

Welcome to your Learning Management System (LMS). We are excited to give you this general overview of the system and its functions. The system will provide you with the tools necessary to find training, manage your learning and track your professional growth.

- After you login through single sign-on, you will arrive on the LMS landing page. From this page, you can access most of the features you will need.

EXPLORING THE LMS LANDING PAGE

- The landing page is made up of four large box buttons and a ribbon with five button icons for learners and six for managers, plus a flat home button under the UMB logo. We will review all the buttons, but will begin with the four large box buttons.

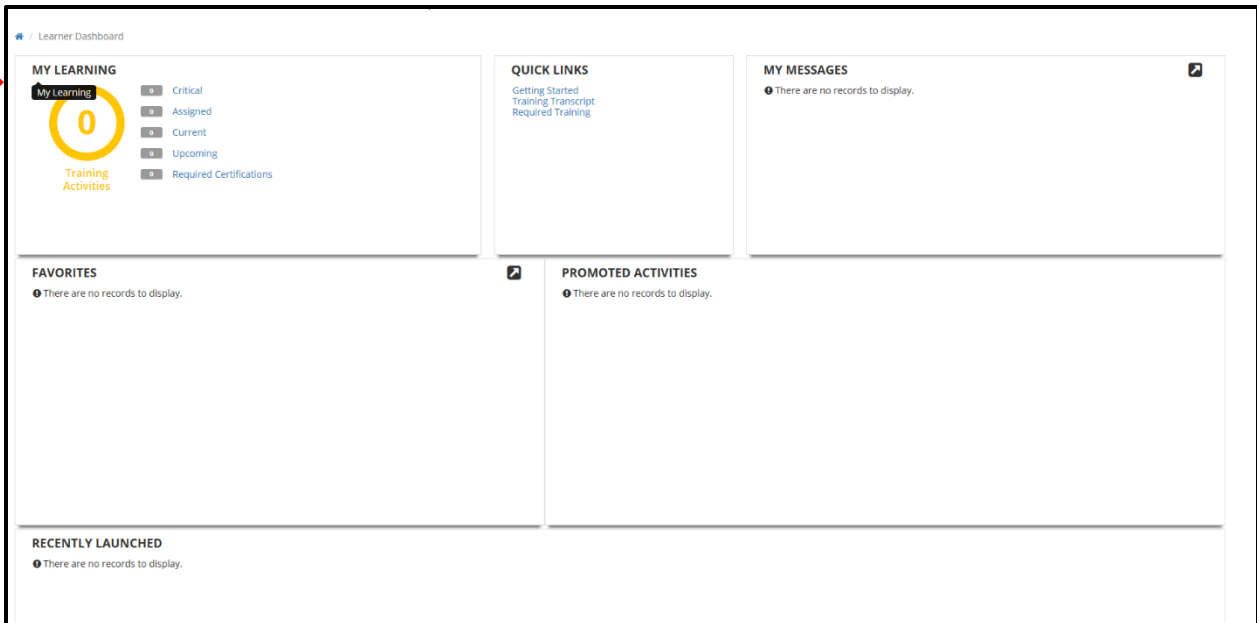


- Click on **My Dashboard** to get started.



LEARNING MANAGEMENT SYSTEM QUICK OVERVIEW

- My Dashboard takes you to your personalized learner dashboard. This dashboard provides a high-level summary of your learning activities.

