolls in the class. This also requires setting the *Available Date Offset* field.
- **Always Available:** The activity is accessible to the student at any time.
- **After Previous Completed:** The activity cannot be started until the preceding activity is completed.

3 Due Date Criteria

Similar to *Availability Criteria*, but applies to the activity's due date.

4 **Points**

This specifies the point value of the activity. For *Assessment* Activity Types, you'll also designate what percentage of these points applies to each section of the assessment. See the next section for more details.

5 **Send Notification Communication**

By default *Send Notification Communication* is deselected. If you would like students to get an email notification when an activity becomes available, you have the option to enable this setting. Otherwise, students can still access the activity once it is available without receiving a notification.

Learning Plan Activity Types

Each activity type provides unique fields and options to customize the activity.

Acknowledgment

Enter the text you want displayed in the activity into the Content field. If desired, use the *Confirmation Text* field to provide text that will appear next to the acknowledgment checkbox.

Configuration View

Activity
Home > Learn > Volunteer Training > Child Protection and Safety > Foundations Class 2025 > New Activity

Name

Description

Activity Type Completed By Student Facilitator

Availability Criteria

Due Date Criteria

Points

Configure Volunteer Agreement

Content

Code of Conduct

- 1. Respect for Others
 - 1.1. Treat all individuals with kindness, dignity, and respect.
 - 1.2. Avoid discriminatory language or behavior.
- 2. Professionalism
 - 2.1. Be punctual and reliable for all scheduled commitments.
 - 2.2. Follow instructions from supervisors or coordinators.
- 3. Safety
 - 3.1. Prioritize safety for yourself and others.
 - 3.2. Report any unsafe conditions to the appropriate staff.
- 4. Confidentiality
 - 4.1. Respect the privacy and confidentiality of those you serve.
 - 4.2. Do not share sensitive information outside of the organization.
- 5. Integrity
 - 5.1. Be honest and accountable in your role.
 - 5.2. Avoid conflicts of interest and report unethical behavior.

Confirmation Required

Confirmation Text


Advanced Settings

Student Completion View

Rock Solid Church New Here? Resources Connect Give Blog Calendar Watch Learn Ted ▾

Class Workspace

Home / Learn / Courses / Child Protection and Safety / Class Workspace



Church Safety Basics

An overview of essential safety practices for all church volunteers.

Mandatory Reporting Training Video
Completed: 3 Minutes Ago Completed

Quiz
Completed: 3 Minutes Ago

Volunteer Agreement

Communication Preference Email

Volunteer Agreement

Code of Conduct

1. Respect for others
 1. Treat all individuals with kindness, dignity, and respect.
 2. Avoid discriminatory language or behavior.
2. Professionalism
 1. Be punctual and reliable for all scheduled commitments.
 2. Follow instructions from supervisors or coordinators.
3. Safety
 1. Prioritize safety for yourself and others.
 2. Report any unsafe conditions to the appropriate staff.
4. Confidentiality
 1. Respect the privacy and confidentiality of those you serve.
 2. Do not share sensitive information outside of the organization.
5. Integrity
 1. Be honest and accountable in your role.
 2. Avoid conflicts of interest and report unethical behavior.

I have read and agree to the Volunteer Agreement and Code of Conduct.

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Assessment

For this activity type, you'll see a form for adding items such as a *Multiple Choice* question, a *Section* separator, or a *Short Answer* item.

Configuration View (Assessment Items)

Home > Learn > Volunteer Training > Child Protection and Safety > Foundations Class 2025 Name ▾ Alisha ▾

Activity

Home > Learn > Volunteer Training > Child Protection and Safety > Foundations Class 2025 Name ▾ Alisha ▾

> New Activity

Add Activity

Name *

Quiz

Description

Activity Type * **Completed By**

Assessment ● Student Facilitator

Availability Criteria

After Previous Completed

Due Date Criteria **Due Date Offset**

Enrollment Offset 20 days

Points

10

Configure Quiz

Assessment Term ⓘ

Test

Header

Take your time and carefully consider each question before you answer.

This test is due within 20 days of your enrollment.

