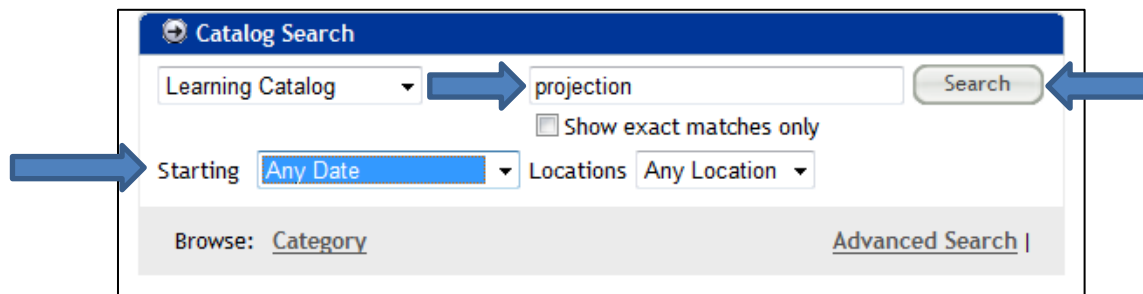


Registering for and Completing the Faculty Projection and Reporting Tool for Grant Managers and Business Managers

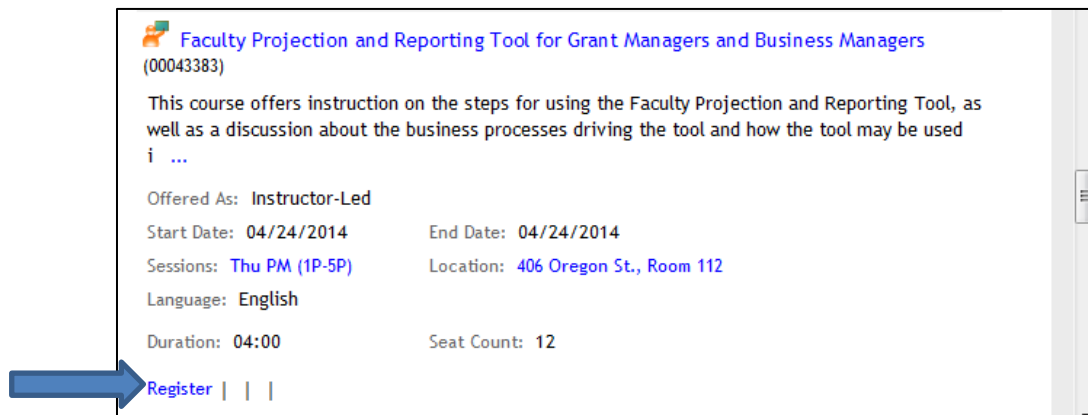
Training in the Duke LMS

1. Log into the Duke LMS (<https://lms.duhs.duke.edu/prodcontent>).
2. At the Duke LMS Home screen, in the Catalog Search field, type “**projection.**”
3. In the **Starting** field, select “**Any Date**” from the menu.
4. Click the **Search** button.



The screenshot shows the 'Catalog Search' interface. At the top, there's a search bar with the text 'projection'. To the left of the search bar is a dropdown menu labeled 'Learning Catalog'. Below the search bar, there's a checkbox labeled 'Show exact matches only'. To the left of the search bar, there's a 'Starting' dropdown menu set to 'Any Date'. To the right of the 'Starting' dropdown is a 'Locations' dropdown menu set to 'Any Location'. At the bottom right of the search bar is a 'Search' button. Below the search bar, there's a 'Browse: Category' link and an 'Advanced Search |' link.

5. Scroll through the results to find the **Faculty Projection and Reporting Tool for Grant Managers and Business Managers** course. Select the offering for the desired date.



The screenshot shows the course details for 'Faculty Projection and Reporting Tool for Grant Managers and Business Managers' (00043383). The description states: 'This course offers instruction on the steps for using the Faculty Projection and Reporting Tool, as well as a discussion about the business processes driving the tool and how the tool may be used'. The offering is 'Instructor-Led'. The start date is '04/24/2014' and the end date is '04/24/2014'. The sessions are 'Thu PM (1P-5P)' and the location is '406 Oregon St., Room 112'. The language is 'English'. The duration is '04:00' and the seat count is '12'. A blue arrow points to the 'Register' link.

6. Click the **Register** link. Note, if the pre-requisites for this class have not been met, you will receive a message indicating what learning needs to be completed.

7. On the **Confirmation** page, click the **Go to In-Progress Learning** link.

Registration Confirmation

[Printer Friendly Version](#)

Order Contact

KIMBERLY BROCK

Billed To

DISBURSEMENT SERVICES TRAINING

Order Status

Confirmed

Order Number

00335563

Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Faculty Projection and Reporting Tool for Grant Managers and Business Managers	KIMBERLY BROCK	Instructor-Led	Confirmed	04/24/2014	Thu PM (1P-5P)	406 Oregon St., Room 112		Notes

Go to In-Progress Learning

8. Click the **View Details** button.

 Faculty Projection and Reporting Tool for Grant Managers

Managers (00043383)

Session Information: 04/24/2014 - 04/24/2014 - Thu PM (1P-5P)(04:00 hours)

Location: 406 Oregon St., Room 112

Status: Confirmed (Registration Date: 01/07/2014)

View Details

more actions

9. Read the course description. Note the no-show fee statement.

Faculty Projection and Reporting Tool for Grant Managers and Business Managers (00043383)

TIP: To view the room name or class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

Drop Back

Delivery Type Instructor-Led

Description This course offers instruction on the steps for using the Faculty Projection and Reporting Tool, as well as a discussion about the business processes driving the tool and how the tool may be used in support of Faculty serving as the Principal Investigator for sponsored research and / or who may have Startup funds. For those with access to the tool, this is a hands-on computer session.

Go to In-Progress Learning
View Confirmation

Prerequisites are:
1. University Reporting: Sponsored Projects
2. Basic understanding of the projection process currently used in your department and experience providing financial support to your Faculty who are Principal Investigators.

Financial Services charges a \$100 no show fee for participants who cancel with less than 48 hours notice or do not show up for class. The fee will be charged to the participant's default cost center.

Main Learning Assignments Associated Learning

Completion Status Not Evaluated
Score 0

Learning Assignments Print | Export | Modify Table

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required	Not Evaluated			View All Sessions

10. Click the **View All Sessions** button.

11. Note the start and end time and the instructor, if one is listed.

Session Detail: Faculty Projection and Reporting Tool for Grant Managers and Business Managers

Print | Export | Modify Table

Session Name	Date	Start	End	Instructor and Room
Session 1	04/24/2014	1:00 PM	5:00 PM	1- Instructor: KIMBERLY BROCK

Note: All times are in (GMT-05:00) Eastern Time (US & Canada).

Close