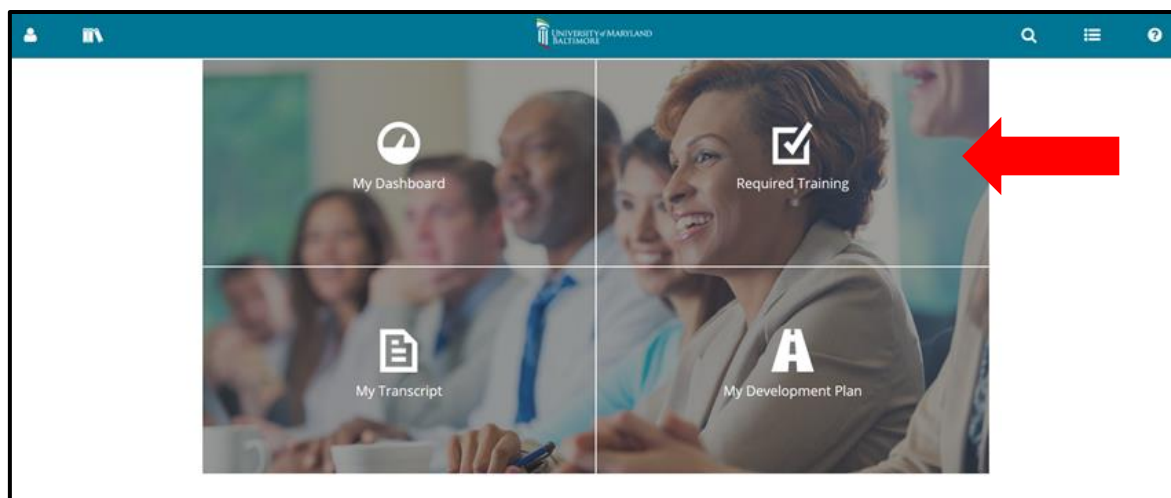


The screenshot shows the 'Learner Dashboard' interface. A red arrow points to the 'MY LEARNING' section, which features a circular progress indicator with the number '0' and the text 'Training Activities'. Below this are five filter buttons: 'Critical', 'Assigned', 'Current', 'Upcoming', and 'Required Certifications'. The 'QUICK LINKS' section contains three links: 'Getting Started', 'Training Transcript', and 'Required Training'. The 'MY MESSAGES' section displays 'There are no records to display.' The 'FAVORITES' section also displays 'There are no records to display.' The 'PROMOTED ACTIVITIES' section displays 'There are no records to display.' The 'RECENTLY LAUNCHED' section at the bottom displays 'There are no records to display.'

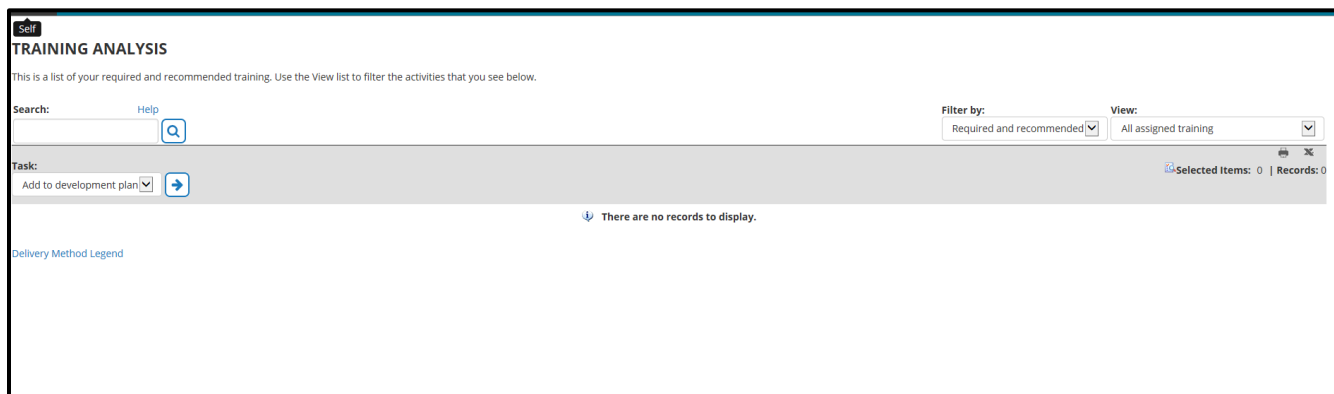
- Working from top left to right, the first box is **My Learning**. Click any of the activities in My Learning, such as critical or assigned, and you are taken to your timeline where you can view all of your learning activities.
- Quick Links** will link you directly to your training transcript and your required training.
- My Messages** acts as a single repository for all messages generated by the LMS to you.
- Favorites** allows you to save learning activities for future reference.
- Promoted Activities** will highlight learning activities that may be of interest to you.
- Recently Launched** will allow you to revisit your most recently started online training from where you left off with just one click.

LEARNING MANAGEMENT SYSTEM QUICK OVERVIEW

- To get back to the landing page, click the University of Maryland logo at the center of the the dashboard page.



- Click on **Required Training**, to see your training analysis page. Your training analysis page provides a list of your required and recommended training. It is possible that at this time you may not have any required or recommended training so your training analysis page may have no records.

