The City of Houston Learning Management System (LMS)

Training for Phase 1 – Registration & Learning

December 23, 2010

E.B. Cape Center – Your Corporate University

Welcome

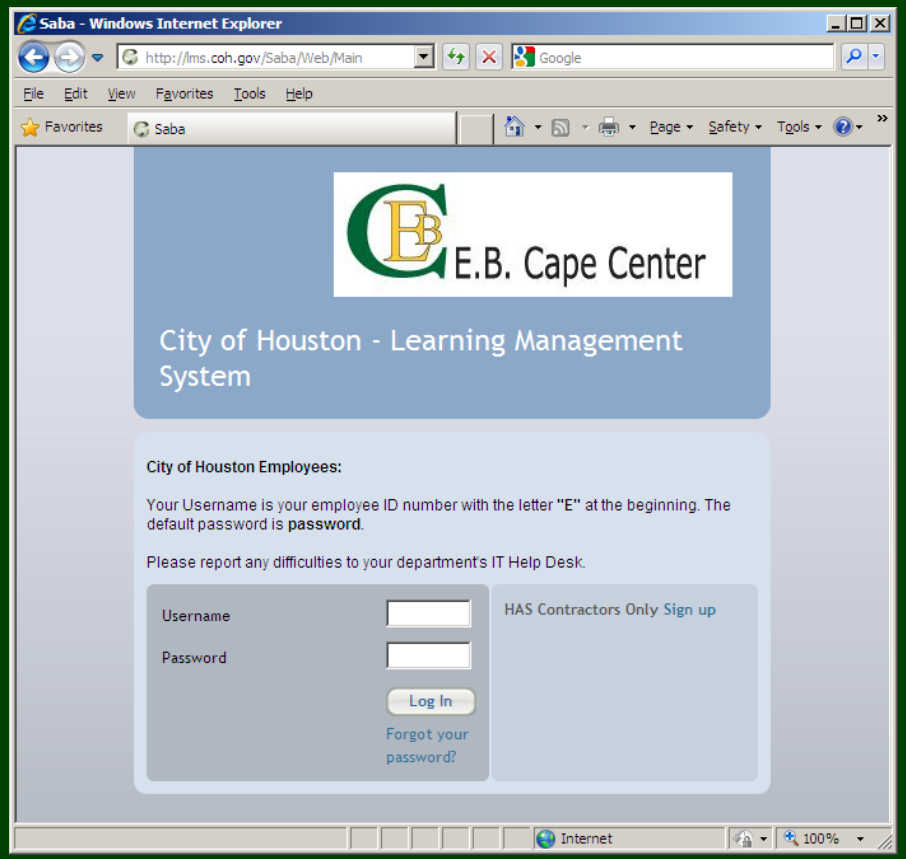
We would like to welcome you to the first of several training presentations on the new Learning Management System (LMS) for the City of Houston.

What You'll Need

All you need to access the Learning Management System is a computer with an Internet Explorer browser.

To get there, go to:

http://lms.coh.gov



How to Log In

City of Houston Employees:

Your Username is your employee ID number with the letter "E" at the beginning. The default password is **password**.

Please report any difficulties to your department's IT Help Desk.

Username

Password

Log In

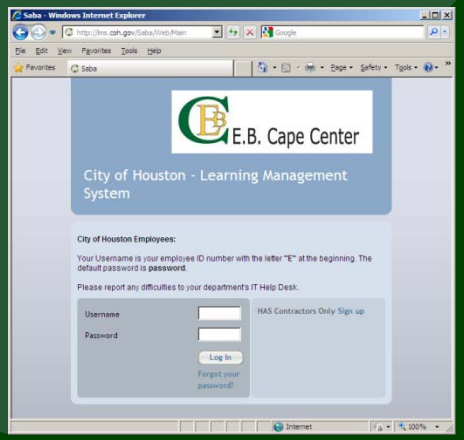
Forgot your password?

HAS Contractors Only Sign up

2 Type the word *password* in the Password field

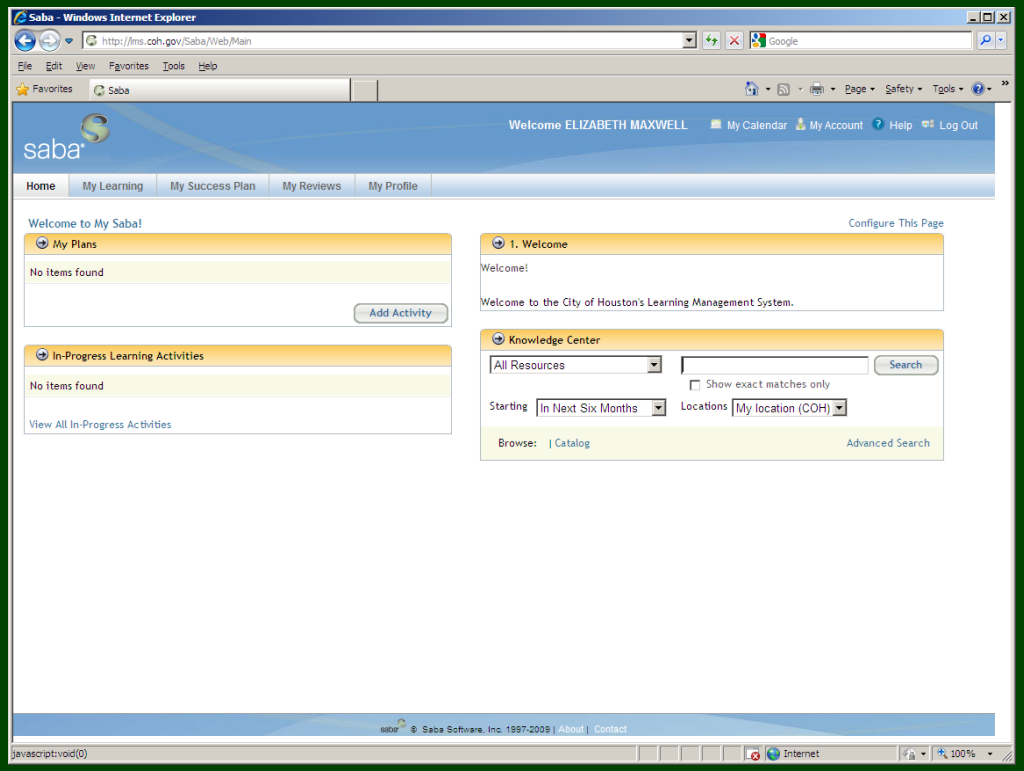
1 Type your employee ID number in the Username field

3 Click the Log In button



Inside the LMS

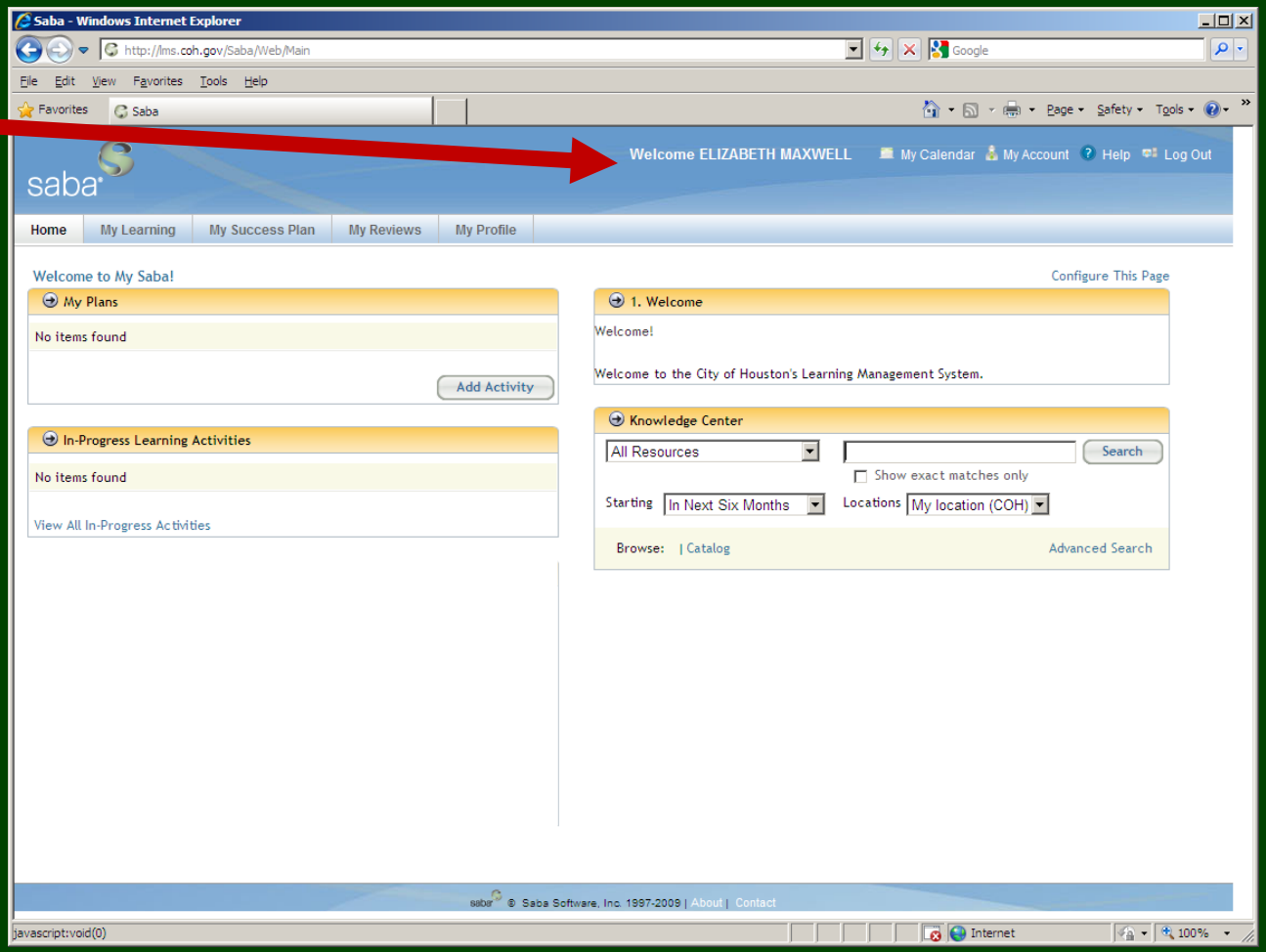
Here is what you see when you log into the LMS for the first time.



