

**How to Complete
The UMB Business Travel Policy and Procedure Curriculum
In the Learning Management System**

March 27, 2018

Introduction

The [Learning Management System \(LMS\)](#) is the program used by UMB to deliver courses and training materials to support employee learning and development. All employees can access the LMS via the [Human Resources](#) webpage or by clicking on the following link:

<https://umb.sumtotal.host/>

This manual describes how to navigate and use the **Business Travel Policy and Procedure Curriculum**. This curriculum was designed to assist employees in understanding travel policy and procedures and to demonstrate how to use the eTravel System. The eTravel System is the system used to enter, approve, and process Travel Request (TR) forms and Travel Expense (TE) forms.

Part 1: BEFORE YOU START

A Few Tips for Using the Learning Hub - UMB's Learning Management System

Here are a few tips that should help as you get used to working in UMB's new Learning Management System (LMS):

- **Be patient with the system.** It may take a moment for the course to load and the screen may appear blank before the course opens.
- As you open references, **the system will open the content in multiple browser windows.** To easily navigate between windows, hover over the browser's quick launch button on the taskbar and the open windows will appear. From here, you can select the desired window. The main page for the course is labeled **Sum Total Content Player:**



- **Be careful when closing windows.** Close each window separately. If you close the whole browsing session, you will have to sign in again to resume the course.
- **If you've used UMB's eLearning System (SkillSoft) in the past, please DELETE old bookmarks.** Add a new bookmark after navigating from www.umaryland.edu: About UMB > Offices: Human Resource Services > Quick Links: Learning Management System.
- Finally, **UMB's Learning Management System allows you to start and stop each course or section as often as you need to.** You can always check your progress and it's easy to return to your last stopping point. In addition, the LMS will track your progress and update your training history as you complete any of the courses offered in the Learning Management System.

Part 2: Steps to Completing the UMB Business Travel Curriculum

1. Log into the UMB Learning Management System (LMS): <https://umb.sumtotal.host/>
Navigation: About UMB>Offices>Human Resource Services>Learning Management System
2. Navigate to the UMB Business Travel Curriculum:

LIBRARY () > **BUSINESS TRAVEL POLICY AND PROCEDURE** > **Understanding the UMB Business Travel Policy and Procedure**

BUSINESS TRAVEL POLICY AND PRO... x FULL LIBRARY

ACTIVITY (1)



Understanding the UMB Business Travel Policy and Procedure

This curriculum covers the UMB travel policy, procedure and eTravel System and will prepare you for the Travel Administrator or Travel Approver Roles in the eTravel System. You must successfully complete all components of the curriculum to obtain the Travel Curriculum FIN_00271_CUR

3. Click **SELECT**.
4. Click **REGISTER**.
5. The LMS displays the six required activities. **Select all six activities (if not already selected)**.
6. Click **NEXT**.
7. Click **SUBMIT**.
8. **The activities must be completed in sequence.**

Let's Begin!

- I. **Activity 1: Read the UMB Policy on Business Travel. Click START. The Policy will open in a new window.**
 1. Read the Policy.
 2. Print the Policy for reference to assist you with the quiz.
 3. Close the Policy window. You must close the Policy window so that the system advances to the next step.
 4. Wait a few seconds. The system will ask you if you have completed this activity.
 5. Click YES.
 6. The next screen to display shows your status is Completed.
 7. Click OK.

8. You should be returned to the main page. The main page lists the Curriculum on the top line and the remaining activities to be completed. Notice that Activity 1 has dropped off of the list because you have completed it.

II. Activity 2: Complete the UMB Travel Policy Assessment. Click START.

1. Even though the indicator continues to flash as if the system is thinking, ignore and continue with your assessment. Click START.
2. There are ten questions to answer. A score of 70 is required to pass the quiz. Feel free to refer to your printed Policy document for assistance in answering the questions.
3. There is no time limit.
4. After you select your answer, click NEXT.
5. After you have answered question #10, click SUBMIT ASSESSMENT.
6. Your results should be displayed on the screen.
7. You may choose to review your answers. Click GO TO REVIEW.
8. Otherwise, click CLOSE. If you need to retake the assessment, [click here for instructions to get back to the assessment](#) or go to page 7, section VIII.2.
9. The next screen to display shows your status is Completed.
10. Click OK.
11. You should be returned to the main page. The main page lists the Curriculum on the top line and the remaining activities to be completed. Notice that Activity 2 has now dropped off of the list because you have completed it.

III. Activity 3: Read the UMB Procedure on Business Travel for UMB Employees. Click START. The Procedure will open in a new window.

1. Read the Procedure.
2. Print the Procedure for reference to assist you with the quiz.
3. Close the Procedure window. You must close the Procedure window so that the system advances to the next step.
4. Wait a few seconds. The system will ask you if you have completed this activity.
5. Click YES.
6. The next screen to display shows your status is Completed.
7. Click OK.
8. You should be returned to the main page. The main page lists the Curriculum on the top line and the remaining activities to be completed. Notice that Activity 3 has dropped off of the list because you have completed it.

IV. Activity 4: Read the UMB Procedure on Business Travel for Nonemployees. Click START. The Procedure will open in a new window. Note that this is the same webpage that you viewed in Activity 3, but the Procedure for Nonemployees is different.

