



Learning Management System (“LMS”) –

User Manual: Standard User

V NLFUG-03092017-1

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INTRODUCTION

The Learning Management System (“LMS”) is a platform for your organization to offer, assign, schedule and track Compliance, Educational and Training Activities (instructor-led classroom training, computerbased training, certifications, assignments, tests, surveys and evaluations, skill and objectives and more) and for you, the user, to Access, Complete, Track and Manage these Compliance, Educational and Training Activities.

This guide will provide instructions to effectively utilize the LMS.

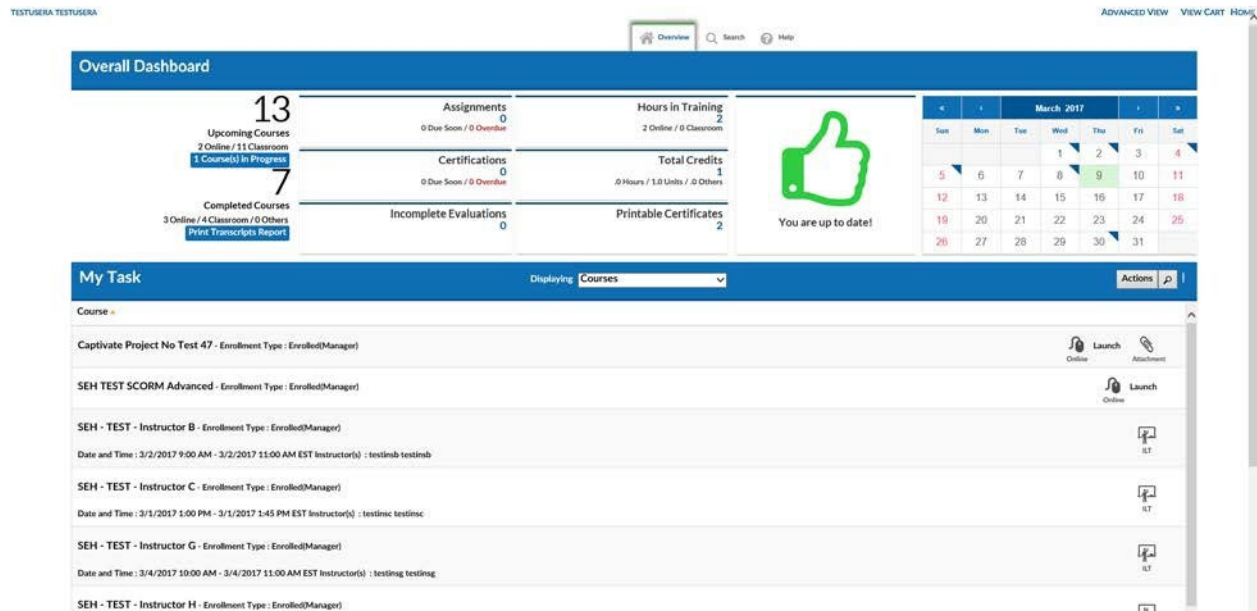
LOG IN

Your Learning Management System (“LMS”) System Administrator or IT Department will provide you with a link to login to the LMS. Enter your normal network login credentials, *Username* and *Password*, then click the **Login** button to access the LMS.

Note: If you are unable to login or unsure of your login information, please contact your LMS System Administrator.

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Upon successfully logging in you will be presented with an **Overview** of your LMS course and assignment data, plus a listing of your current courses. The interface has been specifically designed to give you quick access to the tasks, features and functions most used by LMS users.



The screenshot displays the 'Overall Dashboard' of the Learnsoft LMS. At the top, there is a navigation bar with 'Overview', 'Search', and 'Help' icons. The dashboard is divided into several sections:

- Overall Dashboard:** A blue header bar.
- Upcoming Courses:** A large '13' indicating the total number of upcoming courses, with sub-statistics for '2 Online / 11 Classroom' and '1 Course(s) In Progress'.
- Completed Courses:** A large '7' indicating the total number of completed courses, with sub-statistics for '3 Online / 4 Classroom / 0 Others' and a 'Print Transcripts Report' link.
- Assignments:** 0 Due Soon / 0 Overdue.
- Hours in Training:** 2 Online / 0 Classroom.
- Certifications:** 0 Due Soon / 0 Overdue.
- Total Credits:** 1 (0 Hours / 1.0 Units / 0 Others).
- Incomplete Evaluations:** 0.
- Printable Certificates:** 2.
- Message:** A green thumbs-up icon with the text 'You are up to date!'.
- Calendar:** A calendar for March 2017 showing dates from 1 to 31.