Grading Configuration ⓘ

Multiple Choice Weight: 50 %

Show Results On Completion ⓘ

Show Missed Questions On Results ⓘ

[+ Add Item](#)

Assessment Items ⓘ

Type	Question	Help Text	Answers	Correct Answer
<div style="border: 1px solid #ccc; padding: 2px;"> + Multiple Choice </div> <ul style="list-style-type: none"> Multiple Choice Section Short Answer 			<input type="text"/> × <input type="text"/> × <input type="text"/> ×	<div style="border: 1px solid #ccc; padding: 2px;"> + Correct Answer </div> <input type="text"/>

[+ Add Item](#)

Advanced Settings

Completion Workflow Type ⓘ ⊗

Enable Student Commenting ⓘ

Send Notification Communication ⓘ

[Save](#) [Cancel](#)

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You can add as many items as you need. With the Multiple Choice type of question, you can supply the correct answer so the assessment can be graded automatically. However, adding a Short Answer type will require a Facilitator to score each participant's answers.

Configuration View

Activity

Home > Learn > Volunteer Training > Child Protection and Safety > Foundations Class 2025 > New Activity

Name

Description

Activity Type Completed By Student Facilitator

Availability Criteria

Due Date Criteria Due Date Offset days

Points

Configure Quiz

Assessment Term

Header

Take your time and carefully consider each question before you answer.

This test is due within 20 days of your enrollment.

Grading Configuration

1 Multiple Choice Weight %

2 Show Results On Completion

3 Show Missed Questions On Results

4 + Add Item

Assessment Items

Type	Question
5 Multiple Choice	What is the first step in responding to an emergency in a crowded area?

Help Text

Answers

-
-
-
-

Correct Answer

- 1 **Multiple Choice Weight**
This is the percentage of the total points that apply toward any/all multiple-choice questions for this activity.
- 2 **Show Results on Completion**
When checked, will show the summary of results to the student after they've completed the activity.
- 3 **Show Missed Questions On Results**
When checked, will show the student's answer and the correct answer for each missed multiple-choice question once they've completed the activity.
- 4 **Add Item**
Used to add new items to the assessment.
- 5 **Type**
Choose from one of the available options.
 - **Multiple Choice:** A standard multiple choice with a single correct answer value. Since you will define the answer here, these types of items do not require manual grading by the Facilitator.
 - **Section:** Provides some additional heading information which is typically intended for the next activity item.
 - **Short Answer:** Allows you to define a question and designate what percentage of the total points will apply toward this item. Short Answer items will require grading by a Facilitator.
- 6 **Help Text**

Any text you write here will be shown as a information popup next to the question.

7 Question Weight

This defines the percentage of the overall points will go toward this question. The weight of your multiple-choice questions combined with any Short Answer questions must total 100%.

Student Completion View

First Aid and Emergency Response
Learn critical response tactics for emergencies that may arise during church events

- ✓ **Stop & Identify**
Completed: 53 Seconds Ago **Completed**
- ✓ **Fire Dept Ride Along**
Completed: 50 Seconds Ago **Completed**
- Quiz**
- Ride Along #2
- Final Quiz

Communication Preference

Quiz

Take your time and carefully consider each question before you answer.
This test is due within 20 days of your enrollment.

What is the first step in responding to an emergency in a crowded area?*

- Run to the nearest exit
- Calmly alert others and guide them to safety
- Call emergency services and wait for instructions
- Sound the alarm and wait for authorities to arrive

Section 2

Describe one essential step you would take to ensure you are prepared to respond calmly and effectively in an emergency situation at the church. *

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Facilitator Scoring View

Completion
 Home > Learn > Volunteer Training
 > First Aid and Emergency Response > First Aid and Emergency Response > Quiz
 > Ted Decker

Name

Ted Decker - Quiz - Assessment

Completed (0%) Requires Scoring

Points Earned out of 10

Due Date

Facilitator Comment

Score Quiz

Multiple Choice out of 10

Describe one essential step you would take to ensure that you are prepared to respond calmly and effectively in an Score emergency situation at the church. out of 5

One essential step to ensure calm and effective response during an emergency at the church is to familiarize yourself with the church's emergency response plan and evacuation routes. Knowing the location of exits, first aid kits, and key contacts allows for quick, confident decision-making in critical moments.

