

Learning Management System (“LMS”) –

User Manual: *Standard User*

V NLFUG-03092017-1

Disclaimer and Warranty Information

Limits of Liability / Disclaimer of Warranty

The information contained within this manual has been carefully checked and is believed to be accurate, however, Learnsoft Technology Group (“LTG”) makes no representations or warranties for this manual, and assumes no responsibility for inaccuracies, errors, or omissions that may be contained within this manual. In no event shall LTG be liable for any loss of profit including (but not limited to) direct, indirect, special, incidental, consequential, or other damages resulting from any defect or omission in this manual, even if previously advised of the possibility of such damages. In the interest of continued product development, LTG reserves the right to make improvements to this manual and the products it describes at any time, without notice or obligation.

INTRODUCTION

The Learning Management System (“LMS”) is a platform for your organization to offer, assign, schedule and track Compliance, Educational and Training Activities (instructor-led classroom training, computer-based training, certifications, assignments, tests, surveys and evaluations, skill and objectives and more) and for you, the user, to Access, Complete, Track and Manage these Compliance, Educational and Training Activities.

This guide will provide instructions to effectively utilize the LMS.

LOG IN

Your Learning Management System (“LMS”) System Administrator or IT Department will provide you with a link to login to the LMS. Enter your normal network login credentials, *Username* and *Password*, then click the **Login** button to access the LMS.

Note: If you are unable to login or unsure of your login information, please contact your LMS System Administrator.

Upon successfully logging in you will be presented with an **Overview** of your LMS course and assignment data, plus a listing of your current courses. The interface has been specifically designed to give you quick access to the tasks, features and functions most used by LMS users.

TESTUSERA TESTUSERA Overview Search Help ADVANCED VIEW VIEW CART HOME

Overall Dashboard

13

Upcoming Courses

2 Online / 11 Classroom

1 Course(s) in Progress

7

Completed Courses

3 Online / 4 Classroom / 0 Others

[Print Transcripts Report](#)

Assignments

0

0 Due Soon / 0 Overdue

Hours in Training

2

2 Online / 0 Classroom

Certifications

0

0 Due Soon / 0 Overdue

Total Credits

1


0 Hours / 1.0 Units / 0 Others

Incomplete Evaluations

0

Printable Certificates

2



You are up to date!

March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

My Task

Displaying Courses

Course

Captivate Project No Test 47 - Enrollment Type : Enrolled(Manager)	Launch Online
SEH TEST SCORM Advanced - Enrollment Type : Enrolled(Manager)	Launch Online
SEH - TEST - Instructor B - Enrollment Type : Enrolled(Manager)	LT
Date and Time : 3/2/2017 9:00 AM - 3/2/2017 11:00 AM EST Instructor(s) : testimb testimb	
SEH - TEST - Instructor C - Enrollment Type : Enrolled(Manager)	LT
Date and Time : 3/1/2017 1:00 PM - 3/1/2017 1:45 PM EST Instructor(s) : testime testime	
SEH - TEST - Instructor G - Enrollment Type : Enrolled(Manager)	LT
Date and Time : 3/4/2017 10:00 AM - 3/4/2017 11:00 AM EST Instructor(s) : testing testing	
SEH - TEST - Instructor H - Enrollment Type : Enrolled(Manager)	

Section Navigation

You will initially be logged into the **Overview** Tab. To switch to another feature / section of the LMS (or to return to the **Overview** Tab), simply click on an icon found within the navigation menu at the top of the screen.



OVERVIEW TAB

The **Overview** Tab provides access to your learning-related data. It consists of a top section called **Overall Dashboard** and a bottom section labeled **My Task**.

The **Overall Dashboard** provides a way to quickly view your current learning status and link to specific learning related items. Simply click a numeric or calendar hyperlink to see the associated information.

The screenshot displays the 'Overview' tab interface. The top section, 'Overall Dashboard', is divided into two parts. The upper part, labeled 'Top Section', contains a 'Dashboard of Learning Metrics' with statistics: 13 Upcoming Courses (2 Online / 11 Classroom), 7 Completed Courses (3 Online / 4 Classroom / 0 Others), and a 'Print Transcripts Report' link. It also shows 'Assignments' (0 Due Soon / 0 Overdue), 'Certifications' (0 Due Soon / 0 Overdue), 'Incomplete Evaluations' (0), 'Hours in Training' (2 Online / 0 Classroom), 'Total Credits' (1 / 0 Hours / 1.0 Units / 0 Others), and 'Printable Certificates' (2). A 'Status Icon' (a green thumbs up) indicates 'You are up to date!'. To the right is a 'Calendar (my class enrollments)' for March 2017. The lower part, labeled 'Bottom Section', is the 'My Task' section, which displays a 'Course List' of current courses. Each course entry includes details like 'Captivate Project No Test 47 - Enrollment Type: Enrolled(Manager)', 'SEH TEST SCORM Advanced - Enrollment Type: Enrolled(Manager)', and 'SEH - TEST - Instructor B - Enrollment Type: Enrolled(Manager)'. It also shows dates and times for tests. To the right of each course entry are 'Course Type & Action Icons', including 'Launch' and 'Attachment' icons.

