The Duke LMS User Guide for RCC Training

A step-by-step guide and FAQs for using the LMS to register for RCC classes

Research Costing Compliance  April 2016
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Accessing the Duke LMS

1. Log in to Duke@Work, https://work.duke.edu. RCC strongly recommends using Internet Explorer 9 or below or Mozilla Firefox.

2. On the Duke@WORK screen, click on the MyInfo tab. The LMS is accessed via the MyLearning link.
**Saving the LMS Homepage as a Bookmark**

3. Add the url https://lms.duhs.duke.edu/Saba/Web/Cloud to the Bookmarks/Favorites for the browser you are using.

**Searching and Registering for RCC Classes**

4. You can search the LMS catalog from your LMS home page, under the “Catalog Search” or by clicking on “Search The Catalog” under Navigation Links.

5. To only search classes offered by RCC, or one of RCC’s partners, click the “Browse: Category” link under the Catalog Search.
6. The Browse by Category option will display many class categories in the LMS. The “Research Administration” category will allow you to search all classes offered by RCC, as well as classes offered by DOCR, ORS, and ORA that count as credit for either continuing education or certification.
7. Clicking the “Research Administration” category will allow you browse a list of all RCC and RCC partner classes. The “delivery type” indicates if the class is in-person or online. If the delivery type is “blended” or “instructor led,” the class involves classroom training. If the delivery type is “web-based training,” the class is online. The enrollment information will indicate if a class is full. If there are no seats available, the LMS will not allow you to register for the class.

8. Once you identify a class you wish to attend, click on the link to open up detailed information about the class.
9. The course description provides a brief overview of the class. If a no-show fee is charged, it is listed in the course description.

10. The “Main” tab lists the date and location of the class, if the class involves classroom instruction.
11. The “Learning Assignments” tab lists the date and start and end times of the session, if the session involves classroom training.

12. The “Associated Learning” tab will give you information about course credit. If the class is part of a certificate program, this will be listed under “curricula.” If the course counts for Continuing Education for RCC certificates, this is listed under “Continuing Education Credits,” along with the number of credits you will earn for successfully completing the course.

13. To register for the class there is a “Register” button at the top and the bottom of the page. Click this button to register for the offering.
Registering for an RCC Certificate Program

NOTE: In order to register for a certificate program (RAA, AGM, RAI, or FCC) you must apply to the certificate program and be accepted. Only those who are accepted into the certificate program will have access to the certificate program curriculum in the LMS.

14. Once accepted into a certificate program, the curriculum will appear in your In-Progress Learning on the LMS homepage. Click on this link to access the curriculum.
### Main Path
Completion Requirement: 3 of 3 Modules Required
Status: Not Completed
Percentage Completed: 0%

### RAA Core Courses (Required)
Completion Requirement: 6 of 8 Learning Items Required
Status: Not Completed
Progress: 0 of 8 Learning Items Completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAA Orientation</td>
<td>Register</td>
</tr>
<tr>
<td>Research Management@Duke</td>
<td>Register</td>
</tr>
<tr>
<td>Basic Compliance Online</td>
<td>Register</td>
</tr>
<tr>
<td>Pre-Award Fundamentals</td>
<td>Register</td>
</tr>
<tr>
<td>Post-Award Fundamentals</td>
<td>Register</td>
</tr>
<tr>
<td>Grants, Contracts and Compliance</td>
<td>Register</td>
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<tr>
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<td>Register</td>
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<tr>
<td>Grants, Contracts and Compliance</td>
<td>Register</td>
</tr>
</tbody>
</table>

### RAA Elective Courses (Required)
Completion Requirement: 4 of 11 Learning Items Required
Status: Not Completed
Progress: 0 of 4 Learning Items Completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing Subrecipients: Post A...</td>
<td>Register</td>
</tr>
<tr>
<td>Post Award Effort Management</td>
<td>Register</td>
</tr>
<tr>
<td>Award Setup</td>
<td>Register</td>
</tr>
<tr>
<td>Making Adjustments to Sponsored Projects</td>
<td>Register</td>
</tr>
<tr>
<td>Steps in Closeout</td>
<td>Register</td>
</tr>
<tr>
<td>Reconciliation of Sponsored Pr...</td>
<td>Register</td>
</tr>
<tr>
<td>ORA #Submissions</td>
<td>Register</td>
</tr>
<tr>
<td>ORA NH RPR (Research Perform...</td>
<td>Register</td>
</tr>
<tr>
<td>ORA Other Support</td>
<td>Register</td>
</tr>
<tr>
<td>Introduction to Export Control</td>
<td>Register</td>
</tr>
<tr>
<td>Intro to Lab, DSAR</td>
<td>Register</td>
</tr>
</tbody>
</table>

### RAA Final Exam (Required)
Completion Requirement: 1 of 1 Learning Items Required
Status: Not Completed
Progress: 0 of 1 Learning Items Completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAA Final Exam</td>
<td>View Curriculum</td>
</tr>
</tbody>
</table>
15. The curriculum lists the number of modules required to complete the curriculum. In this example, there are three required modules.