[View Summary](#)

[Save](#) [Cancel](#)

File Upload

The File Upload activity enables students to submit a file with the required content to complete the activity. You can provide additional instructions and attach a grading rubric to outline the evaluation criteria, if applicable.

Configuration View

Activity
 Home > Learn > Volunteer Training
 > First Aid and Emergency Response > First Aid and Emergency Response > New Activity

Name

Add Activity

Name

Description

Activity Type Completed By Student Facilitator

Availability Criteria

Due Date Criteria

Points

Configure My Safety Guide

Instructions

Instructions:

1. Develop a Safety Guide for the church that includes the following sections:

- Introduction: Purpose of the Safety Guide.
- Emergency Contacts: List of key contacts and phone numbers.
- Evacuation Plan: Clear instructions for safely evacuating the building.
- Safety Tips: Best practices for maintaining a safe environment.

2. Use Word, Google Docs, or similar software to create your guide..

3. Save the file as a PDF or Word document.

4. Upload your file using the "Upload" button below.

Note: Ensure your guide is easy to read, clear, and logically organized. Feel free to use bullet points, headers, and visuals to enhance readability.

Grading Rubric

Your guide will be graded on the following criteria:

Thoughtfulness - 10 pts

Clarity - 5 pts

Organization 5 pts

Show Rubric on Upload



Show Rubric on Scoring



Advanced Settings



Save

Cancel

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Show Rubric on Upload

Check this to display the rubric to students when they are uploading their document.

Show Rubric on Scoring

Check this to show the rubric to the Facilitator during grading/scoring.

Class Workspace

Home / Learn / Courses / First Aid and Emergency Response / Class Workspace



First Aid and Emergency Response

Learn critical response tactics for emergencies that may arise during church events

Stop & Identify
Completed: 1 Hour Ago Completed

Fire Dept Ride Along
Completed: 1 Hour Ago Completed

Quiz
Completed: 58 Minutes Ago
Needs Grading

Ride Along #2
Completed: 40 Seconds Ago Completed

Final Quiz
Completed: 1 Second Ago Completed

My Safety Guide

Point Assessment - Class Presentation

Administering First Aid

Communication Preference Email SMS

My Safety Guide

1. Develop a Safety Guide for the church that includes the following sections:

- Introduction: Purpose of the Safety Guide.
- Emergency Contacts: List of key contacts and phone numbers.
- Evacuation Plan: Clear instructions for safely evacuating the building.
- Safety Tips: Best practices for maintaining a safe environment.

2. Use Word, Google Docs, or similar software to create your guide..

3. Save the file as a PDF or Word document.

4. Upload your file using the "Upload" button below.

Note: Ensure your guide is easy to read, clear, and logically organized. Feel free to use bullet points, headers, and visuals to enhance readability.

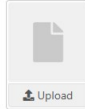
Your guide will be graded on the following criteria:

Thoughtfulness - 10 pts

Clarity - 5 pts

Organization - 5 pts


Upload File *



Complete

Facilitator Scoring View

Completion
 Home > Learn > Volunteer Training
 > First Aid and Emergency Response > First Aid and Emergency Response > My Safety Guide
 > Ted Decker

Name 🔖 🔔 ⚙️ Alisha 

Ted Decker - My Safety Guide - File Upload ⋮

Completed (100%) Requires Scoring

Points Earned • out of 10 Due Date

Facilitator Comment

Score My Safety Guide

1. Develop a Safety Guide for the church that includes the following sections:

- Introduction: Purpose of the Safety Guide.
- Emergency Contacts: List of key contacts and phone numbers.
- Evacuation Plan: Clear instructions for safely evacuating the building.
- Safety Tips: Best practices for maintaining a safe environment.

2. Use Word, Google Docs, or similar software to create your guide..

3. Save the file as a PDF or Word document.

4. Upload your file using the "Upload" button below.

Note: Ensure your guide is easy to read, clear, and logically organized. Feel free to use bullet points, headers, and visuals to enhance readability.

Your guide will be graded on the following criteria:

Thoughtfulness - 10 pts
Clarity - 5 pts
Organization - 5 pts

File Score out of 10

[View Summary](#)

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Point Assessment

The Point Assessment activity is similar to the File Upload activity, but students do not upload anything. It is ideal for scenarios where students present something physical or deliver an in-person presentation.

