Quick Reference Guide

# Manager's Guide to the LMS

**Contents**



The LMS is the system of record for Duke University and DUHS employee training. This document is focused on showing how managers can access information needed to manage research administration staff and their certifications.

Learn how to identify key information on the progress of your employees' learning that is not available in other systems.

## AVAILABLE TOOLS FOR MANAGERS

### Training Tracker: Training Search

Available for Company Code 0010 only. Search for any team member's completed training transcript. Find certificates achieved over time, a full history of successful class completions, and continuing education credits earned.

### Training Tracker: Certification Search

Available for Company Code 0010 only. Quickly check active certifications held by team member's and their continuing education (CE) credit totals for the current and previous Fiscal Year (FY).

### Duke LMS: Saba Cloud

Find information not available in Training Tracker. The LMS only shows details on your direct reports. Information includes training course sign-ups, quiz scores, classes with unsuccessful results, and time spent in online modules.

*Find more details about using the Training Tracker in its dedicated guide.*

## HOW TO SELECT THE RIGHT TOOL

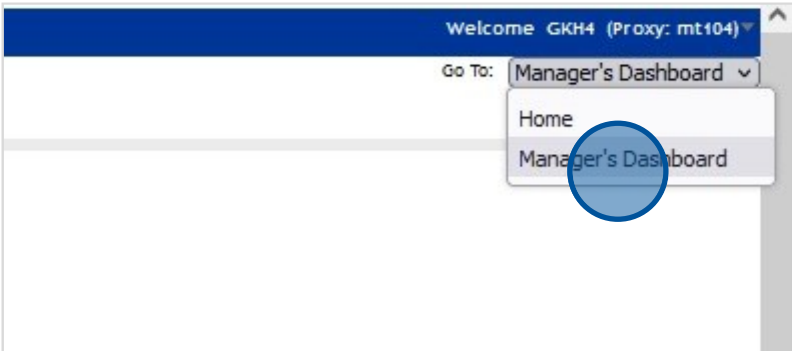
Review the different features and learn how to choose the best option to find the information you need.

| Tool Features | LMS | Training Search | Certification Search |
|---|---|---|---|
| Search for any Duke Employee's records | No | **Yes** | **Yes** |
| Filter by RACI Job Code or BFR | No | **Yes** | **Yes** |
| Access records for direct reports only | **Yes** | No | No |
| Find information for non CC 0010 employees | **Yes** | No | No |
| Review successfully completed courses | **Yes** | **Yes** | **Yes** |
| Review unsuccessful courses | **Yes** | No | No |
| Find class schedules | **Yes** | No | No |
| Check quiz grades | **Yes** | No | No |
| Check attempts & time spent with online modules | **Yes** | No | No |