Dashboard of Learning Metrics

Status Icon
(Up-to-date / Overdue)

Calendar
(my class enrollments)

Top Section

Bottom Section

Course List



Course Type & Action Icons

The **My Task** section displays a list of your current **Courses**, text information about these courses and icons indicating course type and allowing you to take actions related to that course, for example to “Launch” an online course, view course attachments, fill out course evaluations, take tests etc.

The next few pages will describe these features and actions in greater detail.

Overview Tab – Overall Dashboard: Status Icon

The Status Icon allows the user, in a single glance, to see if they are up-to-date or overdue in completing their learning related tasks (*At this point, this focuses solely on Assignments*).

<p>If this Status Icon displays a Green Thumbs Up, then items are up-to-date.</p>	<p>If this Status Icon displays an orange-reddish open hand (aka “stop”), then Assignments are overdue. Click the text link below the hand to display the overdue items in the bottom section.</p>
<div data-bbox="414 646 574 819"></div> <p data-bbox="410 829 578 852">You are up to date!</p>	<div data-bbox="1023 653 1179 827"></div> <p data-bbox="964 854 1250 892">Some items need your attention! Click here to display overdue items</p>

Overall Dashboard

18

Upcoming Courses

6 Online / 12 Classroom

2 Course(s) In Progress

5

Completed Courses

3 Online / 2 Classroom / 0 Others

[Print Transcripts Report](#)

Assignments 2

1 Due Soon / 1 Overdue

Certifications 0

0 Due Soon / 0 Overdue

Incomplete Evaluations 2


Hours in Training 0

0 Online / 0 Classroom

Total Credits 0

0 Hours / 0 Units / 0 Others

Printable Certificates 2



Some items need your attention!
Click here to display overdue items

February 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

My Task

Displaying: Assignments

Course

Administrator Essential Functions - Banking - Enrollment Type : Mandatory(1/28/2017) - Administrator Essentials Training

DHS Training - Enrollment Type : Mandatory(1/28/2017) - Administrator Essentials Training

Click text link below hand icon to display overdue Assigned Courses in the bottom section

Overview Tab – Overall Dashboard - Metrics

The top left section of the **Overall Dashboard** provides *Metrics*, a numerical listing of your current, upcoming and **overdue** online and classroom courses, assignments, certifications and incomplete evaluations, as well as your total credits and hours. It even allows you to quickly access and print transcripts and completion certificates. Simply click on a numeric hyperlink in this section to access the related information in the bottom section.

Overall Dashboard 18 Upcoming Courses 6 Online / 12 Classroom 2 Course(s) in Progress 5 Completed Courses 3 Online / 2 Classroom / 0 Others Print Transcripts Report	Assignments 2 1 Due Soon / 1 Overdue	Hours in Training 0 0 Online / 0 Classroom
	Certifications 0 0 Due Soon / 0 Overdue	Total Credits 0 .0 Hours / .0 Units / .0 Others
	Incomplete Evaluations 2	Printable Certificates 2

.. and the bottom, **My Task** section will update with the associated course details (e.g. "6 Online" enrollments displayed)

Click on any numeric link (large or small) in the top left **Overall Dashboard Metrics** section

My Task		Displaying Online	Actions
Course			
Sexual Harassment - Enrollment Type : Enrolled(Manager)			Launch
Ethical Expectations - Enrollment Type : Mandatory(3/1/2017) - Work Ethics w/ Lab			Launch
Microsoft .NET Framework 4: ASP.NET MVC 2 with C# 2010 - Enrollment Type : Enrolled(Manager)			Launch
Administrator Essential Functions - Banking - Enrollment Type : Mandatory(1/28/2017) - Administrator Essentials Training			Launch
DHS Training - Enrollment Type : Mandatory(1/28/2017) - Administrator Essentials Training			Launch
Learning Management Demo - Enrollment Type : Enrolled(Manager)			Launch