Here, the grading rubric is intended as a guide for facilitators, helping them stay on track with the rules and criteria for grading the assignment.

Configuration View

Activity
 Home > Learn > Volunteer Training
 > First Aid and Emergency Response > First Aid and Emergency Response > New Activity

Name 🔖 🔔 ⚙️ Alisha 

Add Activity

Name •

Description

Activity Type • Completed By 👤 Student Facilitator

Availability Criteria 👤

After Previous Completed

Due Date Criteria ?

No Date

Points ?

10

Configure Point Assessment - Class Presentation

Instructions

+ :: At the next class, you will present your guide.
Be sure to speak loud enough for all to hear and remember to make eye contact with people in the audience.

Grading Rubric

Scoring will be as follows:

Item	Score	+
Eye Contact	5	
Speaking Quality	5	
Content	20	
Slides	20	
+		

Button Text ?

Acknowledged

Advanced Settings

Save Cancel

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Class Workspace

Home / Learn / Courses / First Aid and Emergency Response / Class Workspace



First Aid and Emergency Response

Learn critical response tactics for emergencies that may arise during church events

Stop & Identify
Completed: 1 Hour Ago Completed

Fire Dept Ride Along
Completed: 1 Hour Ago Completed

Quiz
Completed: 59 Minutes Ago
Needs Grading

Ride Along #2
Completed: 1 Minute Ago Completed

Final Quiz
Completed: 1 Minute Ago Completed

My Safety Guide
Completed: 1 Second Ago
Needs Grading

Point Assessment - Class Presentation

Administering First Aid

Communication Preference


Point Assessment - Class Presentation

At the next class, you will present your guide.

Be sure to speak loud enough for all to hear and remember to make eye contact with people in the audience.

Facilitator Scoring View

Completion
 Home > Learn > Volunteer Training
 > First Aid and Emergency Response > First Aid and Emergency Response
 > Point Assessment - Class Presentation > Ted Decker

Name 🔖 🔔 ⚙️ Alisha 

Ted Decker - Point Assessment - Class Presentation - Point Assessment

Completed (0%) Requires Scoring

Points Earned out of 10 Due Date

Facilitator Comment

Score Point Assessment - Class Presentation

Scoring will be as follows:

Item	Score
Eye Contact	5
Speaking Quality	5
Content	20
Slides	20

Score out of 10 View Summary

Save Cancel

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Content Article

The *Content Article* activity lets students engage with instructional content by reading text or watching a video. They can then reflect by writing personal notes or answering a prompt—neither of which are graded.

These notes are private and visible only to the student.

Configuration View

Activity
 Home > Learn > Volunteer Training
 > First Aid and Emergency Response > First Aid and Emergency Response
 > Administering First Aid

Name 🔖 🔔 ⚙️ Alisha 

Administering First Aid

Activity Type: Content Article Completions: 0 (0%)

Name

Description

Activity Type Completed By Student Facilitator

Availability Criteria

Due Date Criteria 🔔

No Date

Points ℹ️

10

Configure Administering First Aid

Header

Knowing how to respond in an emergency can save lives. Our first aid training is built to be clear, direct, and easy to act on in high-stress situations.

+ ⋮

Content Blocks

+ Add Item

Type

Text

⋮

First aid is the immediate care you provide when someone is injured or ill before professional help arrives. It's about keeping the person stable, minimizing harm, and knowing what not to do.

When to Administer First Aid Act as soon as it's safe. Time is critical in emergencies. Whether it's a cut, burn, fall, or loss of consciousness, your prompt response can make the difference.