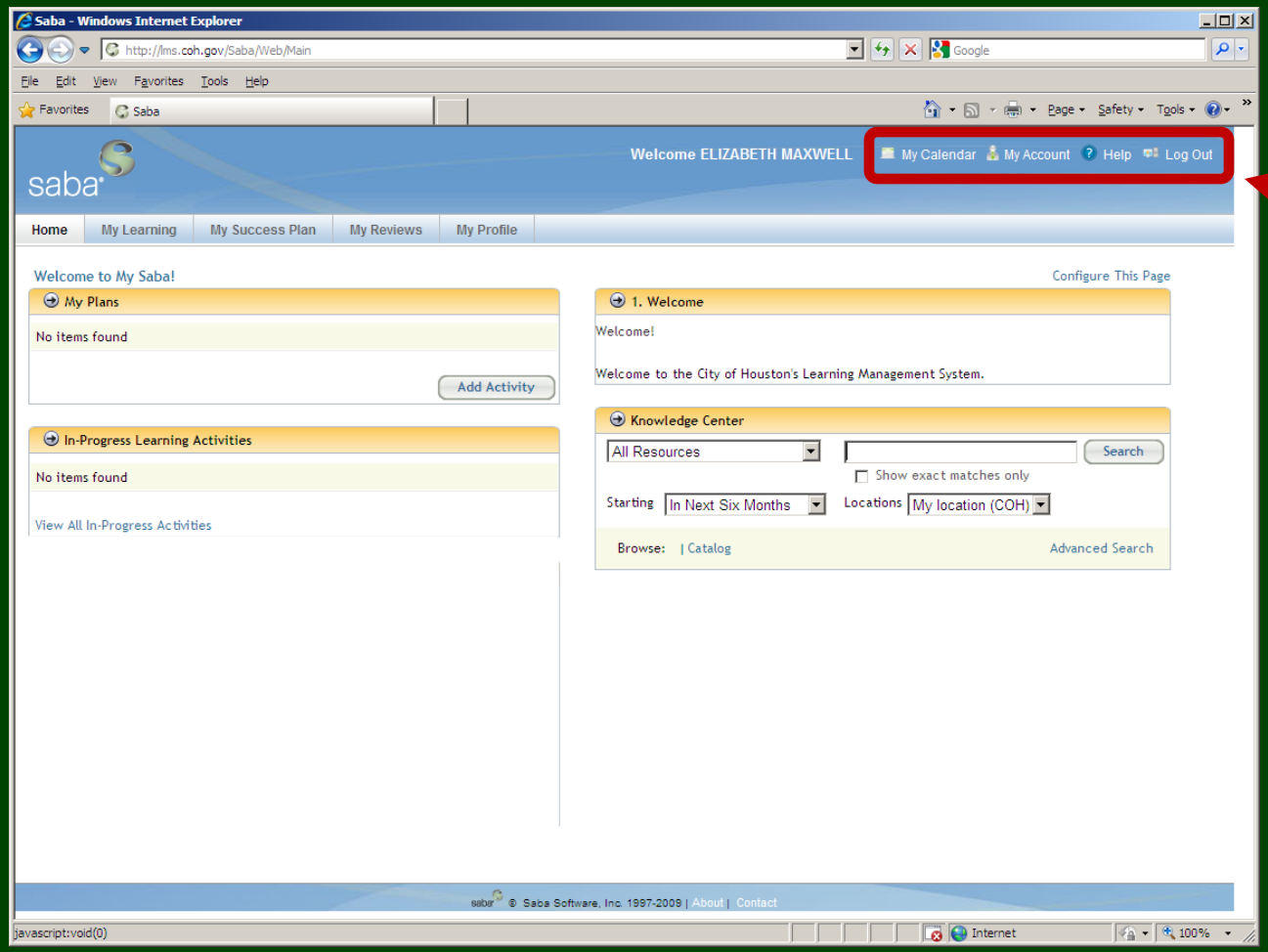
Main Parts of the Screen 1/4

Your name

Your name should appear in the top portion of the screen.



Main Parts of the Screen 2/4



Function Bar

The **Function Bar** has the following links:

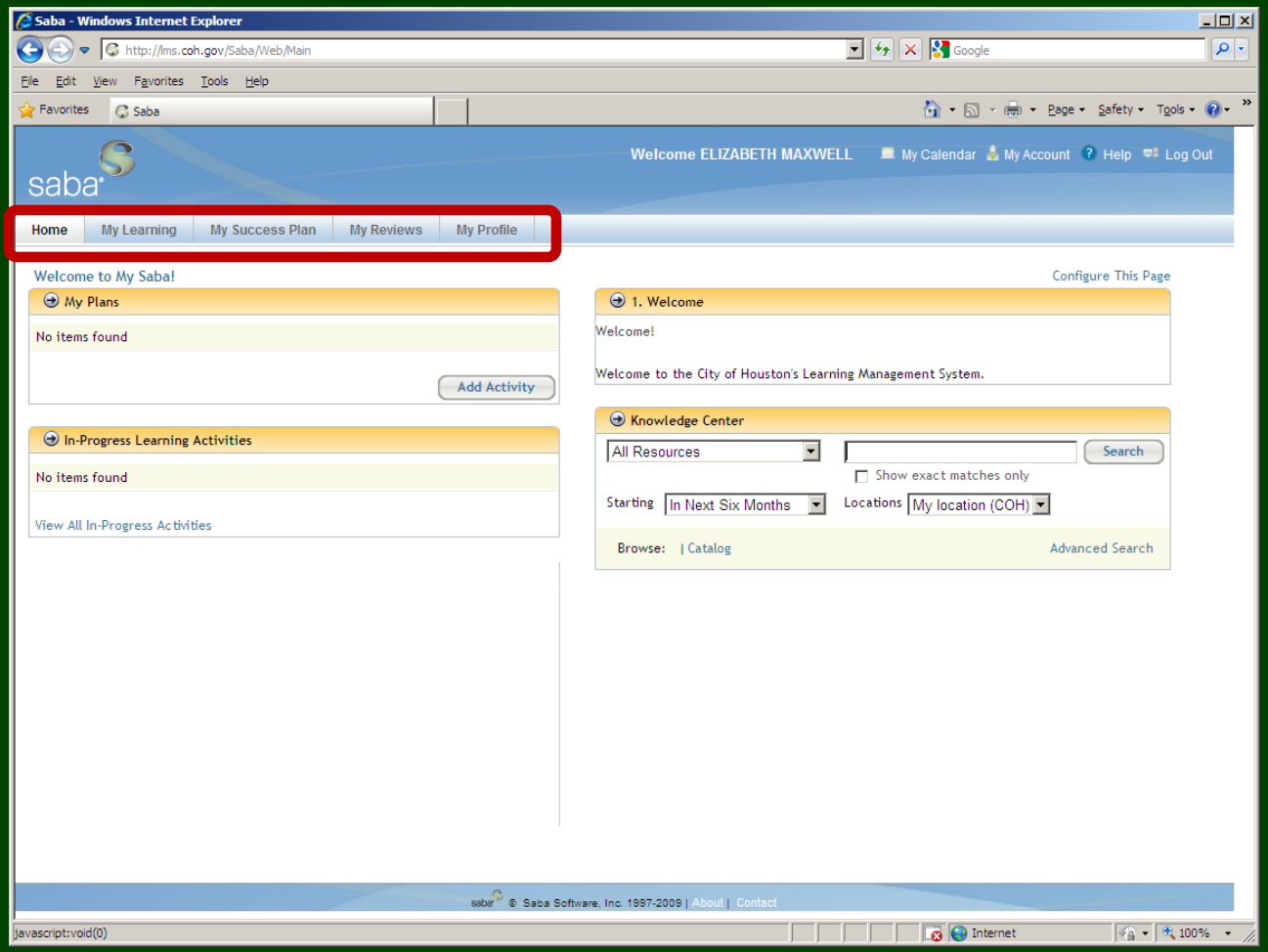
- My Calendar
- My Account
- Help
- Log Out

