

# Learning Management System (“LMS”) –

## User Manual: *Standard User*

DRAFT

V NLFUG-03092017-1

## 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.*

St. Elizabeth HEALTHCARE | St. Elizabeth PHYSICIANS

Welcome to St. Elizabeth's LMS

# REACH

Raising Every Associate's Capabilities in Healthcare

To access the site please type in your user name and password

Username

Password

Login

For directions on how to use the REACH LMS, please select from the choices below.

[Student](#) [Instructor](#) [Manager](#)

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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.

The screenshot shows the REACH LMS interface. At the top, there are navigation links for 'St. Elizabeth', 'Overview', 'Search', and 'Help'. The main content area is divided into several sections:

- Overall Dashboard:** A summary of user progress and statistics.
  - Upcoming Courses: 13 (2 Online / 11 Classroom, 1 Course(s) in Progress)
  - 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
- Calendar:** A calendar for March 2017 showing dates from 5 to 31.
- My Task:** A list of tasks and courses, including:
  - Captivate Project No Test 47 - Enrollment Type: Enrolled(Manager)
  - SEH TEST SCORM Advanced - Enrollment Type: Enrolled(Manager)
  - SEH - TEST - Instructor B - Enrollment Type: Enrolled(Manager)
  - SEH - TEST - Instructor C - Enrollment Type: Enrolled(Manager)
  - SEH - TEST - Instructor G - Enrollment Type: Enrolled(Manager)
  - 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.

This image shows a close-up of the navigation bar at the top of the REACH LMS interface. It includes the REACH logo, the St. Elizabeth HealthCare and St. Elizabeth Physicians logos, and a navigation menu with icons for 'Overview' (home), 'Search' (magnifying glass), and 'Help' (question mark).

## 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 shows the REACH Overview Tab interface. The top section, labeled 'Overall Dashboard', contains a 'Dashboard of Learning Metrics' with statistics: 13 Upcoming Courses (2 Online / 11 Classroom), 7 Completed Courses (3 Online / 4 Classroom / 0 Others), 0 Assignments (0 Due Soon / 0 Overdue), 0 Certifications (0 Due Soon / 0 Overdue), 0 Incomplete Evaluations, 2 Hours in Training (2 Online / 0 Classroom), 1 Total Credits (0 Hours / 1.0 Units / 0 Others), and 2 Printable Certificates. A 'Status Icon' (a thumbs up) indicates 'You are up to date!'. A 'Calendar' shows March 2017 with a green highlight on the 9th. The bottom section, labeled 'My Task', displays a 'Course List' with entries like 'Captivate Project No Test 47' and 'SEH - TEST - Instructor B'. 'Course Type & Action Icons' are shown for each course, 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**

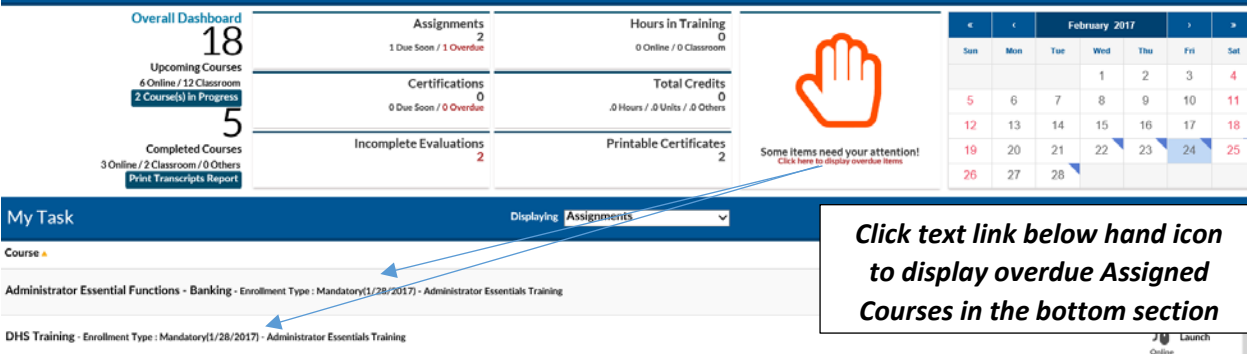
The **My Task** section displays a list of your current **Courses**, text information about these courses and icons indicating course type and allowing you to take actions related to that course, for example to “Launch” an online course, view course attachments, fill out course evaluations, take tests 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>
 <p>You are up to date!</p>	 <p>Some items need your attention! Click here to display overdue items</p>



The screenshot shows the 'Overall Dashboard' with a 'Status Icon' (an orange hand) indicating overdue items. Below the dashboard, the 'My Task' section is visible, displaying a list of tasks. A callout box points to the text link below the hand icon.

