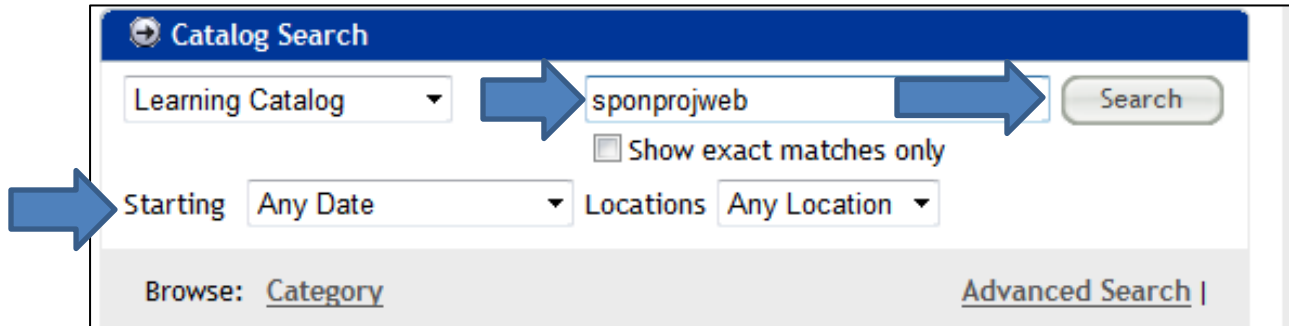


Registering for and Completing **Sponsored Projects Web Reporting** in the Duke LMS

1. Log into the Duke LMS (<https://lms.duhs.duke.edu/Saba/Web/Cloud>).



Catalog Search

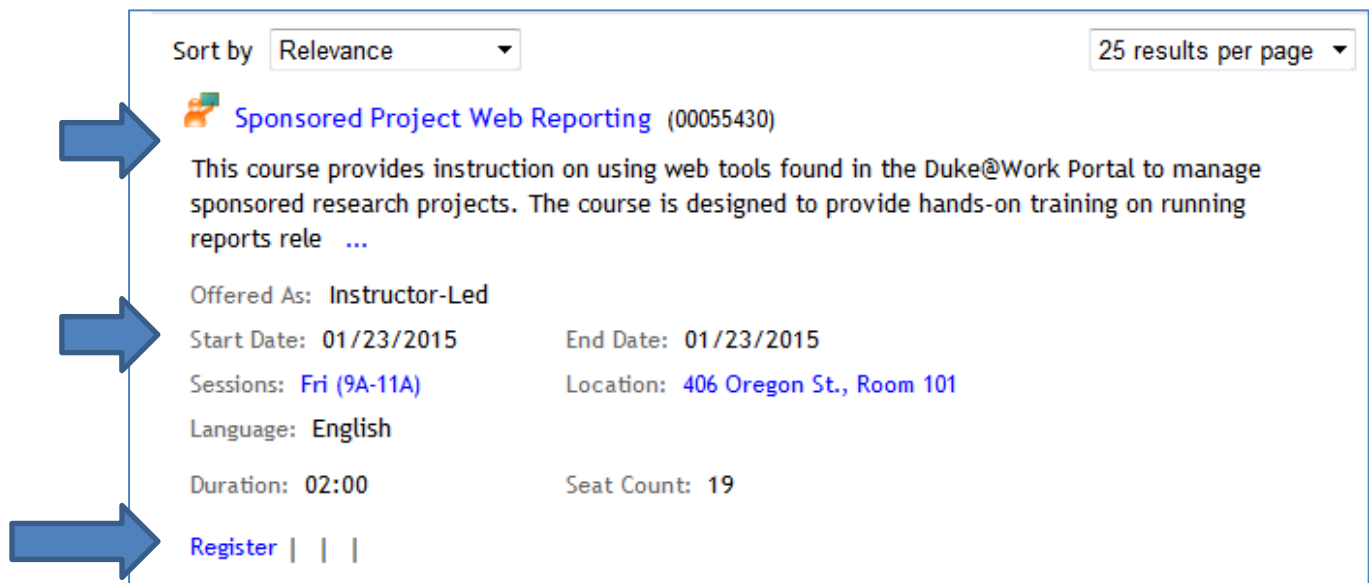
Learning Catalog Search

☐ Show exact matches only


Starting Any Date Locations Any Location

Browse: [Category](#) [Advanced Search |](#)

2. At the Duke LMS Home screen, in the Catalog Search field, type “**sponprojweb**”.
3. Next, in the Starting field, click the drop down and select “**Any Date**”.
4. Click **Search**.



Sort by Relevance 25 results per page

 **Sponsored Project Web Reporting** (00055430)

This course provides instruction on using web tools found in the Duke@Work Portal to manage sponsored research projects. The course is designed to provide hands-on training on running reports rele ...

Offered As: Instructor-Led

Start Date: 01/23/2015 End Date: 01/23/2015

Sessions: Fri (9A-11A) Location: 406 Oregon St., Room 101

Language: English

Duration: 02:00 Seat Count: 19

[Register](#) | |

5. Scroll through the results to find the **Sponsored Projects Web Reporting** course and locate the offering for the desired date.
6. Click **Register**.

Registration Confirmation

Printer Friendly Version


Order ContactKIMBERLY BROCK
DISBURSEMENT SERVICES TRAINING

Order StatusConfirmed


Order Number00495604


Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Sponsored Project Web Reporting	KIMBERLY BROCK	Instructor-Led	Confirmed	01/23/2015	Fri (9A-11A)	406 Oregon St., Room 101		Notes


Go to In-Progress Learning

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




Sponsored Project Web Reporting (00055430)

Session Information: 01/23/2015 - 01/23/2015 - Fri (9A-11A)(02:00 hours)

Location: 406 Oregon St., Room 101

Status: Confirmed (Registration Date: 11/24/2014)

View Details

- Click the **View Details** button.

To view the class location, click the Main tab. To view additional details such as the 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 provides instruction on using web tools found in the Duke@Work Portal to manage sponsored research projects. The course is designed to provide hands-on training on running reports relevant to faculty support, project management, and project closeout. Please come prepared with a few WBSE's, a BFR, and the DUID of a faculty member you support in order to run reports for your own codes and faculty.

The course includes an assessment (quiz) and evaluation in support of RCC. Those participants that complete the post class evaluation and pass the assessment with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

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

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

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

Session Detail: Sponsored Project Web Reporting

[Print](#) [Export](#) [Modify Table](#)

Session Name	Date	Start	End	Instructor and Room
Session 1	01/23/2015	9:00 AM	11:00 AM	None Assigned

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

[Close](#)

11. Note the start and end time and Instructor if listed. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts as appropriate.

12. Click **Close** when done.