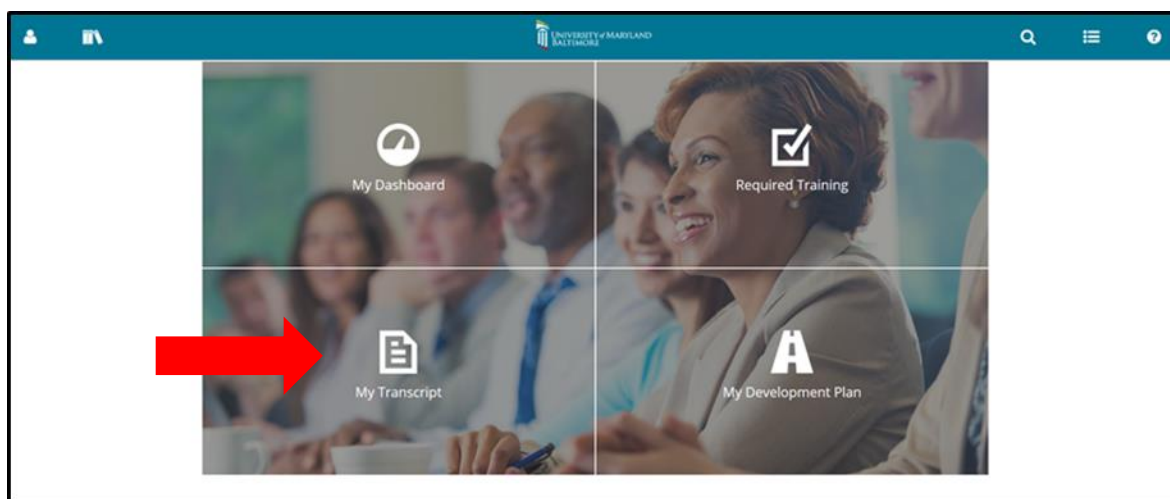


LEARNING MANAGEMENT SYSTEM QUICK OVERVIEW

- Once again, to get back to the landing page, click the University of Maryland logo at the center of the the dashboard page.



- Click on **My Transcript**.



- If you have previously completed course(s) through the eLearning system, they should appear on your training transcript. At the top left of your transcript page, there is a drop-down box which will allow you to select the date range for your training records.
- You can choose to print or export your training transcript from this page. It is possible that at this time you may have no training records.

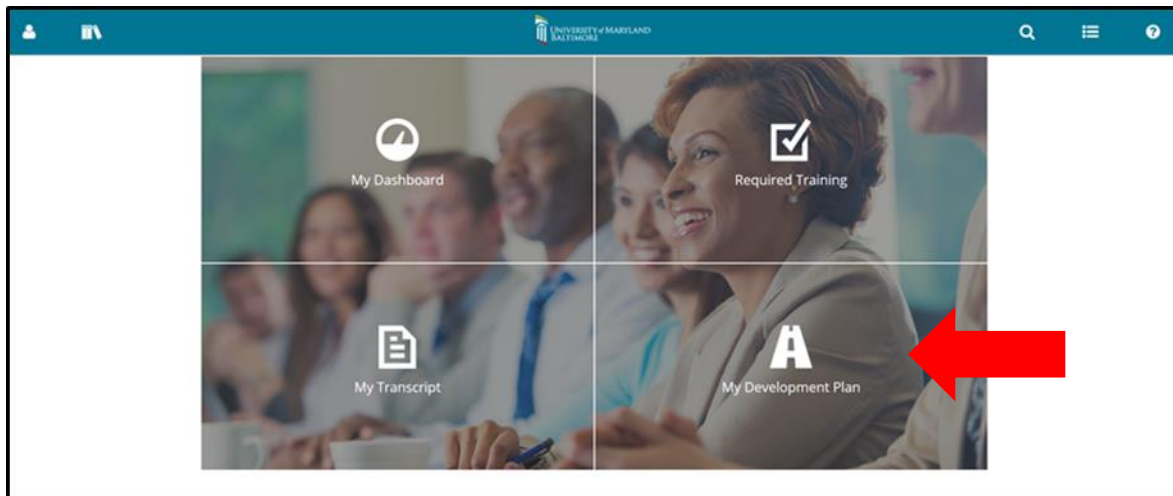
A screenshot of the "TRAINING TRANSCRIPT" page. At the top right, there are "PRINT" and "EXPORT TO PDF" buttons circled in red. On the left, there is a "Date Range" dropdown menu with a red arrow pointing to it. Below the dropdown are "Start Date" and "End Date" fields with a "REFRESH" button. The user's name "NICOLE K. PALMORE" is displayed. Below that, it says "List of completed activities from 5/31/2016 to 5/31/2017". There are fields for "Username:" and "E-mail:". At the bottom, there is a table titled "ACTIVITIES" with columns for Activity, Start Date, Completion Date, Expiration Date, Score, and Grade.

