

# 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.

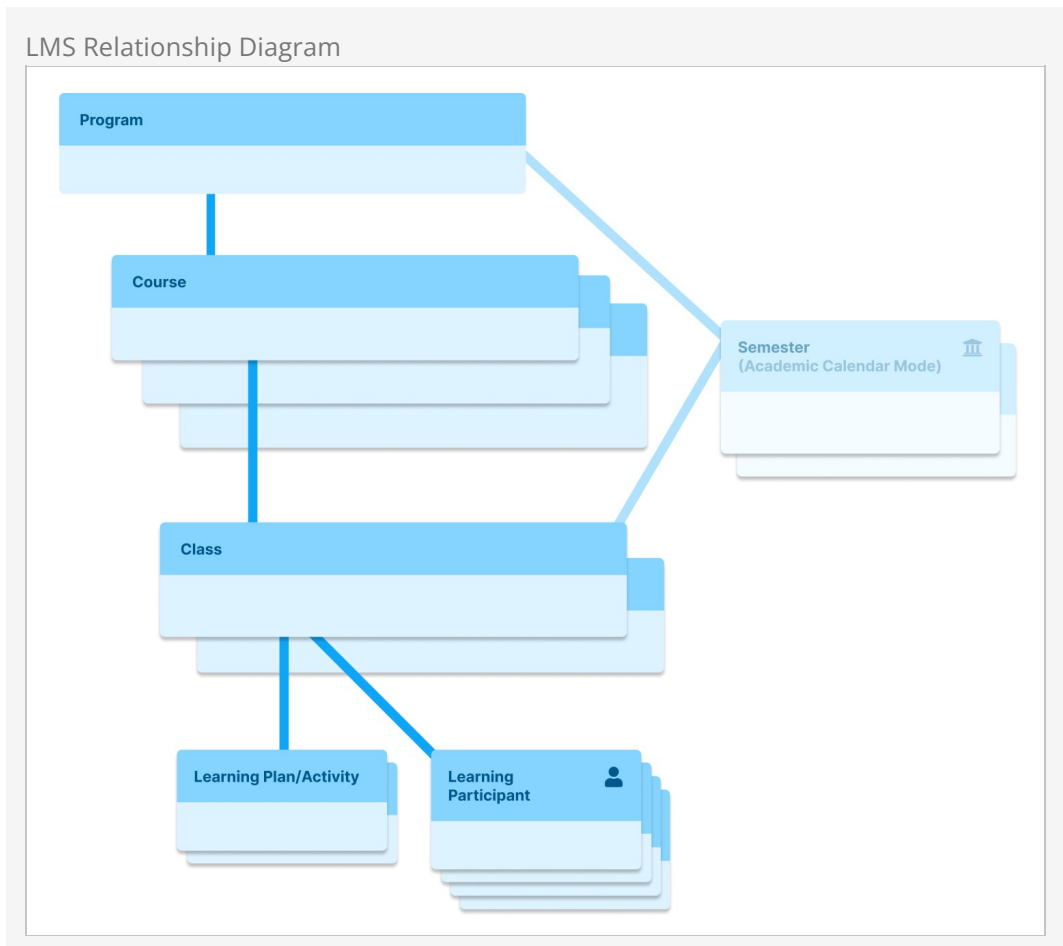
When in doubt keep it simple and use On-Demand. Academic mode is really intended for organizations that have residency/university programs.

## Terms

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

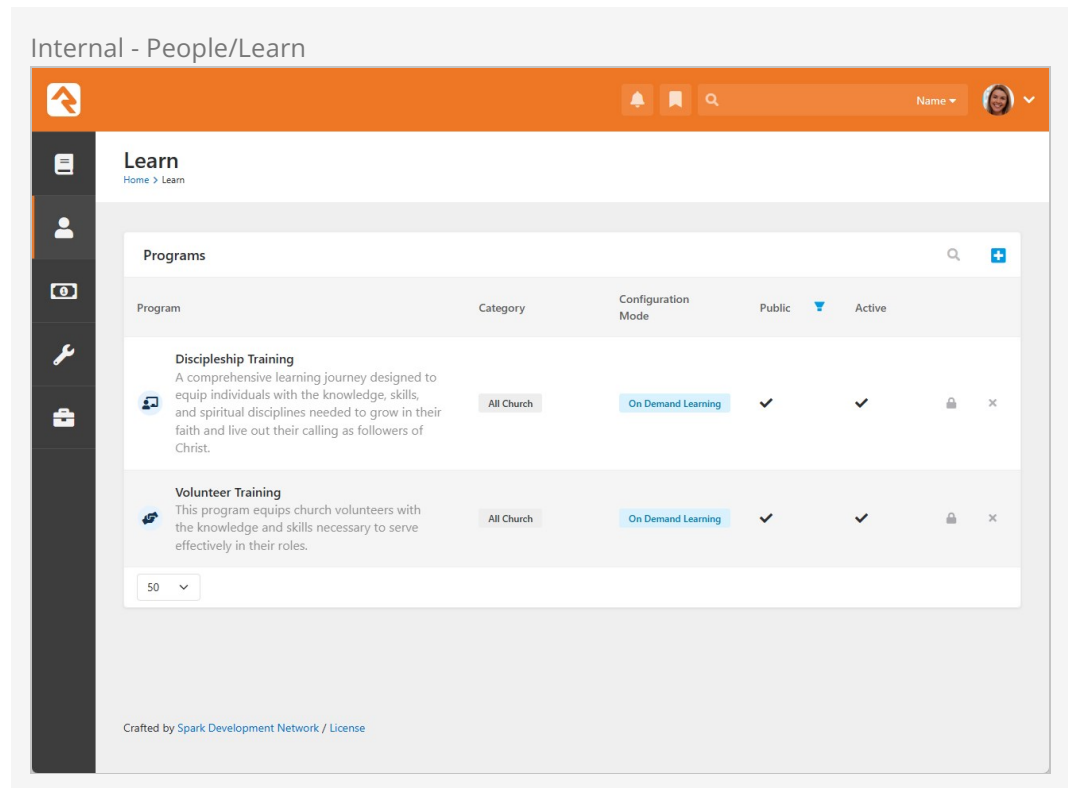
- **Program:** The Learning Program is the highest level of the learning hierarchy and represents a collection of related courses. Examples of a program could include Biblical Studies, Student Residency, or Volunteer Training.
- **Course:** The Learning Course represents a specific type of class that 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.



