# Search, Register & Drop Classes in the LMS

Contents



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.

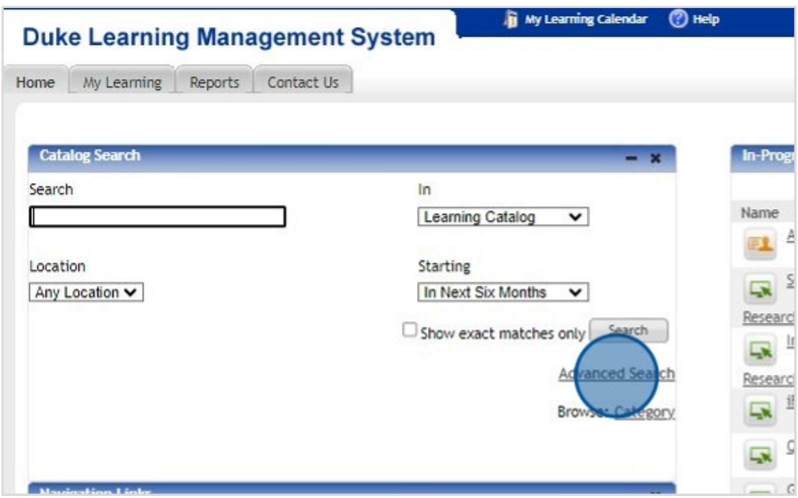
## ▶ Part 1 - Access

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

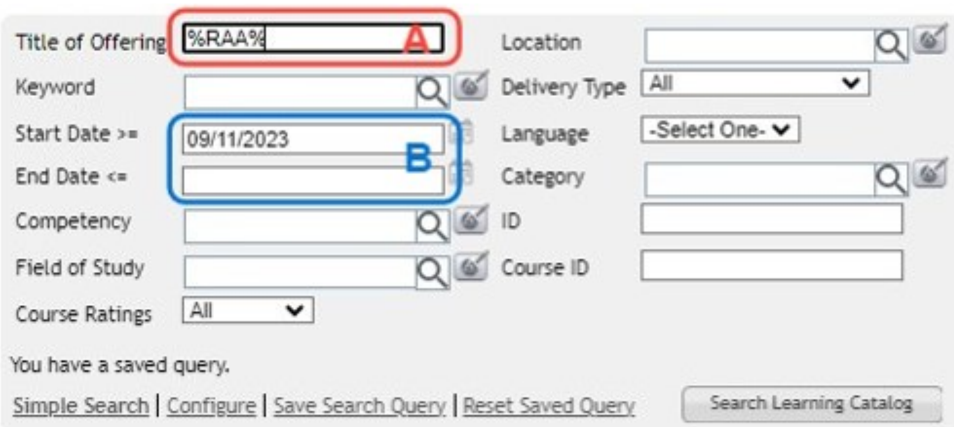
## ▶ Part 2 - Search

### Search Options

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

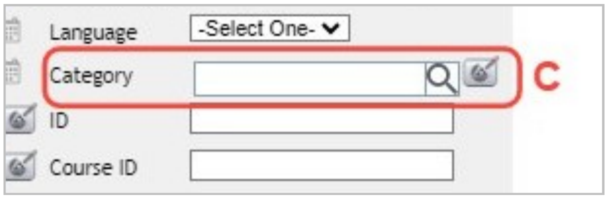



2. Select from these search filters to narrow down your results.
    a. Search by **Title of Offering**. This field relies on exact text matches. Use the **%** symbol as a wildcard to broaden the search when you don't know the exact title.
    b. Use the **Start Date** and/or **End Date** fields to narrow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



