

The Duke LMS

Employees Want to Learn Too!



What Is An LMS?

Employees use the Learning Management System (LMS) to:

- Determine learning needs
- Register for learning
- Launch online content
- View and maintain a transcript

The screenshot displays the Duke Learning Management System interface. At the top, there is a navigation bar with links for 'My Learning Calendar', 'My Preferences', 'Help', and 'Log Out (Test)'. The main content area is divided into several sections:

- Catalog Search:** Includes a search bar with 'Enter Keyword, ID or Description', a 'Search' button, and filters for 'Starting' (set to 'In Next Six Months') and 'Locations' (set to 'Any Location').
- Navigation Links:** Provides quick access to 'View My In Progress Learning', 'Search The Catalog', and 'View Completed Learning'.
- In-Progress Learning Activities:** A table listing active courses with columns for Name, Due Date, and Actions.

Name	Due Date	Actions
New Employee Orientation	06/25/2012	Begin Registration
Research Administration Academy	03/22/2013	Begin Registration

An inset window titled 'Research Administration Academy Pre-Award I: Proposal Development' shows a 'Life Cycle of a Funded Project' diagram. The diagram is a circular flowchart with the following steps: Proposal Development, Institutional Clearances, Proposal Submission & Sponsor Review, Award Negotiation & Acceptance, Award & Project Set-Up, Spending Award Funds, Project Monitoring, and Approaching Project End. A 'Classroom' label is positioned vertically on the left side of the diagram.

The LMS Is Coming to the University!

As of September 2012, all University and Health System employees have access to the Duke Learning Management System (LMS).

Duke
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Sakai Vs. Saba

The Saba LMS is intended to provide a tool for **improving employee performance** and managing employee training.

	Sakai	Saba
Audience	Students – Can be open to the public	Employees only. Others require special access.
Career Development	No	Competencies to be targeted to help employees manage their performance and career. Training can be automatically assigned by job characteristics based on HR data. Managers can monitor and assign learning for employees.
Manage and track retraining and recertification needs	No	Yes. Learners and management receive automatic notifications about expiring and outstanding required training. Can track CEUs.
Auditable records that meet regulatory requirements	No	Yes