**Overall Dashboard Summary:**

- Overall Dashboard: 18
- Upcoming Courses: 6 Online / 12 Classroom (2 Courses) In Progress
- Completed Courses: 5 (3 Online / 2 Classroom / 0 Others) (View 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

**My Task Section:**

Displaying: Assignments

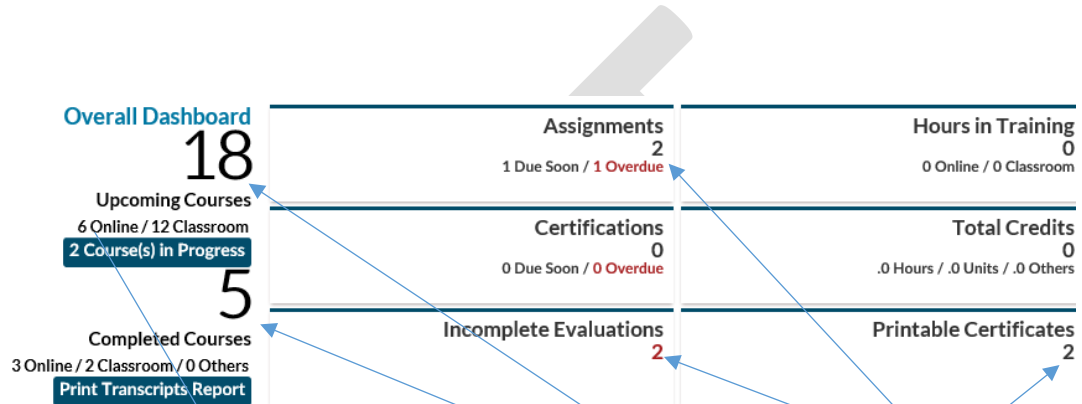
- Administrator Essential Functions - Banking - Enrollment Type : Mandatory(1/28/2017) - Administrator Essentials Training
- DHS Training - Enrollment Type : Mandatory(1/28/2017) - Administrator Essentials Training

**Callout Box:**

**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.



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

<p style="text-align: center;"><b>18</b></p> <p style="text-align: center;"><b>Upcoming Courses</b></p> <p style="text-align: center;"><u>6 Online / 12 Classroom</u></p>	<p><b>Upcoming Courses</b> – 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"> <li>• <b>Online</b> – Assigned / enrolled online courses only</li> <li>• <b>Classroom</b> - Assigned / enrolled Classroom courses only</li> </ul>
<p><b>2 Course(s) in Progress</b></p>	<p><b>Courses in Progress</b> – 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 style="text-align: center;"><b>5</b></p> <p style="text-align: center;"><b>Completed Courses</b></p> <p style="text-align: center;">3 Online / 2 Classroom / 0 Others</p>	<p><b>Completed Courses</b> – 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"> <li>• <b>Online</b> – Completed online courses only</li> <li>• <b>Classroom</b> - Completed Classroom courses only</li> <li>• <b>Others</b> – Other completed courses, such as historic and manual entry courses.</li> </ul>
<p><b>Print Transcripts Report</b></p>	<p><b>Print Transcripts Report</b> – One Click Access to a printable version of your Transcripts.</p>
<p style="text-align: center;"><b>Assignments</b></p> <p style="text-align: center;"><b>2</b></p> <p style="text-align: center;">1 Due Soon / 1 Overdue</p>	<p><b>Assignments</b> – 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"> <li>• <b>Due Soon</b> – Assignments with due dates after the current date</li> <li>• <b>Overdue</b> – Assignments with due dates that have passed and are overdue</li> </ul>
<p style="text-align: center;"><b>Certifications</b></p> <p style="text-align: center;"><b>0</b></p> <p style="text-align: center;">0 Due Soon / 0 Overdue</p>	<p><b>Certifications</b> – 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"> <li>• <b>Due Soon</b> – Certifications with due dates after the current date</li> <li>• <b>Overdue</b> – Certifications with due dates that have passed and are overdue</li> </ul>
<p><b>Incomplete Evaluations</b></p> <p style="text-align: right;"><b>2</b></p>	<p><b>Incomplete Evaluations</b> – 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><b>Hours in Training</b></p> <p style="text-align: center;"><b>0</b></p> <p style="text-align: center;">0 Online / 0 Classroom</p>	<p><b>Hours in Training</b> – 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"> <li>• <b>Online</b> – Hours of Online courses Only</li> <li>• <b>Overdue</b> – Hours of Classroom Courses Only</li> </ul>

