

NATIONAL TRAINING CENTER

Information Systems and Analysis Department

Desktop Procedure

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| Title: | Learning Management System Training POC User Guide |
| Number: | ISA-DP-272 |
| Revision: | 1 |

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REVISION HISTORY

| Rev. | Date | Description of Revision |
|------|----------------------|--|
| 1 | 05/22/14 10/26/12 | Removed HSS logos from all images Updated to conform to the latest LMS release. |
| 0 | 08/21/11 | Original document. |

1.0 PURPOSE

This desktop procedure describes the sequence of events necessary for Training Points of Contact (POCs) to utilize the Learning Management System (LMS) at the U.S. Department of Energy (DOE) National Training Center (NTC).

2.0 SCOPE

This document applies to all Training POCs responsible for administering departments within the NTC LMS.

3.0 RESPONSIBILITIES

Although each individual is responsible for his or her duties listed in this section, these duties may be delegated to another individual who is equally qualified to perform the same function.

3.1 LMS Administrator

The LMS Administrator is responsible for ensuring the functionality of the LMS and the integrity of the data housed within the LMS.

3.2 Training Point of Contact

The Training POC is responsible for verifying the accuracy of student information and processing all training requests in a timely manner.

4.0 OPERATIONS

4.1 NTC LMS - POC Administrator Login

4.1.1 Navigate to the **NTC LMS Administrator Site** at <https://lms.ntc.doe.gov/admin>.

4.1.2 Enter the Username and Password, and choose **Submit**.



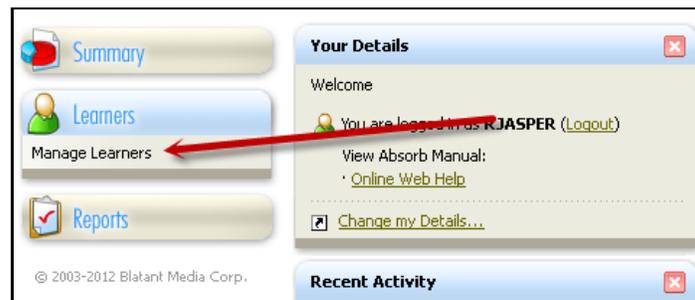
The screenshot shows a login form titled "Please log in >". It contains two text input fields: "Username" and "Password". Both fields have a red "Required" label to their right. Below the "Password" field is a checked checkbox labeled "Remember me". At the bottom of the form is a blue "Submit" button. The logo for "absorb LMS SUITE" is located at the bottom center of the form area.

4.2 View Student List

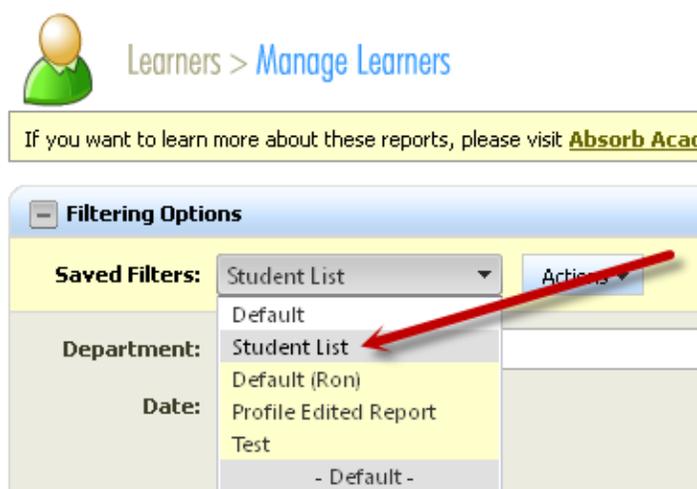
4.2.1 Click **Learners**.



4.2.2 Click **Manage Learners**.



4.2.3 Select saved filter **Student List** to automatically populate a list of all learners. If it does not automatically populate the learner list, click the **Search** button to force the list to load.



4.3 Student Search

4.3.1 To search for a particular student, enter search criteria in the column text box and click **Enter**.

| Last Name | First Name | Depto |
|----------------------|----------------------|--------------|
| <input type="text"/> | <input type="text"/> | |
| TERRY | HOWARD | NTC- (Con |
| HILLMANN | MICHAEL | NTC- (Con |
| Kaniho | Peggy | NTC |
| CARSON | CHARLES | NTC- (Con |
| Francisco | David | NTC |