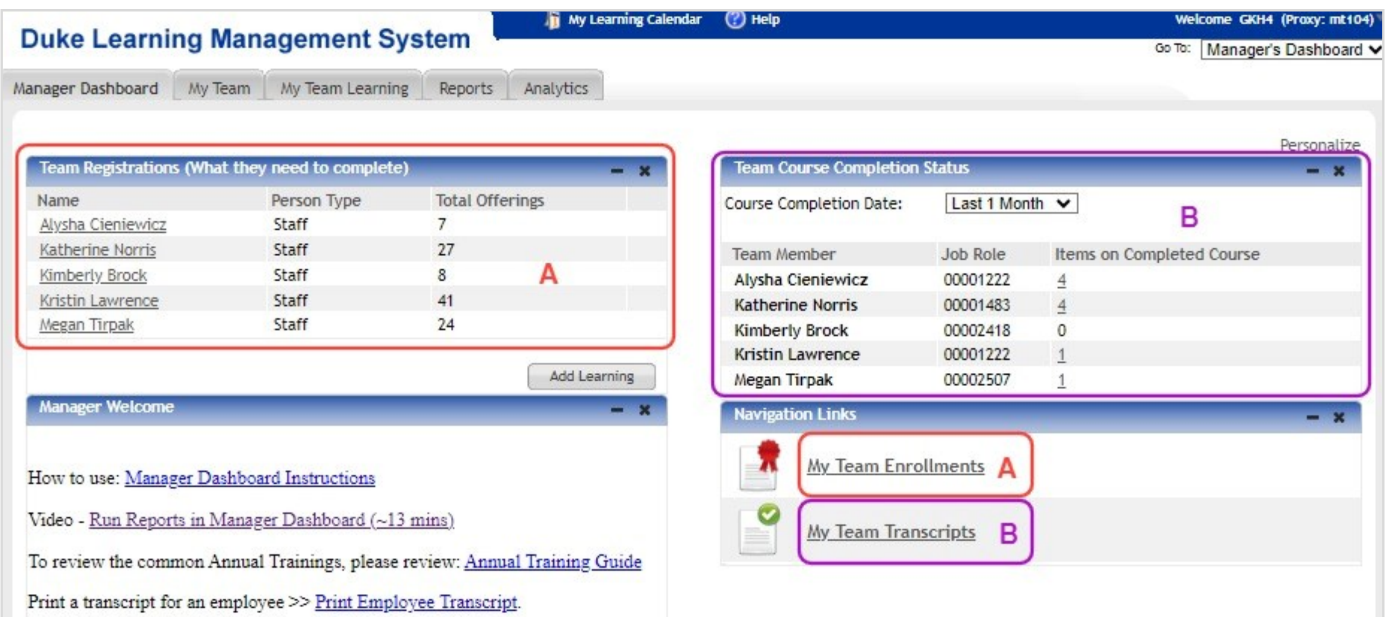
# Manager's Guide to the LMS

## ▸ Part 1 - Access the Manager's Dashboard

1. Go to https://lms.duhs.duke.edu/Saba/Web/Cloud
2. Select **Manager's Dashboard** from the **Go To** dropdown in the top left of the home screen.




3. The Dashboard consists of multiple ways to get at the same information:
   a. Registration/Enrollments: information on team members' pending classes that have not occurred yet or online modules that have not been completed
   b. Transcript/Course Completion: information on team members' classes that have occurred or online modules that have been completed



# Manager's Guide to the LMS

## ▶ Part 2 - Pending Registrations

Use this tool to find the following details on pending learning opportunities:

**Classes**

- Number of sessions included in the course
- Session dates & times

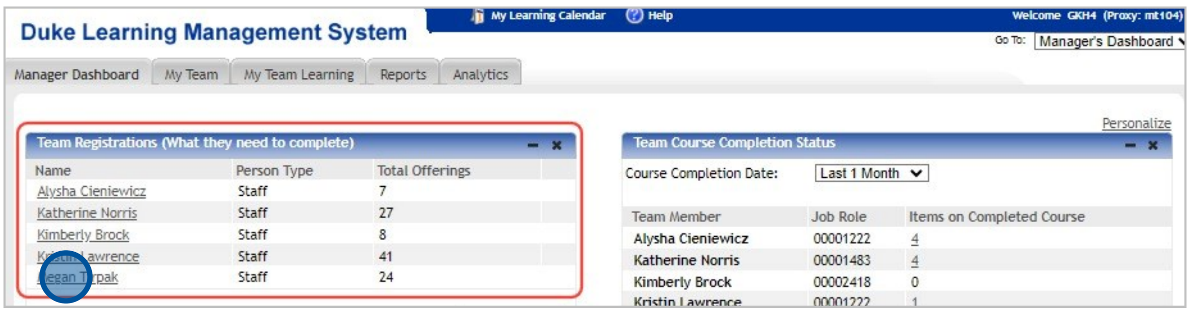
**Online Modules**

- Length of the module
- Attempts available and completed
- Amount of time spend by learner in the module