Main Parts of the Screen 3/4

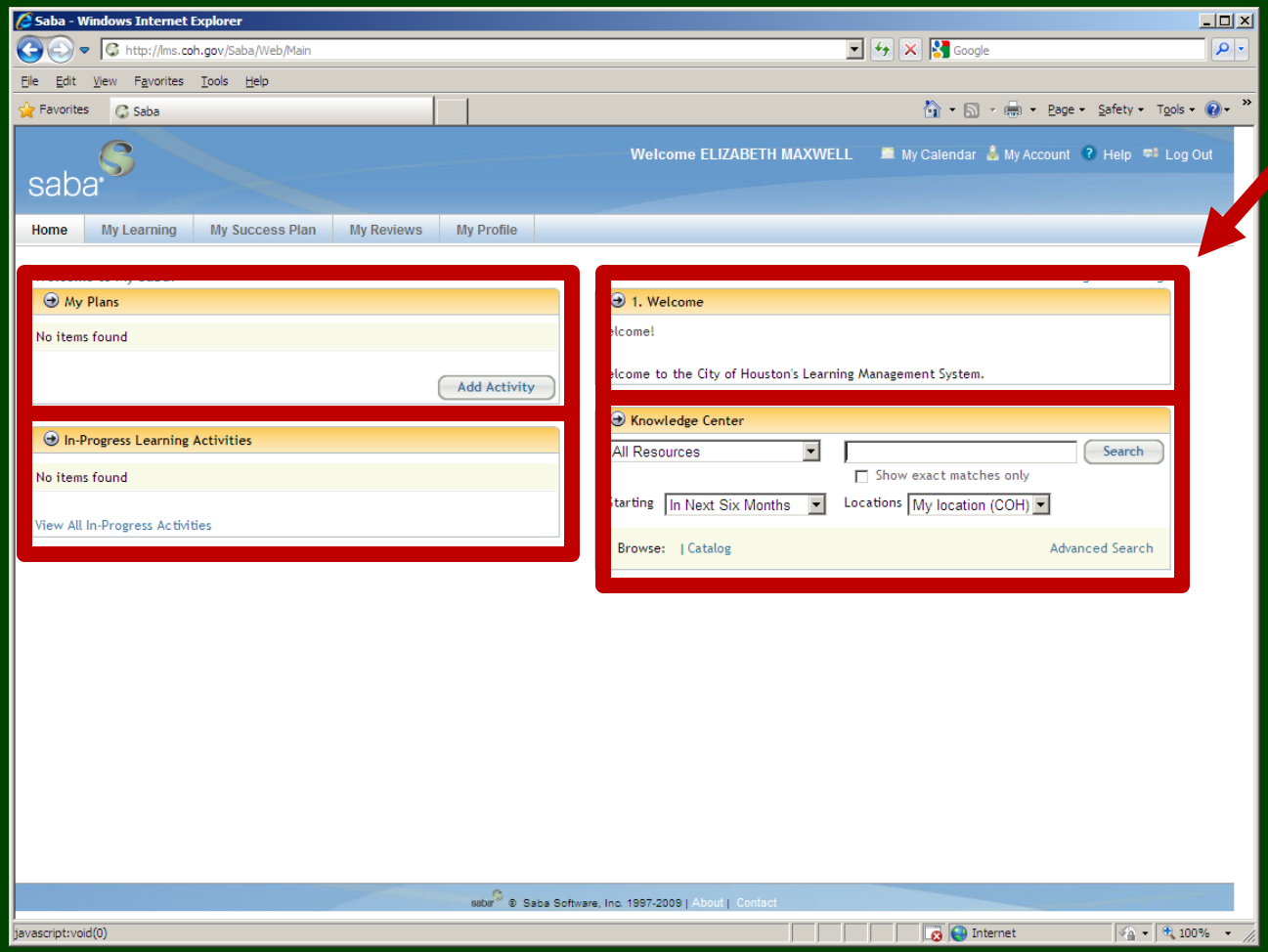
Tab Bar

The **Tab Bar** provides access to the following pages:

- Home
- My Learning
- My Success Plans
- My Reviews
- My Profile



Main Parts of the Screen 4/4

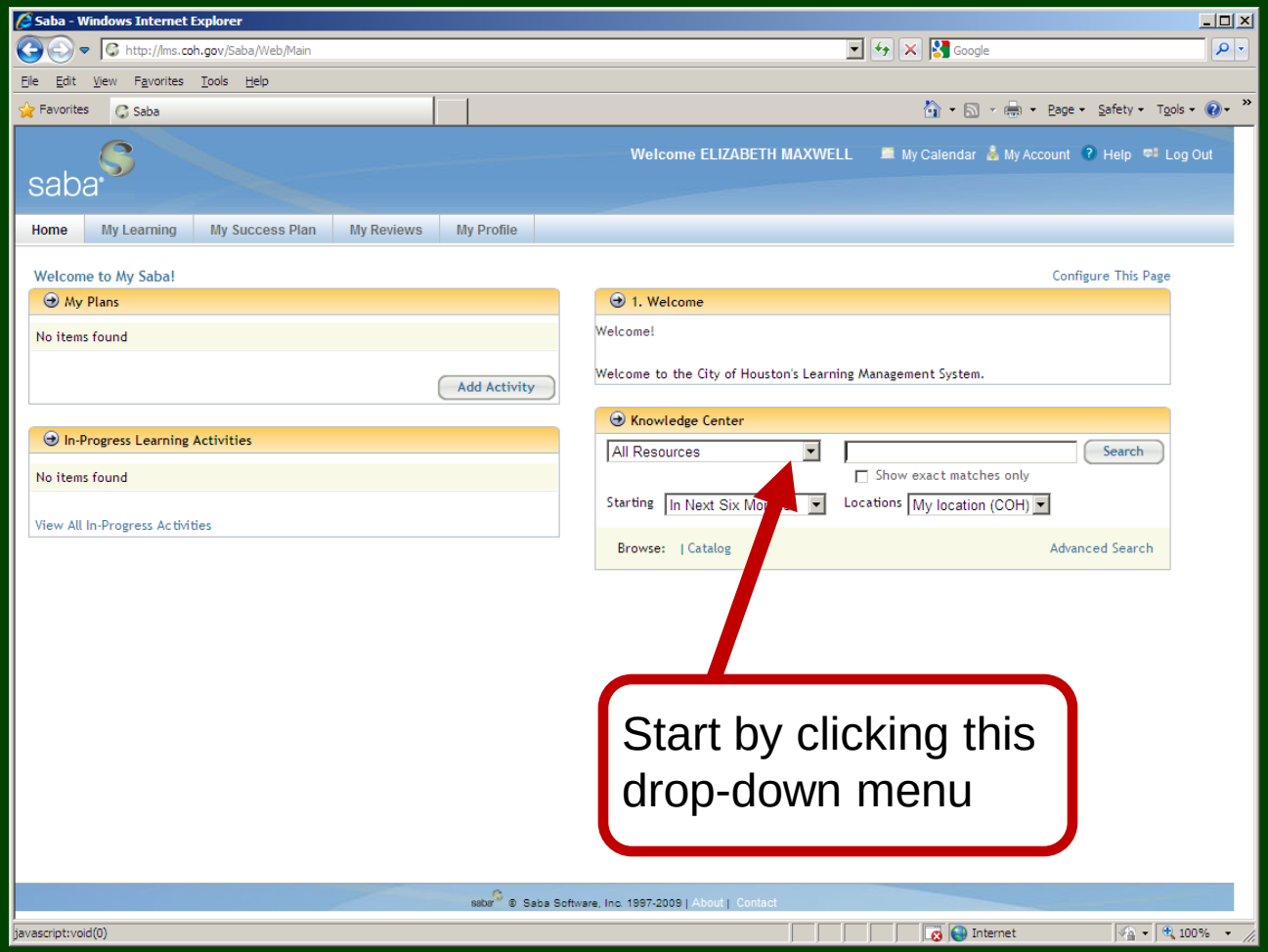


Portlets

The four **Portlets** that appear for all users on their first log-in include the following:

- Welcome
- Knowledge Center
- My Plans
- In-Progress Learning Activities

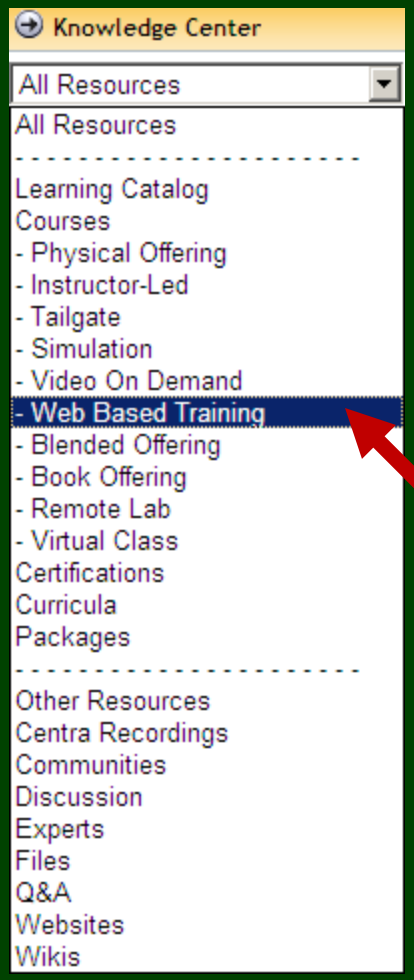
How to Find a Course 1/4



Start by clicking this drop-down menu

To find a course in the system, start by clicking the drop-down menu called **All Resources** in the Knowledge Center.

How to Find a Course 2/4

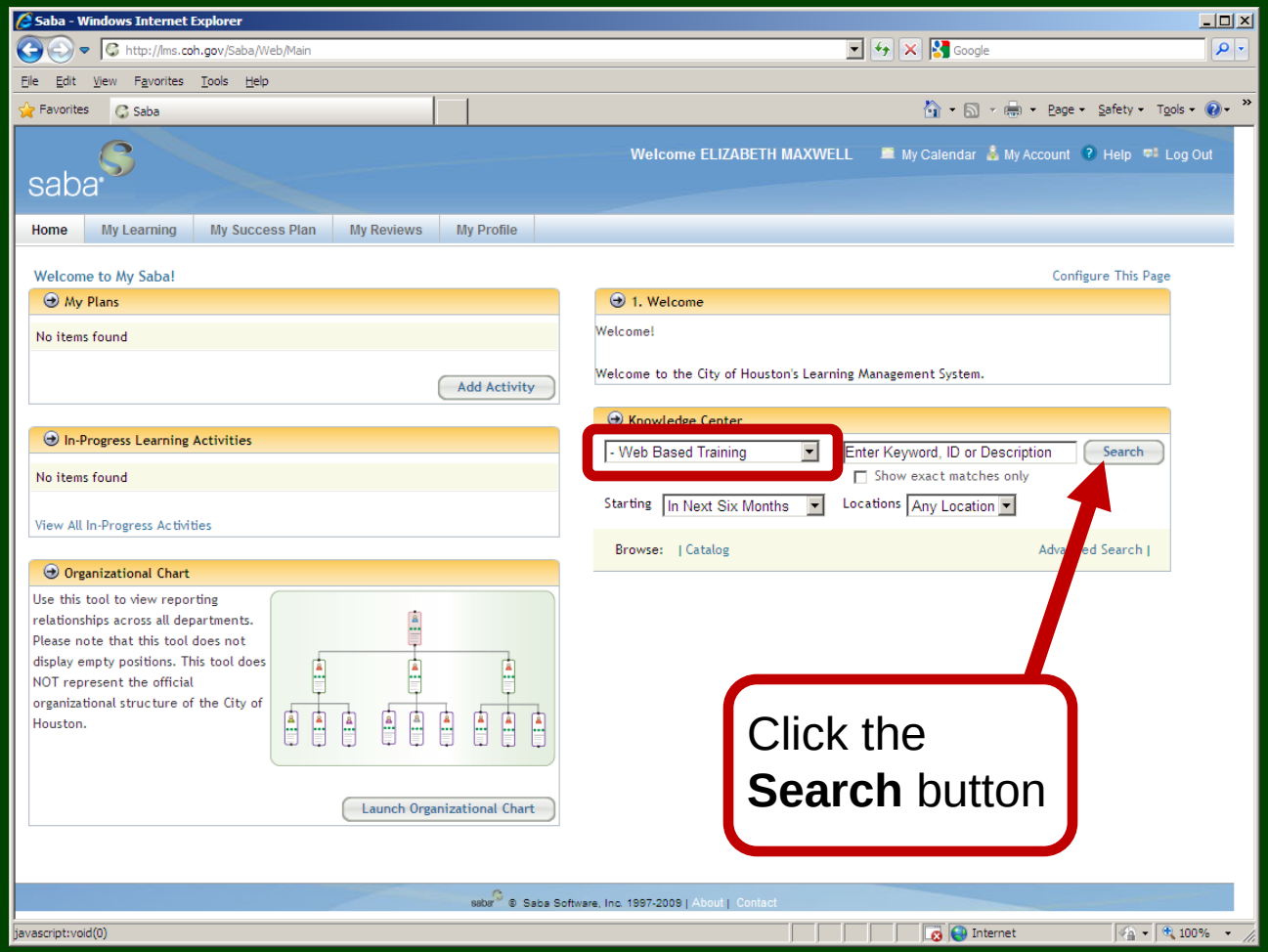


As you see from the list of resources in the drop-down menu, there are many different kinds of learning resources available in the system.