<p><b>Total Credits</b>  <b>0</b>          .0 Hours / .0 Units / .0 Others</p>	<p><b>Total Credits</b> – 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"> <li>• <b>Hours</b> – Total Course Hours of completed courses using this credit type.</li> <li>• <b>Units</b> - Total Course Credit Units of completed courses using this credit type.</li> <li>• <b>Others</b> – Total Course Other Credits of completed courses using this credit type.</li> </ul>
<p><b>Printable Certificates</b>  <b>2</b></p>	<p><b>Printable Certificates</b> – 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>

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## 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).

Completed Courses  
0 Online / 2 Classroom  
**Print Transcripts**

ist

Mass Destruction - Chemical -  
nagement System Video - Enroll

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

Find... 1 of 1 100%

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				

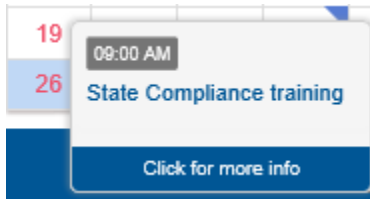
3. Click the Printer Icon to open the Windows Printer Dialog and print your Transcript.

## 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.

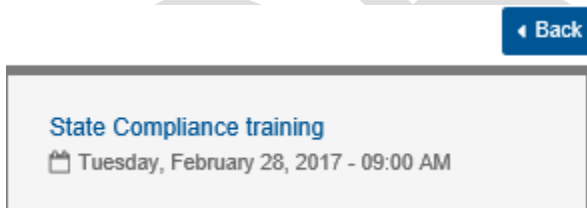
«	<	February 2017					>	»
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28						

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



19  
26  
09:00 AM  
State Compliance training  
Click for more info

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



← Back  
State Compliance training  
Tuesday, February 28, 2017 - 09:00 AM

(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)

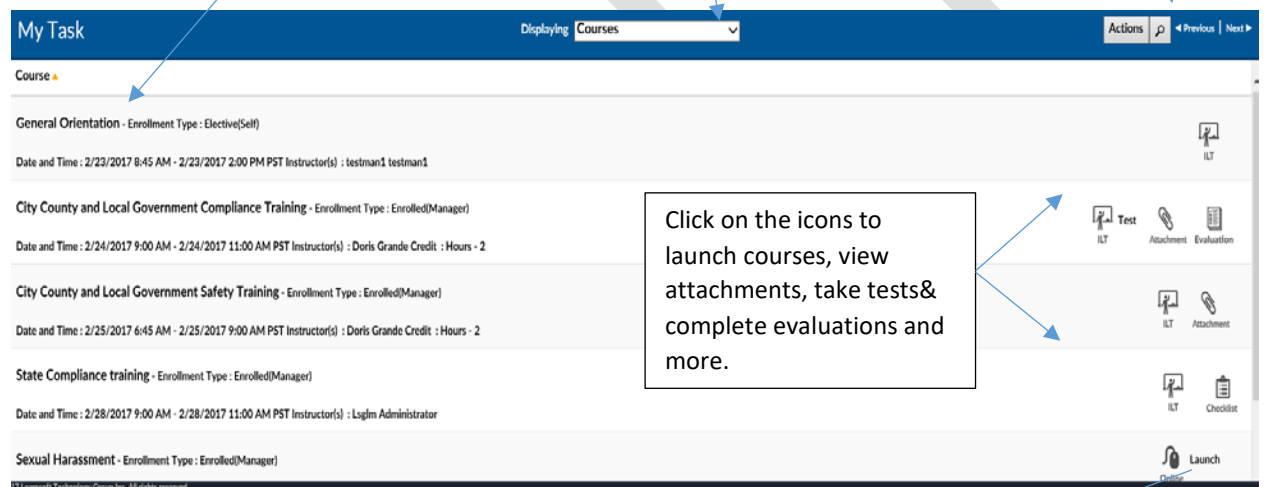
You may change also change the information displayed or take further action as outlined below:

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

Click on the Displaying dropdown to change the information displayed.

