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       June 2015
Contents

Duke Learning Management System (LMS) User Guide for RCC Training .......................... 1

Contents .................................................................................................................................................... 1
Accessing the Duke LMS.................................................................................................................................... 2
Saving the LMS Homepage as a Bookmark............................................................................................. 3
Searching and Registering for RCC Classes ............................................................................................ 3
Registering for an RCC Certificate Program ............................................................................................. 8
Locating a Class in Your In-Progress Learning ...................................................................................... 10
Dropping a Class .................................................................................................................................... 11
Completing the Quiz and Evaluation ...................................................................................................... 13
Viewing Completed Learning (Transcript) .............................................................................................. 14
Tips for Using the Duke LMS .................................................................................................................. 16

Frequently Asked Questions about the Duke LMS ...............................................................17

Help! I cannot find the date/time/location of a class! ................................................................. 17
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? ........................................................................................................ 17
I am registered for a class, but I need to cancel my registration for the class. How do I drop a class? ........................................................................................................ 17
I need to drop a class, but the “Drop” button is not there. Why, and what can I do? ................ 17
I am having trouble launching the quiz. What should I do? .............................................................. 17
I complete the quiz, but the class still shows up in my “In-Progress Learning,” not “Completed Learning.” What should I do? .............................................................................................. 17
Why can’t I find a class in my Completed Learning? .......................................................................... 18
I logged on to the LMS to take the quiz, but I cannot access it. How can I take the quiz? ................. 18
**Accessing the Duke LMS**

1. Log in to Duke@Work, [https://work.duke.edu](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

1. The LMS is opened behind Shibboleth authentication. Because of this, you must change the home page path when you save as a Bookmark/Favorite.

   Change the path from:
   https://vmw-lmsweb.duhs.duke.edu/Saba/Web/Main

   to:
   https://vmw-lmsweb.duhs.duke.edu/SabaLogin

2. Add this link as a Bookmark/Favorite

Searching and Registering for RCC Classes

1. You can search the LMS catalog from your LMS home page, under the “Catalog Search.”

2. To only search classes offered by RCC, or one of RCC’s partners, click the “Browse: Category” link under the Catalog Search.
3. The category browse 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.
4. 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.

5. Once you identify a class you wish to attend, click on the link to open up detailed information about the class.
6. The course description provides a brief overview and intended audience for the class. If a no-show fee is charged, it is listed in the course description.

7. The “Main” tab lists the date and location of the class, if the class involves classroom instruction.
8. The “Learning Assignments” tab lists the date and start time of the session, if the session involves classroom training.

9. 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.

10. 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, RAA Test-Out, 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.

1. 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 RAA curriculum.
### RAA Core Courses (Required)

Completion Requirement: 6 of 8 Learning Items Required  
Status: Not 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>
</tr>
<tr>
<td>Grants, Contracts and Compliance</td>
<td>Register</td>
</tr>
<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

<table>
<thead>
<tr>
<th>Course</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing Sub Recipients: 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 Sponsorship</td>
<td>Register</td>
</tr>
<tr>
<td>Steps in Closeout</td>
<td>Register</td>
</tr>
<tr>
<td>Reconciliation of Sponsored Proj...</td>
<td>Register</td>
</tr>
<tr>
<td>ORA @ Submissions</td>
<td>Register</td>
</tr>
<tr>
<td>ORA NM RPPR (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>RAA Final Exam</td>
<td>Register</td>
</tr>
</tbody>
</table>

### RAA Final Exam (Required)

Completion Requirement: 1 of 1 Learning Items Required  
Status: Not Completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAA Final Exam</td>
<td>Register</td>
</tr>
</tbody>
</table>

View Curriculum
2. The curriculum lists the number of modules required to complete the curriculum. In this example, there are three required modules.

3. Each module is listed, with required elements to complete the module. For the RAA curriculum, there are three modules required:
   a. All core courses must be completed;
   b. 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.
   c. Final Exam – this must be completed after all core and elective requirements are met.

4. 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.

5. 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.
1. 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.

2. 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.

3. 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 48-hours prior to the class date/time.

1. On the home tab, go to in-progress learning. Click on the name of the class you wish to drop.
2. If you are able to drop the class, a “drop” button appears on the class page. Click the drop button if you wish to drop the class.

**NOTE:** If you are outside of the drop window, or if the class is required, and you are unable to drop, you will not see a “drop” button.

3. You will be asked to confirm that you wish to drop the offering. If you wish to drop, click the “drop” button. If you wish to remain enrolled in the class, click the “back” button.
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.

1. 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.

2. To launch the course evaluation, click the link for the evaluation. After you complete the evaluation, click the “mark complete” button.

3. 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 are not available 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.

1. From the Duke LMS homepage, click on the link “View Completed Learning.”
2. Change the date in the Completion Date after 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 Completion Date after field should be the first day of the fiscal year (example, 07/01/2014 is first day of fiscal year 2015).

3. Click Title to sort Completed Courses by title.

4. Click Actions on the right-hand side of the completed courses to view details or edit.
4. To view the number of continuing education credits earned for each completed course, scroll to the right. The number of credits earned for a class can be found in the Credits column. 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 “Drop” button two separate times to cancel. After cancellation, you will get a green thumbs-up and a confirmation e-mail.</td>
</tr>
<tr>
<td>View in-progress learning</td>
<td>In-Progress Learning Activities</td>
<td>Click View All 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>View Completed Learning</td>
<td>Enter date range of classes you wish to view. To view current fiscal year training, enter first date of fiscal year in Completion Date after field (Ex. 7/1/2014). 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 Completed Learning</td>
<td>To view current fiscal year training, enter first date of fiscal year in Completion Date after field (Ex. 7/1/2014). Credits can be found by scrolling to the far right of the page.</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 location is 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 up to 48-hours prior to the class date. From your In-Progress Learning, click on the name of the class you wish to drop. Click the “Drop” button. On the next page you will be asked to confirm. Scroll down and click the “Drop” button again. You will get a thumbs-up after you successfully drop the class, as well as 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 within 48 hours of the class time, 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?
First, confirm you are using Internet Explorer 9 or below. If you are a Mac user, RCC recommends using Firefox. Turn off the pop-up blocker. 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. RCC then manually marks scores for each class participant, and closes the class. After your score is marked, 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 07/01/2014 to view all training to date during FY15).

**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.