Below the dashboard is the 'My Task' section, which is currently displaying 'Courses'. It lists several tasks with their enrollment types and dates:

- Captivate Project No Test 47 - Enrollment Type: Enrolled(Manager)
- SEH TEST SCORM Advanced - Enrollment Type: Enrolled(Manager)
- SEH - TEST - Instructor B - Enrollment Type: Enrolled(Manager)
Date and Time: 3/2/2017 9:00 AM - 3/2/2017 11:00 AM EST Instructor(s): testimb testimb
- SEH - TEST - Instructor C - Enrollment Type: Enrolled(Manager)
Date and Time: 3/1/2017 1:00 PM - 3/1/2017 1:45 PM EST Instructor(s): testinc testinc
- SEH - TEST - Instructor G - Enrollment Type: Enrolled(Manager)
Date and Time: 3/4/2017 10:00 AM - 3/4/2017 11:00 AM EST Instructor(s): testing testing
- SEH - TEST - Instructor H - Enrollment Type: Enrolled(Manager)

Section Navigation

You will initially be logged into the **Overview** Tab. To switch to another feature / section of the LMS (or to return to the **Overview** Tab), simply click on an icon found within the navigation menu at the top of the screen.



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OVERVIEW TAB

The **Overview** Tab provides access to your learning-related data. It consists of a *top section* called **Overall Dashboard** and a *bottom section* labeled **My Task**.

The **Overall Dashboard** provides a way to quickly view your current learning status and link to specific learning related items. Simply click a numeric or calendar hyperlink to see the associated information.

The screenshot shows the Learnsoft Overview Tab interface. The top section, labeled 'Overall Dashboard', contains a grid of metrics and a calendar. The bottom section, labeled 'My Task', displays a list of courses with details and action icons. Annotations with arrows point to specific elements:

- Dashboard of Learning Metrics**: Points to the top-left area of the dashboard showing '13 Upcoming Courses' and '7 Completed Courses'.
- Status Icon (Up-to-date / Overdue)**: Points to a green thumbs-up icon with the text 'You are up to date!'.
- Calendar (my class enrollments)**: Points to a calendar for March 2017.
- Course List**: Points to the list of courses in the 'My Task' section.
- Course Type & Action Icons**: Points to the icons (Launch, Attachment) next to the course entries.



On the left side, two curved brackets indicate the 'Top Section' (Overall Dashboard) and 'Bottom Section' (My Task).

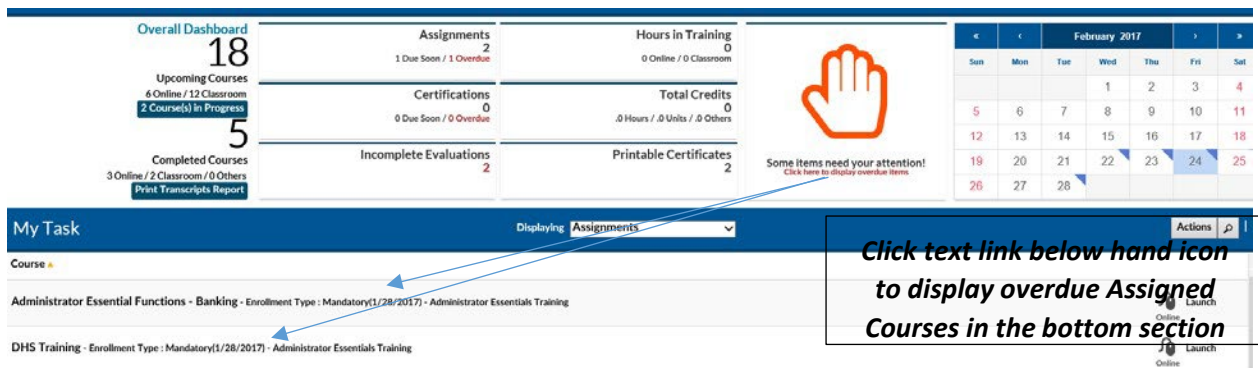
The **My Task** section displays a list of your current **Courses**, text information about these courses and icons indicating course type and allowing you to take actions related to that course, for example to “Launch” an online course, view course attachments, fill out course evaluations, take tests etc.