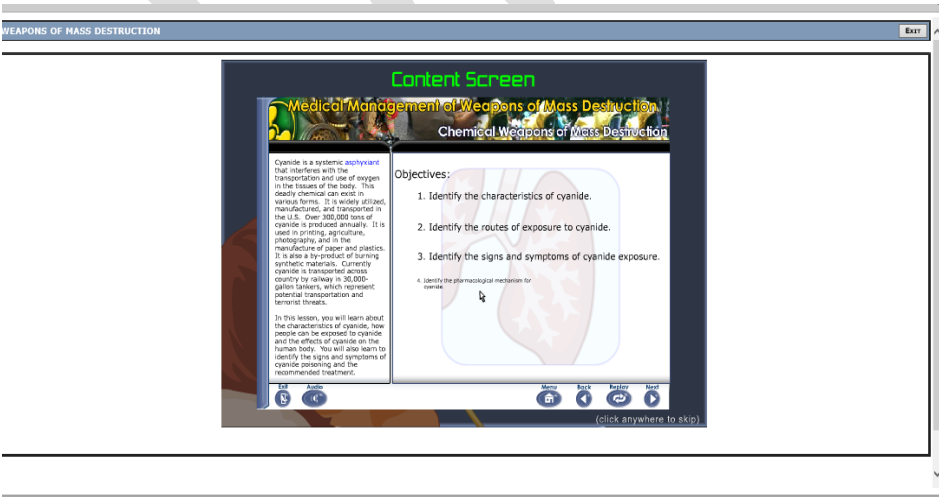
Click on navigation or search links to find specific courses.

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



The screenshot shows the 'My Task' interface. At the top, there is a header with 'My Task' on the left, 'Displaying Courses' in a dropdown menu in the center, and 'Actions' with 'Previous' and 'Next' navigation links on the right. Below the header 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 various actions: 'Test' (ILT), 'Attachment', 'Evaluation', 'Checklist', and 'Launch Online'. A callout box points to these icons with the text: '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).

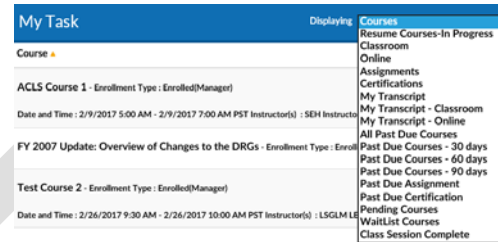


The screenshot shows a 'Content Screen' titled 'Medical Management of Weapons of Mass Destruction'. The screen displays text about cyanide, its characteristics, and its use in various forms. It also lists objectives for the lesson, such as identifying the characteristics of cyanide, routes of exposure, and signs and symptoms of cyanide exposure. A diagram of the human body is shown, highlighting the respiratory system. At the bottom of the screen, there are navigation buttons for 'Home', 'Back', 'Home', and 'Next', along with a 'click anywhere to skip' prompt.

## 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.

The screenshot displays the 'My Task' section of a learning management system. At the top, there are several summary boxes: '1 Course(s) In Progress' (with a red box around the number 7), 'Certifications 0', 'Total Credits 1', '0 Due Soon / 0 Overdue', and 'Incomplete Evaluations 0'. To the right is a calendar for March 2017, with the 9th highlighted. Below these is a 'You are up to date!' message with a green checkmark icon.

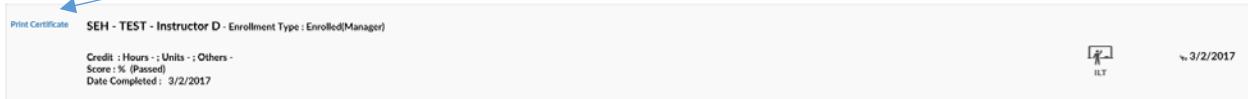
The main content area is titled 'My Task' and features a 'Displaying' dropdown menu (with a red box around it) that is currently open. The dropdown menu lists various options: 'My Transcript', 'My Transcript - Classroom', 'My Transcript - Online', 'All Past Due Courses', 'Past Due Courses - 30 days', 'Past Due Courses - 60 days', 'Past Due Courses - 90 days', 'Past Due Assignment', 'Past Due Certification', 'Pending Courses', 'WaitList Courses', and 'Class Session Complete'. The 'My Transcript' option is highlighted in green.