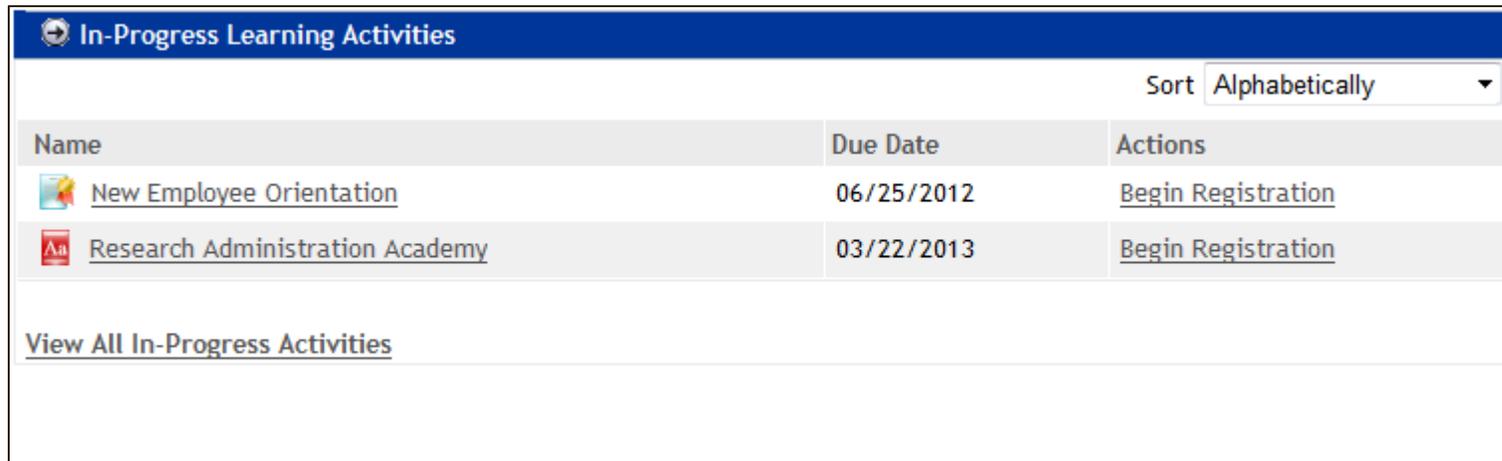
Sakai Vs. Saba

Both perform LMS functions. The size of the content doesn't matter.

	Sakai	Saba
Access to Create Courses	Open	Closed – Only LMS Administrators have access to create and maintain courses.
Content Types and Flexibility	Yes. Sakai accepts all kinds of content.	Yes. Saba accepts all kinds of content from rich media to text documents. Length or type is not a differentiator.
Collaboration	Yes, flexible. Synchronous collaboration and communication	No.
Assessment	Yes. Includes a rich assessment authoring environment.	Yes. Includes an authoring tool and allows for use of other SCORM compliant authoring tools.
Accessibility	Yes.	Yes, however content accessibility depends on the authoring tool.

Benefits of the LMS

The LMS allows Duke to manage required training. Learning can be automatically assigned to groups of employees.