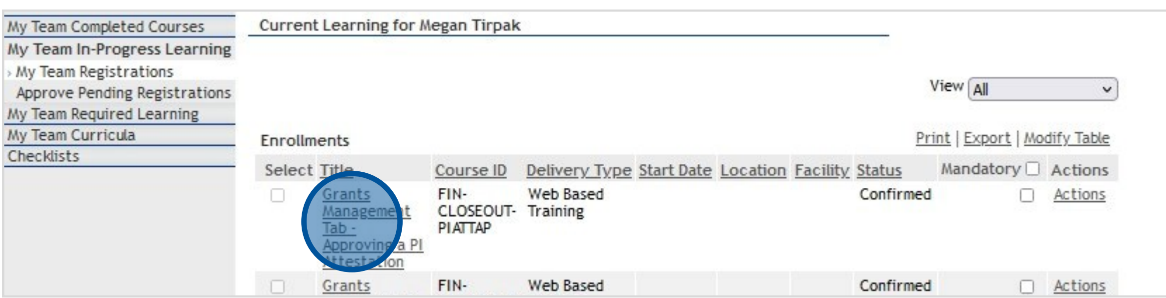
**Both**

- Title and description of content
- Number of Continuing Education credits

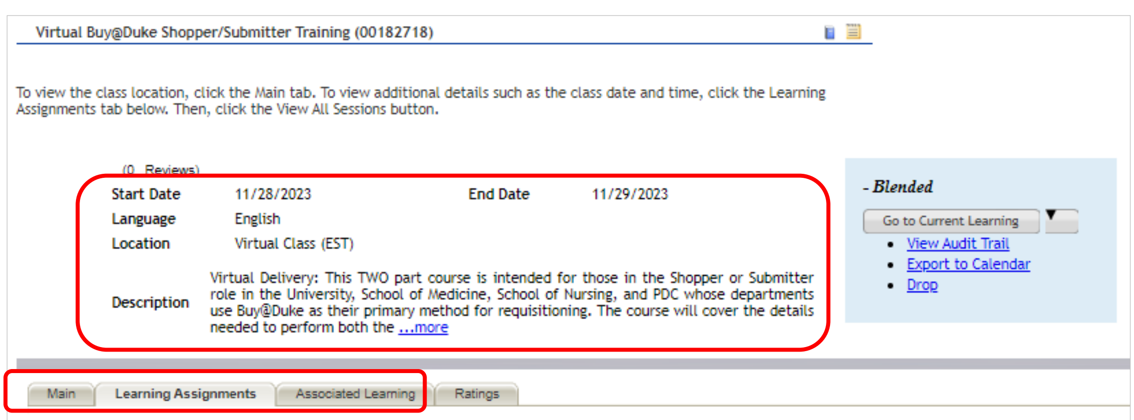
1. Click on the name of a team member in the **Team Registrations** widget on the Manager's Dashboard.




2. The **Current Learning** screen shows all pending or incomplete learning opportunities for the team member.
3. Click on the link in the **Title** column to view the Details Screen for that course.



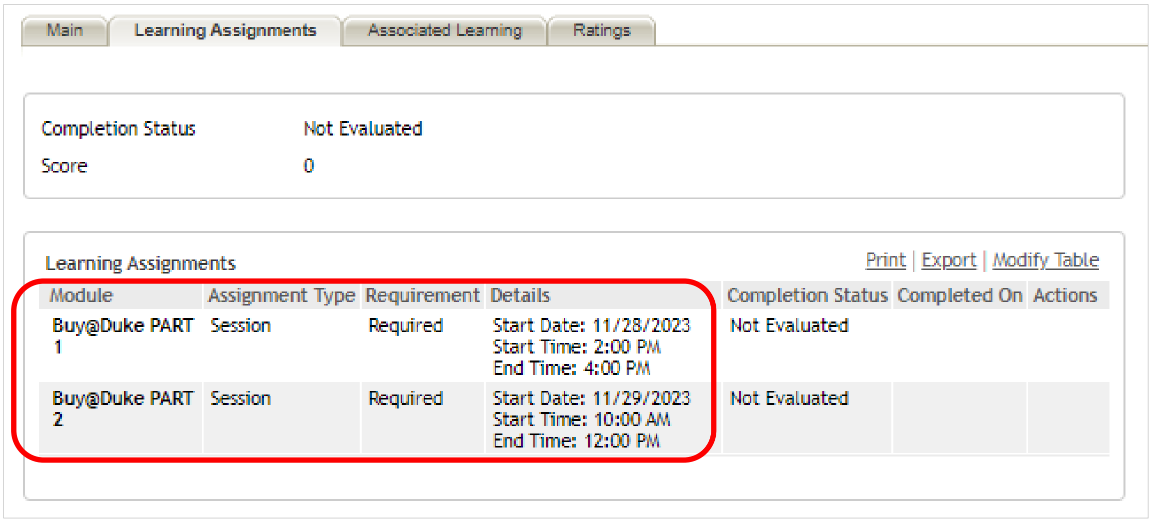

4. The Details Screen shows the important information in the header and then in two tabs: **Main, Learning Assignments**, and **Associated Learning**. The page defaults with the **Learning Assignments** tab selected.