1. Read the Procedure.
2. Print the Procedure for reference to assist you with the quiz.

3. Close the Procedure window. You must close the Procedure window so that the system advances to the next step.
4. Wait a few seconds. The system will ask you if you have completed this activity.
5. Click YES.
6. The next screen to display shows your status is Completed.
7. Click OK.
8. You should be returned to the main page. The main page lists the Curriculum on the top line and the remaining activities to be completed. Notice that Activity 4 has dropped off of the list because you have completed it.

V. Activity 5: Complete the UMB Travel Procedure Assessment. Click START.

1. Even though the indicator continues to flash as if the system is thinking, ignore and continue with your assessment. Click START.
2. There are 15 questions to answer. A score of 70 is required to pass the quiz. Feel free to refer to your printed Procedure documents for assistance in answering the questions.
3. There is no time limit.
4. After you select your answer, click NEXT.
5. After you have answered question #15, click SUBMIT ASSESSMENT.
6. Your results should be displayed on the screen.
7. You may choose to review your answers. Click GO TO REVIEW.
8. Otherwise, click CLOSE. If you need to retake the assessment, [click here for instructions to get back to the assessment](#) or go to page 7, section VIII.2.
9. The next screen to display shows your status is Completed.
10. Click OK.
11. You should be returned to the main page. The main page lists the Curriculum on the top line and the remaining activities to be completed. Notice that Activity 5 has now dropped off of the list because you have completed it.

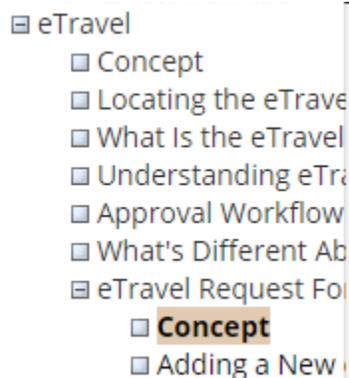
VI. Activity 6: Complete the eTravel Tutorial. Click START.

1. Click NEXT.
2. **IMPORTANT HELPFUL TIPS:**
 - i. Notice the arrows at the top of your page:

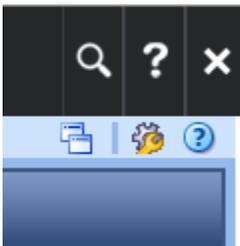


- ii. These arrows are used to step through this activity.
- iii. Whenever the screen displays a Try It! Prompt () in the upper lefthand corner, you must complete the step.
- iv. Click Try It!

3. Proceed through the tutorial.
4. After completing each subtopic, click the arrow at the top of the screen to advance to the next step.
5. Continue as described through this activity. You will notice that the menu on the sidebar advances as each step is completed:



6. **All steps listed in the menu on the sidebar must be completed. There are a couple of steps that are unique to the Travel Administrator role. However, all users must complete all steps in order for the LMS to recognize that you have completed the task.**
7. After you have finished all of the steps click the X in the upper righthand corner of the tutorial screen:



8. The next screen to display shows your status is Completed. If your screen does not show 100% Complete, identify which tasks are incomplete by looking at the detailed listing that shows the Topic Status.
9. Click OK.
10. If you need to complete any of the topics, click the Library Books again, select Business Travel Policy and Procedure. Click SELECT and then VIEW DETAILS. You should be able to see Activity #6 in the list showing IN PROGRESS. Click START to resume where you left off.

VII. Print your diploma! **CONGRATULATIONS!**

After successfully completing the curriculum you may print your diploma.

1. Click on the University of Maryland Baltimore logo on the top of the page.
2. Click My Transcript.
3. Locate the Understanding the UMB Business Travel Policy and Procedure in your list of Activities. You should see a diploma icon in the left margin. 
4. Click on the diploma icon.

5. You may either print through the browser or PDF.
 - i. Browser: Click PRINT. The output will print as a webpage (i.e. the web address, date and file name appear on the printout).
 - ii. PDF: Click EXPORT TO PDF. Click File. The document should reopen as a nicely formatted presentable PDF document for printing and/or saving to your device.

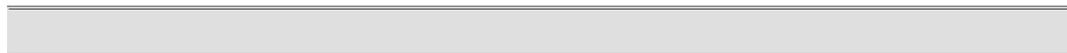
VIII. IMPORTANT NOTES:

1. If you accidentally close out of the entire LMS, log back into the system.
 - i. Click TIMELINE icon in the upper righthand corner: 
 - ii. Click START.

2. If you do not pass the assessment:
 1. Click the University of Maryland Baltimore logo on the top of the page.
 2. Click the Library Books.
 3. Select Business Travel Policy and Procedure.
 4. Click Understanding the UMB Business Travel Policy and Procedure link.
 5. Click VIEW DETAILS.
 6. You should see the list of all the tasks.
 7. Click one of the tasks that displays START as an option. Click START.
 8. You should receive the message stating that you must complete a previous task (i.e. the assessment that was not successfully completed). The system will display a link to the task that must be repeated:

 You need to complete following activities to launch this activity

REQUIRED ACTIVITIES FOR 6. COMPLETE THE ETRAVEL TUTORIAL



Activity Name

5. Complete the UMB Travel Procedure Assessment of Understanding the UMB Business Travel Policy and Procedure

9. Click the link that is displayed to complete the assessment.
10. You should see the following screen (or Complete the UMB Travel Policy Assessment, whichever applies):

5. COMPLETE THE UMB TRAVEL PROCEDURE ASSESSMENT

ATTENDED

Attempt History

REGISTER AGAIN

11. Click REGISTER AGAIN and then START.