For this learning session, please select Web Based Training.

Click the menu item called **Web Based Training**

How to Find a Course 3/4



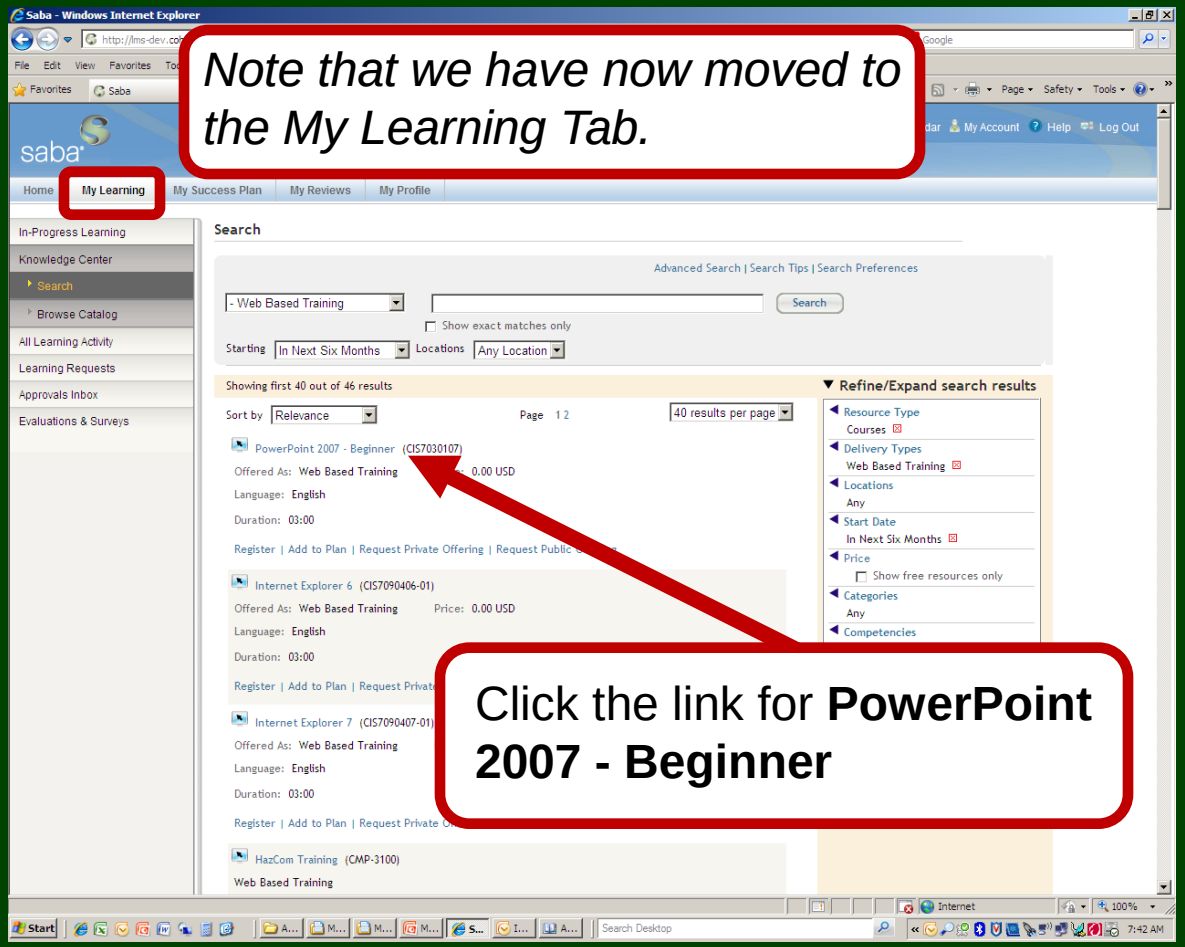
Now that **Web Based Training** has been defined as the kind of learning resource we're looking for, click the Search button to see what's available.

How to Find a Course 4/4

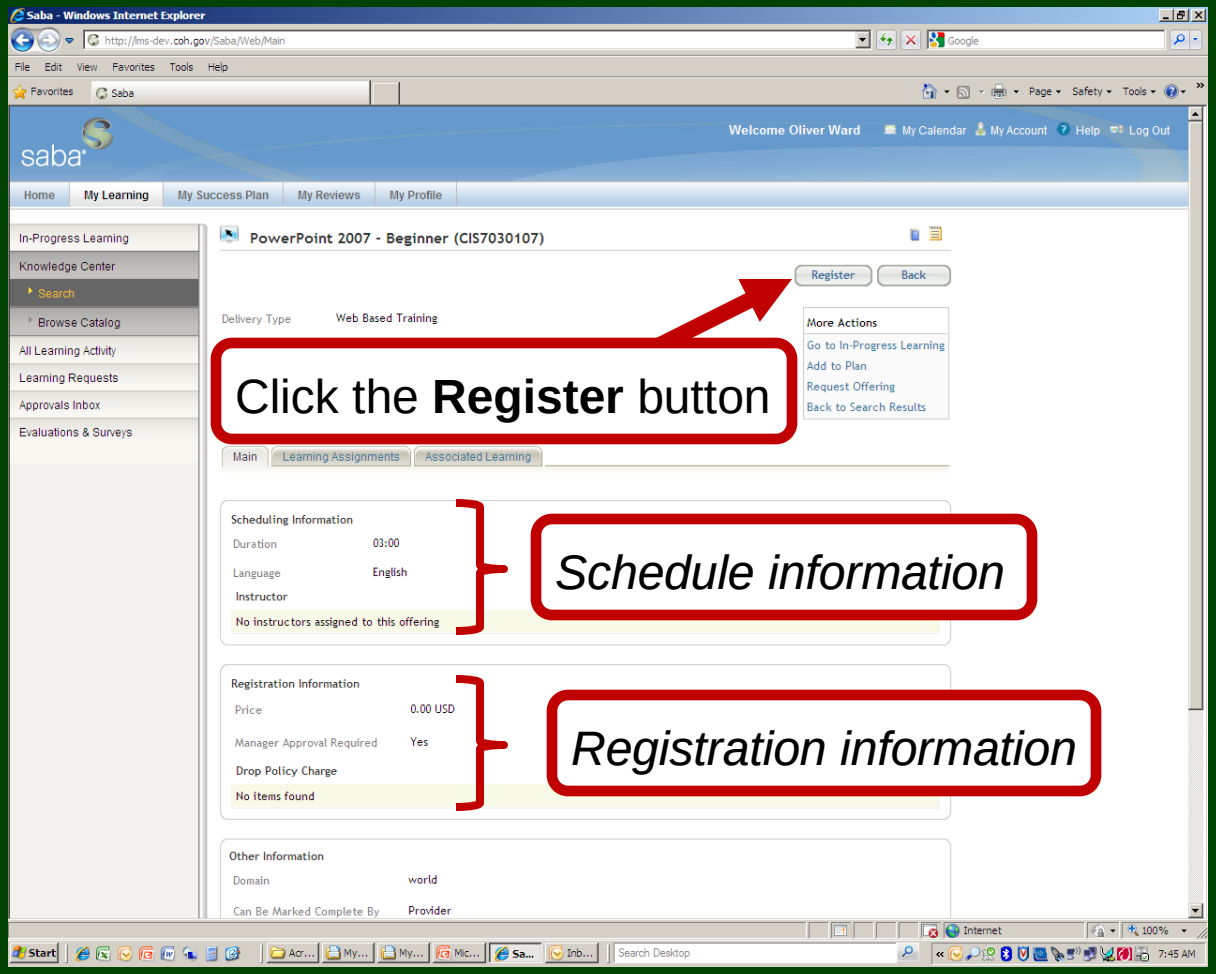
First , you should note that you have jumped to the My Learning tab.

The screen now displays a list of courses that can be taken from your desktop via web based delivery.

For this example, please click the link for the course titled **PowerPoint 2007 - Beginner.**



Register for a Course 1/3



On the coursed description page, you find important information on scheduling and registration.