# Manager's Guide to the LMS

## For Instructor-Led Classes

5. The **Learning Assignments** tab for classroom sessions will include the scheduling date for all sessions required to be completed to finish the courses. The example below is a 2-part class.



Main | Learning Assignments | Associated Learning | Ratings

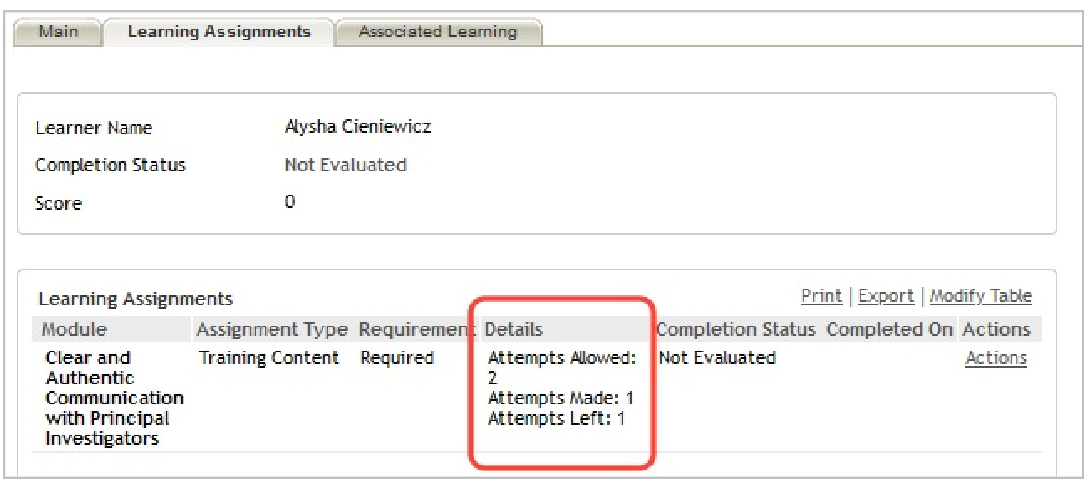
| | |
|---|---|
| Completion Status | Not Evaluated |
| Score | 0 |

Learning Assignments — Print | Export | Modify Table

| Module | Assignment Type | Requirement | Details | Completion Status | Completed On | Actions |
|---|---|---|---|---|---|---|
| Buy@Duke PART 1 | Session | Required | Start Date: 11/28/2023<br>Start Time: 2:00 PM<br>End Time: 4:00 PM | Not Evaluated | | |
| Buy@Duke PART 2 | Session | Required | Start Date: 11/29/2023<br>Start Time: 10:00 AM<br>End Time: 12:00 PM | Not Evaluated | | |

## For Online Modules

6. The **Learning Assignments** tab for online modules will show the available attempts to complete the module.



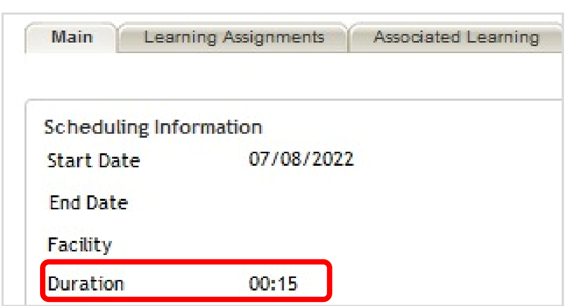
Main | Learning Assignments | Associated Learning

| | |
|---|---|
| Learner Name | Alysha Cieniewicz |
| Completion Status | Not Evaluated |
| Score | 0 |

Learning Assignments — Print | Export | Modify Table

| Module | Assignment Type | Requirement | Details | Completion Status | Completed On | Actions |
|---|---|---|---|---|---|---|
| Clear and Authentic Communication with Principal Investigators | Training Content | Required | Attempts Allowed: 2<br>Attempts Made: 1<br>Attempts Left: 1 | Not Evaluated | | Actions |