Below the dropdown, a table lists completed courses. Each row includes the course name, enrollment type, credit information, score, date completed, and a 'Date Completed' column. The courses listed are:

Course	Enrollment Type	Credit : Hours : Units : Others	Score : % (Passed)	Date Completed	Date Completed
SEH - TEST - Instructor F	Enrolled(Manager)	Credit : Hours : Units : Others - Score : % (Passed)	Score : % (Passed)	3/3/2017	3/3/2017
SEH - TEST - Instructor E	Enrolled(Manager)	Credit : Hours : Units : Others - Score : % (Passed)	Score : % (Passed)	3/3/2017	3/3/2017
SEH - TEST - Instructor D	Enrolled(Manager)	Credit : Hours : Units : Others - Score : % (Passed)	Score : % (Passed)	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' interface. At the top, there is a blue header with 'My Task' on the left, 'Displaying Courses' in a dropdown menu in the center, and 'Actions' with 'Previous' and 'Next' buttons on the right. 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 instructor '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 instructor 'Doris Grande Credit : Hours - 2'. To the right of the listings are icons for 'Test', 'Attachment', and 'Evaluation'.

- 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 the search and filter interface. At the top, there is a 'Course' header with a yellow triangle icon. Below it are 'Previous' and 'Next' buttons. A search icon is visible. Below the search icon is a row of letters from 'A' to 'Z' and 'Other', with 'All' selected. Below the letters is a search box with a dropdown menu for 'Course Name' and a 'Search' button.

## 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.

The screenshot shows the 'Print Transcript' popup window. It has a title bar with a close button (X). The window contains a 'Print Transcript' button, a 'Start Date' input field, and an 'End Date' input field with the value '2/26/2017'.

## 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 shows the St. Elizabeth's Learning Management System interface. At the top, there are navigation links for Overview, Profile, Search, and Analytics. The main header is split into 'Criteria' and 'Result' sections. On the left, there is a search bar and a 'Course Type' filter menu with options: All (selected), Classroom, Online, Event, and Certification. The main content area displays a list of search results under the heading 'Learning Object Name'. Each result includes an icon, the course title, type, start/end times, description, room, and an 'Enroll' button. The results shown are:

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

At the bottom of the results list, it says '705 Results (0 Selected) - Page 1 Of 45' and provides links for 'Select All', 'Unselect All', 'Remove Selected', and 'Remove Unselected'.

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.

	<b>2016 FSRMC RN 9N Transitional Care Unit Annual Competency</b> 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	<b>Enroll</b>
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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

**Criteria** Calendar View

Search for... Search

**Catalog** ▶

**Course Type** ▶

- All
- Classroom
- Online
- Event
- Certification

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).

**Criteria** Calendar View **Result List**

Get [x] Search Learning Object Name

- 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
- Gettina Started with ADO.NET 4 DataSets usina Visual Basic 2010

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

**Criteria** Calendar View **Result List** New

getting re [x] Search Learning Object Name

**Catalog** ▶

**Course Type** ▶

- Classroom/Online
- Classroom
- Online
- Event

Advanced Search ▶

	<b>Getting Ready to Present</b> Type: On-Line Training Course Description: 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 "if" relearn. Find out as much as you can about your audience, and clearly define your purpose. Then	<span>Enroll</span>
	<b>Getting Results without Direct Authority: Building Relationships and Credibility</b> Type: On-Line Training Course Description: 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	<span>Enroll</span>
	<b>Getting Results without Direct Authority: Influencing Your Boss</b> Type: On-Line Training Course Description: 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	<span>Enroll</span>
	<b>Getting Results without Direct Authority: Persuasive Communication</b> Type: On-Line Training Course Description: 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	<span>Enroll</span>
	<b>Getting Results without Direct Authority: Reciprocity</b> Type: On-Line Training Course Description: 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	<span>Enroll</span>