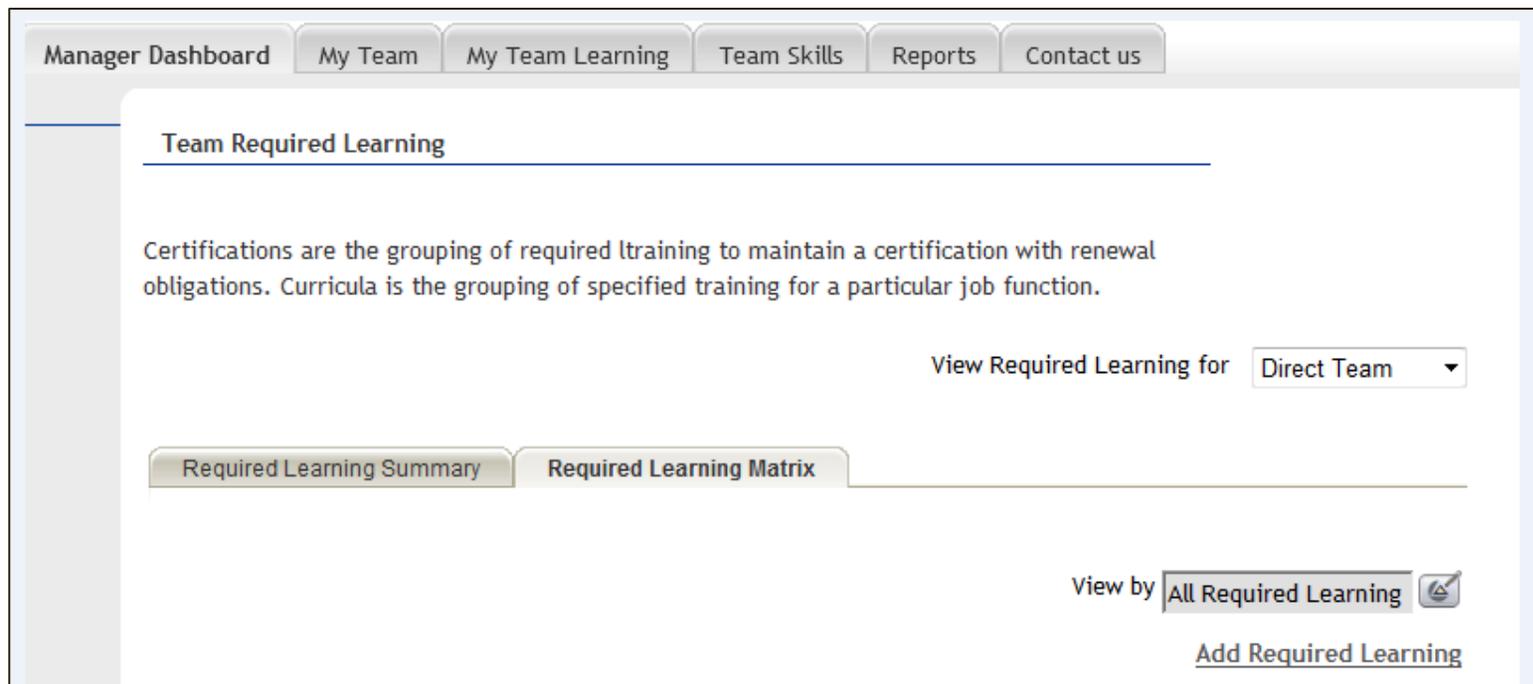


In-Progress Learning Activities		
		Sort <input type="text" value="Alphabetically"/>
Name	Due Date	Actions
 New Employee Orientation	06/25/2012	Begin Registration
 Research Administration Academy	03/22/2013	Begin Registration
View All In-Progress Activities		

Yes, the OESO training is being migrated to the Saba LMS!

Benefits of the LMS

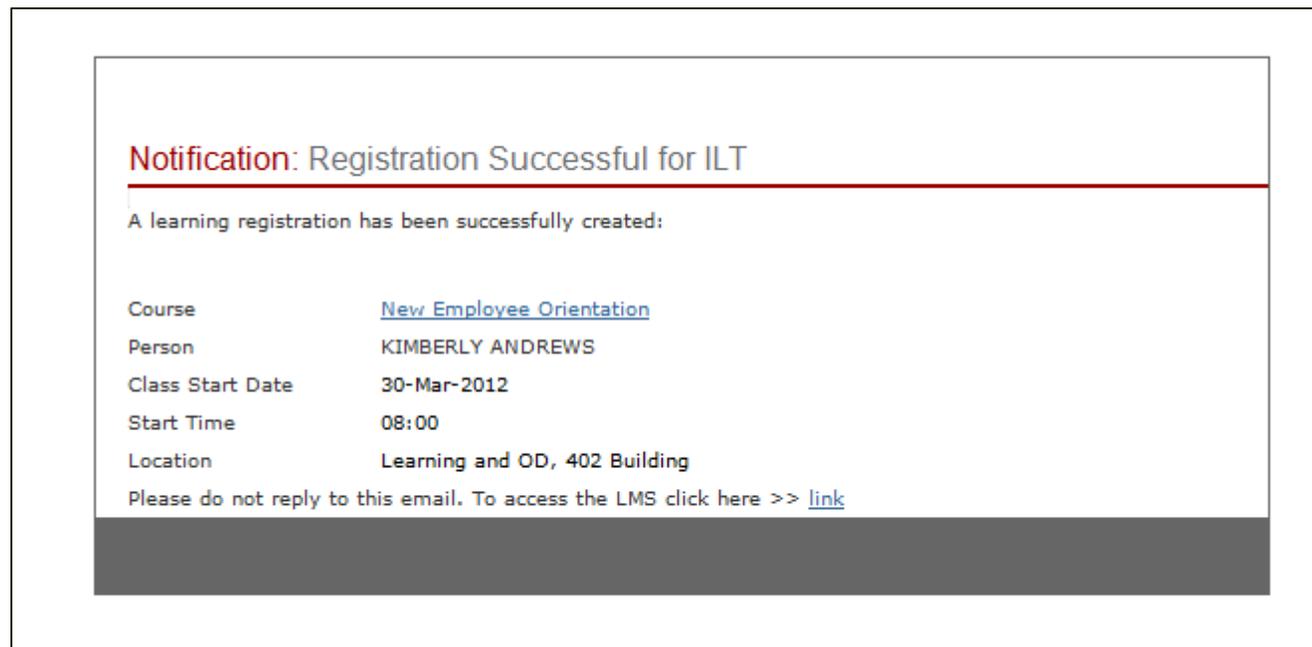
Managers can view, assign and manage learning for their employees.