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

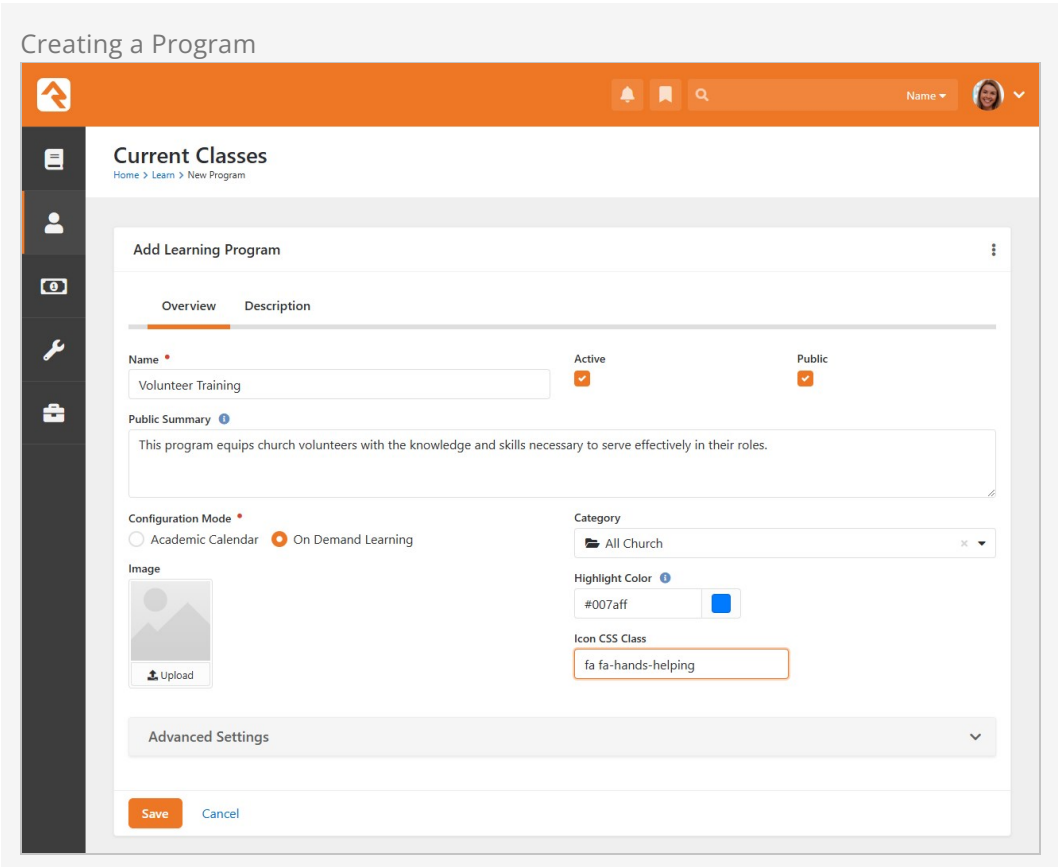
[Learn More](#)

# 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 a web application interface for creating a learning program. The page title is "Creating a Program". The main content area is titled "Current Classes" and contains a form for "Add Learning Program". The form has two tabs: "Overview" (selected) and "Description". The "Overview" tab contains the following fields and options:

- Name:** A text input field containing "Volunteer Training".
- Active:** A checkbox that is checked.
- Public:** A checkbox that is checked.
- Public Summary:** A text area containing the text: "This program equips church volunteers with the knowledge and skills necessary to serve effectively in their roles."
- Configuration Mode:** Two radio buttons: "Academic Calendar" (unselected) and "On Demand Learning" (selected).
- Image:** A placeholder image with an "Upload" button.
- Category:** A dropdown menu showing "All Church".
- Highlight Color:** A color picker showing "#007aff" with a blue color swatch.
- Icon CSS Class:** A text input field containing "fa fa-hands-helping".
- Advanced Settings:** A collapsed section.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

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.

The screenshot shows a web application interface for configuring a program. At the top, there is a navigation bar with a home icon, a search icon, and a user profile icon. Below the navigation bar, the main content area is titled 'Courses' and includes a breadcrumb trail: 'Home > Learn > Volunteer Training'. The primary focus is on the 'Volunteer Training' program configuration. It features a header with tabs for 'On Demand Learning', 'All Church', and 'Public'. A descriptive text states: 'This program equips church volunteers with the knowledge and skills necessary to serve effectively in their roles.' Below this, a table lists configuration details:

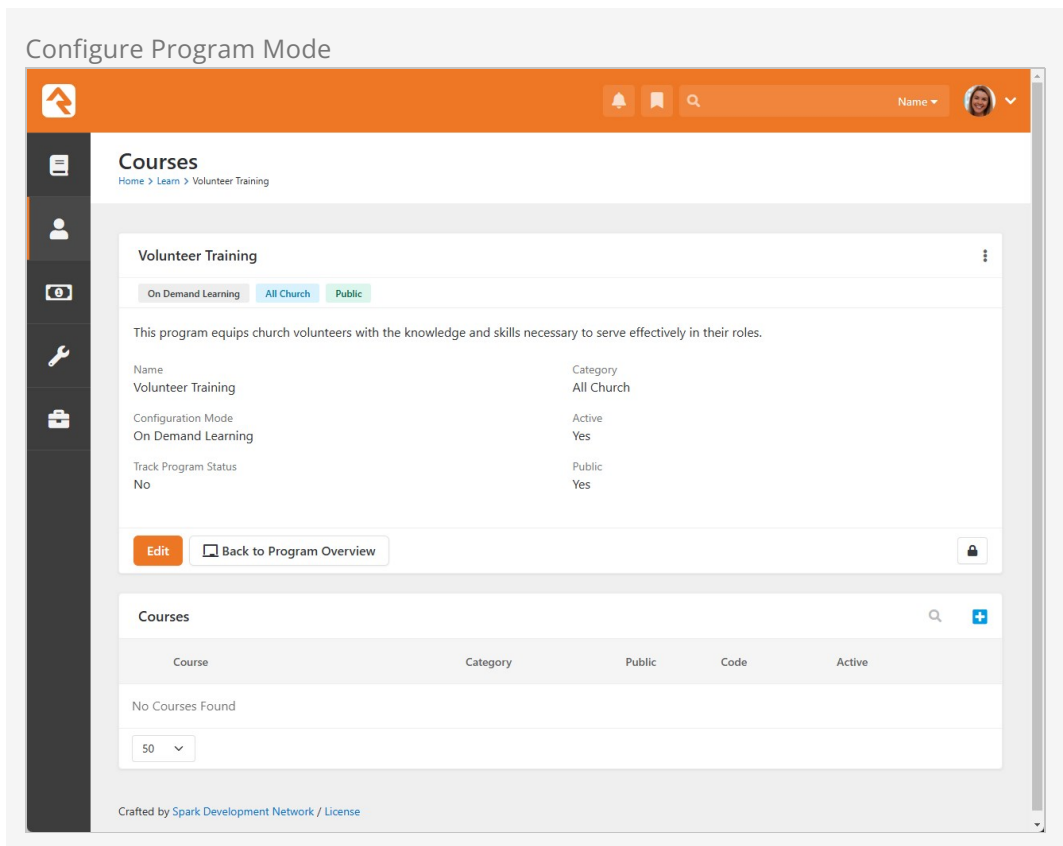
Name	Volunteer Training	Category	All Church
Configuration Mode	On Demand Learning	Active	Yes
Track Program Status	No	Public	Yes


At the bottom of the configuration section, there are two buttons: 'Edit' and 'Back to Program Overview'. Below this is a 'Courses' table with columns for 'Course', 'Category', 'Public', 'Code', and 'Active'. The table currently displays 'No Courses Found' and a pagination control set to '50'. The footer of the interface reads 'Crafted by Spark Development Network / License'.

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.



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

The screenshot shows a web interface for creating a course. The title is "Child Protection and Safety" and it is set to "Public". The "Overview" tab is selected. The "Name" field contains "Child Protection and Safety", and the "Active" and "Public" checkboxes are checked. The "Public Summary" field contains "An overview of essential safety practices for all church volunteers". The "Public Name" field contains "Church Safety Basics" and the "Category" is set to "Church Safety Basics". The "Image" field shows a placeholder image of a family with a red 'X' and an "Upload" button. The "Requirements" section lists "Bible Study Essentials - BE101" as a prerequisite. The "Advanced Settings" section includes "Course Code" (CPS101), "Credits" (0), "Maximum Students" (empty), "Completion Workflow Type" (Receive Input), and "Allow Historical Access" (checked). "Save" and "Cancel" buttons are at the bottom.

### 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

The screenshot shows a web application interface for managing a course. At the top, there's a navigation bar with a home icon, a search icon, and a user profile icon. Below this is a sidebar with icons for home, user, search, settings, and a briefcase. The main content area is titled 'Course' and shows the breadcrumb 'Home > Learn > Volunteer Training > Child Protection and Safety'. The course title is 'Child Protection and Safety' with a 'Public' status tag. There are two tabs: 'Overview' (selected) and 'Description'. The 'Overview' tab shows a description: 'An overview of essential safety practices for all church volunteers'. Below the description is a table of course details:

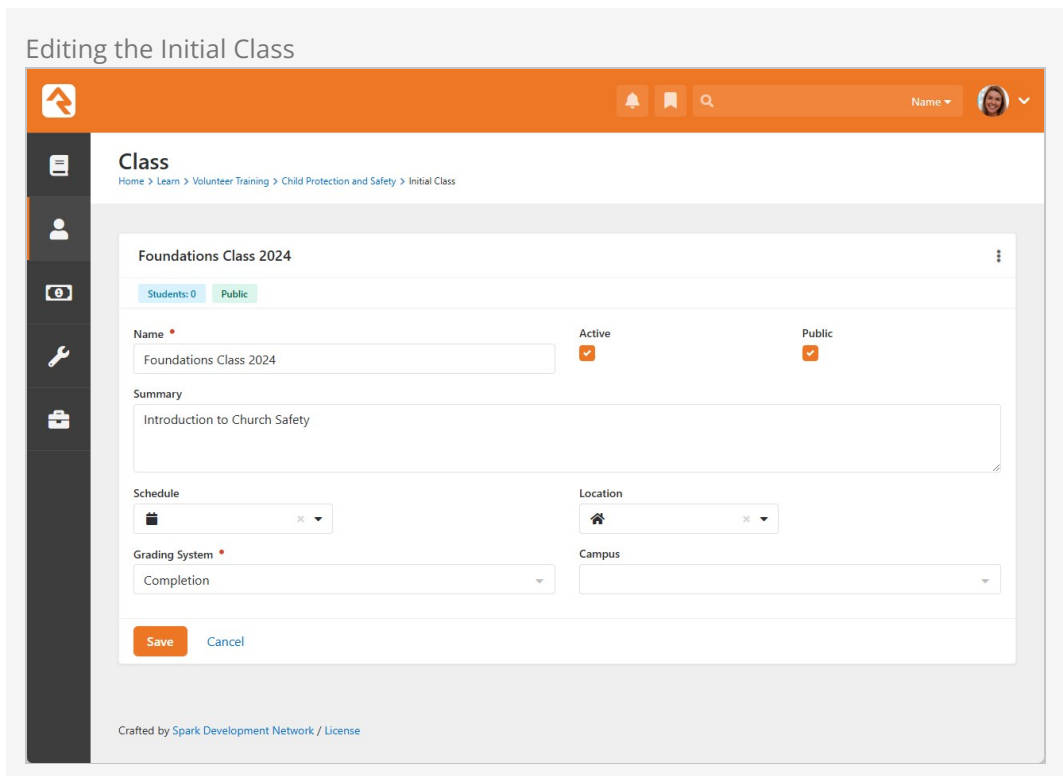
Public Name	Church Safety Basics	Course Code	CPS101
Enable Announcements	No	Allow Historical Access	Yes
Completion Workflow Type	Receive Input	Prerequisites	<ul style="list-style-type: none"> <li>Bible Study Essentials BE101</li> </ul>

Below the details is an 'Edit' button and a lock icon. Underneath is a 'Classes' section with a search icon, a plus icon, and a list icon. It contains a table with the following data:

Class	Facilitators	Location	Schedule	Students	Active	Public	
Initial Class	Admin Admin, Alisha Marble, Bill Marble			6	✓	✓	🗨️ 🔒 ✕

At the bottom of the classes table, there is a dropdown menu showing '50'. At the very bottom of the page, it says 'Crafted by Spark Development Network / License'.

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.



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.

#### Note

If you choose a grading system other than *Completion*, consider that participants who "fail" may need a way to re-take the class. This requires additional setup, so it's recommended to avoid this situation if possible.

## 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.

Create a Learning Plan

Name ▾

## Class

Home > Learn > Volunteer Training > Child Protection and Safety > Foundations Class 2024

### Foundations Class 2024

Students: 0 Public

Introduction to Church Safety

Course Child Protection and Safety	Course Code CPS101
	Grading System Pass/Fail

Edit

Learning Plan
Students
Facilitators

### Learning Plan

Name	Assign To	Type	Dates	Completion	Points
No Activities Found					
<input style="width: 100%;" type="text" value="50"/>					

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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

Home > Learn > Volunteer Training > Child Protection and Safety > Foundations Class 2024 > New Activity

## Activity

### Add Activity

**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** \*

Video Watch

**Completed By** \*

Student  Facilitator

**Availability Criteria** \*

Always Available

**Due Date Criteria** \*

No Date

**Points** ⓘ

10

#### Configure Mandatory Reporting Training Video

**Header Content**

+

**Video File**

**Account**

Rock Solid Church Vimeo Account

**Folder**

Required Volunteer Training

**Video**

Mandatory Reporting

**Completion Threshold** ⓘ

95 %

**Footer Content**

+

**Advanced Settings**

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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 Plan Activities

**Class**  
Home > Learn > Volunteer Training > Child Protection and Safety > Foundations Class 2024

**Foundations Class 2024**

Students: 0 Public

Introduction to Church Safety

Course: Child Protection and Safety  
Course Code: CPS101  
Grading System: Pass/Fail

Learning Plan | Students | Facilitators

**Learning Plan**

Name	Assign To	Type	Dates	Completion	Points
Mandatory Reporting Training Video		Video Watch	Open		10
Quiz		Assessment	After Previous		10
Volunteer Agreement		Acknowledgment	After Previous		10

50

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### 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 course titled 'Leadership Development Academy'. The interface includes a navigation sidebar on the left with icons for home, user profile, search, settings, and a briefcase. The main content area shows the course name and breadcrumb navigation: 'Home > Learn > Leadership Development Academy'. Below the course name, there are tabs for 'Academic Calendar' (selected) and 'Public'. The 'Overview' tab is active, showing fields for 'Name' (Leadership Development Academy), 'Active' (checked), and 'Public' (checked). A 'Public Summary' field contains the text: '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.' A 'Configuration Mode' section has radio buttons for 'Academic Calendar' (selected) and 'On Demand Learning'. There is an 'Image' field with a preview of a building and an 'Upload' button. A 'Category' dropdown menu is set to 'Church Administration'. The 'Highlight Color' is set to '#265e46' with a color picker. The 'Icon CSS Class' field contains 'fa fa-university'. An 'Advanced Settings' dropdown is visible at the bottom. At the very bottom, there are 'Save' and 'Cancel' buttons, and a 'Courses' / 'Semesters' tab indicator. The footer text reads 'Crafted by Spark Development Network / License'.