Search Tab – Advanced search

**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.

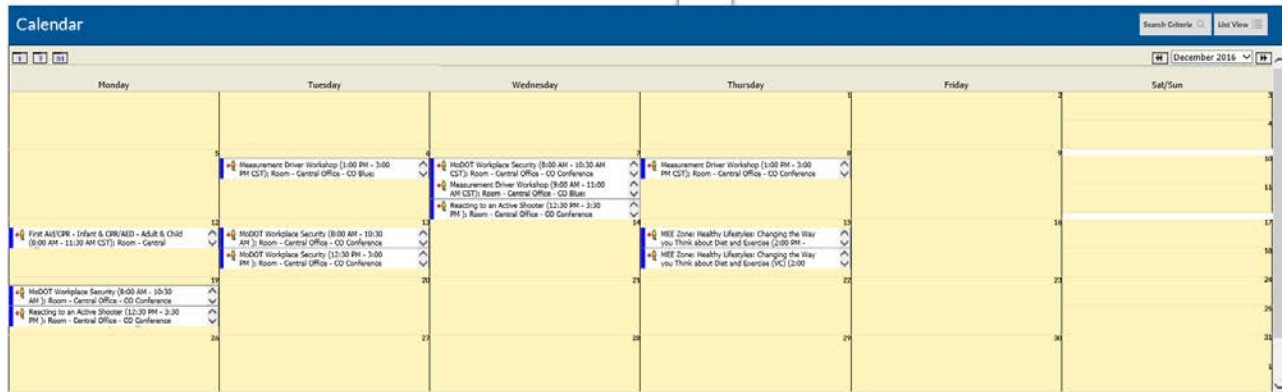
Narrow to a date Range by selecting Specific Date, then entering a Start Date and End Date.

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

Search Tab – Calendar search



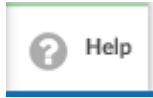
Click **Calendar View** button to view scheduled classroom-based course instances (classes) for which you are able to enroll in a monthly calendar.



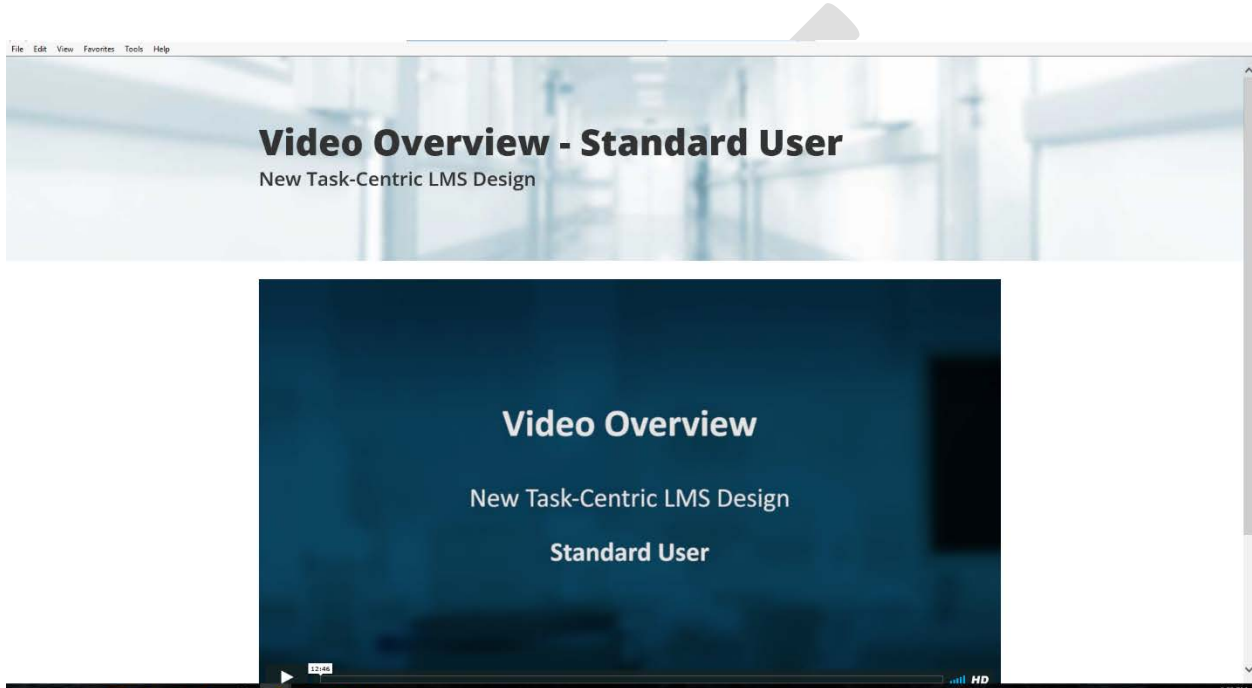
Calendar Search – Options

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

## 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.