7. The **Main** tab shows the estimated amount of time needed to complete the module.

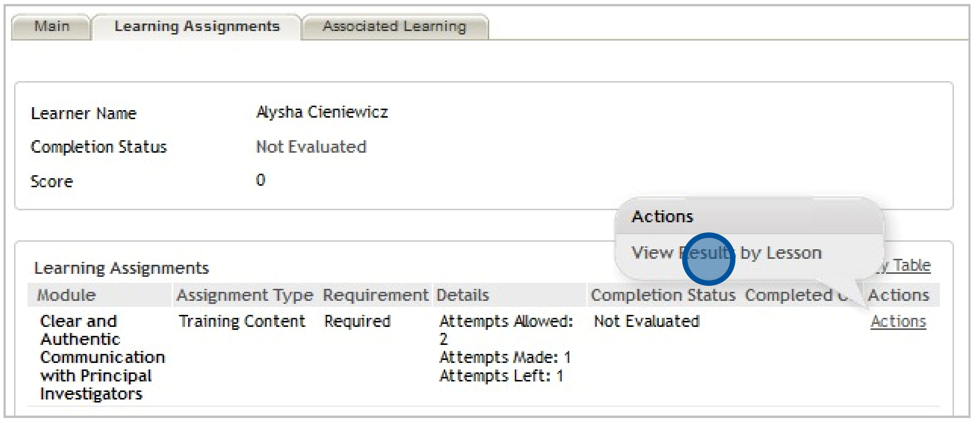


Main | Learning Assignments | Associated Learning

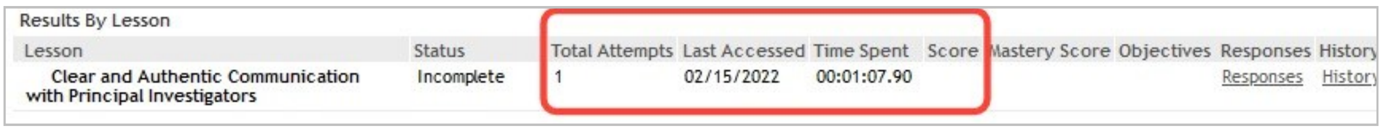
Scheduling Information

| | |
|---|---|
| Start Date | 07/08/2022 |
| End Date | |
| Facility | |
| Duration | 00:15 |