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: Yes

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

Courses: **Semesters**

#### Semester List

2 Semesters

Name	Start Date	End Date	Close Date	Class Count	
SPRING 2025	1/1/2025	4/1/2025	12/1/2024	1	×
FALL 2024	9/1/2025	1/1/2025	12/31/2024	13	×

50

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### Creating a Semester

**Semester**  
Home > Learn > Leadership Development Academy > SPRING 2025

#### SPRING 2025

Name: SPRING 2025  
Start Date: 1/1/2025  
End Date: 4/1/2025  
Enrollment Close Date: 12/1/2024

[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 page for 'BBL-101 - Class: 0'. The page features a navigation sidebar on the left with icons for home, profile, course, settings, and a briefcase. The main content area is titled 'Class' and includes a breadcrumb trail: 'Home > Learn > Leadership Development Academy > Introduction to the Old Testament > BBL-101 - Class: 0'. Below the title, there are tabs for 'Students: 2' and 'Public'. The course information is presented in a table-like format:

Course	Introduction to the Old Testament	Course Code	BBL-101
Semester	SPRING 2025	Grading System	Letter Grade
Facilitators	• Astrid Cumbee Facilitator		

An 'Edit' button is located below the course information. To the right of the 'Edit' button are icons for lock, copy, and share. Below the course information is a horizontal navigation bar with tabs: 'Learning Plan', 'Students', 'Facilitators', 'Content' (which is selected and highlighted with a blue star icon), and 'Announcements'. Under the 'Content' tab, there is a 'Content Pages' section with a search icon, a plus icon, and a list of pages:

<input type="checkbox"/>	Page Name	Start Date	
<input type="checkbox"/>	Additional Details for Upcoming Assignment	12/10/2024	×
<input type="checkbox"/>	Syllabus		×

At the bottom of the 'Content Pages' section, there is a dropdown menu showing '50'.

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

Rock Solid Church    New Here?    Resources    Connect    Give    Blog    Calendar    Watch    Hello Admin ▾

## 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

Rock Solid Church    New Here?    Resources    Connect    Give    Blog    Calendar    Watch    Hello Admin

## 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*.

Rock Solid Church    New Here?   Resources   Connect   Give   Blog   Calendar   Watch   Hello Cindy ▾

## Class Workspace

Home / Connect / 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**  
Due: right now

Fire Dept Ride Along

Quiz

Ride Along #2


Final Quiz

#### Stop & Identify

Due: right now

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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## Class Workspace

Home / Connect / 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: 8 minutes ago Pass
- Fire Dept Ride Along**
- Quiz
- Ride Along #2
- Final Quiz

#### 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.

[Complete](#)




Assessment Activity

Rock Solid Church    New Here?   Resources   Connect   Give   Blog   Calendar   Watch   Hello Cindy ▾

## Class Workspace

Home / Connect / 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: 15 minutes ago Pass
- Fire Dept Ride Along**  
Completed: right now Pass
- Quiz**
- Ride Along #2
- Final Quiz

#### 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.

## Class Workspace

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

[Syllabus](#)

[Additional Details for Upcoming Assignment](#)

#### Overview

##### Facilitator

Astrid Cumbee  
[Astrid.Cumbee@nowhere.test](mailto:Astrid.Cumbee@nowhere.test)

##### Class Progress

0 out of 1 task completed

##### Current Grade

-

#### Announcements



**No Announcements**

Future announcements will display here.

#### Notifications

**Available**

**Upload Term Paper**  
Available

# 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.

Home > Learn > Volunteer Training

## 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		

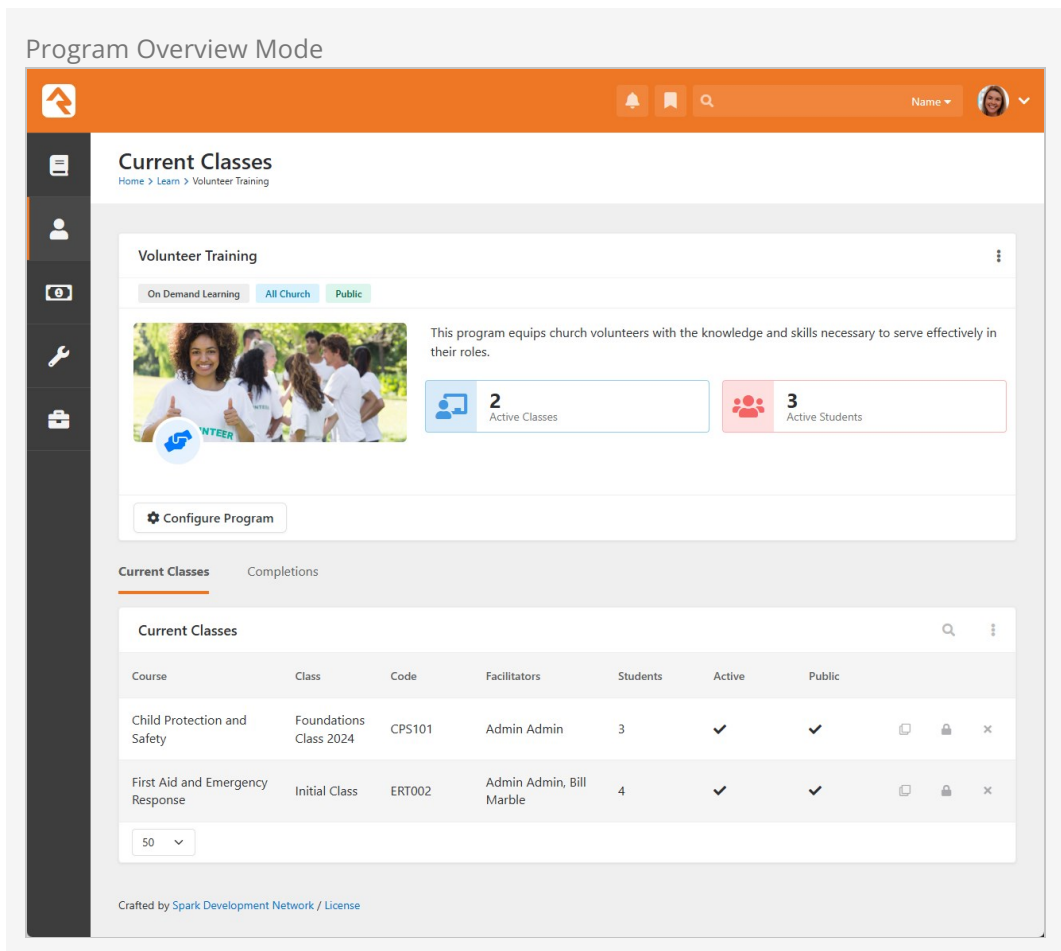
[Edit](#) [Back to Program Overview](#)

### Courses

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

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.

