The LMS delivers online computer-based training and assessments and maintains your training transcript.

**Logging In**

All employees will be able to access the Duke Learning Management System (LMS) through the Duke@Work self-service website (work.duke.edu) using your NetID and password. The link for the Learning Management System is called “MyLearning” and is accessible under the MyCareer section.

**Creating a Bookmark**

To create a bookmark to the LMS directly, edit the address to:
https://lms.duhs.duke.edu/Saba/Web/Cloud

**Finding Learning**

**Learning That Has Been Assigned to You**

You can find any learning that has been assigned to you on the LMS home page in the **In-Progress Learning Activities** section. To view more, click **View All In-Progress Activities**. The courses should display.
Searching and Browsing for Learning
The Catalog is a list of all the learning items in the system. Courses can be delivered in a classroom (instructor-led), online (web-based) or a combination of both (blended). Like courses can be grouped together into a Curriculum. Courses that expire and must be completed again are Required Learning.

You can search or browse the Catalog to find learning. The Browse Category link allows you to search for learning items by category area rather than name. The Search link allows you to enter the details of a particular course, offering, package, certification, or curriculum. You can pull down the menus to make selections. In the text field, you can use the % as the wildcard character to replace one or more characters. So, you could search for instructor-led research-related courses in the next six months using the search string “%research%”.

Hint: You can open multiple LMS screens on multiple tabs in the browser.

Registering and Completing Learning
After searching and browsing the catalog, click either the course title or the View Details link for the specific course to view more details. Your view and the available choices depend on the type of course and course content offered. The Learning Assignments tab provides specific details about this course.

Registering for Courses
You can register for the offerings, certifications, curricula or packages by clicking the Register link.

Launching Online Content
Once you have registered for an online course, the Register link changes to Launch Content. You can also click the Launch button. The module opens in a new window. This window includes a playbar and/or buttons to move from screen to screen.

Handling Tasks
Click the name of the task to reveal more information about it. For example, the task description may indicate that you should print the files listed. Again, click the name to open the file. When you are finished, click the Mark Complete button.

Sessions
Sessions are instructor-led classroom sessions that are part of a blended course or a curriculum. Click the session to learn the details such as date, time, and location.

Dropping a Course
From the My Learning tab, you can select a course or offering. In the More Actions field, pull down the menu and select Drop.
Reviewing Learning That You Previously Completed
From the My Learning tab, select All Learning Activity from the left bar. Highlight the Actions field and select View Learning Assignments. The Progress Report page displays. Click the Launch button.

If the course Completion Status has changed from Not Evaluated to either Successful or Unsuccssful, you will find the course and it’s content in your Learning Transcript. From your home page, click the View Comleted Learning link. Once you have found the course, place your cursor over the Actions link for that course.

Click the View Learning Assignment link. The Launch button is now available. Click Launch. The online content opens in a new window.

Viewing Your Transcript
From the LMS home page, you can view a list of all your completed courses by selecting View Completed Learning from the Navigation Links section. Your completed courses display here.

What If My Transcript Seems to Be Missing Items??
Not all training completion data has been converted to the LMS. The LMS will include training records for training that has been completed in the LMS and some other data that has been imported into this system. For questions about specific classes, contact the LMS Administrator.

Also, note that the transcript displayed is only for the window of time listed in the search criteria at the top of the screen. To view training that was completed before this window of time, change the date in the Completion Date After field to an earlier date and click Search.
Printing an Official Transcript

Now that you can print your training record at any time, most classes no longer offer a formal certificate. In some cases, you may need to print your training transcript to provide a record of continuing education credits.

1. Click the Reports tab.
2. Leave all the fields blank and click the Search button.
3. Place the cursor over the Actions link corresponding to the Transcript Report for a Learner. The Actions popover appears.
4. Click the Execute link.
6. Click the print icon.

7. Click Export. The report displays in a PDF reader window. You can now save or print the document.