The next few pages will describe these features and actions in greater detail.

Overview Tab – Overall Dashboard: Status Icon

The Status Icon allows the user, in a single glance, to see if they are up-to-date or overdue in completing their learning related tasks (*At this point, this focuses solely on Assignments*).

<p>If the Status Icon displays a Green Thumbs Up, then items are up-to-date.</p>	<p>If the Status Icon displays an orange-reddish open hand (aka “stop”), then Assignments are overdue. Click the text link below the hand to display the overdue items in the bottom section.</p>
<div style="text-align: center;">  <p>You are up to date!</p> </div>	<div style="text-align: center;">  <p>Some items need your attention! Click here to display overdue items</p> </div>



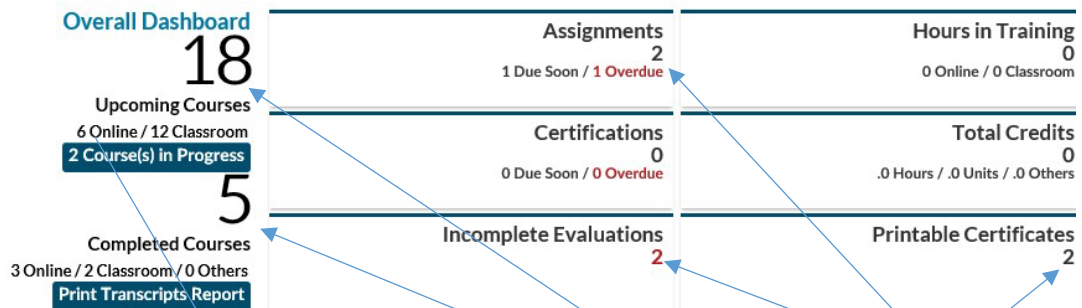
The screenshot shows the 'Overall Dashboard' with various statistics and a calendar. A hand icon is present with the text 'Some items need your attention! Click here to display overdue items'. A callout box points to this icon with the text: 'Click text link below hand icon to display overdue Assigned Courses in the bottom section'.

February 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

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Overview Tab – Overall Dashboard - Metrics

The top left section of the **Overall Dashboard** provides *Metrics*, a numerical listing of your current, upcoming and **overdue** online and classroom courses, assignments, certifications and incomplete evaluations, as well as your total credits and hours. It even allows you to quickly access and print transcripts and completion certificates. Simply click on a numeric hyperlink in this section to access the related information in the bottom section.



.. and the bottom, **My Task** section will update with the associated course details (e.g. "6 Online" enrollments displayed)

Click on any numeric link (large or small) in the top left **Overall Dashboard Metrics** section

My Task		Displaying: Online	Actions
Course			
Sexual Harassment - Enrollment Type : Enrolled(Manager)			Launch
Ethical Expectations - Enrollment Type : Mandatory(3/1/2017) - Work Ethics w/ Lab			Launch
Microsoft .NET Framework 4: ASP.NET MVC 2 with C# 2010 - Enrollment Type : Enrolled(Manager)			Launch
Administrator Essential Functions - Banking - Enrollment Type : Mandatory(1/28/2017) - Administrator Essentials Training			Launch
DHS Training - Enrollment Type : Mandatory(1/28/2017) - Administrator Essentials Training			Launch
Learning Management Demo - Enrollment Type : Enrolled(Manager)			Launch