4.3.2 To refine the selection, click the magnifying glass and select the desired criteria from the list.

| Last Name | First Name | Department | Use |
|----------------------|----------------------|------------------------------|-----|
| <input type="text"/> | <input type="text"/> | | |
| TERRY | | C-REGISTRATION ontractor) | HOV |
| HILLMANN | | C-REGISTRATION ontractor) | MIC |
| Kaniho | | C (Contractor) | P.K |
| CARSON | | C-REGISTRATION ontractor) | CH |
| Francisco | | C (Contractor) | Dav |
| | | NTC-REGISTRATION | |

4.3.3 If the magnifying glass does not appear in the column name, you may need to resize the column by clicking and dragging the column margin.

| Last Name | First Name | Department | Username |
|----------------------|----------------------|------------------------------|------------|
| <input type="text"/> | <input type="text"/> | | |
| Toth | Aaron | NTC (Contractor) | aaron.toth |
| Berger | Aaron | NTC (Contractor) | aaronberg |
| Choren | Alexander | NTC-REGISTRA (Contractor) | achoren |

4.4 Changing the Sort Order

To sort data, click the column name. To reverse the sort order, click the column name a second time.



4.5 Student Active/Inactive/Suspended Search

4.5.1 Click **Users** tab.



4.5.2 Check one or more of the “Show” option check boxes to filter by student activity. Once you have made your selection, click **Search**.

4.6 View Student Transcript

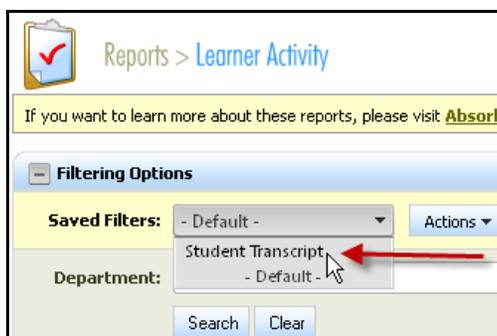
4.6.1 Click **Reports**.



4.6.2 Click **Learner Activity**.



4.6.3 Select **Saved Filters: Student Transcript** to automatically populate a list of all transcripts. If it does not automatically populate the transcript list, click the **Search** button to force the list to load.



4.6.4 To sort and search, follow the same procedure used to sort student names.

4.6.5 To view transcripts for a student, locate the student in the records and click **View**.

| Courses Completed | Enrollments | Report |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | View |
| 3 | 3 | View |
| 0 | 4 | View |

A red arrow points from the first row to the 'View' link in the second row.

4.7 **Approve or Deny Enrollment Requests**

As the Training POC, you can approve or deny enrollment requests in one of two ways: Approval/Denial email or Course Approval Reports.

4.7.1 Approve or Deny Email

You will receive an automated email notification when your student requests enrollment into an instructor-led course. You can approve or deny enrollment requests by following the “Approve” or “Deny” links in your email.

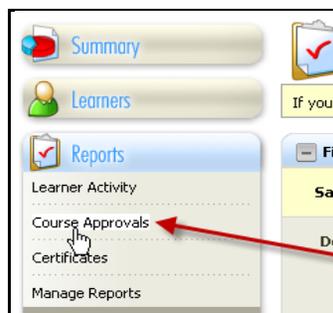
Note: It is a best practice—and highly recommended—that you use the Course Approvals Report rather than relying on email. Doing so will prevent issues with spam filters, mail rules, white lists, etc. If you choose to rely on email, you should at least check the approval report on a regular basis as an auditing procedure.

4.7.2 Course Approvals Report

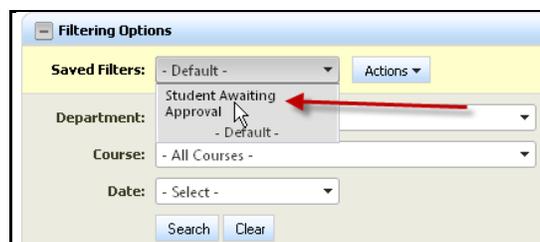
4.7.2.1 Click Reports.



4.7.2.2 Click Course Approvals.



4.7.2.3 Select Saved Filter **Student Awaiting Approval** to automatically populate a list of all courses to be approved or declined. If it does not automatically populate the course list, click the **Search** button to force the list to load.