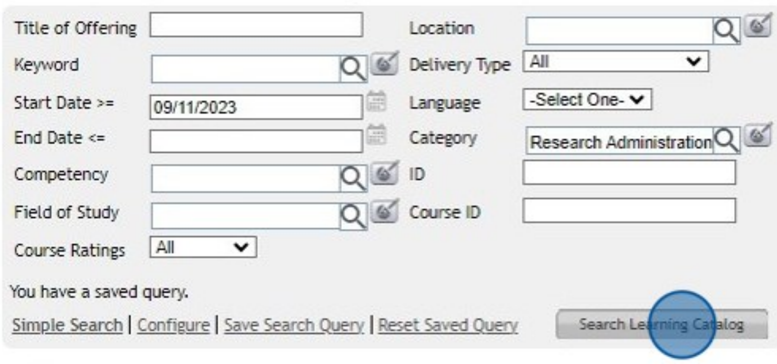
c. Use the **Category** field and to browse all available class by typing **Research Administration**.

d. Then select **Research Administration** from the corresponding search result dropdown.





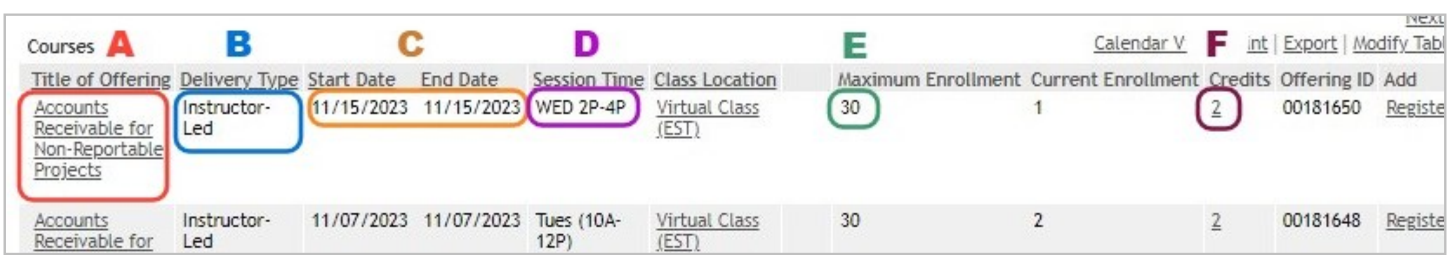
3. Click **Search Learning Catalog**




## 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




## ▸ Part 3 - Register

### Register from Search Results

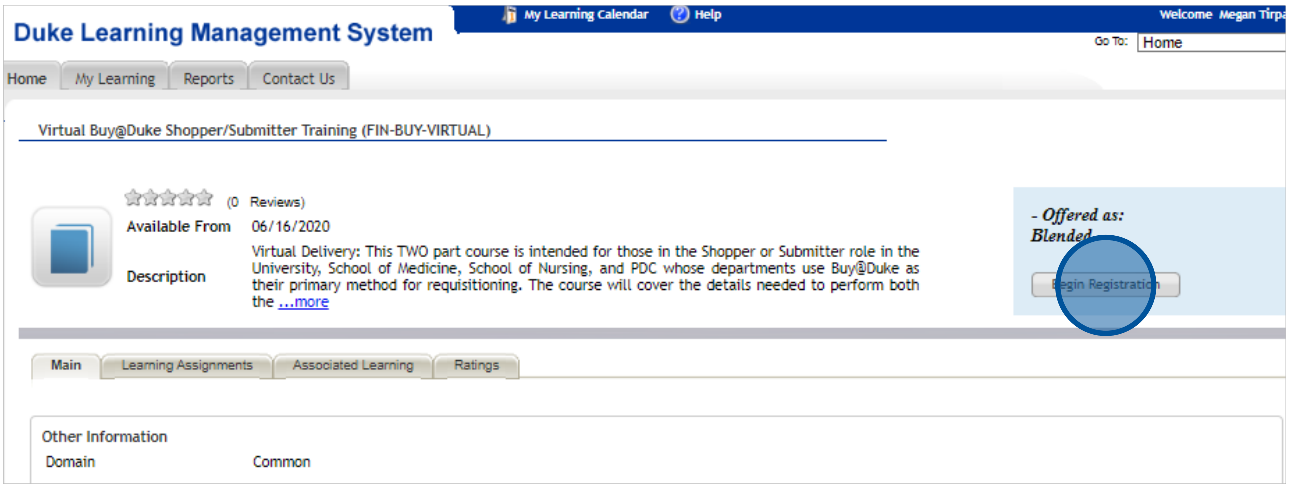
1. Follow the steps in Part 2 to access registration from search results.
2. Click **Register** for the class that you want to take in the **Add** column.

