

Using the Duke Learning Management System (LMS)

The LMS delivers online computer-based training and assessments and maintains your transcript.

Logging In

All employees will be able to access the Duke Learning Management System (LMS) through the Duke@Work self-service website (work.duke.edu) using your NetID and password. The link for the Learning Management System is called “MyLearning” and is accessible under the MyCareer section.

Creating a Bookmark

To create a bookmark to the LMS directly, edit the address to: <https://vmw-lmsweb.duhs.duke.edu/SabaLogin>.

Finding Learning

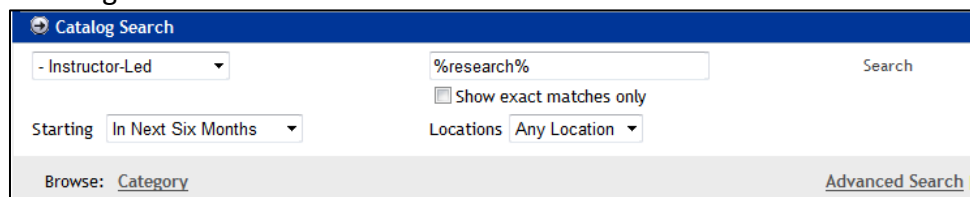
Learning That Has Been Assigned to You

You can find any learning that has been assigned to you on the LMS home page in the **In-Progress Learning Activities** section. To view more, click **View All In-Progress Activities**. The courses should display.

Searching and Browsing for Learning

The Catalog is a list of all the learning items in the system. Courses can be delivered in a classroom (instructor-led), online (web-based) or a combination of both (blended). Like courses can be grouped together into a Curriculum. Courses that expire and must be completed again are Required Learning.

You can search or browse the Catalog to find learning. The **Browse Category** link allows you to search for learning items by category area rather than name. The **Search** link allows you to enter the details of a particular course, offering, package, certification, or curriculum. You can pull down the menus to make selections. In the text field, you can use the % as the wildcard character to replace one or more characters. So, you could search for instructor-led research-related courses in the next six months using the search string “%research%”.



The screenshot shows the 'Catalog Search' interface. It features a search bar with the text '%research%' and a 'Search' button. Below the search bar, there are several filters: 'Instructor-Led' (a dropdown menu), 'Starting' (a dropdown menu set to 'In Next Six Months'), 'Locations' (a dropdown menu set to 'Any Location'), and a checkbox for 'Show exact matches only'. At the bottom, there is a 'Browse: Category' link and an 'Advanced Search' link.

Hint: You can open multiple LMS screens on multiple tabs in the browser.

Registering and Completing Learning

After searching and browsing the catalog, click either the course title or the **View Details** link for the specific course to view more details. Your view and the available choices depend on the type of course and course content offered. The **Learning Assignments** tab provides specific details about this course.

Registering for Courses

You can register for the offerings, certifications, curricula or packages by clicking the **Register** link.

Launching Online Content

Once you have registered for an online course, the **Register** link changes to **Launch Content**. You can also click the **Launch** button. The module opens in a new window. This window includes a playbar and/or buttons to move from screen to screen.

Handling Tasks

Click the name of the task to reveal more information about it. For example, the task description may indicate that you should print the files listed. Again, click the name to open the file. When you are finished, click the **Mark Complete** button.

Sessions

Sessions are instructor-led classroom sessions that are part of a blended course or a curriculum. Click the session to learn the details such as date, time, and location.

Dropping a Course

From the **My Learning** tab, you can select a course or offering. In the **More Actions** field, pull down the menu and select **Drop**.

Reviewing Learning That You Previously Completed

From the **My Learning** tab, select **All Learning Activity** from the left bar. Highlight the **Actions** field and select **View Learning Assignments**. The Progress Report page displays. Click the **Launch** button.

Viewing Your Transcript

From the LMS home page, you can view a list of all your completed courses by selecting **View Completed Learning** from the Navigation Links section.

Not all training completion data has been converted to the LMS. The LMS will include training records for training that has been completed in the LMS and some other data that has been imported into this system.