Activity	Start Date	Completion Date	Expiration Date	Score	Grade
Skillssoft Course: Title IX for Higher Education	2/13/2017	5/16/2017		89	
Skillssoft Course: Title IX for Higher Education	11/2/2016	11/2/2016		100	

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- Click on **My Development Plan**.



- My Development Plan is an optional tool that you and your manager may use to create a personalized professional development plan.








EXPLORING THE NAVIGATION RIBBON

- Next we will take a look at the teal ribbon across the top of the landing page.



- We will take a look at each feature in the following table.

LEARNING MANAGEMENT SYSTEM QUICK OVERVIEW

Button	Function	Description
	Self/Learner	Provides access to training and learning activities available to you. Use this menu to access learner-related activities such as Learner Dashboard, Profile, Development Plan and Training Schedule. You will also sign out from the icon.
	Manager	Allows managers to view, track and assign learning to subordinates. (You will only have this button if you manage one or more people.)
	Library	Access the library to look for training related information such as online and instructor-led courses.
	Home	Brings you back to the LMS landing page.
	Enterprise Search	Search for a course, person or activity in one place.
	Timeline	Shows all of your current learning activities in a visual format.
	Help	Use the option to get online assistance while performing various tasks in the system.

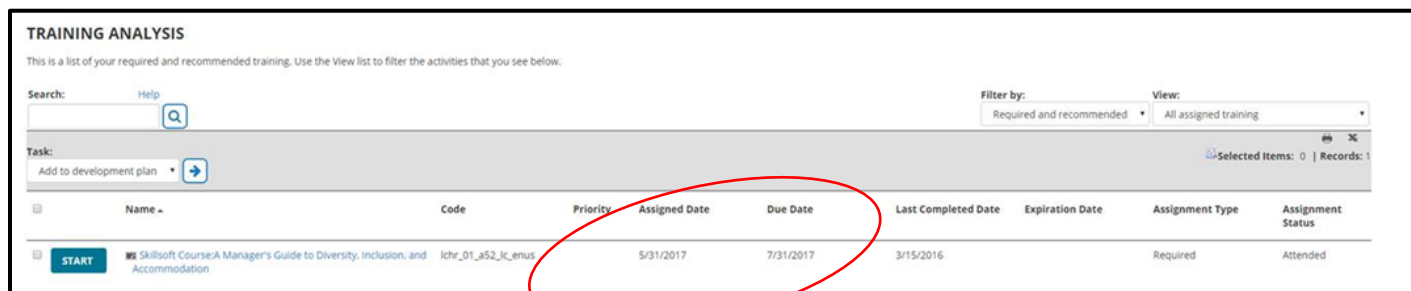
ESSENTIAL BASIC OPERATION IN THE SYSTEM

Launch Online Learning

When you locate a course or online activity that displays the **START** icon, you can access it immediately.

1. Locate the activity using the Enterprise Search, by looking in the library or from your Training Analysis page.
2. Click Start or Launch next to the activity to begin.

If you do not complete this activity in one sitting, you can relaunch the activity from your Timeline.



TRAINING ANALYSIS
This is a list of your required and recommended training. Use the View list to filter the activities that you see below.

Search: [Help](#)

Filter by: Required and recommended View: All assigned training

Task: Add to development plan Selected Items: 0 | Records: 1

	Name	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration Date	Assignment Type	Assignment Status
<input type="checkbox"/>	START Skillsoft Course: A Manager's Guide to Diversity, Inclusion, and Accommodation	lchr_01_a52_lc_enus		5/31/2017	7/31/2017	3/15/2016		Required	Attended

KEEP READING BELOW FOR ADDITIONAL HINTS ABOUT THE SYSTEM.

JUST A COUPLE OF HINTS ABOUT THE SYSTEM

- ✓ At this time, instructor-led classes are not in the LMS but all eLearning content from the prior system is available.
- ✓ Some features of the system will not be functional until instructor-led courses are added to the system such as course registration.
- ✓ Please play in the system. There are many ways to access the same information so try to explore those different ways.
- ✓ You cannot break the LMS.
- ✓ In the upcoming months, we will bring more features and capabilities to you, the learner. Be on the look out!

If you are having difficulties or have questions, below are helpful contacts.

- For questions about **single sign-on or your pop-up blocker settings**, contact help@umaryland.edu.
- For questions about the **new learning management system**, contact elearning@umaryland.edu.
- For questions about **Title IX compliance training**, contact equalaccess@umaryland.edu.