<p style="text-align: center;">18</p> <p style="text-align: center;">Upcoming Courses 6 Online / 12 Classroom</p>	<p>Upcoming Courses – A count of both Online and Classroom courses for which you have been assigned or enrolled, but have not yet completed. Click the number and the bottom section will display a list of these courses.</p> <ul style="list-style-type: none"> • Online – Assigned / enrolled online courses only • Classroom - Assigned / enrolled Classroom courses only
<p style="text-align: center;">2 Course(s) in Progress</p>	<p>Courses in Progress – A count of trackable online courses which have been started, but not completed. <i>Click to view a listing of these courses in the bottom section then click the Launch icon next to the desired course to Resume the course.</i></p>
<p style="text-align: center;">5</p> <p style="text-align: center;">Completed Courses 3 Online / 2 Classroom / 0 Others</p>	<p>Completed Courses – A Count of Courses which you have completed and are available to view in your Transcripts. Click to view these course listing in the bottom section.</p> <ul style="list-style-type: none"> • Online – Completed online courses only • Classroom - Completed Classroom courses only • Others – Other completed courses, such as historic and manual entry courses.
<p style="text-align: center;">Print Transcripts Report</p>	<p>Print Transcripts Report – One Click Access to a printable version of your Transcripts.</p>
<p style="text-align: center;">Assignments 2 1 Due Soon / 1 Overdue</p>	<p>Assignments – A count of your yet to be completed assignments. Click to see a listing in the bottom section (<i>Note: A single assignment may contain multiple courses</i>).</p> <ul style="list-style-type: none"> • Due Soon – Assignments with due dates after the current date • Overdue – Assignments with due dates that have passed and are overdue
<p style="text-align: center;">Certifications 0 0 Due Soon / 0 Overdue</p>	<p>Certifications – A count of your yet to be finalized LMS Certifications. Click to see a listing in the bottom section (<i>Note: A single certification may contain multiple courses</i>).</p> <ul style="list-style-type: none"> • Due Soon – Certifications with due dates after the current date • Overdue – Certifications with due dates that have passed and are overdue

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<p>Incomplete Evaluations 2</p>	<p>Incomplete Evaluations – A count of Evaluations which have yet to be completed, but which must be completed for you to receive class credit. Click to see a listing of courses associated with these Evaluations in the bottom section, then click the Evaluation icon to launch and complete the evaluation.</p>
<p>Hours in Training 0 0 Online / 0 Classroom</p>	<p>Hours in Training – A Summary of online and classroom based training hours completed by the user in the current system. <i>(Note: Only tracks the duration field which may or may not be used by your organization).</i></p> <ul style="list-style-type: none"> • Online – Hours of Online courses Only • Overdue – Hours of Classroom Courses Only
<p>Total Credits 0 .0 Hours / .0 Units / .0 Others</p>	<p>Total Credits – A Summary of your course credits, irrespective of credit type as tracked in the LMS System (Note: Does not include data from prior systems).</p> <ul style="list-style-type: none"> • Hours – Total Course Hours of completed courses using this credit type. • Units - Total Course Credit Units of completed courses using this credit type. • Others – Total Course Other Credits of completed courses using this credit type.
<p>Printable Certificates 2</p>	<p>Printable Certificates – A count of completed courses which allow the user to print a certificate of completion. Clicking on this number will bring up the associated courses. Simply click the “Print Certificate” icon to bring up a new window with the printable / savable certificate.</p>

Print Transcripts Report

1. Click the **Print Transcripts Report** button.

2. A New Window will pop-up containing My Transcript (a listing of all the courses you have successfully completed).

The screenshot shows a web browser window displaying a 'My Transcript' report. The browser address bar shows the URL: <https://lsglm/05.learnsoft.com/LSGLM/MasterPage/PopUpHost1.aspx?&PopupType=launchreportviewer&id='22'~::~>. The report title is 'My Transcript'. The student information is as follows:

Region: NJ
Facility: Kelemen Bldg
Department: Emergency Room Registration [A-KELEMEN] [00100906]
Name: Pitt, Michael Employee ID: Hire Date: 3/29/2010

Course Name	Date Completed	Score	Credit Hours	Credit Units	Other Credits
General Orientation	02/18/2010		4	2	
Access 2010 Introduction	02/02/2009				

3. Click the Printer Icon to open the Windows Printer Dialog and print your Transcript.

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Overview Tab – Overall Dashboard: Calendar

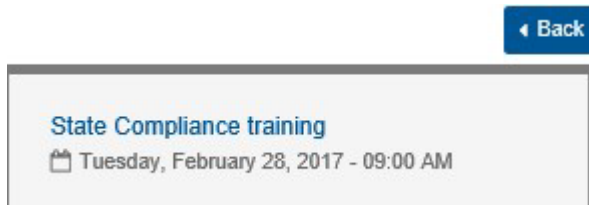
The Calendar in the top right corner displays the current month. A blue triangle will appear on days where you are enrolled in a classroom- based course scheduled for that day.