These items include:

- Duration: 3 hours
- Cost: 0.00 dollars
- Manager Approval Required

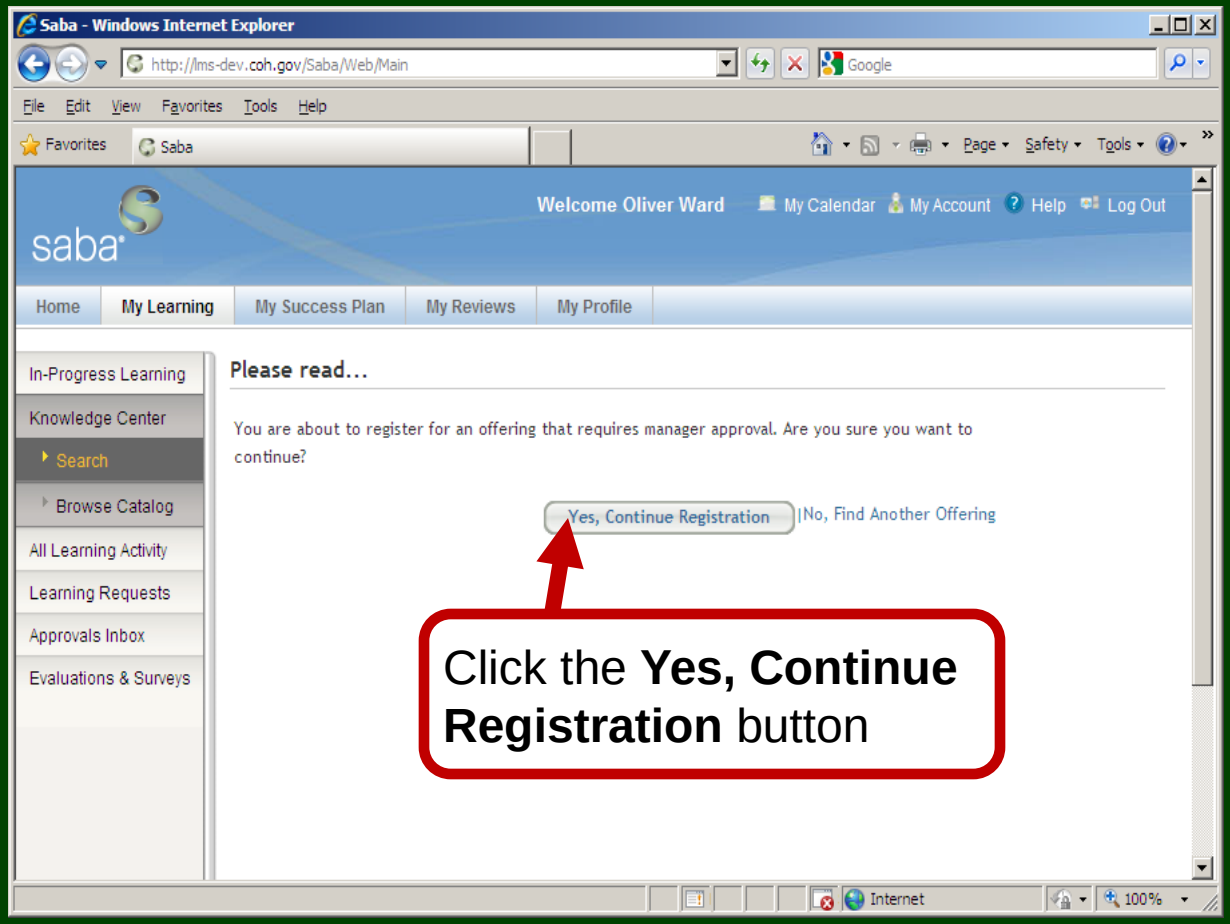
To register for the course, click the **Register** button.

Register for a Course 2/3

After you click the Register button, a screen displays like the one shown here.

It reminds you that the time you spend taking this course requires the approval of your manager. Most courses in the LMS require your manager's approval.

Click the button to continue registering.

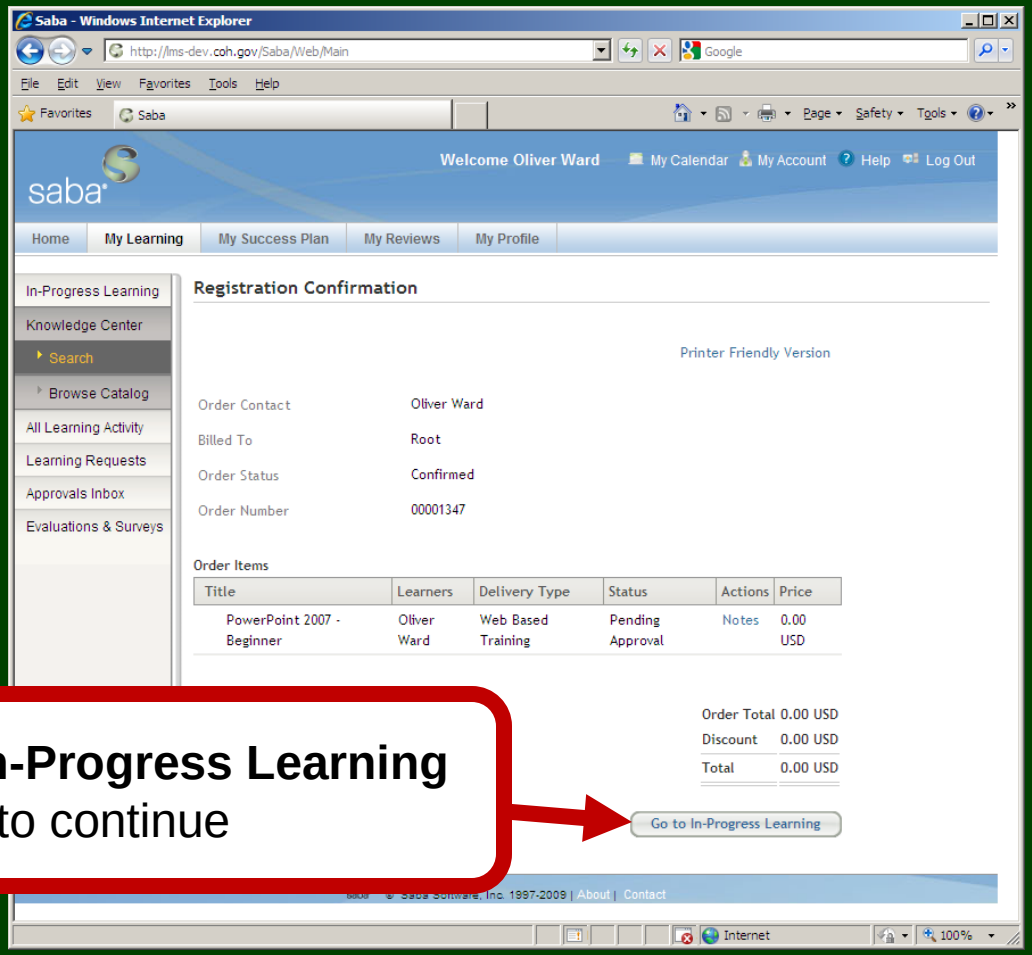


Click the **Yes, Continue Registration** button

Register for a Course 3/3

After you click the Register button, a screen displays your registration confirmation. The current registration status is pending approval by your manager.

Click the button to go to your In-Progress Learning.