The screenshot displays the 'Manager Dashboard' interface. At the top, there are navigation tabs: 'Manager Dashboard', 'My Team', 'My Team Learning', 'Team Skills', 'Reports', and 'Contact us'. The main content area is titled 'Team Required Learning' and includes a sub-header 'Team Required Learning'. Below this, there is explanatory text: 'Certifications are the grouping of required training to maintain a certification with renewal obligations. Curricula is the grouping of specified training for a particular job function.' A dropdown menu labeled 'View Required Learning for' is set to 'Direct Team'. At the bottom of the main content area, there are two tabs: 'Required Learning Summary' and 'Required Learning Matrix'. In the bottom right corner, there is a 'View by' dropdown set to 'All Required Learning' and a link labeled 'Add Required Learning'.

Benefits of the LMS

Employees and managers receive automatic e-mail notifications.



Employees and managers are reminded of required training that needs to be completed.

Benefits of the LMS

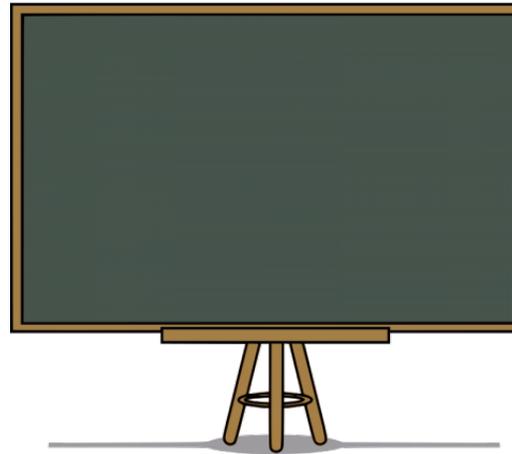
Managers and employees can view reports on individual and group employee training.

Reports				
Create New Report Print Export Modify Table				
Name	Report Template	Description	Engine Type	Actions
Certification Dashboard By Manager	Certification Dashboard By Manager	This report enables a manager to see all certification-related information.	Managed Report	Actions
Compliance/Exception Report By Manager	Compliance/Exception Report By Manager	Learner Status By Manager	Managed Report	Actions
Course Dashboard for Manager	Course Dashboard for Manager	This report shows a manager all completed courses-related information about learners directly reporting to the manager	Managed Report	Actions
Curriculum Dashboard By Manager	Curriculum Dashboard By Manager	This report enables a manager to see all curriculum-related information.	Managed Report	Actions
Enrollment Dashboard for Manager	Enrollment Dashboard for Manager	This report displays all learner enrollments for a given Manager's direct reports	Managed Report	Actions

Benefits of the LMS

The training community can:

- Plan for training needs
- Share resources
- Track and report on training
- Lower the costs of providing training



Example

Kimberly is a manager who has a new hire. Kimberly logs into the Duke LMS and finds that the new employee is listed on the Manager's Dashboard.

Duke Learning Management System | My Learning Calendar | My Preferences | Help | Log Out (Test) | Welcome KIMBERLY ANDREWS | Go To: Manager Dashboard

Manager Dashboard | My Team | My Team Learning | Team Skills | Reports | Contact us

Announcements (Test)
Welcome to the Test Learning Management System (LMS).
For instructions on how to register and complete a web based training module click the following link:
https://phw-lmsc.duhs.duke.edu/production/LMS%20Instructions_v1.pdf
For CRSO classes and presentations, type "CRSO" in the catalog search field for a listing of offerings. Click on the "Contact Us" tab above for general information about CEU credit and detailed registration instructions.
For general FAQs select the Contact Us tab above.