«	<	February 2017					>	»
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28						

You can quickly view summary information by rolling your mouse over the specific day.



Click to view further information pertaining to courses scheduled for the chosen day.



(When finished, click the Back button to return to the **Overall Dashboard**)

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Overview Tab – My Task Section

The bottom of the **Overview** section shows the **My Task** Section. By default this will display **Courses**, which is a listing of all classes in which you are enrolled, but have not yet completed, but the listing will adjust depending on which metric you have selected in the top section.

Icons on the right will reveal course type, let you access any additional course related materials (such as attachments, evaluations, tests, etc.), unenroll from classes (self-enrolled classes only) and Launch online courses (aka CBT – Computer-based Training)

You may change also change the information displayed or take further action as outlined below:

The screenshot shows the 'My Task' interface. At the top, there is a 'Displaying' dropdown menu set to 'Courses'. To the right are 'Actions', 'Previous', and 'Next' links. Below this is a list of courses with columns for course name, enrollment type, date and time, and instructor(s). On the right side of each course row, there are icons for 'Test', 'Attachment', 'Evaluation', 'Checklist', and 'Launch'. Callouts provide instructions: 'Click on the name of the course to view further detailed information' points to the course name; 'Click on the Displaying dropdown to change the information displayed.' points to the dropdown menu; 'Click on navigation or search links to find specific courses.' points to the 'Actions', 'Previous', and 'Next' links; 'Click on the icons to launch courses, view attachments, take tests & complete evaluations and more.' points to the icons on the right. A 'Launch Online' button is also visible on the right side of the interface.

Click on the name of the course to view further detailed information

Click on the Displaying dropdown to change the information displayed.

Click on navigation or search links to find specific courses.

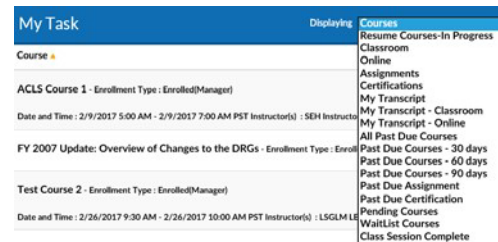
Click on the icons to launch courses, view attachments, take tests & complete evaluations and more.

Click on the **Online** icon / **Launch** textlink to launch your Online / Computer-based training in a special player window. (Make sure to press the Exit button when finished to save your data).

Overview Tab – My Task Section: Displaying Drop Down

When logging in, the **My Task** Section will display Courses. Clicking on a *Metric* numeric link in the top section will refresh the screen and change the information displayed in the bottom section to that associated with the selected metric (e.g. if you select the **2 Assignments** metric, only courses relating to those assignments will display).

You may also change the display view directly from the bottom, **My Task** Section, by using the Displaying dropdown box and selecting the desired view. Below is a listing of your options:



Dropdown Item	Information Displayed
Courses	A listing of both Online and Classroom courses for which you have been assigned or enrolled.
Resume Courses- In Progress	A listing of trackable online courses which have been started, but not completed. <i>Click the Launch icon next to the desired course to Resume the course.</i>
Classroom	A listing of ILT – Instructor Led Training classes (aka Classroom-based courses) for which you have been assigned or enrolled.
Online	A listing of Online courses (aka CBT – Computer-based Training) for which you have been assigned or enrolled. <i>Click the Launch icon next to the desired course to Launch the course in the separate player window</i>
Assignments	A listing of courses associated with your yet to be completed assignments. <i>Note: A single assignment may contain multiple courses.</i>
Certifications	A listing of courses associated with your yet to be completed LMS Certifications. <i>Note: A single Certification may contain multiple courses.</i>
My Transcript	A listing of Courses which you have completed.
My Transcript - Classroom	A listing of ILT – Instructor Led Training classes (aka Classroom-based courses) which you have completed.
My Transcript - Online	A listing of Online courses (aka CBT – Computer-based Training) which you have completed.
All Past Due Courses	A listing of all yet to be completed courses with due dates prior to the current date.
All Past Due Courses – 30 days	A listing of all yet to be completed courses with due dates prior to but within 30 days of the current date.
All Past Due Courses – 60 days	A listing of all yet to be completed courses with due dates prior to but within 60 days of the current date.
All Past Due Courses – 90 days	A listing of all yet to be completed courses with due dates prior to but within 90 days of the current date.

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Past Due Assignment	A listing of courses associated with your yet to be completed and overdue assignments. <i>Note: A single assignment may contain multiple courses.</i>
Past Due Certifications	A listing of courses associated with your yet to be completed and overdue LMS Certifications. <i>Note: A single Certification may contain multiple courses.</i>
Pending Courses	A listing of courses for which you have tried to enroll, but are awaiting approval.
Waitlist Courses	A listing of courses for which you have tried to enroll, but have been put on a waitlist.
Class Session Complete	A listing of courses for which in which you have completed the classroom portion, but must complete an additional task, such as an evaluation.

My Task Section – My Transcript

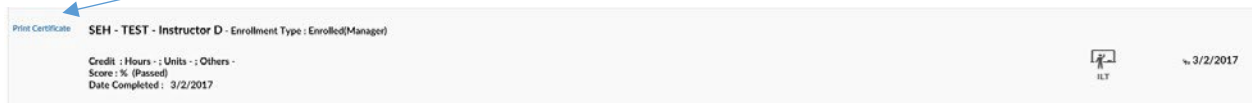
Click on any of the **Completed Courses Metrics** or use the **Displaying** drop down and select a **My Transcript** option to view transcripts, which provide a listing of your completed courses. Options allow you to see all your transcript courses or filter by course type.

The screenshot displays the 'My Task' dashboard. At the top, there are several summary cards: '1 Course(s) in Progress' (with a sub-card for 'Completed Courses: 3 Online / 4 Classroom / 0 Others'), 'Certifications: 0', 'Total Credits: 1', and 'Incomplete Evaluations: 0'. A calendar icon shows 'You are up to date!'. A 'Displaying' dropdown menu is open, showing options like 'My Transcript', 'My Transcript - Classroom', and 'My Transcript - Online'. Below this is a table of completed courses.

Course	Date Completed
SEH - TEST - Instructor F - Enrollment Type : Enrolled(Manager) Credits : Hours : Units : Others - Score : % (Passed) Date Completed : 3/3/2017	3/3/2017
SEH - TEST - Instructor E - Enrollment Type : Enrolled(Manager) Credits : Hours : Units : Others - Score : % (Passed) Date Completed : 3/3/2017	3/3/2017
Print Certificate SEH - TEST - Instructor D - Enrollment Type : Enrolled(Manager) Credits : Hours : Units : Others - Score : % (Passed) Date Completed : 3/2/2017	3/2/2017

My Transcript - Print Certificate

Some Courses, when completed successfully, allow you to print a certificate to serve as proof of your course completion. When accessing the **My Transcript** display view, these courses will be notated by a **Print Certificate** textlink to the left of the course name.



To view a listing of only these courses in your transcript, click the **Printable Certificates Metric**.