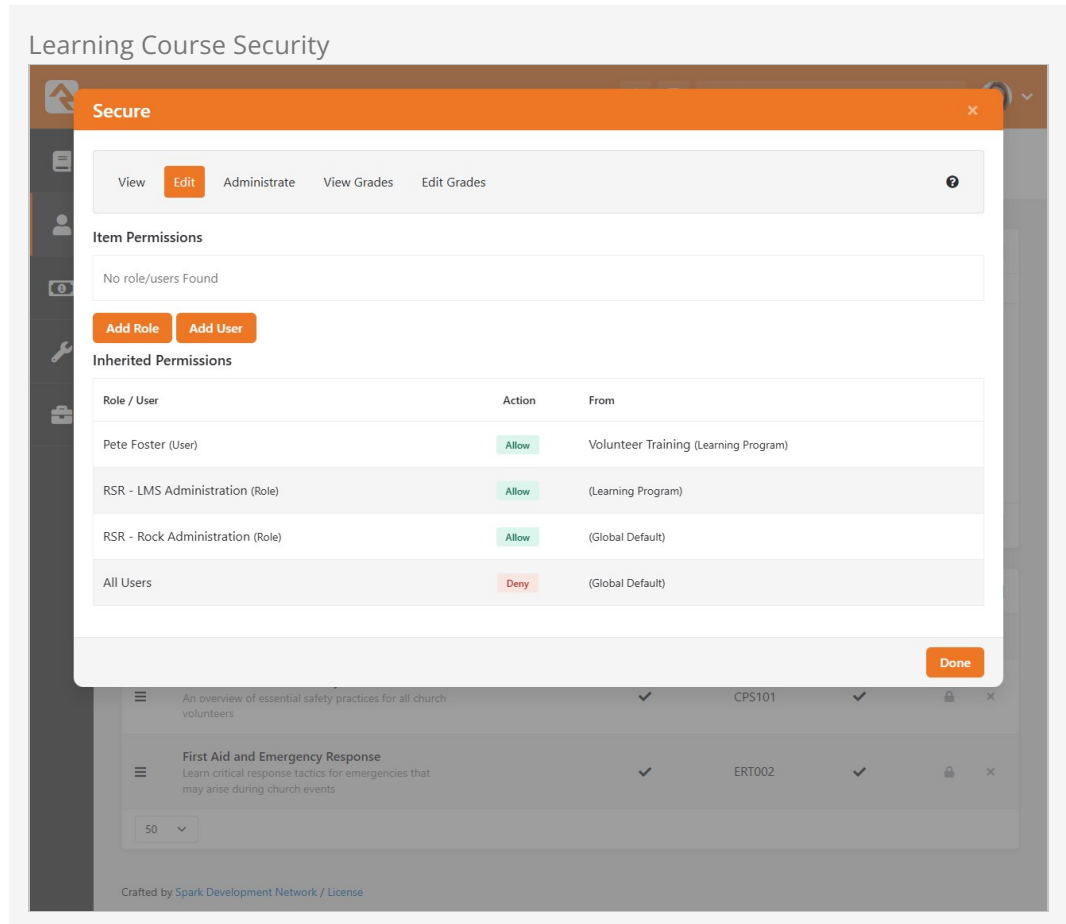
As in other areas of Rock, LMS security settings can be granular, but we recommend keeping them as simple as possible. To grant certain people or roles the ability to edit

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.



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

The screenshot displays the 'Initial Class' page for the course 'First Aid and Emergency Response'. The page includes a sidebar with navigation icons, a top navigation bar with a search icon and user profile, and a main content area. The course details section shows the course name, code (ERT002), location/schedule (Saturday 4:30pm), and graders (Bill Marble and Admin Admin). Below this is a 'Learning Plan' table with columns for Name, Assign To, Type, Dates, Completion, and Points. The table lists five learning plans: 'Stop & Identify' (100% completion), 'Fire Dept Ride Along' (100% completion), 'Quiz' (67% completion, 1 action required), 'Agreement Paperwork' (33% completion, 1 comment), and 'Final Quiz' (67% completion, 2 comments). A dropdown menu at the bottom of the table is set to 50 items.