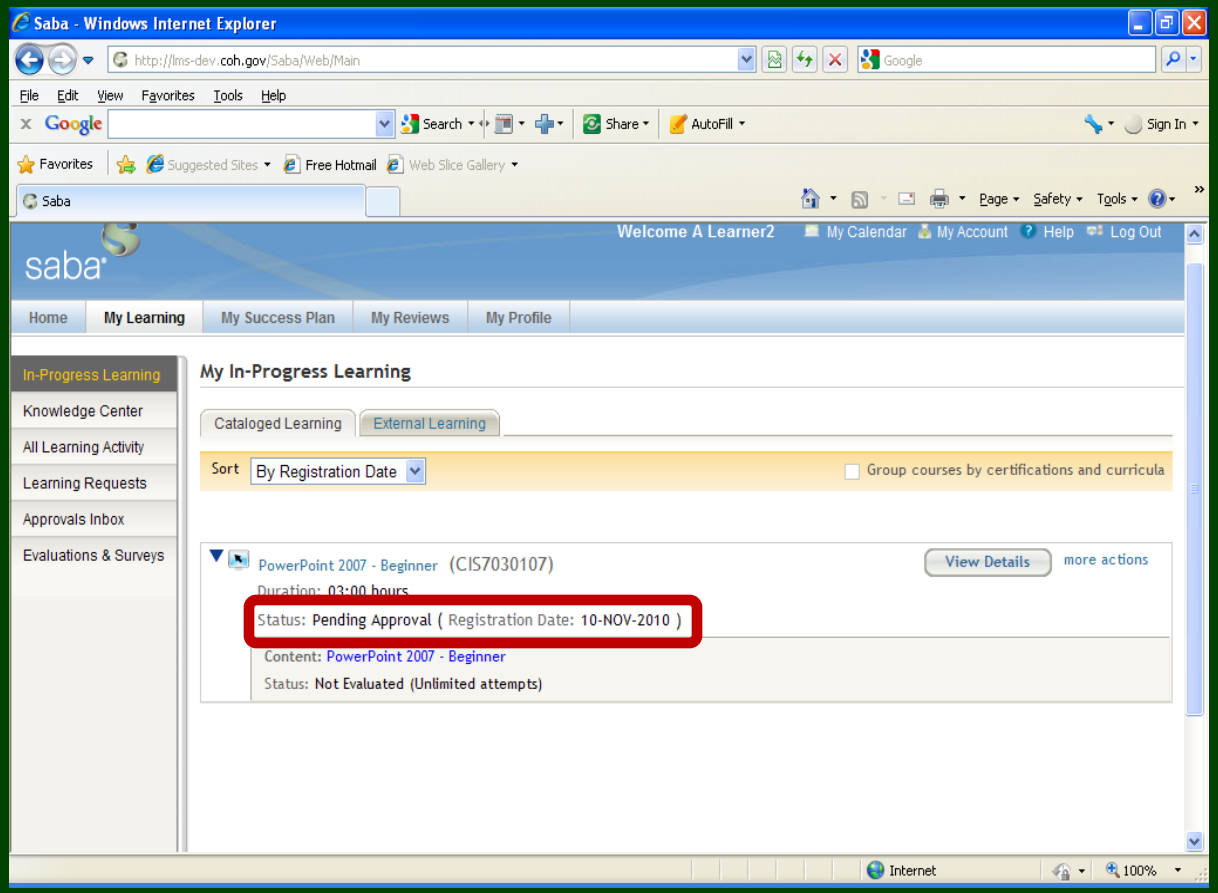


Click the **Go to In-Progress Learning** button to continue

View In-Progress Learning

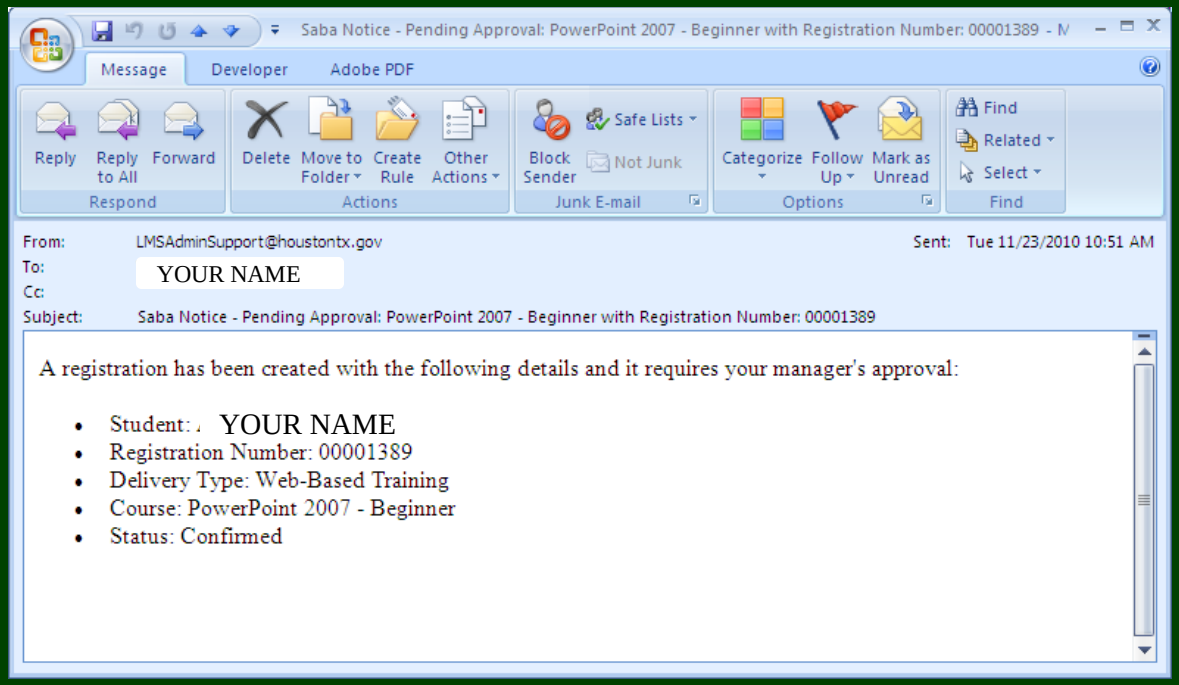
Your **In-Progress Learning** page allows you to view registrations, approval status and class details.

In this case, it shows that the status of the course is **Pending Approval**.



View In-Progress Learning

You will also receive an e-mail notification from the LMS (LMSAdminSupport @houstontx.gov), stating that your registration is confirmed and is currently awaiting approval from your manager.

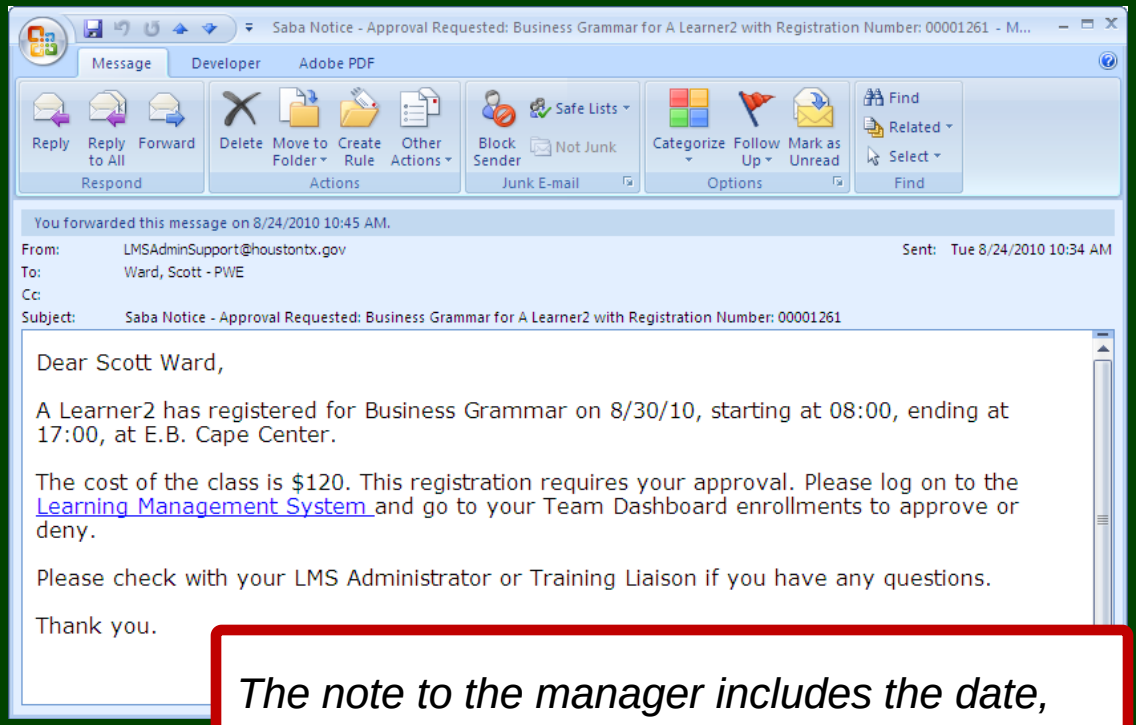


Manager Receives E-mail

Now let's look at the process from the Manager's point of view.

The learner's manager receives an approval request via e-mail with detailed information about registration request, including the date, time, location and cost of the course.

The manager then logs in to the LMS and approve or deny the registration request.



The note to the manager includes the date, time, location and cost of the course

Manager Logs In to LMS

City of Houston Employees:

Your Username is your employee ID number with the letter "E" at the beginning. The default password is **password**.

Please report any difficulties to your department's IT Help Desk.

Username

Password

Log In

Forgot your password?

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2 Type the word *password* in the Password field

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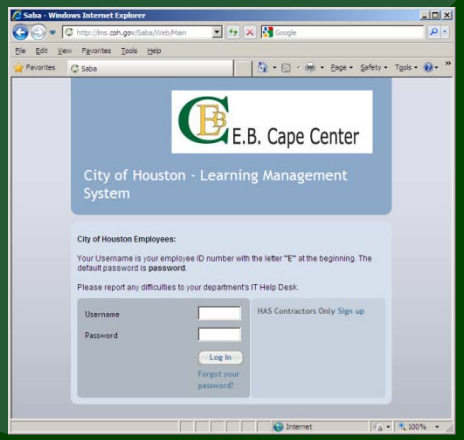
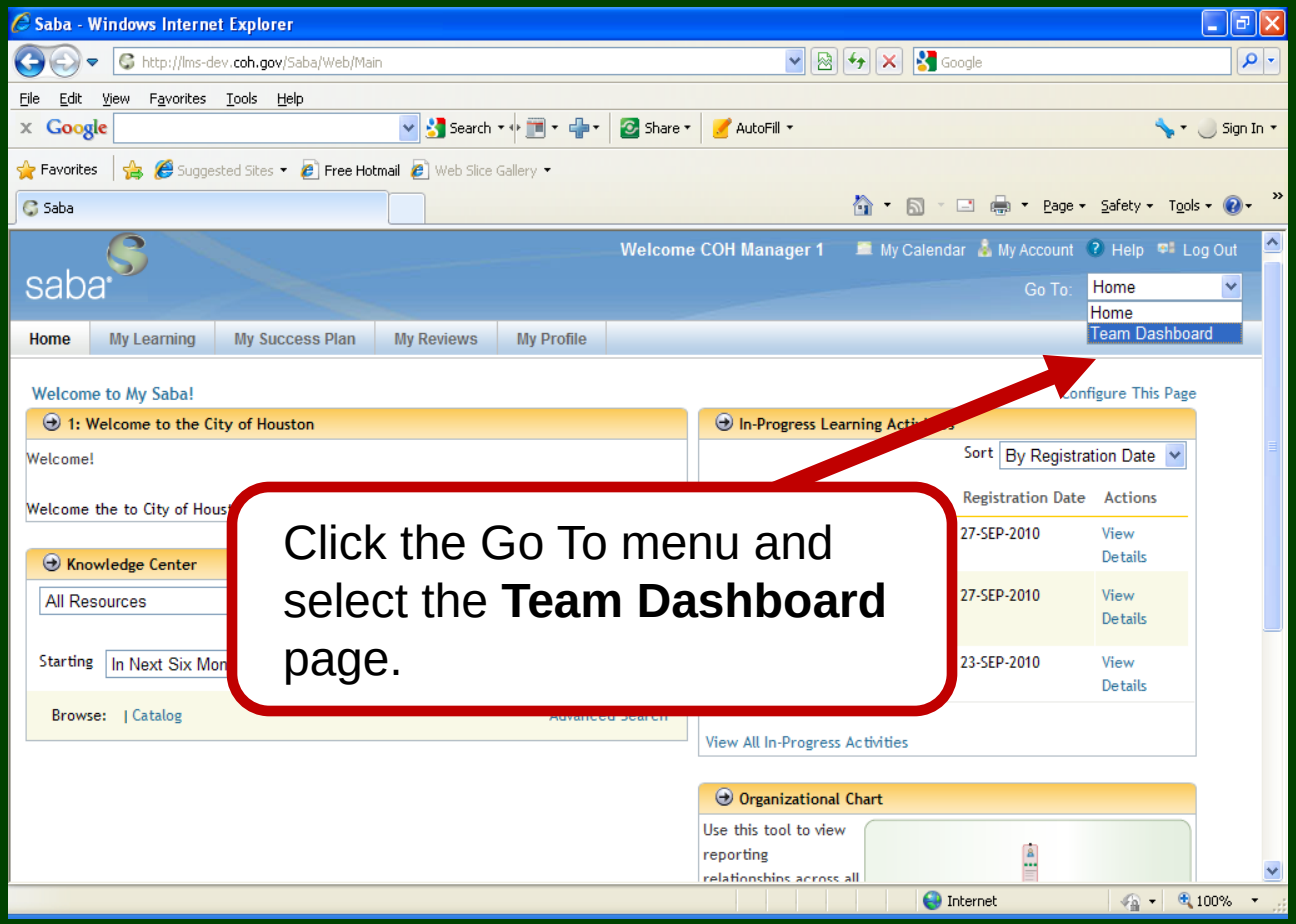
3 Click the Log In button



