Learning Management System ("LMS") –

User Manual: *Standard User*

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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.

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.

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 or 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).*

If ths Status Icon displays a Green Thumbs Up, then items are up-to-date.	If ths 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.
You are up to date!	Some items need your attention! Click here to display overdue items

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

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

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

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

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

My Task   Displaying Online   Actions

Course ▲

Sexual Harassment - Enrollment Type : Enrolled(Manager)   Launch / Online

Ethical Expectations - Enrollment Type : Mandatory(3/1/2017) - Work Ethics w/ Lab   Launch / Online

Microsoft .NET Framework 4: ASP.NET MVC 2 with C# 2010 - Enrollment Type : Enrolled(Manager)   Launch / Online

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

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

Learning Management Demo - Enrollment Type : Enrolled(Manager)   Launch / Online

6

18 **Upcoming Courses** 6 Online / 12 Classroom	**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. • **Online** – Assigned / enrolled online courses only • **Classroom** - Assigned / enrolled Classroom courses only
2 Course(s) in Progress	**Courses in Progress** – A count of trackable online courses which have been started, but not completed. *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.*
5 **Completed Courses** 3 Online / 2 Classroom / 0 Others	**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. • **Online** – Completed online courses only • **Classroom** - Completed Classroom courses only • **Others** – Other completed courses, such as historic and manual entry courses.
Print Transcripts Report	**Print Transcripts Report** – One Click Access to a printable version of your Transcripts.
Assignments **2** 1 Due Soon / 1 Overdue	**Assignments** – A count of your yet to be completed assignments. Click to see a listing in the bottom section (*Note: A single assignment may contain multiple courses*). • **Due Soon** – Assignments with due dates after the current date • **Overdue** – Assignments with due dates that have passed and are overdue
Certifications **0** 0 Due Soon / 0 Overdue	**Certifications** – A count of your yet to be finalized LMS Certifications. Click to see a listing in the bottom section (*Note: A single certification may contain multiple courses*). • **Due Soon** – Certifications with due dates after the current date • **Overdue** – Certifications with due dates that have passed and are overdue
Incomplete Evaluations **2**	**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.

Hours in Training **0** 0 Online / 0 Classroom	**Hours in Training** – A Summary of online and classroom based training hours completed by the user in the current system. *(Note: Only tracks the duration field which may or may not be used by your organization).* • **Online** – Hours of Online courses Only • **Overdue** – Hours of Classroom Courses Only
Total Credits **0** .0 Hours / .0 Units / .0 Others	**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). • **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.
Printable Certificates **2**	**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.

Print Transcripts Report

1. Click the **Print Transcript**s **Report** button.

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

3. Click the Printer Icon to open the Windows Printer Dialog and print your Transcript.
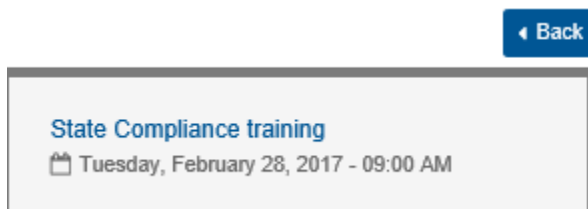
The Calendar in the top right corner displays the current month. A blue triangle will appear on days where you are enrolled in a classroom- based course scheduled for that day.

You can quickly view summary information by rolling your mouse over the specific day.
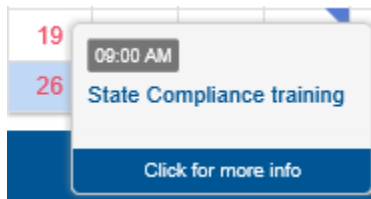
Click to view further information pertaining to courses scheduled for the chosen day.

(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.

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:
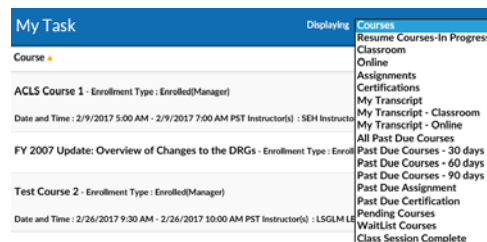
Dropdown Item	Information Displayed
Courses	A listing of both Online and Classroom courses for which you have been assigned or enrolled.
Resume Courses- In Progress	A listing of trackable online courses which have been started, but not completed. *Click the Launch icon next to the desired course to Resume the course.*
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. *Click the Launch icon next to the desired course to Launch the course in the separate player window*
Assignments	A listing of courses associated with your yet to be completed assignments. *Note: A single assignment may contain multiple courses.*
Certifications	A listing of courses associated with your yet to be completed LMS Certifications. *Note: A single Certification may contain multiple courses.*
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. *Note: A single assignment may contain multiple courses.*
Past Due Certifications	A listing of courses associated with your yet to be completed and overdue LMS Certifications. *Note: A single Certification may contain multiple courses.*
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.

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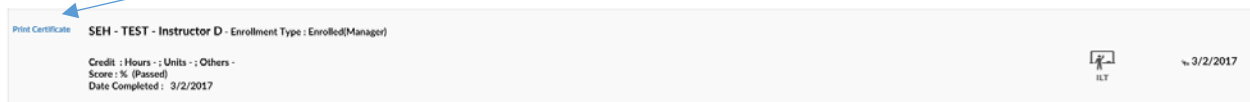
To view a listing of only these courses in your transcript, click the **Printable Certificates** *Metric*.

