Using the Duke Learning Management System (LMS)

The LMS delivers online computer-based training and assessments and maintains your training 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://lms.duhs.duke.edu/Saba/Web/Cloud

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. This is a shortened list. However, you can adjust how it is sorted.

To view more, click View All. This provides a larger view and more options.
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.

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 Advanced 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%”.

Hint: You can open multiple LMS screens on multiple tabs in the browser.
Registering and Completing Learning

After searching and browsing the catalog, you will see something like this. Notice that there are different icons and different information displayed for courses based on whether they are instructor-led (includes a date and location) or web-based (aka online).

Click the course title to view more details. 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, click Launch Content, then Launch. 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 View All Sessions button to learn the details such as date, time, and location.
Dropping a Course

From the My Learning tab, In-Progress Learning option, you can view all your registrations.

1. Click the class that you want to drop.
2. Click the Go to Current Learning link on the right side of the screen. Scroll to find the course that you want to drop.

![Course Registration Screen]

3. Click the Drop button or link. You may need to click this link several times.
4. The class is removed from the list. You may receive an automatic e-mail notification of the drop as well.

Reviewing Learning That You Previously Completed

If the course Completion Status has changed from Not Evaluated to either Successful or Unsuccessful, you will find the course and its content in your Learning Transcript.

1. Select the My Learning tab.
2. Click the All Learning Activity option.
3. Select My Completed Courses.

![Learning Transcript]

4. The top of the screen represents the search criteria that you will use to find the completed training in the LMS. Notice that the default only displays the training completed in the past six months. You can adjust the dates and delivery type, then click Search.

1. Click the View Learning Assignments link on the right side of the screen for the specific course.
2. Click Launch.

The online content opens in a new window.
Viewing Your Transcript

1. Select the My Learning tab.
2. Click the All Learning Activity option.
3. Select My Completed Courses.

4. The top of the screen represents the search criteria that you will use to find the completed training in the LMS. Notice that the default only displays the training completed in the past six months. You can adjust the dates and delivery type, then click Search.

Printing an Official Transcript

1. Click the Reports tab.
2. Leave all the fields blank and click the Search button.
3. Place the cursor over the Actions link corresponding to the Transcript Report for a Learner. The Actions popover appears.
4. Click the Execute link.
6. Click the print icon.
7. Click **Export**. The report displays in a PDF reader window. You can now save or print the document.