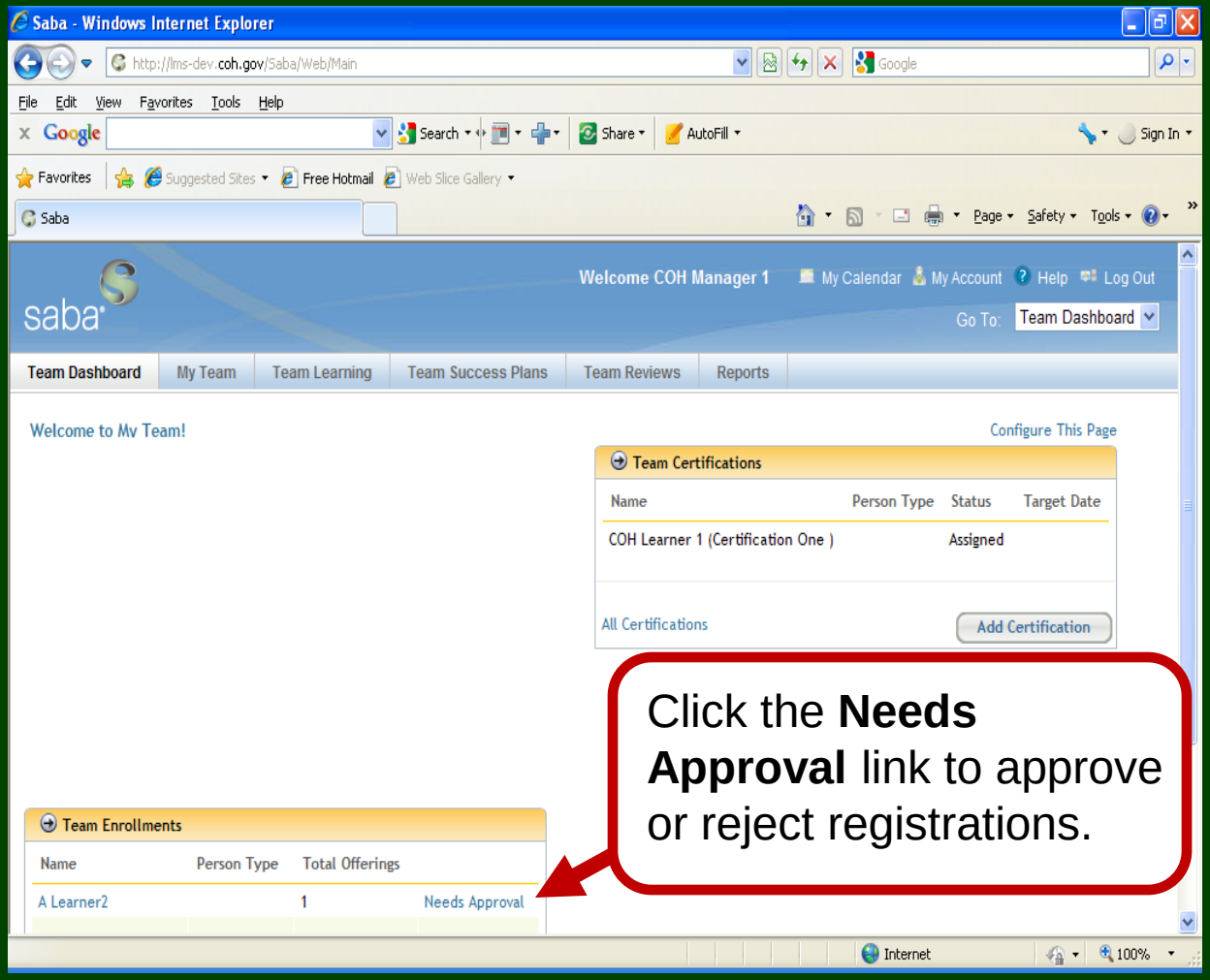
Manager Home Page



The Manager's Home page has an additional feature called the **Go To** menu.

First click the down arrow, then select the **Team Dashboard** page from the menu.

Manager's Team Dashboard



Click the **Needs Approval** link to approve or reject registrations.

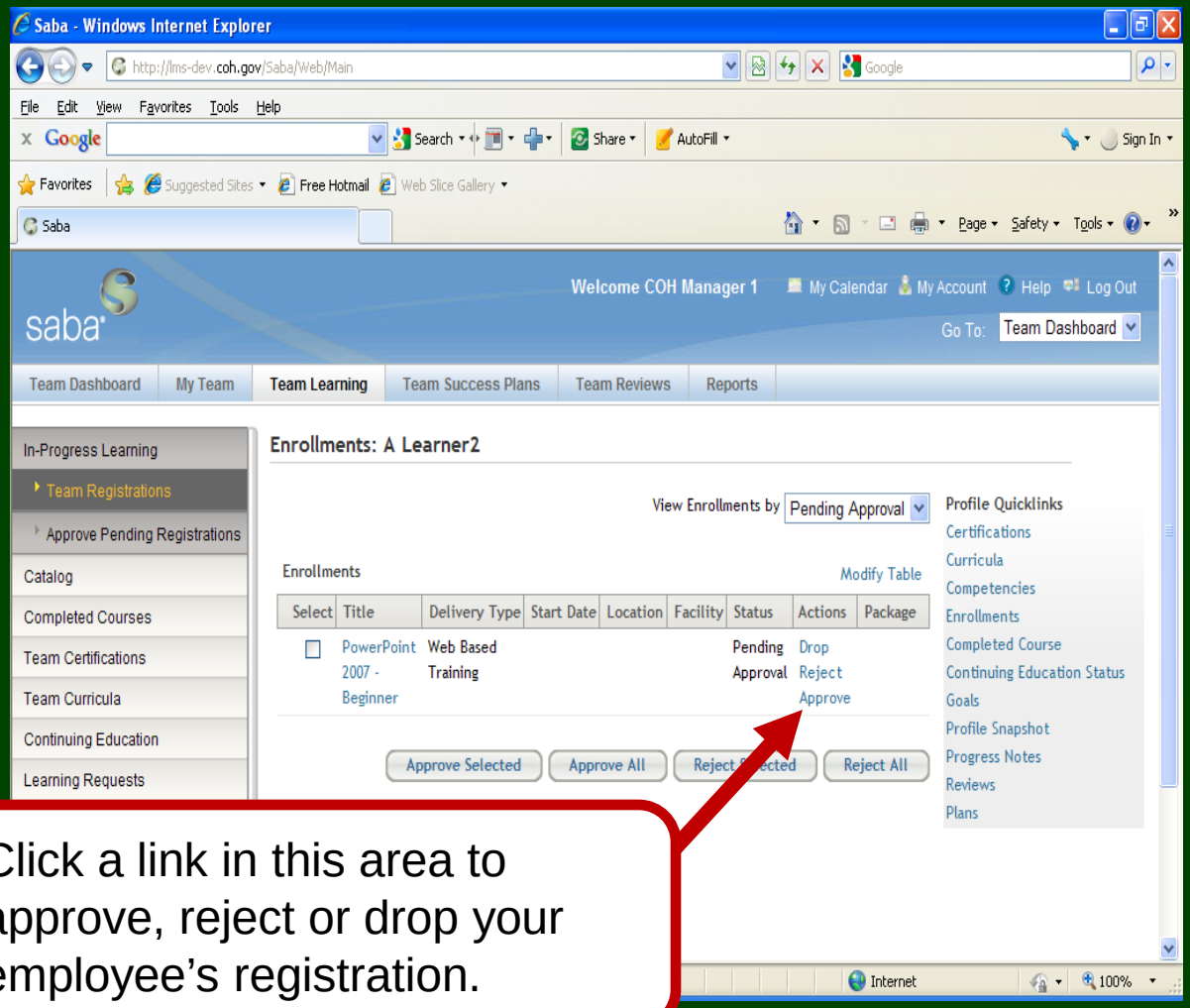
The Team Dashboard allows managers to approve or deny registrations and view the in-progress learning and transcripts.

Managers can also use this page to register their employees in classes and distribute learning assignments.

Learner's Enrollments Page

Managers can approve or reject the employee's registration here.

The employee receives an e-mail notification of the Manager's action. In this case, the Manager clicks the **Approve** link, which clears the pending approval status on the item.