<p>18</p> <p>Upcoming Courses</p> <p><u>6 Online / 12 Classroom</u></p>	<p>Upcoming Courses – A count of both Online and Classroom courses for which you have been assigned or enrolled, but have not yet completed. Click the number and the bottom section will display a list of these courses.</p> <ul style="list-style-type: none"> • Online – Assigned / enrolled online courses only • Classroom - Assigned / enrolled Classroom courses only
<p>2 Course(s) in Progress</p>	<p>Courses in Progress – A count of trackable online courses which have been started, but not completed. <i>Click to view a listing of these courses in the bottom section then click the Launch icon next to the desired course to Resume the course.</i></p>
<p>5</p> <p>Completed Courses</p> <p>3 Online / 2 Classroom / 0 Others</p>	<p>Completed Courses – A Count of Courses which you have completed and are available to view in your Transcripts. Click to view these course listing in the bottom section.</p> <ul style="list-style-type: none"> • Online – Completed online courses only • Classroom - Completed Classroom courses only • Others – Other completed courses, such as historic and manual entry courses.
<p>Print Transcripts Report</p>	<p>Print Transcripts Report – One Click Access to a printable version of your Transcripts.</p>
<p>Assignments</p> <p>2</p> <p>1 Due Soon / 1 Overdue</p>	<p>Assignments – A count of your yet to be completed assignments. Click to see a listing in the bottom section (<i>Note: A single assignment may contain multiple courses</i>).</p> <ul style="list-style-type: none"> • Due Soon – Assignments with due dates after the current date • Overdue – Assignments with due dates that have passed and are overdue
<p>Certifications</p> <p>0</p> <p>0 Due Soon / 0 Overdue</p>	<p>Certifications – A count of your yet to be finalized LMS Certifications. Click to see a listing in the bottom section (<i>Note: A single certification may contain multiple courses</i>).</p> <ul style="list-style-type: none"> • Due Soon – Certifications with due dates after the current date • Overdue – Certifications with due dates that have passed and are overdue
<p>Incomplete Evaluations</p> <p>2</p>	<p>Incomplete Evaluations – A count of Evaluations which have yet to be completed, but which must be completed for you to receive class credit. Click to see a listing of courses associated with these Evaluations in the bottom section, then click the Evaluation icon to launch and complete the evaluation.</p>

<p>Hours in Training 0 0 Online / 0 Classroom</p>	<p>Hours in Training – A Summary of online and classroom based training hours completed by the user in the current system. <i>(Note: Only tracks the duration field which may or may not be used by your organization).</i></p> <ul style="list-style-type: none"> • Online – Hours of Online courses Only • Overdue – Hours of Classroom Courses Only
<p>Total Credits 0 .0 Hours / .0 Units / .0 Others</p>	<p>Total Credits – A Summary of your course credits, irrespective of credit type as tracked in the LMS System (Note: Does not include data from prior systems).</p> <ul style="list-style-type: none"> • Hours – Total Course Hours of completed courses using this credit type. • Units - Total Course Credit Units of completed courses using this credit type. • Others – Total Course Other Credits of completed courses using this credit type.
<p>Printable Certificates 2</p>	<p>Printable Certificates – A count of completed courses which allow the user to print a certificate of completion. Clicking on this number will bring up the associated courses. Simply click the “Print Certificate” icon to bring up a new window with the printable / savable certificate.</p>

Print Transcripts Report

1. Click the **Print Transcripts Report** button.

2. A New Window will pop-up containing My Transcript (a listing of all the courses you have successfully completed).

2

Completed Courses
0 Online / 2 Classroom
Print Transcripts

ist

Mass Destruction - Chemical -
nagement System Video - Enroll

https://lsglm/05.learnsoft.com/LSGLM/MasterPage/PopUpHost1.aspx?&PopupType=launchreportviewer&id='22'~~~~

SAP CRYSTAL REPORT

Main Report

My Transcript

Region NJ
Facility: Kelemen Bldg
Department: Emergency Room Registration [A-KELEMEN] [00100906]
Name: Pitt, Michael Employee ID: Hire Date: 3/29/2010

Course Name	Date Completed	Score	Credit Hours	Credit Units	Other Credits
General Orientation	02/18/2010	4	2		
Access 2010 Introduction	02/02/2009				

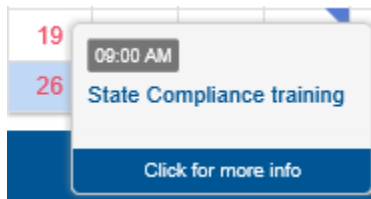
3. Click the Printer Icon to open the Windows Printer Dialog and print your Transcript.

Overview Tab – Overall Dashboard: Calendar

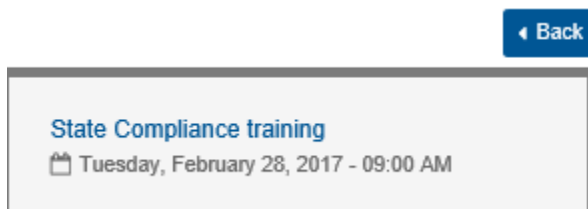
The Calendar in the top right corner displays the current month. A blue triangle will appear on days where you are enrolled in a classroom- based course scheduled for that day.

«	<	February 2017					>	»
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28						

You can quickly view summary information by rolling your mouse over the specific day.



Click to view further information pertaining to courses scheduled for the chosen day.



