LTLTI

LONG TERM LIVING TRAINING INSTITUTE
OF PENNSYLVANIA

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Learning Management System

User's Guide

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LTLTI LMS Overview – The Long Term Living Training Institute is proud to introduce our new, learning management system (LMS). Our new LMS is software maintained to administer, document, track and report on all of our training programs, conferences, online events, and e-learning programs. This software will enable us to automate administration, deliver learning content rapidly, consolidate training initiatives, and personalize and track learning content.

User Account Overview

A user can manage their user account by clicking on the Manage Account icon. Within this area, a user will be able to modify certain fields such as your email address, password, name, and title.

Changing your Email Address

1. Enter New Email Address
2. Click green **SAVE** button on the bottom of the screen.

Note: Changing your email address will change your username. From this point on, you will need to login with your new username.

Changing your Password

1. Enter your password in 'Reset Password' box.
2. Re Enter your password in the 'Re Enter Your Password' box.
3. Click green **SAVE** button on the bottom of the screen.

For maximum security, we suggest that you set your password to at least 8 characters. It should contain both letters and numbers.

Changing your Name, Display Names, Position Title or Organization Access

1. Enter your First, Last, Display First, Display Last, Position Title or Organization Access.
2. Click green **SAVE** button on the bottom of the screen.

Note: Display names are only used for name cards and .csv files. Throughout the LMS system and on all Certificates, names are displayed as typed into the First Name and Last Name field.

Adding or Changing Your Training Areas

1. Select all Training Areas that apply to you.
2. Click green **SAVE** button on the bottom of the screen.

Note: Some training areas may require additional authorization before you access them.

Course Catalog Overview

Within the Course Catalog area, you will be able to view Programs, Courses, and Modules within your selected training area. These items contain important information, files, videos, and interactive learning modules. You or your supervisor may select or assign training content. Content that has been assigned to you will appear in the "Incomplete Coursework" section on the right side of each page, and will help keep track of your progress within the LMS.

Catalog-Program-Course-Module Hierarchy

 Program- This is the program name (Example: ISP Online Training)

Course- This is the course name (ISP Online Training One)

Module- Modules are the individual resources that are required to complete a course. They might be videos, PDF documents, Exams, etc.

Register for a Course

1. From the Main Menu, select Course Catalog icon
2. Enter text into the filter box to narrow results
3. Select 'Courses' from the dropdown menu and click green **GO** button
4. User may **REGISTER** or **UNREGISTER FOR THIS PROGRAM**

Completing a Program, Course or Exam

1. Select a course
2. Click on a course name
3. Modules will be displayed on the following page in the order in which they should be taken
4. Click on **VIEW NOW** button to complete each module
5. The status of each module is displayed and updated as you complete them

Note: Some modules must be marked as completed before moving to the next.

Resource Archive Overview

In this area, you will find access to all the resources uploaded to the LMS. For example, past webinars will be found in this area. All of the resources are sorted into training categories. Resources can easily be sorted by their association to a Program from the Course Catalog or by their association to an Event from the Event Calendar. Additionally, you may opt to view all resources that are provided by choosing the 'Show All' tab in the Resource Archive, or locate a specific resource by using the Filter Box at the top of the Resource Archive page.

To View an Archived Resource

1. From the Main Menu, select Resource Archive icon
2. Select the training category (tan folder) that you would like to view **or**
3. Enter text into the filter box to narrow results and click green **GO** button
4. User may select the > button on the far left of the Resource to see details

5. User may select the **VIEW NOW** button to view the Resource
6. Once the Resource has been viewed, the status will change to COMPLETED

Event Calendar Overview

The Event Calendar of the new LMS displays a calendar of the current month's event schedule. Using the arrows at the top left of the calendar, you can easily navigate from month to month to see upcoming events. Hovering over an item will pop up detailed information about that event in an interactive and scrollable tooltip. Clicking on the event or View Event Details button on this tooltop will take you to the full details of the event where you can register to attend and see the event's schedule and uploaded documents.

The LMS also provides a List View of the upcoming events for those users who would prefer to see the events in a list format. Using the search fields at the top of the Event Calendar section of the LMS will allow users to locate events.

Event Calendar by Title

1. From the Event Calendar page
2. Enter a key word into the filter and click green **GO** button
3. All events containing your keyword will be displayed in a List
4. User can select an event to obtain more detailed information
5. User can click **REGISTER FOR THIS EVENT**
6. You will receive a SUCCESS message in the upper right hand corner

Event Calendar by Date

1. From the Event Calendar page
2. Enter a 'From Date' and 'To Date' or Clicking inside of these boxes will display a Calendar
3. Click on day inside the 'From Date' calendar
4. Click on a day inside the 'To Date' calendar (Be sure date is after 'From Date')
5. Click on green **GO** button to display a list of events that meet your criteria
6. User can select **REGISTER FOR THIS EVENT**
7. You will receive a SUCCESS message in the upper right hand corner

Event Calendar by Date Range

1. From the Event Calendar page
2. Click on the arrow beside the Choose Date Range and select one of these
3. Click on green **GO** button to display a list of events that meet your criteria
4. User can select **REGISTER FOR THIS EVENT**
5. You will receive a SUCCESS message in the upper right hand corner

Obtaining Course Certificates

After completing certain programs and attending certain events within the LMS will earn you a certificate which can be viewed, downloaded or printed for your records. These certificates are always accessible from the My Certificates section of the LMS.

1. From the HOME page
2. Click on My Certificates icon
3. All certificates that you are eligible for are displayed
4. User can elect to **PRINT** or **DOWNLOAD** these certificates
5. User must hit CTRL + P to print after the PRINT button brings certificate to screen

My Alerts Overview

1. Click on My Alerts icon
2. You are able to view all Learning Management items that have been assigned to you.
3. User can **VIEW PROGRAM** or **VIEW CERTIFICATE**.

Note: Alerts will be sent to a user: when a program, event, or resource has been assigned, when a user completes a program, when a user earns a certificate, when a user is given credit for attending an event, when a user earns a certificate for attending an event.

Your latest alerts are listed on this page with the most current alerts at the top of the list. You can elect to **VIEW PROGRAM** or **VIEW CERTIFICATE** from this area.

View Reports

1. From the HOME page, click on Reports icon
2. Select a Date Period from the dropdown box or from the Calendar
3. Select the report by Activity type: Catalog, Events, Resources, Exams or Account Activity
4. Click on the green **GENERATE REPORT** button
5. Click on Expand All to see details or Collapse All to condense the report
6. You can elect to **PRINT** or **DOWNLOAD** this report

Catalog Activity displays: Activity completing a module, completing a course, or completing a program.

Event Activity displays: Activity registering and cancelling registration to an event.

Resource Activity displays: Activity viewing a resource and when a user is given credit for viewing a resource.

Exam Activity displays: Activity taking an exam, finishing an exam, passing an exam and failing an exam.

Account Activity displays: Activity logging into and logging out of the LMS

My Content Overview

This is an area that is specific to each user. It will give a quick overview of your training items.

Incomplete coursework: will display all unfinished coursework

Assigned Events: events that have been assigned to you

Registered Events: lists events which you have registered. Yellow indicates an upcoming event. Red indicates today's events or a previous event. A registered event will remain in this area until the user events this event and removes it from your calendar. The purpose of this feature is for the user to realize the event was missed or passed.

<u>Help Overview</u>

Get More Help

Contact your site administrator for assistance with items related to your site and resources that have been assigned to you.

If you have any general questions regarding the Learning Management System, please contact the Long Term Living Training Institute at info@ltltrainingpa.org or Margot Troutman at 717-541-4214.