A basic first aid response usually includes:

- Check for safety
- Call emergency services
- Provide care
- Reassure the person
- Don't do more than you're trained to do

x

Type

Video

Video File

Account

Rock Solid Church Vimeo Account

Folder

Required Volunteer Training

Video

Administering First Aid

x

Type

Section

Title •

Short Answer Section

Description

x

Type

Label ℹ️ •

Note

Input Rows ⓘ

Is Required

Advanced Settings


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Student Completion View

Rock Solid Church New Here? Resources Connect Give Blog Calendar Watch Learn Ted ▾

Class Workspace

[Home](#) / [Learn](#) / [Courses](#) / [First Aid and Emergency Response](#) / [Class Workspace](#)



First Aid and Emergency Response

Learn critical response tactics for emergencies that may arise during church events

- Stop & Identify**
Completed: 1 Hour Ago Completed
- Fire Dept Ride Along**
Completed: 1 Hour Ago Completed
- Quiz**
Completed: 1 Hour Ago Needs Grading
- Ride Along #2**
Completed: 4 Minutes Ago Completed
- Final Quiz**
Completed: 4 Minutes Ago Completed
- My Safety Guide**
Completed: 3 Minutes Ago Needs Grading
- Point Assessment - Class Presentation**
Completed: 2 Minutes Ago Needs Grading
- Administering First Aid**

Administering First Aid


Knowing how to respond in an emergency can save lives. Our first aid training is built to be clear, direct, and easy to act on in high-stress situations.

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- Don't do more than you're trained to do



Watch on [YouTube](#)

Short Answer Section

Describe the first three steps you should take before performing first aid. *

[Complete](#)


Communication Preference [Email](#) [SMS](#)

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Video Watch

The Video Watch activity lets you share a video from your Digital Media Accounts in Rock. You can set how much of the video a student needs to watch before they can mark it as completed. See the Digital Media section of the [Rock Admin Hero Guide](#).

Configuration View



Activity

[Home](#) > [Learn](#) > [Volunteer Training](#) > [Child Protection and Safety](#) > [Foundations Class 2025](#) Name ▾ [Bookmarks](#) [Notifications](#) [Settings](#) Alisha ▾

> [New Activity](#)

Version: 18.0

56 of 61

Last Updated: 9/19/2025



Add Activity

Name *

Mandatory Reporting Training Video

Description

The Mandatory Reporting Training Video provides essential guidance on recognizing and reporting suspected abuse or neglect, ensuring compliance with legal requirements and the protection of vulnerable individuals

Activity Type *

Video Watch

Completed By *

Student Facilitator

Availability Criteria ⓘ *

After Previous Completed

Due Date Criteria ⓘ *

No Date

Points ⓘ

10

Configure Mandatory Reporting Training Video

Header Content

Watch this video within 5 days of enrolling in the class.
You will be learning how to identify how to respond in an emergency.

Video File *

Account *

Rock Solid Church Vimeo Account

Folder *

Required Volunteer Training

Video *

Mandatory Reporting

Completion Threshold ⓘ

95 %

Footer Content

When finished, you can proceed to the next assignment.

Advanced Settings

Save Cancel

Student Completion View

Rock Solid Church

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[Resources](#)

[Connect](#)

[Give](#)

[Blog](#)

[Calendar](#)

[Watch](#)

[Learn](#)

Hello Cindy ▾

Class Workspace

[Home](#) / [Learn](#) / [Courses](#) / [First Aid and Emergency Response](#) / [Class Workspace](#)



First Aid and Emergency Response

Learn critical response tactics for emergencies that may arise during church events

Stop & Identify

Fire Dept Ride Along

Quiz

Ride Along #2

Final Quiz

Communication Preference

Email

SMS

Stop & Identify

Watch this video within 5 days of enrolling in the class.

You will be learning how to identify how to respond in an emergency.



When finished, you can proceed to the next assignment.