(When finished, click the Back button to return to the **Overall Dashboard**)

Overview Tab – My Task Section

The bottom of the **Overview** section shows the **My Task** Section. By default this will display **Courses**, which is a listing of all classes in which you are enrolled, but have not yet completed, but the listing will adjust depending on which metric you have selected in the top section.

Icons on the right will reveal course type, let you access any additional course related materials (such as attachments, evaluations, tests, etc.), unenroll from classes (self-enrolled classes only) and Launch online courses (aka CBT – Computer-based Training)

You may change also change the information displayed or take further action as outlined below:

Click on the name of the course to view further detailed information

Click on the Displaying dropdown to change the information displayed.

Click on navigation or search links to find specific courses.

Click on the icons to launch courses, view attachments, take tests & complete evaluations and more.

The screenshot shows the 'My Task' section with a blue header bar. The header bar contains the text 'My Task', a dropdown menu set to 'Displaying Courses', and navigation links 'Actions', 'Previous', and 'Next'. Below the header, there is a list of courses. Each course entry includes the course name, enrollment type, date and time, and instructor(s). To the right of each course entry are icons for 'Test', 'Attachment', 'Evaluation', 'Launch', and 'Checklist'. A callout box points to the 'Launch' icon, indicating that clicking it will launch the course.

The screenshot shows a 'Content Screen' for a course titled 'Medical Management of Weapons of Mass Destruction'. The screen displays a list of objectives and a diagram of the human body. The objectives are:

1. Identify the characteristics of cyanide.
2. Identify the routes of exposure to cyanide.
3. Identify the signs and symptoms of cyanide exposure.
4. Identify the pharmacological mechanism for reversal.

The diagram shows the human body with arrows indicating the routes of exposure to cyanide. The screen also includes a 'Launch' button and a 'Close' button.

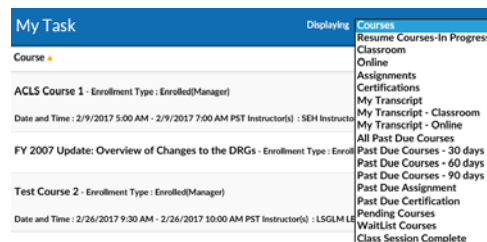


Click on the **Online** icon / **Launch** textlink to launch your Online / Computer-based training in a special player window. (Make sure to press the **Exit** button when finished to save your data).

Overview Tab – My Task Section: Displaying Drop Down

When logging in, the **My Task** Section will display Courses. Clicking on a *Metric* numeric link in the top section will refresh the screen and change the information displayed in the bottom section to that associated with the selected metric (e.g. if you select the **2 Assignments** metric, only courses relating to those assignments will display).

You may also change the display view directly from the bottom, **My Task** Section, by using the Displaying dropdown box and selecting the desired view. Below is a listing of your options:



Dropdown Item	Information Displayed
Courses	A listing of both Online and Classroom courses for which you have been assigned or enrolled.
Resume Courses- In Progress	A listing of trackable online courses which have been started, but not completed. <i>Click the Launch icon next to the desired course to Resume the course.</i>
Classroom	A listing of ILT – Instructor Led Training classes (aka Classroom-based courses) for which you have been assigned or enrolled.
Online	A listing of Online courses (aka CBT – Computer-based Training) for which you have been assigned or enrolled. <i>Click the Launch icon next to the desired course to Launch the course in the separate player window</i>
Assignments	A listing of courses associated with your yet to be completed assignments. <i>Note: A single assignment may contain multiple courses.</i>
Certifications	A listing of courses associated with your yet to be completed LMS Certifications. <i>Note: A single Certification may contain multiple courses.</i>
My Transcript	A listing of Courses which you have completed.
My Transcript - Classroom	A listing of ILT – Instructor Led Training classes (aka Classroom-based courses) which you have completed.
My Transcript - Online	A listing of Online courses (aka CBT – Computer-based Training) which you have completed.
All Past Due Courses	A listing of all yet to be completed courses with due dates prior to the current date.
All Past Due Courses – 30 days	A listing of all yet to be completed courses with due dates prior to but within 30 days of the current date.
All Past Due Courses – 60 days	A listing of all yet to be completed courses with due dates prior to but within 60 days of the current date.
All Past Due Courses – 90 days	A listing of all yet to be completed courses with due dates prior to but within 90 days of the current date.
Past Due Assignment	A listing of courses associated with your yet to be completed and overdue assignments. <i>Note: A single assignment may contain multiple courses.</i>
Past Due Certifications	A listing of courses associated with your yet to be completed and overdue LMS Certifications. <i>Note: A single Certification may contain multiple courses.</i>
Pending Courses	A listing of courses for which you have tried to enroll, but are awaiting approval.
Waitlist Courses	A listing of courses for which you have tried to enroll, but have been put on a waitlist.
Class Session Complete	A listing of courses for which in which you have completed the classroom portion, but must complete an additional task, such as an evaluation.

