

Search, Register & Drop Classes in the LMS

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The LMS is the system of record for all Duke University and Health System employee training.

This guide provides step-by-step instructions on searching and registering for research administration courses in the Duke LMS. It includes tips on how to search for classes using course names, date for available sessions, and how to locate Research Administration specific opportunities for continuing education credits.

OBTAINING CERTIFICATIONS & CONTINUING EDUCATION

Getting Certified

Select positions and those with significant sponsored projects responsibilities are required to obtain certifications.

Certification Renewal

Once certified, employees are required to obtain continuing education credits each year to maintain their knowledge.

Career Advancement

Select positions that require these certifications include obtaining further training in career advancement metrics.

Find out more about [career management for Research Administrators](#).

WHAT DOES THE LMS DO?

For Employees

- Register and manage training courses
- Search available continuing education credit opportunities
- Access your training transcript history

For Managers

- Review pending and complete classes for your team members
- Access scores and check for successful completion of classes
- Review team members' complete transcript

Find out more about using the LMS as a Manager using resources available on [our website](#).

LMS TERMINOLOGY

The LMS is organized into "Courses" and "Offerings" understanding the difference is helpful to make sure you understand how to register for classes or search within the LMS.

LMS Course

A class that is offered to learners in the LMS that is usually offered on multiple occasions.

LMS Offering

An individual scheduled session of an LMS course or stand-alone digital learning module.

Search, Register & Drop Classes in the LMS

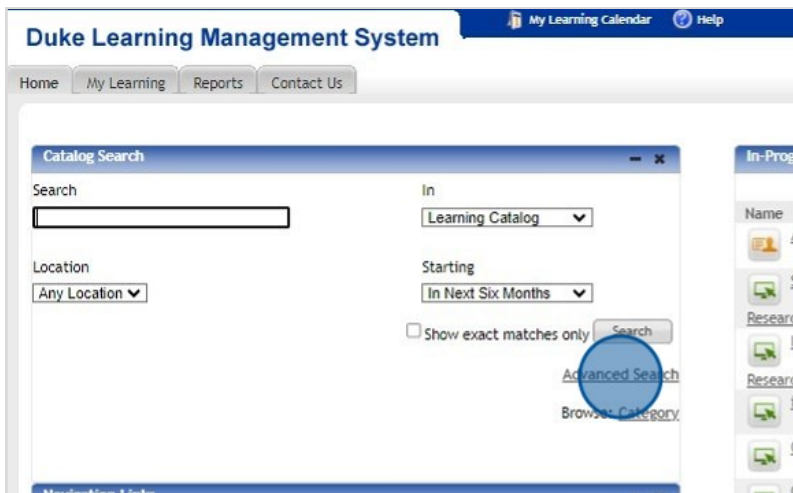
► Part 1 - Access

1. Go to <https://lms.duhs.duke.edu/Saba/Web/Cloud>.
2. Log in with your Net ID and password (if required).

► Part 2 - Search

Search Options

1. Click **Advanced Search** in the Catalog Search box on the Home page.



2. Select from these search filters to narrow down your results.
 - a. Search by **Title of Offering**. This field relies on exact text matches. Use the **%** symbol as a wildcard to broaden the search when you don't know the exact title.
 - b. Use the **Start Date** and/or **End Date** fields to narrow down the search to a specific time period

The screenshot shows a detailed search filter form. The 'Title of Offering' field contains the text '%RAA%' and is highlighted with a red box. The 'Start Date' field contains the date '09/11/2023' and is highlighted with a blue box. Other fields include 'Keyword', 'Location', 'Delivery Type' (set to 'All'), 'Language' (set to '-Select One-'), 'Category', 'Competency', 'Field of Study', 'Course Ratings' (set to 'All'), 'ID', and 'Course ID'. At the bottom, there are links for 'Simple Search', 'Configure', 'Save Search Query', 'Reset Saved Query', and a 'Search Learning Catalog' button.

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- c. Use the **Category** field and to browse all available class by typing **Research Administration**.
- d. Then select **Research Administration** from the corresponding search result dropdown.

