



Using the Duke Learning Management System (LMS)

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.

Duke Learning Management System

Welcome to the Duke Learning Management System (LMS).

For instructions on how to register and complete a web based training module click the following link:
[LMS Instructions](#)

For DOCR classes and presentations, type "DOCR" in the catalog search field for a listing of offerings. Click on the "Contact Us" tab above for general information about CEU credit and detailed registration instructions.

For general FAQs select the Contact Us tab above.

In-Progress Learning Activities

Name	Registration Date	Actions
DUH Pharmacy - Pediatric Sterile Compounding Procedures Module	09/20/2012	Launch
DUH Pharmacy - Annual Training for Hazardous Sterile Compounding		Begin Registration
DUH Pharmacy - Annual Training for Pediatric Sterile Compounding for RPh's		View Details
DUH Pharmacy - Annual Training for SPC Operations		Begin Registration
DUH Pharmacy - Annual Training SPC Premix Validation Checklist		Begin Registration
DUH Pharmacy - Annual Validation for Media Fill Test Validation Checklist		Begin Registration
DUH Pharmacy - Biannual Training for Hazardous Sterile Compounding (Validat...		Begin Registration
DUH Pharmacy - Biannual Training for Pediatric Sterile Compounding (Validat...		Begin Registration
DUH Pharmacy - Biannual Training for SPC Premix		Begin Registration
DUH Pharmacy - TPN and Automation for RPh and Tech		Begin Registration

1. Launch to open and complete the online training.

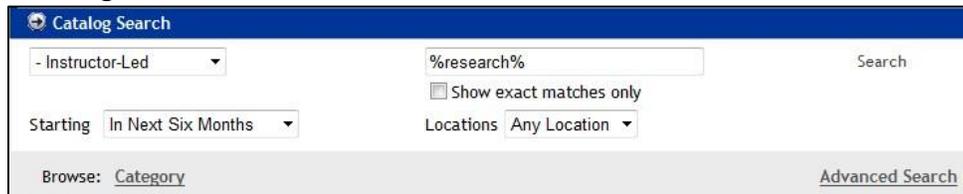
2. Begin Registration means you need to complete the registration process to access the online course

3. View Details means you have completed the registration and now you need to launch and complete the online learning as in pic 1

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%".



The screenshot shows a 'Catalog Search' window with the following elements:

- Search criteria dropdown: - Instructor-Led
- Search text input: %research%
- Search button: Search
- Checkbox: Show exact matches only
- Starting dropdown: In Next Six Months
- Locations dropdown: Any Location
- Browse link: Browse: [Category](#)
- Advanced Search link: [Advanced Search](#)

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.

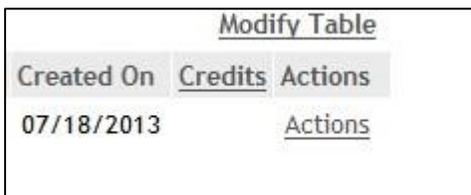
Dropping a Course

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 Unsuccessful, you will find the course and its content in your Learning Transcript. From your home page, click the **View Completed Learning** link. Once you have found the course, place your cursor over the **Actions** link for that course.

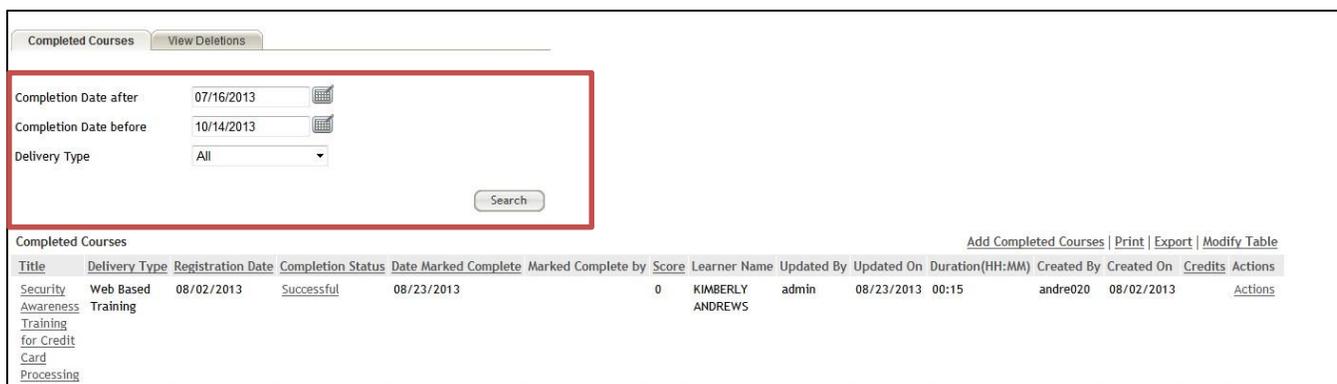


Created On	Credits	Actions
07/18/2013		Actions

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.



Completed Courses View Deletions

Completion Date after: 07/16/2013
Completion Date before: 10/14/2013
Delivery Type: All

Search

Completed Courses [Add Completed Courses](#) | [Print](#) | [Export](#) | [Modify Table](#)

Title	Delivery Type	Registration Date	Completion Status	Date Marked Complete	Marked Complete by	Score	Learner Name	Updated By	Updated On	Duration(HH:MM)	Created By	Created On	Credits	Actions
Security Awareness Training for Credit Card Processing	Web Based Training	08/02/2013	Successful	08/23/2013		0	KIMBERLY ANDREWS	admin	08/23/2013 00:15		andre020	08/02/2013		Actions

What If My Transcript Seems to Be Missing Items??

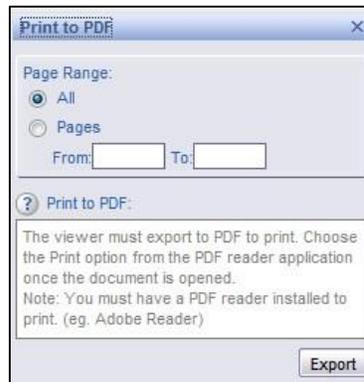
Not all training completion data has been converted to the LMS. The LMS will include training records for training that has been completed in the LMS and some other data that has been imported into this system. For questions about specific classes, contact the LMS Administrator.

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.
5. Click **Generate Report**. The report opens in a new browser window.
6. Click the print icon.



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