My Task Section – My Transcript

Click on any of the **Completed Courses Metrics** or use the **Displaying** drop down and select a **My Transcript** option to view transcripts, which provide a listing of your completed courses. Options allow you to see all your transcript courses or filter by course type.

1 Course(s) in Progress
7 Completed Courses
 3 Online / 4 Classroom / 0 Others
[Print Transcripts Report](#)

Certifications
 0 Due Soon / 0 Overdue

Incomplete Evaluations
 0

Total Credits
 1
 0 Hours / 1.0 Units / 0 Others

Displaying
 Courses
 Resume Courses-In Progress
 Classroom
 Online
 Assignments
 Certifications
My Transcript
 My Transcript - Classroom
 My Transcript - Online
 All Past Due Courses
 Past Due Courses - 30 days
 Past Due Courses - 60 days
 Past Due Courses - 90 days
 Past Due Assignment
 Past Due Certification
 Pending Courses
 WaitList Courses
 Class Session Complete

You are up to date!

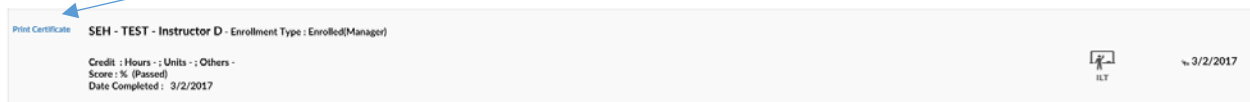
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

My Task
 Actions

Course	Date Completed
SEH - TEST - Instructor F - Enrollment Type : Enrolled(Manager) Credit : Hours : Units : Others : Score : % (Passed) Date Completed : 3/3/2017	3/3/2017
SEH - TEST - Instructor E - Enrollment Type : Enrolled(Manager) Credit : Hours : Units : Others : Score : % (Passed) Date Completed : 3/3/2017	3/3/2017
SEH - TEST - Instructor D - Enrollment Type : Enrolled(Manager) Credit : Hours : Units : Others : Score : % (Passed) Date Completed : 3/2/2017	3/2/2017

My Transcript - Print Certificate

Some Courses, when completed successfully, allow you to print a certificate to serve as proof of your course completion. When accessing the **My Transcript** display view, these courses will be notated by a **Print Certificate** textlink to the left of the course name.



To view a listing of only these courses in your transcript, click the **Printable Certificates Metric**.



Click the **Print Certificate** textlink to the left of the course name to launch a printable version of the associated certificate. Click the Print icon / text link to see print options.



Overview Tab – My Task Section: Navigation, Sort and Search

When there are multiple pages of course listings found in the **My Task** section, you may find it easier to access the desired course you are seeking by using the Overview Navigation, Sort and Search features.

The screenshot shows the 'My Task' section with a blue header. Below the header, there are two course listings. The first listing is 'General Orientation - Enrollment Type: Elective(Self)' with a date and time of '2/23/2017 8:45 AM - 2/23/2017 2:00 PM PST' and an instructor of 'testman1 testman1'. The second listing is 'City County and Local Government Compliance Training - Enrollment Type: Enrolled(Manager)' with a date and time of '2/24/2017 9:00 AM - 2/24/2017 11:00 AM PST' and an instructor of 'Doris Grande'. To the right of the listings, there are icons for 'Test', 'Attachment', and 'Evaluation'. At the top right, there are buttons for 'Actions', 'Previous', and 'Next'.

- Click on the arrow next to the row header to toggle the sort between ascending (A>Z) and descending (Z>A) order.
- Click on the Previous and Next textlinks to change pages.
- Click on the Search icon to launch the search window:
 - Select a letter at top to filter to courses starting with that letter (*click All to clear the filter*) and / or
 - Select the dropdown box to toggle your choice of *Course Name*, *Assignment Name* or *Certification Name*, enter a keyword and click search to refine results to entries with that keyword (*click clear to clear the filter*)

The screenshot shows a search window with a blue header. Below the header, there is a list of letters from A to Z, with 'All' at the beginning. To the right of the letters is a search box with a dropdown menu and a search button. The dropdown menu is currently set to 'Course Name'. The search box contains the text 'Search'.

Overview Tab – My Task Section: Actions (Print Transcript)

Actions - Click the Actions button in the **My Task** section to launch a popup window that allows you to create a printable version of your transcript. Optionally, enter a **Start Date** and **End Date** (defaults to current date) and click the **Print Transcript** button. A transcript report will open in a separate window. Click the **Printer** icon to print.





The screenshot shows a 'Print Transcript' popup window. It has a blue header with the text 'Print Transcript'. Below the header, there are two input fields: 'Start Date' and 'End Date'. The 'End Date' field is currently set to '2/26/2017'. To the right of the 'End Date' field is a close button (X).

Search Tab

Clicking the **Search** tab icon will yield an easy to use yet powerful search feature that combines multiple search methodologies into a single page. From this tab you may find out further information about classes offered by your organization and if allowed, you may self-enroll in these classes.