16. Each module is listed, with required elements to complete the module. For the RAA curriculum example above, there are three modules required:
   - All core courses must be completed;
   - Elective Courses – Four of the elective courses must be completed. You should register for the electives selected by your supervisor on the Elective Decision Matrix;
   - Final Exam – this must be completed after all core and elective requirements are met.

17. For any of the required or elective courses, you can register for an offering directly from this page. Click the register link and follow directions to register for classes.

18. You will not be able to view the final until the date/time of the proctored final.

   NOTE: You can also register for classes using the instructions in the “Searching and Registering for RCC Classes” section and these classes will count towards certificate program requirements if you are enrolled in a certificate program.

Locating a Class in Your In-Progress Learning

In-Progress Learning Activities can be found on your Duke LMS homepage. Learners can see the classes in which they are currently enrolled.
19. The Duke LMS automatically sorts In-Progress Learning Activities alphabetically. You may sort the In-Progress Learning Activities by assigned on date, due date, registration date, or event start date.

20. The LMS homepage may not show all In-Progress Learning Activities, if you are currently enrolled in several classes. To view all In-Progress Learning Activities, click on the “View All In-Progress Activities” link at the bottom of the page.

21. To get to the LMS page of a particular class, click on the name of the class in the In-Progress Learning.

**NOTE:** Classes remain in your In-Progress Learning Activities until RCC has completed administrative tasks in the LMS, which occurs within 3 days of the quiz and evaluation deadline.

**Dropping a Class**
Most RCC classes can be dropped by the user up to 24-hours prior to the class date/time.

22. On the home tab, go to in-progress learning. Click on the name of the class you wish to drop.
23. Click the View Confirmation button.

24. If you wish to drop the class, click the Drop link.

   **NOTE:** If you are outside of the drop window, or if the class is required, and you are unable to drop, you may not see a “drop” button.
25. You will be asked to confirm that you wish to drop the offering. When the pop-up window appears, click OK.

26. The next screen will show your updated status as “Cancelled” for the class. The Drop link will no longer be visible.
Completing the Quiz and Evaluation

RCC will email all confirmed class attendees, notifying that the quiz and evaluation are ready. The email includes a deadline for completing the quiz and evaluation. After receiving that email, follow the steps below to complete the quiz.

27. The quiz and evaluation are found on the learning assignments tab. To launch the quiz, click the “launch” button. The final date to take the quiz is listed as the “end date” for the quiz.

   **NOTE:** Ensure pop-up blockers are turned off, as the quiz launches in a new window.

   **NOTE:** The quiz times out after 15 minutes of inactivity. Please allow yourself enough time to complete the quiz after you launch it.

28. To launch the course evaluation, click the “launch” button.
29. RCC is uploading the slides and class handouts. You can open the files to assist you in completing the quiz, or download for future reference. The handouts will continue to be available in the Attachments section of the Learning Assignments tab, even after the class is completed.

**Viewing Completed Learning (Transcript)**

Completed classes will be reflected in Completed Learning after RCC completes administrative tasks in the LMS, which occurs within 3 days of the quiz and evaluation deadline.

30. From the Duke LMS homepage, click on the “My Learning” tab.
31. Select “All Learning Activity” from the left-side navigation.

32. Change the date in the From and/or To field in order to include all completed learning for the date range you wish you view and click the Search button. If you want to view completed learning for the current fiscal year, the From field should be the first day of the fiscal year (example, 07/01/2015 is first day of fiscal year 2016). Click Item Name to sort Completed Courses by title.
33. To view the number of continuing education credits earned for a completed course, click the View Details button.

34. The Transcript Details reflect the number of Default Credits (continuing education credits) received for successfully completing the class. If you do not see credits for a completed class, either the class does not provide credit or you did not successfully complete (pass) the class.
**Tips for Using the Duke LMS**

Use the table below to help navigate you to the appropriate place in the LMS to complete these tasks.