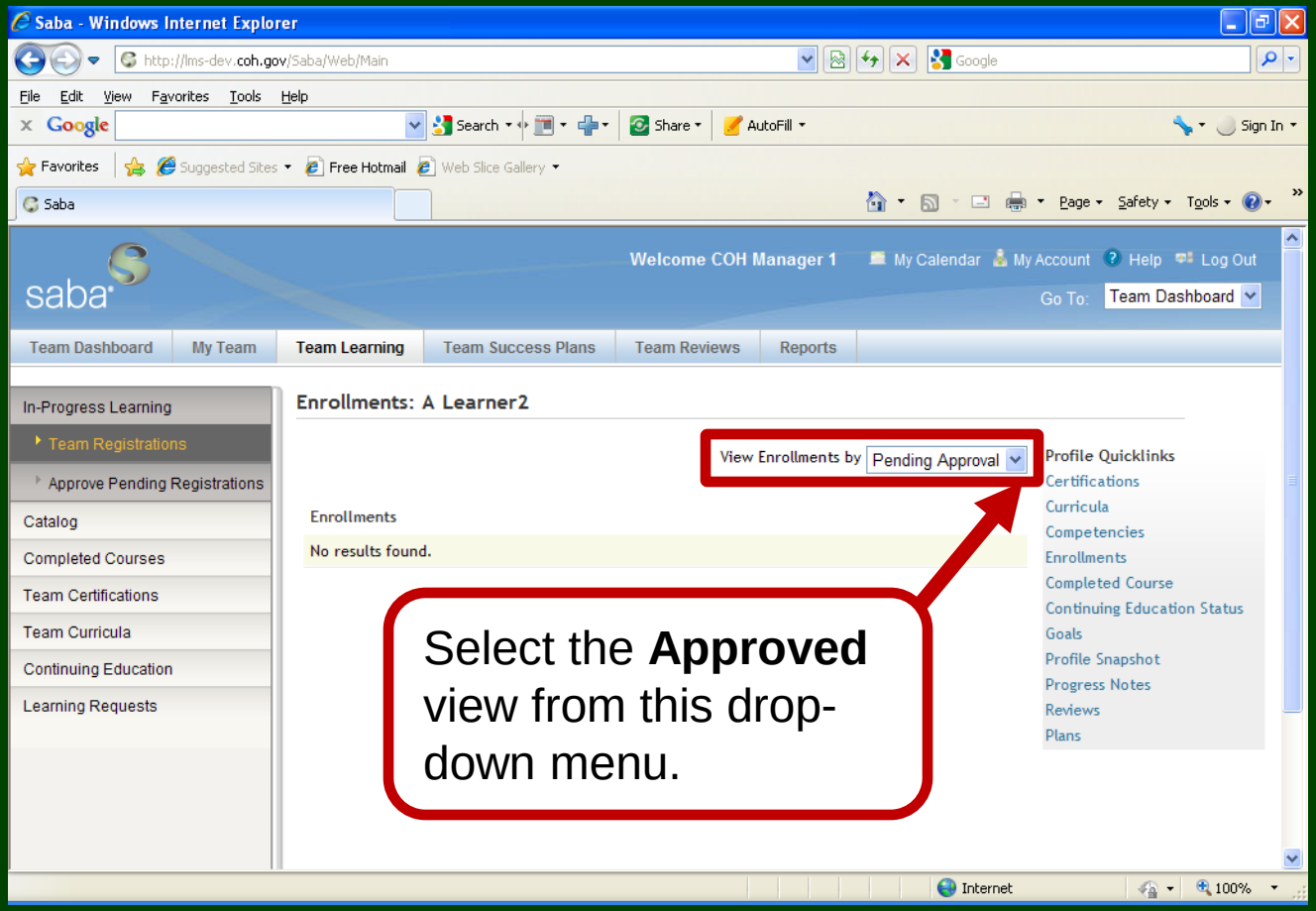


Click a link in this area to approve, reject or drop your employee's registration.

View Enrollments

The employee's **Enrollments** page displays in the manager's view under the Team Learning tab on the Pending Approval view.

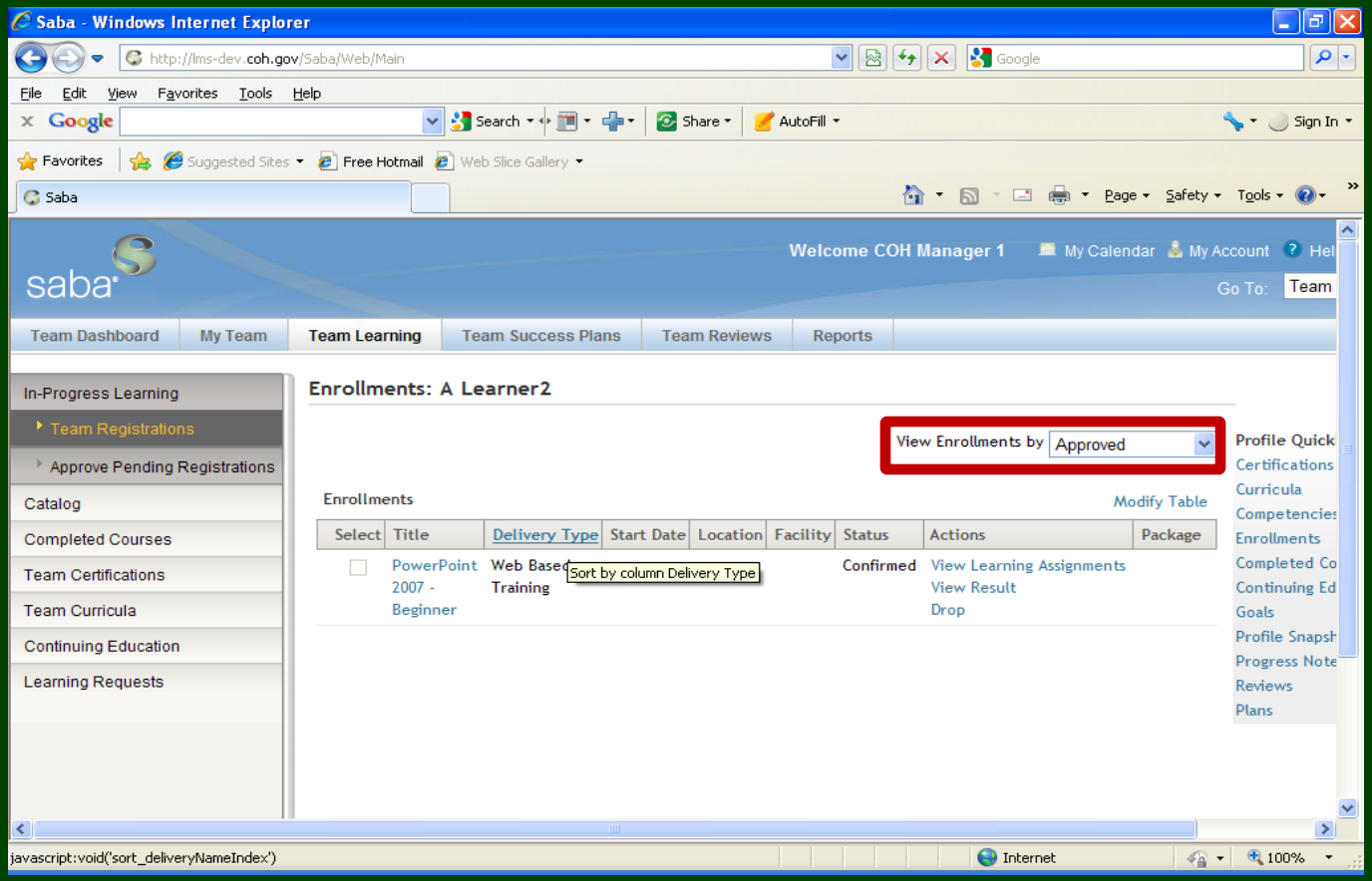
Select the **Approved** view in the drop-down menu to view approved enrollments.



View Approved Enrollments

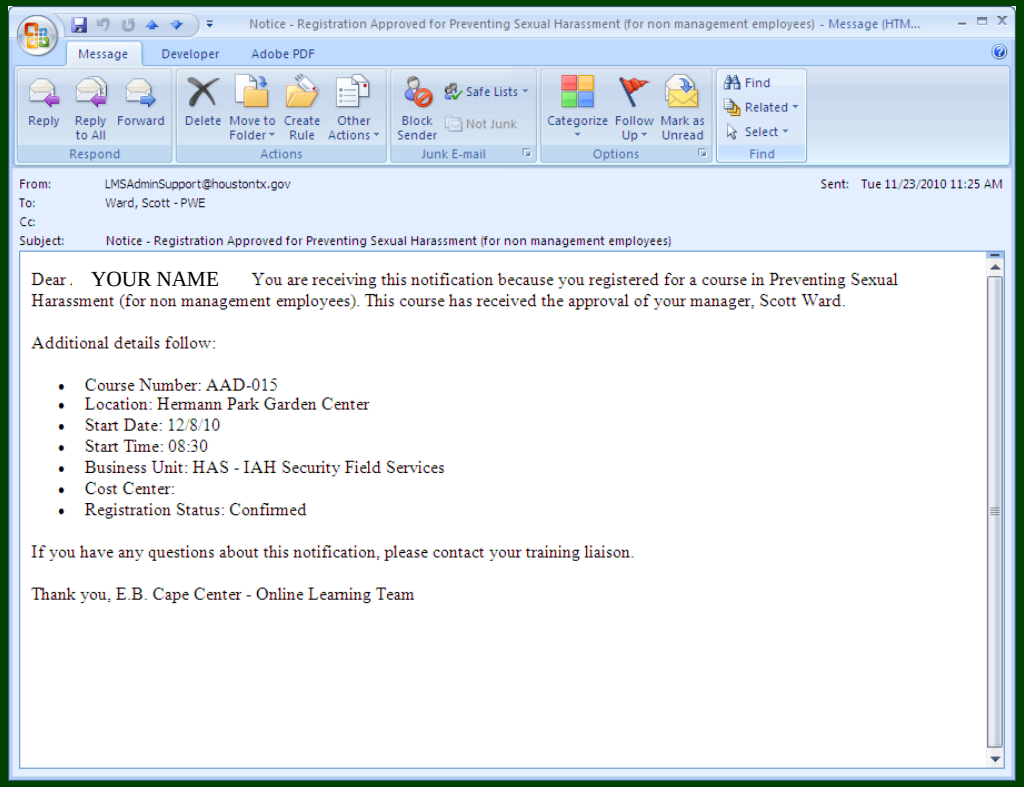
Based on your previous selection, the screen now shows the enrollments for the learner under the **Approved** view.

Managers can check here for the enrollments they have approved.



Learner Receives Approval Email

After the manager has approved the registration, the learner gets a confirmation.



Major Functions for Learners

Here are some of the major functions that you can perform as a learner in the LMS.

- Self-Registration and Self-Paced Learning
  - Learners can use the Knowledge Center to find Courses, Offerings and other resources
  - Learners can self-register
  - Learners can view their In-Progress Learning, registration status and learning assignments
  - Learners can launch web-based training and begin the course, save and resume the course at their convenience

Major Functions for Managers

Here are some of the major functions that you can perform as a manager in the LMS.

- View and Manage Direct Reports' Learning
  - Managers can use the Knowledge Center to find Courses, Offerings and other resources
  - Managers can register direct reports into classes
  - Managers can approve or deny employees' registrations
  - Managers can view their employees' In-Progress Learning, registration status, learning assignments and transcripts