Name	Assign To	Type	Dates	Completion	Points	
Stop & Identify		Video Watch	At Enrollment - 5 Days After Enrollment	100%	1	
Fire Dept Ride Along		Acknowledgment	After Previous - 15 Days After Enrollment	100%	10	
Quiz		Assessment	After Previous - 20 Days After Enrollment	67%	10	
Agreement Paperwork		File Upload	After Previous	33%	10	
Final Quiz		Assessment	After Previous - 40 Days After Enrollment	67%	10	

- 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 displays the configuration interface for a course titled "Volunteer Training". The interface includes a sidebar with navigation icons and a top navigation bar. The main content area is divided into tabs for "Overview" and "Description". The "Overview" tab is active, showing fields for "Name" (Volunteer Training), "Active" (checked), and "Public" (checked). Below these are a "Public Summary" field with the text "This program equips church volunteers with the knowledge and skills necessary to serve effectively in their roles.", a "Configuration Mode" section with radio buttons for "Academic Calendar" and "On Demand Learning" (selected), an "Image" field with an upload button, a "Category" dropdown set to "All Church", a "Highlight Color" field set to "#007aff", and an "Icon CSS Class" field set to "fa fa-hands-helping". An "Advanced Settings" section contains a "Track Program Status" checkbox (unchecked), an "Activity Available Communication Template" dropdown set to "Learning Activity Available", a "Default Grading System" dropdown set to "Completion", and a "Completion Workflow Type" dropdown set to a gear icon. At the bottom are "Save" and "Cancel" buttons.

## Overview / Description

Edit the program's description under the Description tab.

## 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'. The page has a dark sidebar on the left with navigation icons. The main content area has an orange header with a home icon, notification bell, bookmark, search, and user profile. Below the header, the page title is 'Semesters' with a breadcrumb trail: 'Home > Learn > Leadership Development Academy'. The main content area is titled 'Leadership Development Academy' and includes tabs for 'Academic Calendar', 'Internal', and 'Inactive'. A description of the program is provided, along with an 'Edit' button and a 'Program Operations' button. Below this, there is a 'Courses' section with a 'Semesters' tab selected. A 'Semester List' table is displayed with columns for Name, Start Date, End Date, Close Date, and Class Count. The table lists two semesters: 'SPRING 2025' and 'FALL 2024'. A search bar and a '+2 Semesters' button are also visible.

Name	Start Date	End Date	Close Date	Class Count
SPRING 2025	1/1/2025	4/1/2025	12/1/2024	1
FALL 2024	9/1/2025	1/1/2025	12/31/2024	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. The page title is 'Semester' with a breadcrumb trail: 'Home > Learn > Leadership Development Academy > SPRING 2025'. The main content area is titled 'SPRING 2025' and includes a form with fields for 'Name', 'Start Date', 'End Date', and 'Enrollment Close Date'. The 'Name' field contains 'SPRING 2025'. The 'Start Date' field contains '1/1/2025'. The 'End Date' field contains '4/1/2025'. The 'Enrollment Close Date' field contains '12/1/2024'. There are 'Save' and 'Cancel' buttons at the bottom of the form.

# 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.

The screenshot shows the 'Editing a Course' interface for a course titled 'Child Protection and Safety'. The interface is divided into several sections:

- Course Header:** Displays the course name 'Child Protection and Safety' and its status as 'Public'.
- Overview / Description:** A tabbed interface with 'Overview' selected. It includes a 'Name' field (Child Protection and Safety), 'Active' and 'Public' checkboxes (both checked), and a 'Public Summary' text area containing 'An overview of essential safety practices for all church volunteers'.
- Public Name:** A field containing 'Church Safety Basics'.
- Category:** A dropdown menu.
- Image:** A field with a placeholder image of a family and an 'Upload' button.
- Requirements:** A list of requirements, currently showing 'Bible Study Essentials - BE101' as a prerequisite.
- Advanced Settings:** A section with fields for 'Course Code' (CPS101), 'Credits' (0), 'Maximum Students' (empty), 'Completion Workflow Type' (Receive Input), and 'Allow Historical Access' (checked).

At the bottom, there are 'Save' and 'Cancel' buttons. The footer of the interface reads 'Crafted by Spark Development Network / License'.

## 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*.

## 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 > Introduction to the Leadership > BBL-202 - Class: 5

BBL-202 - Class: 5

Students: 4 Public

Name  Active  Public

Summary

Semester

Schedule  Location

Grading System  Campus

Save Cancel

Crafted by Spark Development Network / License

### 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 **Copy** 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

The screenshot shows a web application interface for managing a course. The top navigation bar is orange and contains a home icon, a search icon, and a user profile icon. The main content area is titled 'Course' and shows the breadcrumb 'Home > Learn > Volunteer Training > Child Protection and Safety'. The course title is 'Child Protection and Safety' and it is marked as 'Public'. There are two tabs: 'Overview' (selected) and 'Description'. The 'Overview' tab shows a description: 'An overview of essential safety practices for all church volunteers'. Below the description is a table of settings:

Public Name	Church Safety Basics	Course Code	CPS101
Enable Announcements	No	Allow Historical Access	Yes
Completion Workflow Type	Receive Input	Prerequisites	<ul style="list-style-type: none"><li>Bible Study Essentials BE101</li></ul>

Below the settings is an 'Edit' button and a lock icon. The 'Classes' section shows a table with the following data:

Class	Facilitators	Location	Schedule	Students	Active	Public	
Foundations Class 2024	Admin Admin			1	✓	✓	   

At the bottom of the page, it says 'Crafted by Spark Development Network / License'.

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 2024 > New Activity

**Add Activity**

Name \*

Description

Activity Type \*

1 Completed By \*  
 Student  Facilitator

2 Availability Criteria \*  
 After Previous Completed

3 Due Date Criteria \*  
 No Date

4 Points \*  
 10

**Advanced Settings**

Completion Workflow Type \*

Enable Student Commenting \*

5 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.