Team Enrollments

Name	Person Type	Total Offerings
Audience Grant		5
Samuel Grant		5
Suzie Grant		
Winifred Grant		

Team Required Learning

Name	Person Type	Status	Target Date
Audience Grant (Intro to Post Award Administration)		Assigned	03/24/2012
Samuel Grant (Intro to Post Award Administration)		Assigned	03/24/2012
Suzie Grant (New Employee Orientation)		Assigned	06/25/2012
Winifred Grant (Intro to Post Award Administration)		Assigned	03/24/2012

Team Enrollments Callout:

- Audience Grant
- Samuel Grant
- Suzie Grant**
- Winifred Grant

Manager Assigned Training

Kimberly, the manager, assigns training to Suzie, the new employee.

The screenshot shows a 'Manager Dashboard' with tabs for 'My Team', 'My Team Learning', 'Team Skills', 'Reports', and 'Contact us'. The 'My Team Learning' tab is active, displaying 'Team Required Learning' information. It includes a dropdown menu for 'View Required Learning for' set to 'Direct Team' and tabs for 'Required Learning Summary' and 'Required Learning Matrix'. A 'View by' dropdown is set to 'All Required Learning'. Below this is a table titled 'Team Required Learning' with columns for 'Team Member', 'Person Type', 'Intro to Post Award Administration', 'New Employee Orientation', and 'Actions'. The 'New Employee Orientation' column is circled in red. The row for 'Suzie Grant' is also circled in red, with a checked checkbox in the 'Team Member' column and the status 'Assigned' in the 'Intro to Post Award Administration' column.

Team Member	Person Type	Intro to Post Award Administration	New Employee Orientation	Actions
<input type="checkbox"/> Audience Grant		Assigned		View Required Learning
<input type="checkbox"/> Samuel Grant		Assigned		View Required Learning
<input checked="" type="checkbox"/> Suzie Grant		Assigned		View Required Learning
<input type="checkbox"/> Winifred Grant		Assigned		View Required Learning

Training Assigned by Job

Based on Suzie's job code of 2647, the Duke LMS automatically assigns the Research Administration Academy curriculum to Suzie.

Team Curricula			Add Curriculum
	Team Member	Person Type	Modify Table
<input type="checkbox"/>	Audience Grant	Assigned	View Curricula
<input type="checkbox"/>	Samuel Grant		View Curricula
<input type="checkbox"/>	Suzie Grant	Assigned	View Curricula
<input type="checkbox"/>	Winifred Grant	Assigned	View Curricula

Suzie Starts Work

Suzie logs into the Duke LMS and discovers that her training has already been assigned to her. She can see the due dates and continues the registration to select a date.

The screenshot displays the Duke Learning Management System (LMS) interface. At the top, there is a navigation bar with the system name and user information. Below this, there are several sections: a search bar, navigation links, and a main content area titled 'In-Progress Learning Activities'. The main content area contains a table with columns for Name, Due Date, and Actions. A red circle highlights the first two rows of the table.

Name	Due Date	Actions
New Employee Orientation	06/25/2012	Begin Registration
Research Administration Academy	03/22/2013	Begin Registration

[View All In-Progress Activities](#)

E-Mail Notifications

Suzie receives an e-mail notification indicating that she is registered for a class. The Duke LMS provides automated e-mail notifications for certain actions such as successful registration and upcoming deadlines for training.

Notification: Registration Successful for ILT

A learning registration has been successfully created:

Course	New Employee Orientation
Person	SUZIE GRANT
Class Start Date	30-Mar-2012
Start Time	08:00
Location	Learning and OD, 402 Building

Please do not reply to this email. To access the LMS click here >> [link](#)

Catalog of Training

Six months later...Suzie determines that she needs help managing the multiple priorities of her job. She searches the catalog to find and register for a class.