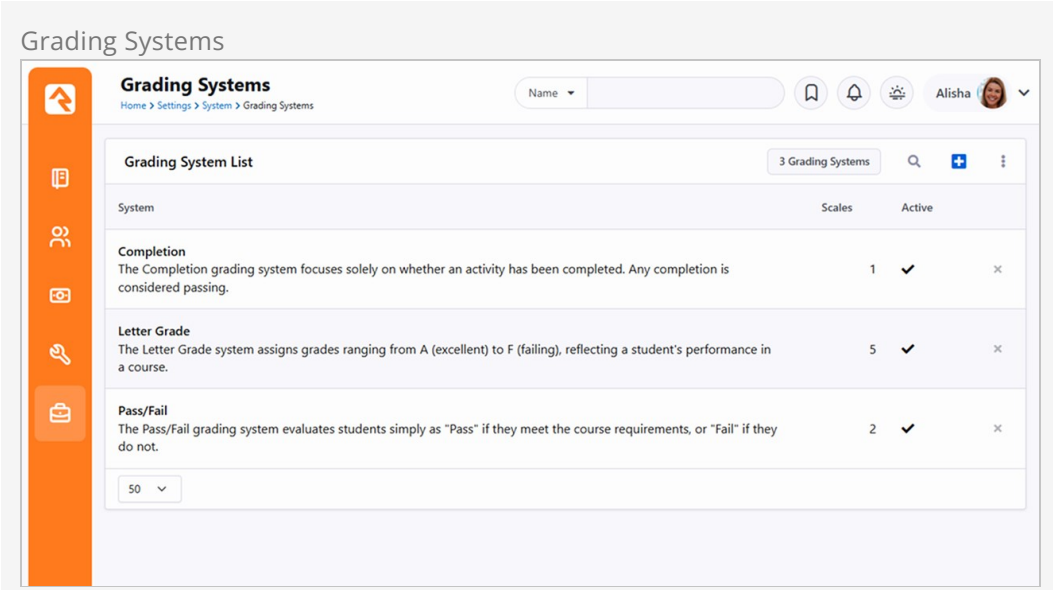
[Complete](#)

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3120 W Cholla St Phoenix, AZ 85029

Grading Systems

Found under [Admin Tools > Settings](#), this is where you can define or customize the grading system to fit your needs. For example, Rock ships with the "Rigorous" Letter Grade system. In less rigorous organizations, when using the Letter Grade system, one must only reach a 90% or higher grade to receive a "A" grade. This is where you can make those adjustments.



The screenshot shows the 'Grading Systems' page in a web application. The page title is 'Grading Systems' and the breadcrumb is 'Home > Settings > System > Grading Systems'. The user is identified as 'Alisha'. The main content area is titled 'Grading System List' and shows 3 Grading Systems. The table below lists the systems:

System	Scales	Active
Completion The Completion grading system focuses solely on whether an activity has been completed. Any completion is considered passing.	1	✓
Letter Grade The Letter Grade system assigns grades ranging from A (excellent) to F (failing), reflecting a student's performance in a course.	5	✓
Pass/Fail The Pass/Fail grading system evaluates students simply as "Pass" if they meet the course requirements, or "Fail" if they do not.	2	✓

At the bottom of the table, there is a dropdown menu showing '50'.

Completion Grading Systems

If your course uses a completion grading system, the name you enter will appear as the label once the course is finished. Keep in mind that any grading system with only one scale is treated as a *completion* type.

Rigorous Letter Grade System

Grading System

Home > Settings > System > Grading Systems > Letter Grade

Name

Alisha

Letter Grade

Active

The Letter Grade system assigns grades ranging from A (excellent) to F (failing), reflecting a student's performance in a course.

[Edit](#)

Grading Scale List

5 Grading Scales

Scale	Threshold %	Passing
A	93	<input checked="" type="checkbox"/>
B	83	<input checked="" type="checkbox"/>
C	73	<input checked="" type="checkbox"/>
D	63	<input type="checkbox"/>
F	0	<input type="checkbox"/>

50

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Behind the Scenes

The Inner Workings of Learning Classes

If you were to peek behind the curtains of Rock, you would discover that a *Learning Class* is essentially a specialized type of *Group*. What does this mean? For one, *Students* and *Facilitators* are simply a specific type of *GroupMember*. That means you can leverage many of Rock's features that work with groups and group members.

- Learning Class Group
- Learning Participant (Students, Facilitators) GroupMember

For example, you could use the *Group Member Add From Attribute* action in a Workflow to add students (or facilitators) into a class.

No SQL Please

Although a Learning Class is just a specialized Group under the hood, please don't write custom SQL that attempts to use/access these special tables. The link between LearningClass and Group, as well as LearningParticipant and GroupMember, is tightly managed in code. Querying or manipulating these connections outside of Rock's built-in tools could break expected behavior.

Background Jobs

Rock includes background jobs to handle various automated tasks related to the LMS.

- **Send Learning Activity Notifications:** This job sends notifications to students for newly available activities.
- **Update Program Completions:** This job updates learning program completion records for programs that track completion status.