



How to Submit Content for InsideLMS

All requests for content for InsideLMS should be sent directly to InsideLMS Ideas at valmsinsidelmsideas@va.gov. Content will be reviewed and posted to InsideLMS if relevant. There is no guarantee that all content submitted will be posted.

If there is supporting documentation, source files (Word, PowerPoint, Excel) must be submitted. Adobe Acrobat (PDF) documents are not source files. All supporting documentation will be made 6102 and 508 compliant prior to posting.

The following information must be submitted with the posting request:

1. Title of article
2. General overview of the content or special user instructions
3. Content
4. Source file (Word, PPT, Excel)
5. Target Audience: who is this document intended for and/or where on the site would you like this document posted

All documents posted to InsideLMS will contain the document title in the Header and VA Learning University (VALU), date and page number in the Footer.