# Search, Register & Drop Classes in the LMS

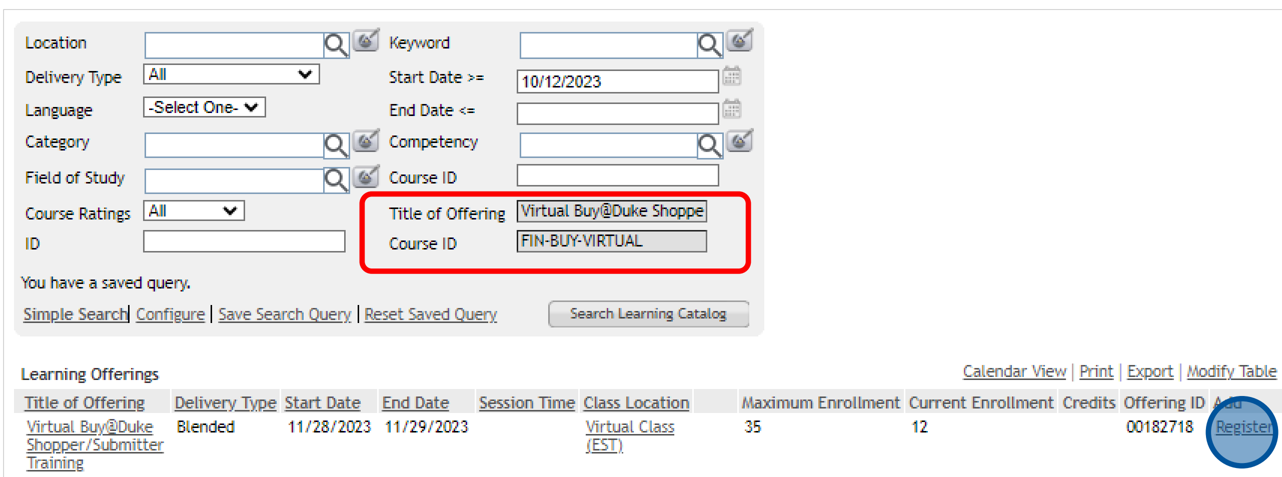
## Register from Course Search Link

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

1. Click on **Begin Registration**.



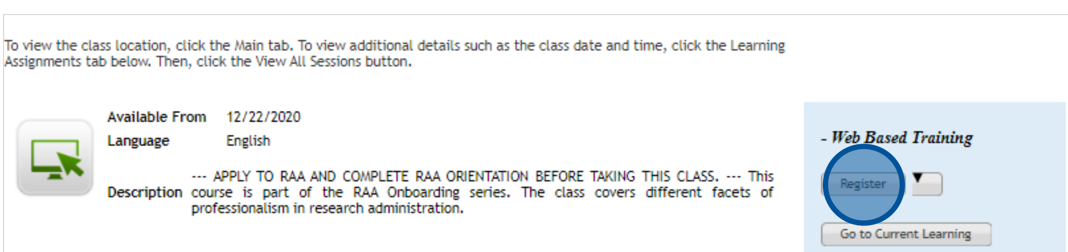

2. You will be taken to a **Search Catalog** screen with this class' information programed into the search.
3. Select the option you want to attend and click **Register** in the **Add** column.