8. Click **Actions** > **View Results...** to access details on the attempts.

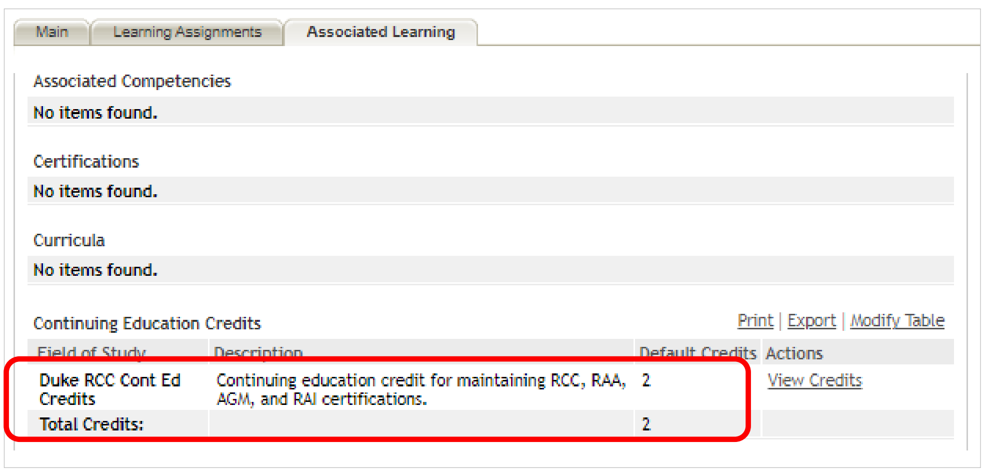



9. This displays historical information and time spent in the online modules.




## All Learning Types

10. Click the **Associated Learning** tab to see the Continuing Education credits available for the course.



# Manager's Guide to the LMS

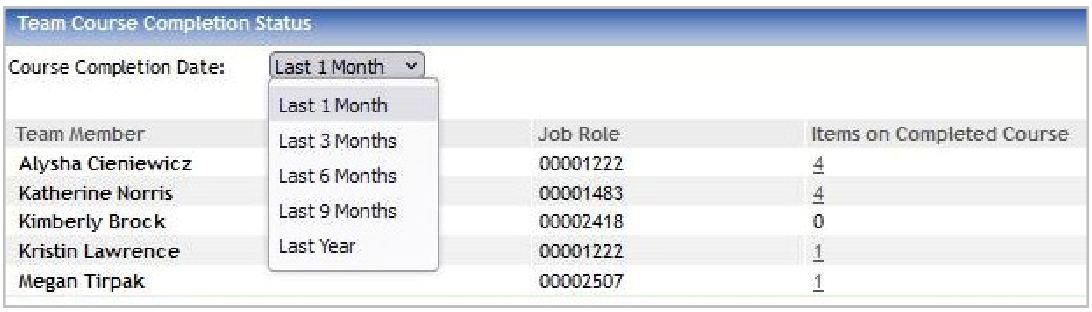
## Part 3 - Course Completions

Use this tool to find the following details on completed learning opportunities:

- When they registered for the class
- When the class was marked complete
- When the class occurred (if applicable)
- What the Completion Status is
- What was their Quiz Scores (if applicable)
- How many CE credits were gained

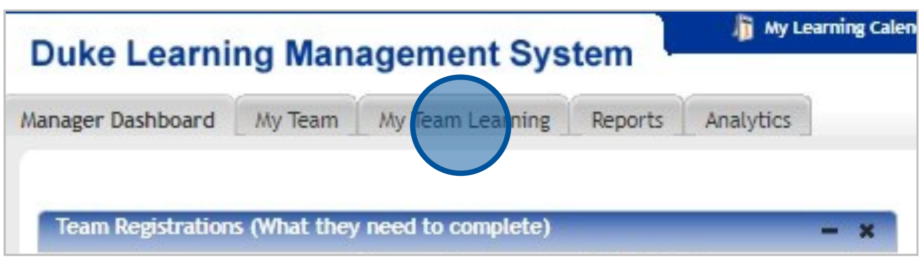
### Team Course Completion Status Widget

The Manager's Dashboard widget shows a quick snapshot of completed courses for your team based on a time period selection.