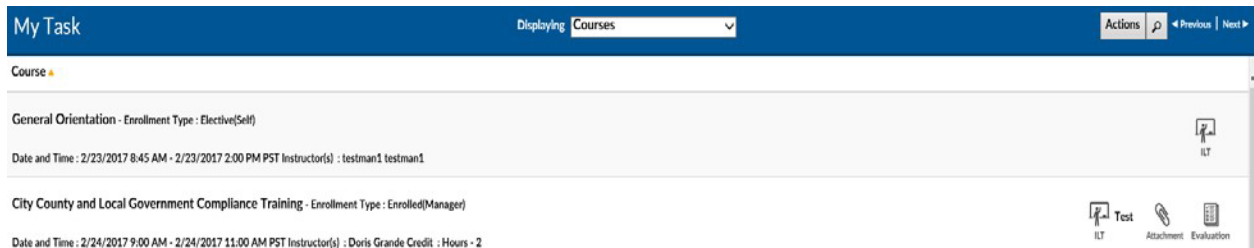
Printable Certificates 2

Click the **Print Certificate** textlink to the left of the course name to launch a printable version of the associated certificate. Click the Print icon / text link to see print options.



Overview Tab – My Task Section: Navigation, Sort and Search

When there are multiple pages of course listings found in the **My Task** section, you may find it easier to access the desired course you are seeking by using the Overview Navigation, Sort and Search features.



- Click on the arrow next to the row header to toggle the sort between ascending (A>Z) and descending (Z>A) order.



- Click on the Previous and Next textlinks to change pages.



- Click on the Search icon to launch the search window:
 - Select a letter at top to filter to courses starting with that letter (*click All to clear the filter*)



and / or

- Select the dropdown box to toggle your choice of *Course Name, Assignment Name or Certification Name*, enter a keyword and click



search to refine results to entries with that keyword (*click clear to clear the filter*)

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Overview Tab – My Task Section: Actions (Print Transcript)



- Click the Actions button in the **My Task** section to launch a popup window that allows you to create a printable version of your transcript. Optionally, enter a **Start Date** and **End Date** (defaults to current date) and click the **Print Transcript** button. A transcript report will open in a separate window. Click the **Printer** icon to print.

Print Transcript	Start Date	<input type="text"/>	End Date	<input type="text" value="2/26/2017"/>
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Search Tab

Clicking the **Search** tab icon will yield an easy to use yet powerful search feature that combines multiple search methodologies into a single page. From this tab you may find out further information about classes offered by your organization and if allowed, you may self-enroll in these classes.

When first accessing, the right side Result List will auto populate with a listing of all classes which you have permission to self-enroll. You may use the scroll bar and *Previous / Next* text links to view all the available options.

The screenshot displays the Learnsoft Search interface. At the top, there are navigation tabs: Overview, Profile, Search (highlighted), and Analytics. Below this is a blue header bar with 'Criteria' and 'Result' sections. The 'Criteria' section includes a search bar and filters for 'Catalog' and 'Course Type' (All, Classroom, Online, Event, Certification). The 'Result' section shows a list of courses under the heading 'Learning Object Name'. Each course entry includes an icon, the course title, type, start/end times, description, room, and an 'Enroll' button. The courses listed are: 2017 CPI TRAINING (Classroom Instruction), 2017 NTP CLASS 1 (Classroom Instruction), and ACLS Course 1 (Classroom Instruction). At the bottom, it shows '705 Results (0 Selected) - Page 1 Of 45' and action links: Select All, Unselect All, Remove Selected, and Remove Unselected.

The Icon on the left side will reveal the course type:



- ILT – Instructor Led Training (aka classroom-based course)



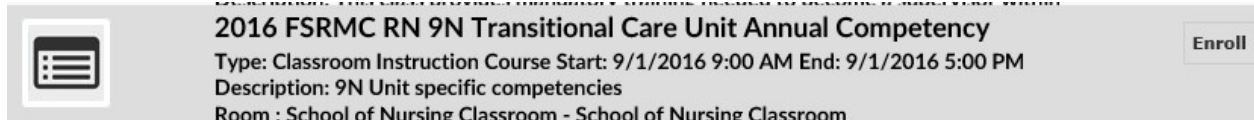
- Online Course (aka CBT – Computer-based training or WBT – Web-based training)