Language: -Select One-
Category: [Search] [Clear] **C**
 ID: []
 Course ID: []

Language: -Select One-
 Category: research administration [Search] [Clear] **D**
 Name: Research Administration
 ID: []
 Course ID: []

3. Click **Search Learning Catalog**

Title of Offering: [] Location: [] [Search] [Clear]
 Keyword: [] [Search] [Clear] Delivery Type: All
 Start Date >=: 09/11/2023 Language: -Select One-
 End Date <=: [] [Search] [Clear] Category: Research Administration [Search] [Clear]
 Competency: [] [Search] [Clear] ID: []
 Field of Study: [] [Search] [Clear] Course ID: []
 Course Ratings: All
 You have a saved query.
[Simple Search](#) | [Configure](#) | [Save Search Query](#) | [Reset Saved Query](#) **Search Learning Catalog**

Search Results

4. Review the search results:

- **Course Name**
- **Delivery Type:** instructor-led, or online module
- **Date(s)** for the course
- **Session Time**
- **Maximum Enrollment:** total seats
- **Credits:** Continuing Education credits provided by the session

A	B	C	D	E	F					
Title of Offering	Delivery Type	Start Date	End Date	Session Time	Class Location	Maximum Enrollment	Current Enrollment	Credits	Offering ID	Add
Accounts Receivable for Non-Reportable Projects	Instructor-Led	11/15/2023	11/15/2023	WED 2P-4P	Virtual Class (EST)	30	1	2	00181650	Register
Accounts Receivable for	Instructor-Led	11/07/2023	11/07/2023	Tues (10A-12P)	Virtual Class (EST)	30	2	2	00181648	Register

► Part 3 - Register

Register from Search Results

1. Follow the steps in Part 2 to access registration from search results.
2. Click **Register** for the class that you want to take in the **Add** column.

Calendar View | Print | Export | Modify Table
 ent Enrollment Credits Offering ID Add
 2 00181650 **Register**

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Register from Course Search Link

This link method will allow you to select from the scheduled sessions available for a course.

1. Click on **Begin Registration**.

The screenshot shows the Duke Learning Management System interface. At the top, there are navigation tabs for 'Home', 'My Learning', 'Reports', and 'Contact Us'. The main content area displays course information for 'Virtual Buy@Duke Shopper/Submitter Training (FIN-BUY-VIRTUAL)'. It includes a star rating (0 reviews), an 'Available From' date of 06/16/2020, and a description. A blue box on the right indicates the course is '- Offered as: Blended' and contains a 'Begin Registration' button, which is circled in blue. Below the course details are tabs for 'Main', 'Learning Assignments', 'Associated Learning', and 'Ratings'. At the bottom, there is an 'Other Information' section showing the domain as 'Common'.

2. You will be taken to a **Search Catalog** screen with this class' information programmed into the search.
3. Select the option you want to attend and click **Register** in the **Add** column.

The screenshot shows the Search Learning Catalog interface. It features various search filters such as Location, Delivery Type, Language, Category, Field of Study, Course Ratings, and ID. There are also date filters for Start Date and End Date, and competency filters. A red box highlights the search criteria: 'Title of Offering' is 'Virtual Buy@Duke Shopper/Submitter Training' and 'Course ID' is 'FIN-BUY-VIRTUAL'. Below the search filters is a 'Search Learning Catalog' button. The results are displayed in a table with columns: Title of Offering, Delivery Type, Start Date, End Date, Session Time, Class Location, Maximum Enrollment, Current Enrollment, Credits, Offering ID, and Add. The 'Add' column contains a 'Register' button, which is circled in blue. The table shows one result for 'Virtual Buy@Duke Shopper/Submitter Training' with a 'Blended' delivery type and a 'Virtual Class (EST)' location.

Register from Offering Link

This link method is used to provide direct access to online learning modules.