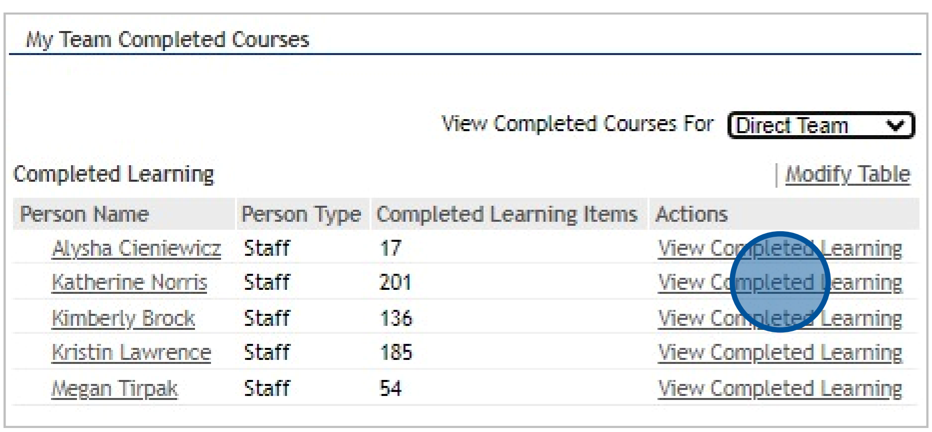



### Reviewing Course Completion Details

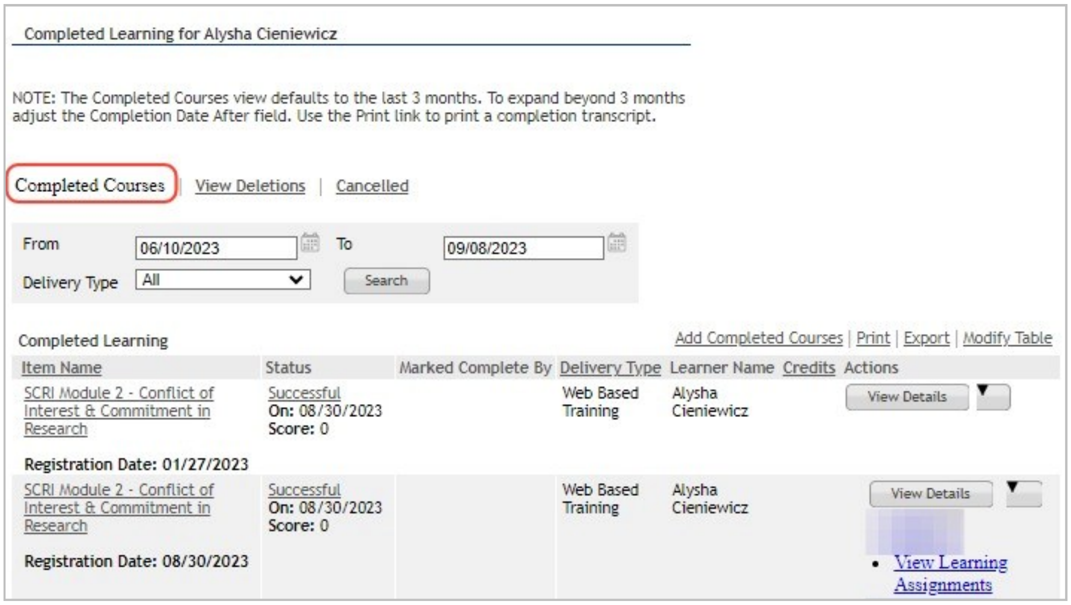
1. Click the My Team Learning from the Manager Dashboard home screen.



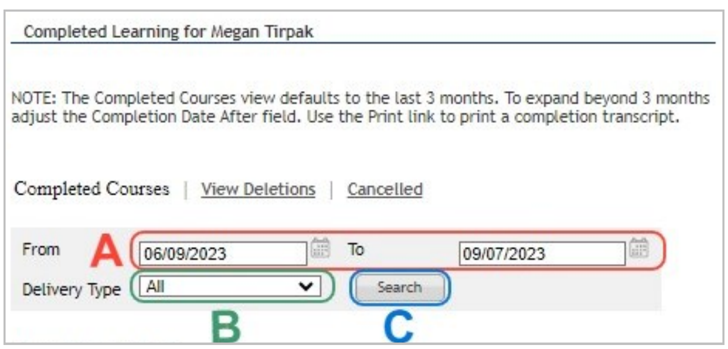

2. Select a team member and click on **View Completed Learning** in the **Actions** column.



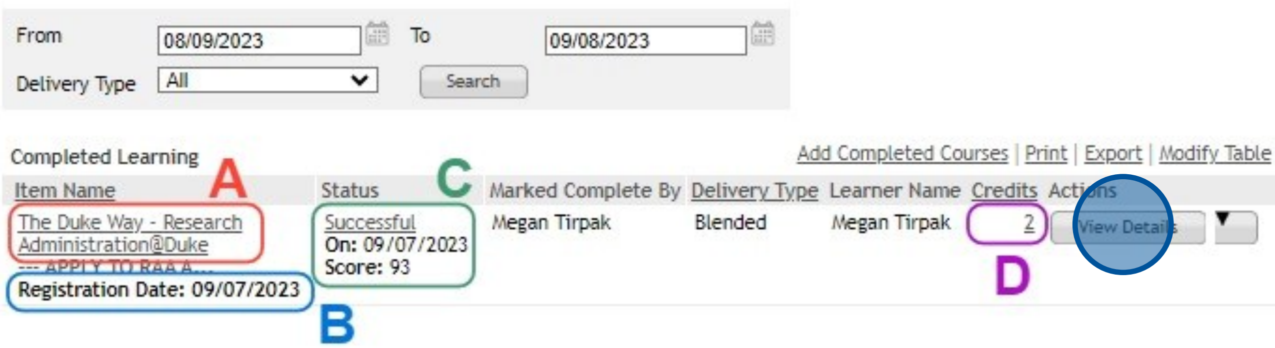
3. The **Completed Courses** screen shows the list of all learnings completed based on the default search parameters based on dates.