When first accessing, the right side Result List will auto populate with a listing of all classes which you have permission to self-enroll. You may use the scroll bar and *Previous / Next* text links to view all the available options.

The screenshot displays the Search Tab interface. At the top, there are navigation links: Overview, Profile, Search (highlighted), and Analytics. Below this is a blue header bar with 'Criteria' and 'Result' tabs, and a 'Calendar View' button. A search bar with 'Search for...' and a 'Search' button is present. On the left, under 'Catalog', there are 'Course Type' filters: All (selected), Classroom, Online, Event, and Certification. An 'Advanced Search' link is also visible. The main 'Result' area lists four courses, each with an icon, title, type, start/end times, description, room, and an 'Enroll' button. The courses are: 2017 CPI TRAINING (Classroom Instruction), 2017 CPI TRAINING (Classroom Instruction), 2017 NTP CLASS 1 (Classroom Instruction), and ACLS Course 1 (Classroom Instruction). At the bottom, it shows '705 Results (0 Selected) - Page 1 Of 45' and links for 'Select All', 'Unselect All', 'Remove Selected', and 'Remove Unselected'.

Learning Object Name	Enroll
 2017 CPI TRAINING Type: Classroom Instruction Course Start: 1/5/2017 8:00 AM End: 1/5/2017 4:30 PM Description: Room : SEHC SETEC - Breakout Room 3	Enroll
 2017 CPI TRAINING Type: Classroom Instruction Course Start: 1/19/2017 8:00 AM End: 1/19/2017 4:30 PM Description: Room : SEHC SETEC - Breakout Room 3	Enroll
 2017 NTP CLASS 1 Type: Classroom Instruction Course Start: 1/23/2017 8:00 AM End: 1/23/2017 12:00 PM Description: Room : SEHC Sim - Sim Classroom A	Enroll
 ACLS Course 1 Type: Classroom Instruction Course Start: 2/9/2017 5:00 AM End: 2/9/2017 7:00 AM Description: Room : TBD - TBD	Enroll

The Icon on the left side will reveal the course type:



- ILT – Instructor Led Training (aka classroom-based course)




- Online Course (aka CBT – Computer-based training or WBT – Web-based training)



- LMS Certification

Search Tab – Detailed Info & (self) Enroll

To see detailed information and / or enroll in the course, click the **Enroll** button to the right of the row of the desired course.



2016 FSRMC RN 9N Transitional Care Unit Annual Competency
Type: Classroom Instruction Course Start: 9/1/2016 9:00 AM End: 9/1/2016 5:00 PM
Description: 9N Unit specific competencies
Room : School of Nursing Classroom - School of Nursing Classroom

Enroll

This will bring up the Course Info Page which provides detailed information which may include Course Name, Description, Start and End Dates, Authorizer, Payment and Instructor Information, Location, Directions and even a Course Outline.

Click the **Enroll** button to enroll into this class.

LEARNING OBJECT INSTANCE **ENROLL**

Please click Enroll button for enrolling in this learning activity.

COURSE INFO

Course Name:	2016 FSRMC RN 9N Transitional Care Unit Annual Competency		
Description:	9N Unit specific competencies		
Vendor:			
Authorizer:	Account Admin1 Account Admin2 Account Admin3 Adelman Patti Admin Aps Admin Cubic	Start Date:	9/1/2016 9:00 AM PST
Payment Mode:	<input type="checkbox"/>	End Date:	9/1/2016 5:00 PM PST
Paid Time :	<input checked="" type="checkbox"/>	Duration (in hours):	
Due date:	<input type="text"/>	Notes:	
List Price:	Free	Location:	School of Nursing Classroom - School of Nursing Classroom

If Authorization is required, select an Authorizer from this list. Scroll up or down to find your manager or instructor and highlight before clicking enroll.

Search Tab – Predictive and Keyword search

The diagram illustrates the search interface with the following components and callouts:

- Criteria** (Calendar View): The main header area.
- Search for...**: A text input field for keywords.
- Search**: A button to execute the search.
- Course Type**: A dropdown menu with options: All, Classroom, Online, Event, and Certification.
- Free Text Field allows you to enter keywords**: Callout pointing to the search input field.
- Click the Search button when ready to search**: Callout pointing to the Search button.
- Select Course Type to narrow results.**: Callout pointing to the Course Type dropdown.
- Start entering keywords**: Callout pointing to the search input field.
- Google like “Predictive Search” offers suggestions based on actual course names. Click on any of the suggestions to search (no need to click the Search button).**: Callout pointing to the list of suggestions.