Browse by Category

[Top](#)>
Career Skills

Delivery Type Title

[Configure](#) | [Save Search Query](#)

Learning Offerings [Print](#) | [Export](#) | [Modify Table](#)

Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Credits	Register
Managing Multiple Priorities		Web Based Training						English		Register

Content

Suzie can launch online classes, assignments, and assessments directly from the Duke LMS.

Learning Assignments						Print Export Modify Table
Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sample-Conversion-big	Content Module	Required	Attempts Allowed: Unlimited	Successful	03/26/2012	Launch
						more actions
Presentation	Content Module	Optional	Attempts Allowed: Unlimited	Not Evaluated		Launch
RCC-a			Attempts Allowed: Unlimited	Not Evaluated		Launch

Research Administration Academy
Pre-Award I: Proposal Development

Life Cycle of a Funded Project

- Proposal Development
- Institutional Clearance
- Proposal Submission & Sponsor Review
- Award Negotiation & Acceptance
- Award & Project Start-Up
- Spending Award Funds
- Project Maintenance
- Approaching Project End

FY 2012 Research Costing Compliance

Research Administration Academy
Pre-Award I: Proposal Development

"Solicited" opportunities are announced in the form of:

- A) RFA
- B) FOA
- C) RFP
- D) RFQ
- E) RFB
- F) BAA
- G) All of the choices

Clear

Submit

Question 4 of 29

Research Costing Compliance

Content

The Duke LMS can deliver content using instructor-led, web-based, synchronous, asynchronous, and blended delivery methods...

The Duke LMS is just the movie theater in which your content is shown. Content such as:

- Interactive Modules
- Assessments
- Quizzes
- Videos
- Job Aids
- Maps or Images
- Outlines or Documents, etc.

Content

The content can be created using other software tools, such as:

- Microsoft Word
- Microsoft PowerPoint
- Adobe pdf
- Adobe Captivate
- Flash
- Camtasia
- HTML
- Others...

Training Transcript

Suzie can view all her completed training. She can print this list as well!

Completed Courses										Add Completed Courses	Print	Export	Modify Table
<u>Title</u>	<u>Version</u>	<u>Delivery Type</u>	<u>Registration Date</u>	<u>Completion Status</u>	<u>Date Marked Complete</u>	<u>Marked Complete by</u>	<u>Score</u>	<u>Credits</u>	<u>Actions</u>				
DHCH - 5FU in the Home		Web Based Training	02/06/2012	Successful	02/15/2012		90		Actions				
Pre-Award Special Topics		Web Based Training	03/21/2012	Successful	03/21/2012		0	2	Actions				
Research Administration Academy - Orientation		Web Based Training	03/26/2012	Successful	03/26/2012		0		Actions				

Management Reports

Kimberly, Suzie's manager, can view and print a number of different reports to determine if the direct reports have enrolled for specific courses, are compliant with required training, and have completed courses or groups of courses.

Enrollment Dashboard for Manager - ANDREWS , KIMBERLY (ANDRE020) 

Count of Enrollments in Different Statuses per Learner

	Cancelled	Confirmed	Delivered	Total
Train13 , DUHS (TRAIN13)	30	1	1	32
Total	30	1	1	32

In the Future...

We will be able to use competencies to determine training gaps.

Competency Name	<u>Understand the organizational structure for research management at Duke University</u>
New Assessed Level	<input type="text" value="Above Average - 4"/> View Descriptors
Comments	<input type="text" value="Suzie understand and navigates the structure well. She knows who to contract for the different activities and helps others determine the correct contact."/>

How Can I Deliver Training to Duke Employees Using the LMS?

L&OD can help you:

- Determine the best approach for your content and audience
- Create or convert content
- Deliver content virtually or in a classroom
- Administer the content in the LMS
- Assign training to your employees
- Measure training outcomes
- Provide reports about training

Demonstration

<https://vmw-lms3.dheweb.duke.edu/Saba/Web/Main>

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