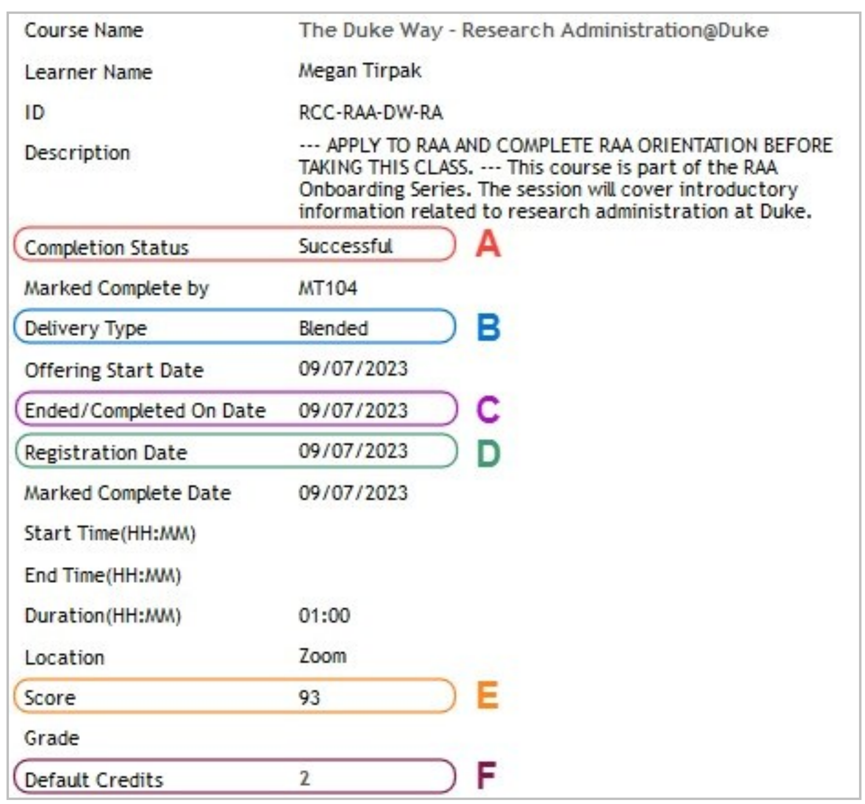

4. You can adjust the filters to view different results.
   a. Use the **From** and **To** date fields to adjust the time period
   b. Keep the **Delivery Type** selection as **All** to avoid filtering out different instruction types
   c. Click **Search** to update the results based on your filters



5. Completed Learning search results provide overview information:
    a. Item Name: Full name of the course
    b. Registration Date: when the learner registered for the course
    c. Status: Current status of the course, date marked complete, quiz score (if applicable)
        - Successful: Attended and successfully completed all classwork, received credit for the course.
        - Unsuccessful: Incomplete attendance, coursework, or failed quizzes. No credit for course.
        - Not Evaluated: Instructor has not completed the grading and processing for this class yet.
    d. Credits: Number of CE credits provided
6. Click the **View Details** button to see additional information




7. The **Completed Courses Detail** shows the course information and additional learner details
    a. Completion Status
    b. Delivery Type:
        - Instructor-Led Classes: Instructor-Led, Blended, Virtual Class
        - Online Modules or Event Attendance: Web Based Training
    c. Ended/Completed: Date of class or date module was completed
    d. Registration Date
    e. Score: Quiz grade
    f. Default Credits: the number of CE credits available for this course



## Completed Course Screen: Online Modules vs. Classroom Sessions

Some details will have different meanings or be found in different locations based on the Delivery Type.

1. Status: Successful, Unsuccessful, Not Evaluated
   a. Online Modules: Listed in **Transcript Details** and detailed below under **Results by Module**
   b. Classroom Session: Listed in **Transcript Details** only
2. Duration
   a. Online Modules: Estimated length it takes to complete the course
   b. Classroom Session: Length of the scheduled session(s)
3. Schedule
   a. Classroom Session Only: Date and time of the classroom sessions(s)