## Register from Offering Link

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

1. Click on **Register**.



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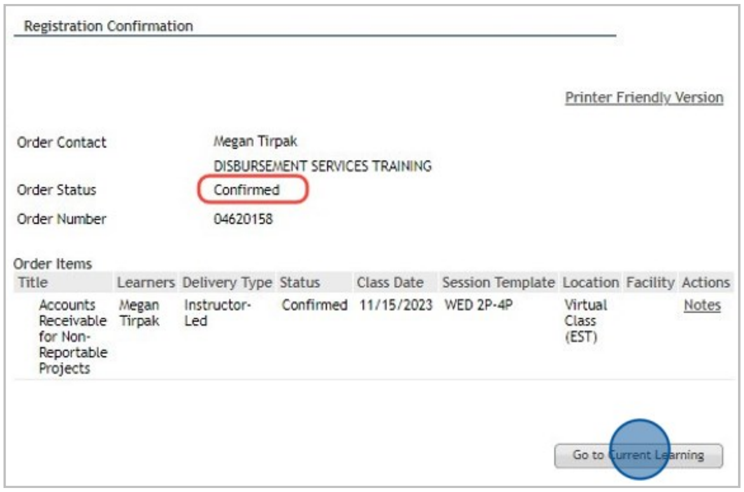
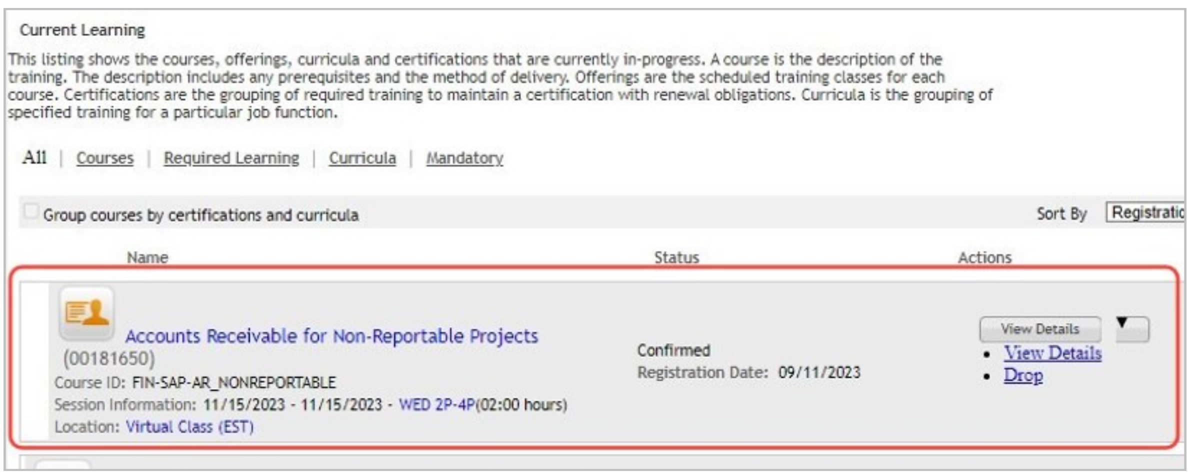
## ▶ Part 4 - Confirmation

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




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



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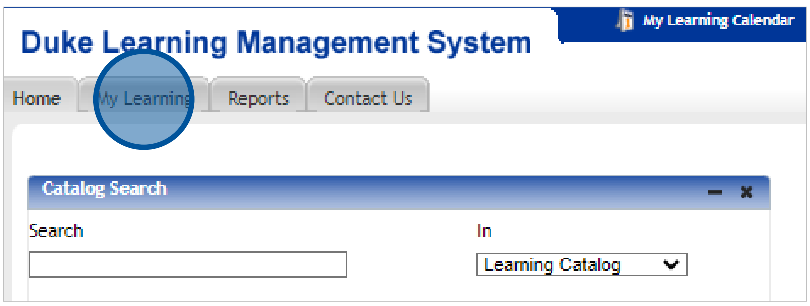
## ▶ Part 5 - Drop a Class

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.