The suggestions list includes:

- Getting Results without Direct Authority: Building Relationships and Credibility
- Getting Results without Direct Authority: Persuasive Communication
- Getting Results without Direct Authority: Reciprocity
- Getting Results without Direct Authority: Influencing Your Boss
- Getting Ready to Present
- Getting Time under Control
- Getting Started with Access 2010
- Getting Started with Excel 2010
- Getting Started with Outlook 2010
- Getting Started with PowerPoint 2010
- Getting Started with Visio 2010
- Getting Started with Word 2010
- Getting Started with SharePoint 2010
- Getting Online, Sharing, and Using SkyDrive in Windows 8.1
- Getting Started with Windows 7
- Getting Started with WCF 4 Using C# 2010
- Getting Started with ADO.NET 4 DataSets Using C# 2010
- Getting Started with WCF 4 using VB 2010
- Getting Started with ADO.NET 4 Connections and Commands Using Visual Basic 2010
- Getting Started with ADO.NET 4 DataSets using Visual Basic 2010

Search results are displayed in the **Result List** on the right side.

The screenshot shows the search results page with the following details:

- Criteria** (Calendar View): The main header area.
- Result List**: The section displaying the search results.
- Learning Object Name**: A dropdown menu for filtering results.
- Search**: A button to execute the search.
- Course Type**: A dropdown menu with options: Classroom/Online, Classroom, Online, and Event.
- Advanced Search**: A link to access advanced search options.
- Search results**: A list of courses with descriptions and enrollment buttons.

Course Title	Description	Type	Enroll
Getting Ready to Present	Are great presenters born or made? If they're made, how? What do you do to become skilled at presenting? The answer may simply be it's rare. Find out as much as you can about your audience, and clearly define your purpose. Then...	On-Line Training Course	Enroll
Getting Results without Direct Authority: Building Relationships and Credibility	How can you get results if you don't have authority? Cultivating relationships and establishing credibility are necessary, because they allow you to influence others. If you have effective influence skills, you'll be able to get what you need...	On-Line Training Course	Enroll
Getting Results without Direct Authority: Influencing Your Boss	The idea that you can influence your boss may seem at odds with a traditional view of the boss-employee relationship. But you know best how you want to be managed to reach your goals, and if you focus on building a partnership...	On-Line Training Course	Enroll
Getting Results without Direct Authority: Persuasive Communication	Communicating persuasively is key when you want to get results in situations where you don't have direct authority. To communicate persuasively, it's important to think from the other person's perspective. How and what you ask, and...	On-Line Training Course	Enroll
Getting Results without Direct Authority: Reciprocity	One way to get results without authority is to leverage the law of reciprocity. For example, you help someone with a difficult analysis and that person in turn helps you out together a presentation. Or you support a colleague in a meeting, and...	On-Line Training Course	Enroll

Search Tab – Advanced search

The screenshot shows a search interface titled 'Criteria' with a 'Calendar View' toggle. A search bar at the top contains the text 'getting re' and a 'Search' button. Below the search bar are several filter sections, each with a right-pointing arrow icon: 'Catalog', 'Course Type' (with radio buttons for 'Classroom/Online', 'Classroom', 'Online', and 'Event'), 'Advanced Search' (with a downward arrow), 'Instructor' (with a list of names: ADAMS JA, ADKISSON, ADRIAN H, AKWAOW), 'Date Range' (with radio buttons for 'Any Date' and 'Specific Date', and input fields for 'Start Date' and 'End Date'), 'Facility', 'Training Vendor', 'Room', 'Topic', 'CE Hours', 'Accreditation', and 'Job Position'. Each of these filter sections has a dropdown menu with '- Select One -' as the placeholder text. Annotations with arrows point to the 'Search' button, the 'Advanced Search' dropdown, and the 'Specific Date' radio button.

Criteria Calendar View

getting re Search

Catalog ▶

Course Type ▶

- ☒ Classroom/Online
- ☐ Classroom
- ☐ Online
- ☐ Event

Advanced Search ▼

Instructor ▶

ADAMS JA
ADKISSON
ADRIAN H
AKWAOW

Date Range ▶

- ☒ Any Date
- ☐ Specific Date

Start Date

End Date

Facility ▶

- Select One - ▼

Training Vendor ▶

- Select One - ▼

Room ▶

- Select One - ▼

Topic ▶

- Select One - ▼

CE Hours ▶

- Select One - ▼

Accreditation ▶

- Select One - ▼

Job Position ▶

After all search criteria has been entered, click the Search button to display results.

Click Advanced Search Arrow to open Advanced Search Menu allowing refined course lookup.