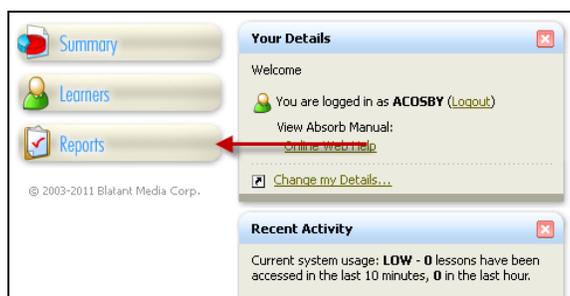


4.7.2.4 Approve or decline the requested training by selecting the checkbox in the appropriate column. Click **Apply Changes**.

| First Name | Middle Name | Last Name | Course | Lesson | Username | Email | Apply Date | Approve | Department | Decline |
|------------|-------------|-----------|-----------|--------------------|------------|----------------------|--------------------------|--------------------------|--------------|--------------------------|
| Spider | | Man | NEWTES-77 | Session Title TEST | Spider.Man | lragland@ntc.doe.gov | Jul 14, 2011 08:46:03 AM | <input type="checkbox"/> | special TEST | <input type="checkbox"/> |

4.8 View Student Certificates

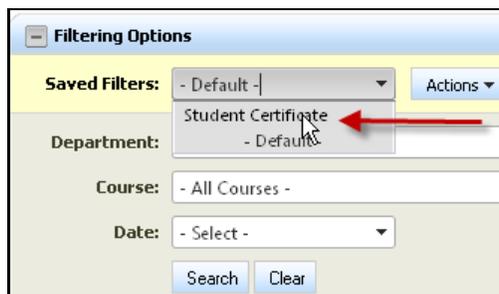
4.8.1 Click **Reports**.



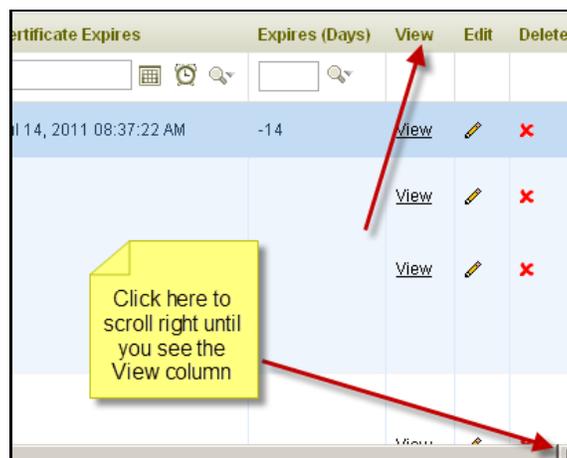
4.8.2 Click **Certificates**.



4.8.3 Select Saved Filter **Student Certificate** to automatically populate a list of all certificates awarded to learners. If it does not automatically populate the certificate list, click the **Search** button to force the list to load.

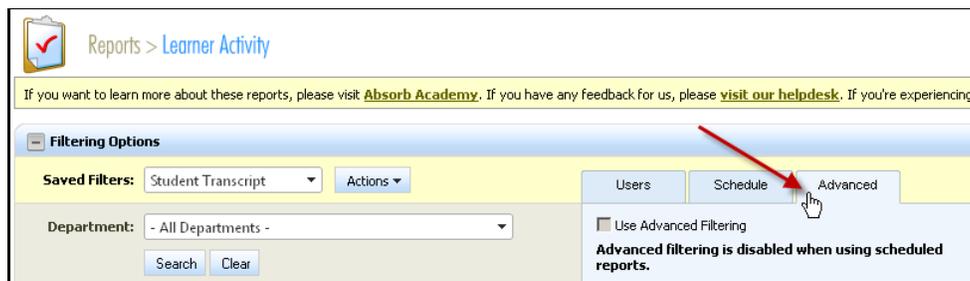


- 4.8.4 To sort and search, follow the same procedure as sorting student names.
- 4.8.5 To view transcripts for a student, locate the student in the records and click **View**.
- 4.8.6 To view and/or print certificates, click the **View** link to open the certificate. Click **Print Certificate** to print the certificate.

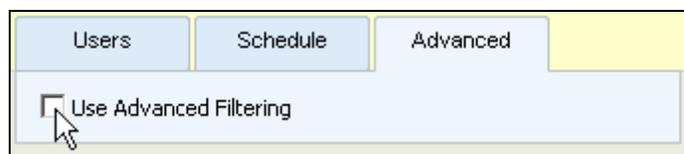


4.9 Advanced Filtering

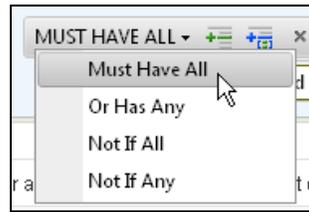
- 4.9.1 Click the **Advanced Tab**. Using the Schedule tab capability will disable the Advanced Filtering tab.



