

Create Courses	Manage Learners	Tests and Surveys
<ul style="list-style-type: none"> • Unlimited Courses: Create unlimited courses using existing materials or popular authoring systems. Or, contract with Rivertown Communications to create fully interactive, accessible courses for you. • Course Categories: Organize your courses into categories based on job roles so learners are shown only the courses they need. • Unlimited Course Content: Create unlimited course content and add reference documents to your course for your learners to download. • Video and PowerPoint Support: Use your own content such as videos and PowerPoint output for your learners to view. • Structured Delivery: Take a learner down a course path by requiring certain courses to be taken before others. • Course Deadlines / Restrictions: Create settings for the number of course attempts, and date deadlines for your learners. • Custom Branding: Add your name and logo to the learner interface so it is uniquely your own. 	<ul style="list-style-type: none"> • Add Individual Learners: Manually add/register learners or allow them to register themselves. • Bulk Upload / Enroll Learners: Use your existing CSV list of learners to upload into Inspire in bulk. • Export Records: Download all learner records into an Excel spreadsheet at any time. • Create Learner Groups: Unlimited learner groups ("job roles") can be created to facilitate course assignments and notifications. • View / Edit Learner Information: View profile details for each learner, based on information entered on registration. • Assign to Courses: Automatically enroll learners into courses by individuals or groups. • Acknowledge Completions Certificates of completion are provided to successful learners. • Progress Reports Ad hoc reports can be generated based on your criteria. 	<ul style="list-style-type: none"> • Passing Score: Set passing score percentages for each test and choose to show/hide correct answers. • Completion Dates: Set an end date for your learners to complete the course. Automated reminder sent as completion date nears. • Randomize Question Order: On each retry the questions will be presented in a different order. • Certificates: Certificates of completion are provided to successful learners. • Multiple Question Types: Choose from several question types, Multiple Choice, Multiple Select, True / False, Agree / Disagree or short answer.

Notifications	Reports	Administration
<ul style="list-style-type: none"> • Automated Learner Notifications: Automatic notifications sent to learners for actions such as registering, enrolling, and completing a course. • Automated Admin Notifications: Option for automatic emails sent to system administrators when learners register, enroll, or complete a course. • Customizable Messages: Use the built-in messages for your notifications or customize your own. • Individual or Group Messaging: Use our system to send direct emails to one, some, groups, or all of your learners. • Message Attachments: Include a document, article or other attachment to your messages. • Marketing Lists: Lists of your learner’s e-mails may be used to promote future course offerings. 	<ul style="list-style-type: none"> • Quick View: See a one-click snapshot of learners' progress for courses taken, in progress, and completed. • Learner Reports: Run and download full reports of your learners. • Test / Survey Reports: Run and download full reports of test and survey results, including details from individual questions and answers. • Item Analysis Reports: Run reports highlighting problem questions that will help you improve your tests and training. • Export: Reports can be downloaded to PDF to view, or Excel to sort and edit. • Recent Activity: View a timeline of recent activity (registration, enrollment, completion, etc.) by day, week, month or all time. 	<ul style="list-style-type: none"> • Custom Branding: Add your name and logo to the learner interface so it is uniquely your own. • Unlimited Administrators: Unlimited administrators who can create courses, manage learners, receive notifications, and more. Set privileges for each administrator. • Complete Hosting: Inspire is a fully supported, cloud-based system - no IT Dept. time required. • Quick Start Training: An online training session will be scheduled for your administrators to get your up and running from day one. • Unlimited Support: Unlimited phone and email support.