<table>
<thead>
<tr>
<th>LMS Task</th>
<th>Where on LMS Homepage</th>
<th>Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for upcoming training opportunities</td>
<td>Catalog Search</td>
<td>Click “Category” link to search for a class in the Research Administration category</td>
</tr>
<tr>
<td>Register for training</td>
<td>Catalog Search</td>
<td>After searching the catalog for a class, click on the class title to see further details. Time of class is in Learning Assignments tab.</td>
</tr>
<tr>
<td>Cancel or drop registration</td>
<td>In-Progress Learning Activities</td>
<td>You must click the “View Confirmation” button. Then, click the “Drop” link to cancel. After cancellation, you will get a confirmation e-mail.</td>
</tr>
<tr>
<td>View in-progress learning</td>
<td>In-Progress Learning Activities</td>
<td>Click View All at the bottom of In-Progress Activities if registered for several classes. In-progress learning can be sorted in multiple ways for easier search.</td>
</tr>
<tr>
<td>View already attended/completed training</td>
<td>My Learning Tab</td>
<td>Click “All Learning Activity” in left navigation. Enter date range of classes you wish to view. To view current fiscal year training, enter first date of fiscal year in From field (Ex. 7/1/2015). Classes are “Complete” after RCC completes administrative tasks within 3 days of the quiz &amp; evaluation deadline.</td>
</tr>
<tr>
<td>Complete any class requirements (quiz, evaluation, etc.)</td>
<td>In-Progress Learning Activities</td>
<td>All course requirements are in Learning Assignments tab of the class page.</td>
</tr>
<tr>
<td>View credits earned</td>
<td>View credits earned for the current fiscal year in the RCC Training Tracker</td>
<td>Conduct a Certification Search to view the number of credits for the current fiscal year. Click the current FY credits to view the credit details.</td>
</tr>
</tbody>
</table>
Frequently Asked Questions about the Duke LMS

Help! I cannot find the date/time/location of a class!
The date, time, and location can be viewed prior to enrolling in a class in the LMS. Class date and location are listed in the “Main” tab of a class offering, and the start time and end time are listed in the “Learning Assignments” tab. View Searching and Registering for RCC Classes section of the LMS User Guide for RCC Training for further details about locating this information in the LMS.

I am registered for a class, but I would like to switch to a different date. The LMS will not let me register for the new class. What should I do?
The LMS will not allow you to register for two offerings of the same class. In order to register for a new offering, drop the offering you wish to cancel first, and then register for the new offering. If you are unable to drop the class, contact the class owner to request to be dropped. Learn about how to drop a class in the LMS User Guide for RCC Training.

I am registered for a class, but I need to cancel my registration for the class. How do I drop a class?
Most RCC classes can be dropped (cancelled) by the user no later than 11:59 p.m. the day prior to the scheduled class date. From your In-Progress Learning, click on the name of the class you wish to drop. Click the “View Confirmation” button. On the next page, click the “Drop” link. You will get a confirmation e-mail.

I need to drop a class, but the “Drop” button is not there. Why, and what can I do?
If you are attempting to cancel on the day of the class, the LMS will not allow you to drop the class. The Financial Services No-Show Fee Policy can be viewed at http://finance.duke.edu/research/training/index.php#noshow. If you need to drop a class after the “Drop” button has been removed, please contact RCC at rcc-cert@duke.edu.

I am having trouble launching the quiz. What should I do?
If you are a Mac user, you may try using Firefox. Turn off the pop-up blocker and make sure your computer has had the most recent Java update installed. If you have launched the quiz, and you are having technical difficulties, please take screen shots and contact RCC at rcc-cert@duke.edu.

I complete the quiz, but the class still shows up in my “In-Progress Learning,” not “Completed Learning.” What should I do?
Classes will not show up in your completed learning until RCC completes a few administrative tasks. RCC must allow everyone time to complete the quiz and course evaluation. After your score is marked and status is updated, you will see the course in your Completed Learning. Our goal is to have classes completed about 3 days after the quiz and evaluation deadline. As long as you received a score, no action is needed on your end.
**Why can’t I find a class in my Completed Learning?**

If you took the class recently, see FAQ, “I completed the quiz, but the class still shows up in my ‘In-Progress Learning,’ not ‘Completed Learning.’” You may also need to change the search criteria of the Completed Courses page. To reflect all training you have completed during this fiscal year, enter the first date of the current fiscal year (July 1) in the Completion Date After field (example, enter 07/01/2015 to view all training to date during FY16).

**I logged on to the LMS to take the quiz, but I cannot access it. How can I take the quiz?**

First, please ensure that RCC emailed notification that the quiz is open. If you did not receive notification, the quiz may not be available yet, or you may not have signed the roster in class. If you received email notification that the quiz is available, review the email to confirm the deadline for completing the quiz. If it is after the deadline, you will not be able to access the quiz. If you are able to access the quiz after the deadline, RCC will not provide credit for quizzes completed after the deadline.