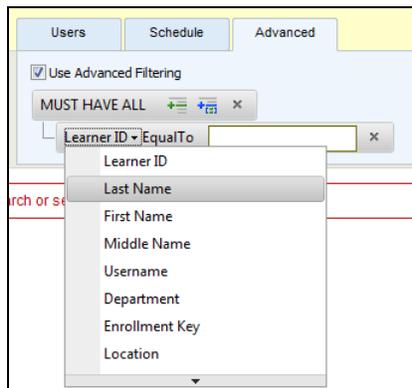
- 4.9.2 Check **Use Advanced Filtering**. Once checked, previously hidden options will appear below the box.



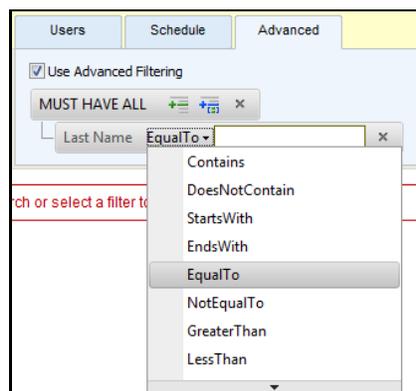
4.9.3 Select filter method.

4.9.4 Click the green plus (+) icon .

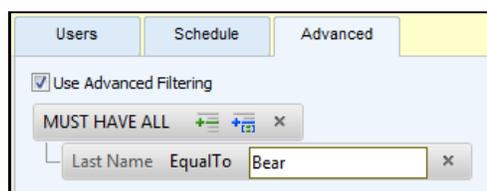
4.9.5 Click the first header to select specific data.



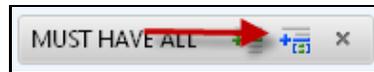
4.9.6 Click the second header for filter options.



4.9.7 Enter search criteria. (The example below would return all users with a last name of "Bear".)

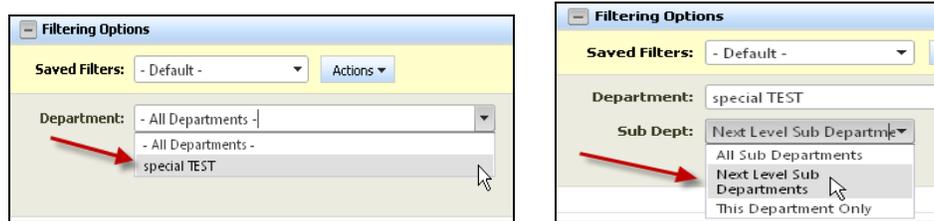


NOTE: You may choose to filter by multiple data sets (i.e., by first AND last name) by adding additional filter criteria with the blue plus (+) icon. If you choose multiple filter criteria, follow steps 3-7 for each criterion.

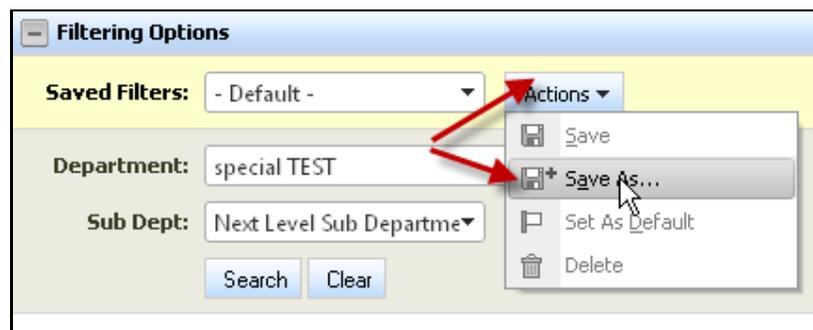


4.9.8 Click the **Search** button or press the **Enter** key to begin the search.

NOTE: You may narrow your search by Department and Sub Department as well.



4.9.9 You may choose to save your custom report for future use. Saved reports will be found under the “Saved Filters” drop-down menu.



4.10 Manage Student Enrollment

4.10.1 Navigate to the [NTC's Registration Resources page](#).

4.10.2 Open the “NTC Registration Request Form”. (Fields highlighted in yellow are for NTC internal use only.)

4.10.3 Fill out the form following these guidelines:

- Name should be in Last, First MI format (e.g. Doe, John Q).
- NTC LMS Learner ID is their username (e.g. JOHN.DOE).
- Contractor field designates employee status, C for contractor, F for Federal.
- Site is the student's site.
- Site address is the mailing address for the student's site.
- Office Phone is the phone number and extension for the student.

NOTE #1: Students must have an HSPD-12 badge for access to the NTC site. If they do not have an HSPD-12 badge, you must contact [NTC Security](#) at least two weeks prior to attending class.

NOTE #2: You may enroll up to six students per NTC Registration Request Form.

4.10.4 Save the form to your computer, and email it to [NTC Registration](#).