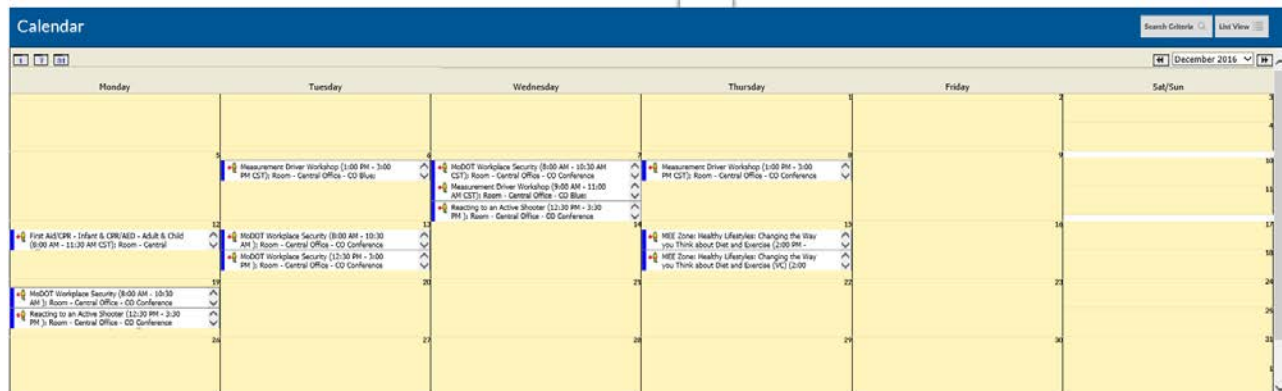
Narrow to a date Range by selecting Specific Date, then entering a Start Date and End Date.

Use dropdown Selectors to choose from a list of prepopulated options.

Search Tab – Calendar search



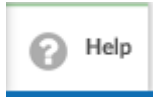
Click **Calendar View** button to view scheduled classroom-based course instances (classes) for which you are able to enroll in a monthly calendar.



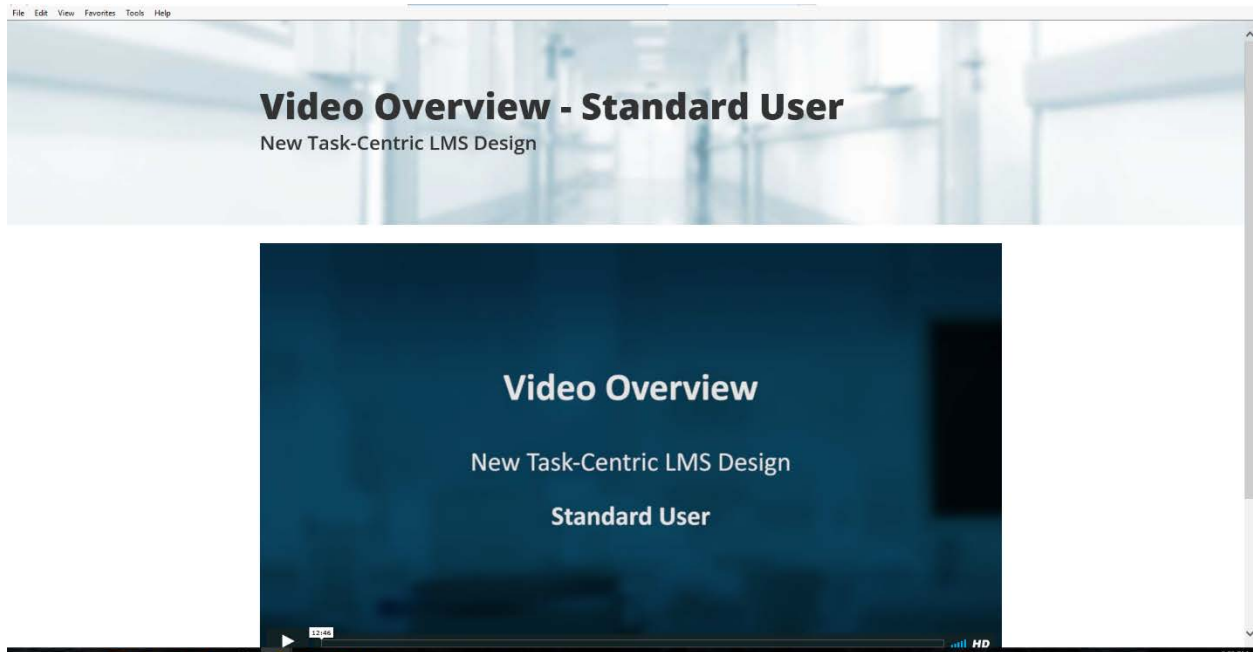
Calendar Search – Options

	Time Period – Changes the Calendar Mode <ul style="list-style-type: none"> • 1 – Daily View • 7 – Weekly View • 31 – Monthly (default) View
	Enroll / Details Link – Click to view course details. You can click Enroll from the details page to enroll in the course.
	Time Period – In monthly view, arrows move you forward / back one month. Dropdown allows selection of any month over the next year.
	List View Link – Returns you to default list view search.

Help Tab



Click the Help Tab Icon to access User Guides, Help Documents and Videos in a separate window. Your organization may provide additional information.



Log Out

When finished with your LMS session, click the **Log Out** text link in the upper left hand corner to Log Out.