Home | Notifications | Search | Name [Profile]

### Volunteer Agreement

Completions: 0 (0%)

Name: Volunteer Agreement

Description:

Activity Type: Acknowledgment | Completed By:  Student  Facilitator

Availability Criteria: After Previous Completed

Due Date Criteria: No Date

Points: 0

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

Advanced Settings

Save Cancel

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## Class Workspace

Home / Connect / 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: 6 seconds ago

**Quiz**  
Completed: 3 seconds ago

**Volunteer Agreement**

#### 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.

[Complete](#)

### 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)

**Activity**  
Home > Learn > Volunteer Training > First Aid and Emergency Response > Initial Class > Quiz

### Quiz

Completions: 1 (33%)

Name: Quiz

Description:

Activity Type: Assessment

Completed By:  Student  Facilitator

Availability Criteria: After Previous Completed

Due Date Criteria: Enrollment Offset

Due Date Offset: 20 days

Points: 10

### Configure Quiz

Assessment Term: Quiz

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: Multiple Choice

Question:

Help Text:

Answers:

Correct Answer:

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

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

#### Quiz

Completions: 1 (33%)

Name: Quiz

Description:

Activity Type: Assessment

Completed By:  Student  Facilitator

Availability Criteria: After Previous Completed

Due Date Criteria: Enrollment Offset

Due Date Offset: 20 days

Points: 10

#### Configure Quiz

Assessment Term: Quiz

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: 80 %

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:

- 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

Correct Answer: Calmly alert others and guide them to safety

Section: Section 2

**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%.

## Class Workspace

Home / Connect / 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: 2 seconds ago

✓ **Fire Dept Ride Along**  
Completed: right now

**Quiz**

Agreement Paperwork

Final Quiz

#### 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. \***





Remember how the video talked






about assessing the situation first.

Complete

## Facilitator Scoring View

Name ▾ 

### Completion

[Home](#) > [Learn](#) > [Volunteer Training](#) > [First Aid and Emergency Response](#) > [Initial Class](#) > [Quiz](#) > [Cindy Decker](#)

#### Cindy Decker - Quiz - Assessment

(80%) Requires Scoring

Points Earned \*  Due Date

Facilitator Comment

Score Quiz

**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.** Score  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](#)

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## 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

Name ▾

☰ 👤 📺 🔧 📁

### Agreement Paperwork

Completions: 0 (0%)

**Name** \*

**Description**

**Activity Type** \*

File Upload

**Completed By** \*

Student  Facilitator

**Availability Criteria** ⓘ \*

After Previous Completed

**Due Date Criteria** ⓘ \*

No Date

**Points** ⓘ

10

#### 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

### 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.





Facilitator Scoring View

Home > Learn > Volunteer Training > First Aid and Emergency Response > Initial Class > My Safety Guide > Cindy Decker

### Completion

Cindy Decker - My Safety Guide - File Upload

(100%) Requires Scoring

Points Earned \*  Due Date

Facilitator Comment

#### Score My Safety Guide

**Instructions:**

- 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.
- Use Word, Google Docs, or similar software to create your guide..
- Save the file as a PDF or Word document.
- 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  
[My Example Guide.pdf](#)

[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.

Home > Learn > Volunteer Training > Child Protection and Safety > Foundations Class 2024 > Point Assessment - Class Presentation

### Point Assessment - Class Presentation

Completions: 0 (0%)

Name \*  
Point Assessment - Class Presentation

Description

Activity Type \*  
Point Assessment

Completed By \*  
 Student  Facilitator

Availability Criteria \*  
After Previous Completed

Due Date Criteria \*  
No Date

Points i  
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	

Advanced Settings

Save Cancel


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# Student Completion View

Rock Solid Church New Here? Resources Connect Give Blog Calendar Watch Hello Cindy ▾

## Class Workspace

Home / Connect / 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** Pass  
Completed: 3 minutes ago

**Quiz** Pass  
Completed: 3 minutes ago

**Volunteer Agreement** Pass  
Completed: 3 minutes ago






**Point Assessment - Class Presentation**

#### 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.

Powered by: Rock RMS 3120 W Cholla St Phoenix, AZ 85029


# Facilitator Scoring View

    Name ▾ 

## Completion

Home > Learn > Volunteer Training > Child Protection and Safety > Foundations Class 2024 > Point Assessment - Class Presentation

### Add Learning Activity Completion

Points Earned  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

[View Summary](#)

Crafted by Spark Development Network / License

## 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

Home Notifications Bookmarks Search Name

#### Mandatory Reporting Training Video

Completions: 0 (0%)

**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 projection of vulnerable individuals.

**Activity Type**  
Video Watch

**Completed By**  
 Student  Facilitator

**Availability Criteria**  
Always Available

**Due Date Criteria**  
No Date

**Points**  
10

#### Configure Mandatory Reporting Training Video

**Header Content**

+ :: Watch the video carefully. Afterwards you will be quizzed on items covered in the video.

**Video File**

**Account**  
Rock Solid Church Vimeo Account

**Folder**  
Required Volunteer Training

**Video**  
Mandated Reporting

**Completion Threshold**  
1 %

**Footer Content**

+

**Advanced Settings**

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

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## Class Workspace

Home / Connect / 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

Quiz

Volunteer Agreement

Point Assessment - Class Presentation

#### Mandatory Reporting Training Video

Watch the video carefully. Afterwards you will be quizzed on items covered in the video.



Complete

# 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.

Grading Systems

Home > Settings > System > Grading Systems

Grading System List

3 Grading Systems

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

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# Rigorous Letter Grade System

Home > Settings > System > Grading Systems > Grading System

## Grading System

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	✓	🔒	✕
B	83	✓	🔒	✕
C	73	✓	🔒	✕
D	63		🔒	✕
F	0		🔒	✕

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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

While all that is true from the code perspective, we'd ask that you not try that with any custom SQL. That is because there is a special relationship between the *LearningClass* and *Group* as well as the *LearningParticipant* and *GroupMember* in the code that makes that work.

## 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.