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.

- 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:

  o Select a letter at top to filter to courses starting with that letter *(click All to clear the filter)*
  and / or
  o 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)*

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

 - 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.

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 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.

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.

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

Free Text Field allows you to enter keywords

Click the Search button when ready to search

Select Course Type to narrow results.

Start entering keywords

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).

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

Search Tab – Advanced search

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.

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 ▶

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.
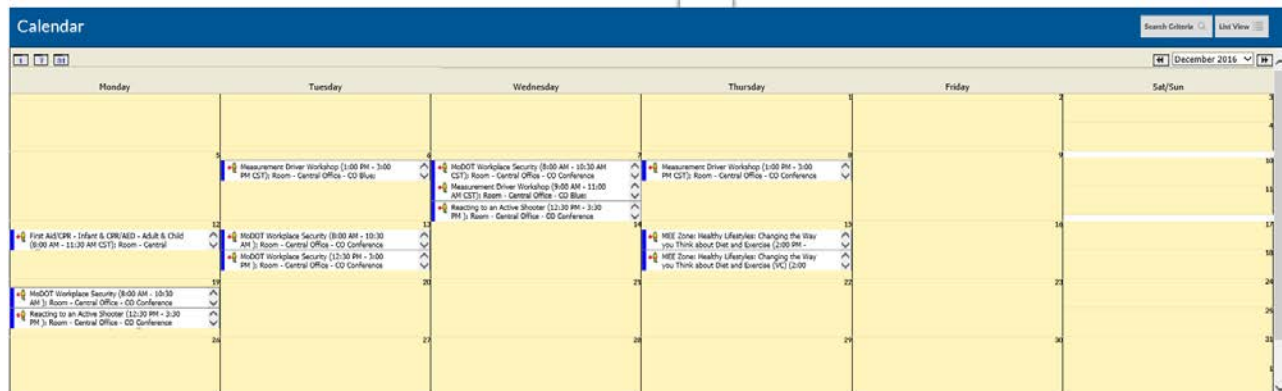

Calendar Search – Options

	Time Period – Changes the Calendar Mode • 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
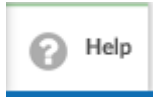
Click the Help Tab Icon to access User Guides, Help Documents and Videos in a separate window. Your organization may provide additional information.
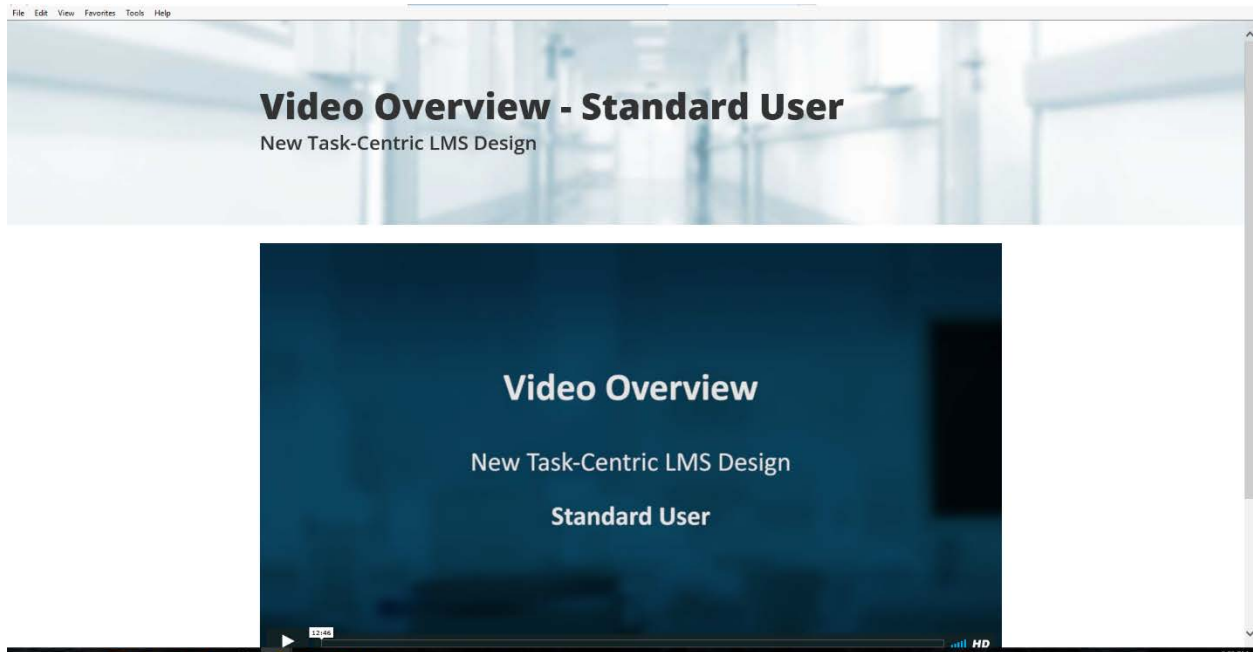
Log Out

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