1. Click on **Register**.

The screenshot shows the course details page for 'Web Based Training'. It includes an 'Available From' date of 12/22/2020 and a 'Language' of English. The description states: '--- APPLY TO RAA AND COMPLETE RAA ORIENTATION BEFORE TAKING THIS CLASS. --- This course is part of the RAA Onboarding series. The class covers different facets of professionalism in research administration.' A blue box on the right contains a 'Register' button, which is circled in blue, and a 'Go to Current Learning' button below it.

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► Part 4 - Confirmation

1. After registering, a confirmation screen will be displayed showing the class details.
2. Click **Go to Current Learning** to exit the confirmation screen.

Registration Confirmation

[Printer Friendly Version](#)

Order Contact: Megan Tirpak
DISBURSEMENT SERVICES TRAINING

Order Status: **Confirmed**

Order Number: 04620158

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Accounts Receivable for Non-Reportable Projects	Megan Tirpak	Instructor-Led	Confirmed	11/15/2023	WED 2P-4P	Virtual Class (EST)		Notes

[Go to Current Learning](#)

3. The course is now included in your **Current Learning** list.

Current Learning

This listing shows the courses, offerings, curricula and certifications that are currently in-progress. A course is the description of the training. The description includes any prerequisites and the method of delivery. Offerings are the scheduled training classes for each course. Certifications are the grouping of required training to maintain a certification with renewal obligations. Curricula is the grouping of specified training for a particular job function.

All | [Courses](#) | [Required Learning](#) | [Curricula](#) | [Mandatory](#)

Group courses by certifications and curricula Sort By [Registratio](#)

Name	Status	Actions
Accounts Receivable for Non-Reportable Projects (00181650) Course ID: FIN-SAP-AR_NONREPORTABLE Session Information: 11/15/2023 - 11/15/2023 - WED 2P-4P(02:00 hours) Location: Virtual Class (EST)	Confirmed Registration Date: 09/11/2023	View Details <ul style="list-style-type: none"> View Details Drop

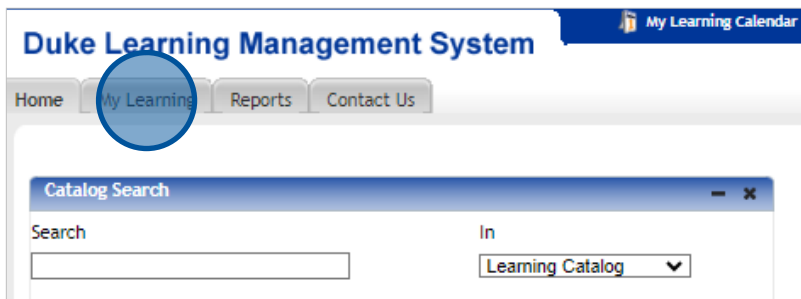
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► Part 5 - Drop a Class

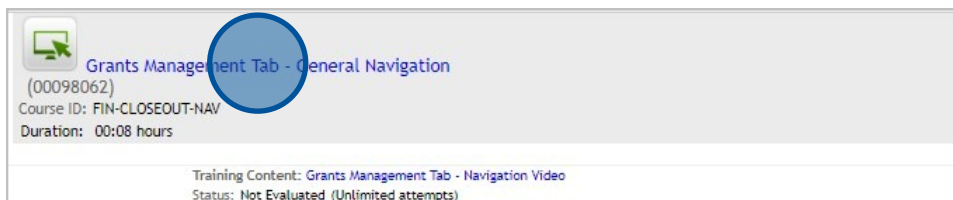
Some classes **will not** let you drop if it is too close to the scheduled session date. You will need to contact the course owner directly to see if you can be removed from the roster at the late date.

- Contact OERAF at ResearchFinanceEd@duke.edu for finance or research administration classes.
- Information for other training providers is available on the [HR LMS website](#).

1. Go to <https://lms.duhs.duke.edu/Saba/Web/Cloud>
2. Click the **My Learning** tab.



3. Click the name of the course you want to drop from your Current Learning list.



4. Click **Drop** on the bottom of the **Drop Course...** screen.



5. A dropped registration message will be shown confirming your registration has been canceled.