- LMS Certification

Search Tab – Detailed Info & (self) Enroll

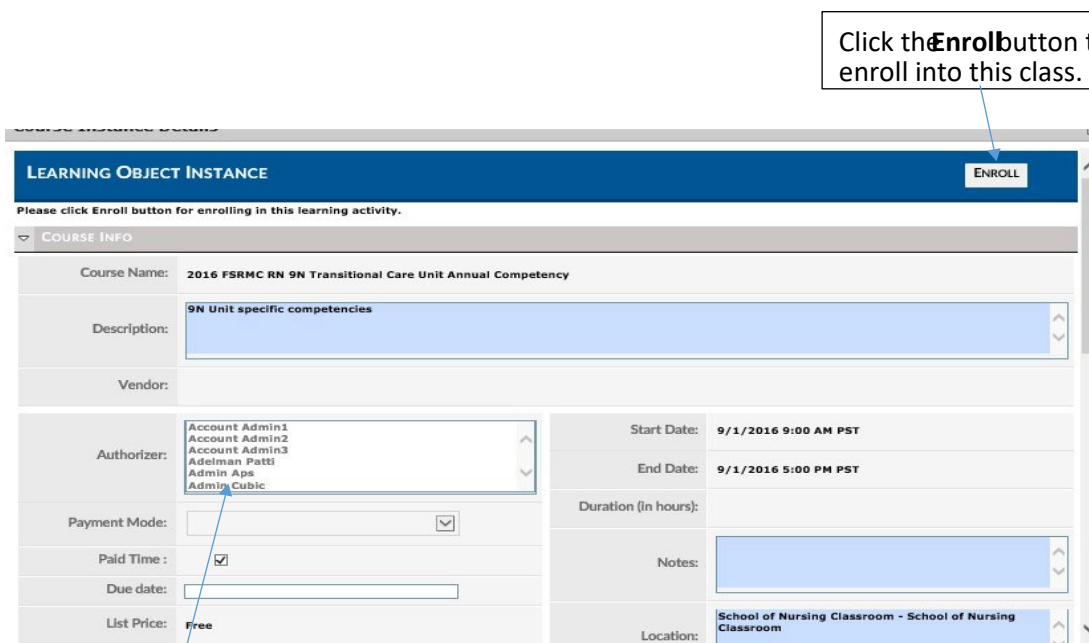
To see detailed information and / or enroll in the course, click the **Enroll** button to the right of the row of the desired course.



2016 FSRMC RN 9N Transitional Care Unit Annual Competency
Type: Classroom Instruction Course Start: 9/1/2016 9:00 AM End: 9/1/2016 5:00 PM
Description: 9N Unit specific competencies
Room : School of Nursing Classroom - School of Nursing Classroom

Enroll

This will bring up the Course Info Page which provides detailed information which may include Course Name, Description, Start and End Dates, Authorizer, Payment and Instructor Information, Location, Directions and even a Course Outline.



Click the **Enroll** button to enroll into this class.

LEARNING OBJECT INSTANCE ENROLL

Please click Enroll button for enrolling in this learning activity.

COURSE INFO

Course Name: 2016 FSRMC RN 9N Transitional Care Unit Annual Competency

Description: 9N Unit specific competencies

Vendor:

Authorizer: Account Admin1
Account Admin2
Account Admin3
Adelman Patti
Admin Aps
Admin Cubie

Start Date: 9/1/2016 9:00 AM PST

End Date: 9/1/2016 5:00 PM PST

Duration (in hours):

Notes:

Payment Mode:

Paid Time:

Due date:

List Price: Free

Location: School of Nursing Classroom - School of Nursing Classroom

If Authorization is required, select an Authorizer from this list. Scroll up or down to find your manager or instructor and highlight before clicking **enroll**.

Search Tab – Predictive and Keyword search

The screenshot shows the 'Criteria' search tab. A search bar at the top contains the text 'Get'. Below the search bar is a 'Search' button. To the left of the search bar is a 'Free Text Field' callout. Below the search bar is a 'Catalog' section with a 'Course Type' dropdown menu. The 'Course Type' menu is open, showing options: All (selected), Classroom, Online, Event, and Certification. A callout points to this menu with the text 'Select Course Type to narrow results.' To the right of the search bar is a 'Click the Search button when ready to search' callout. Below the search bar is a 'Result List' section. The 'Result List' contains a list of search results, each with a title and a description. A callout points to the search bar with the text 'Start entering keywords'. Below the search bar is a 'Google like "Predictive Search"' callout with the text: 'Google like "Predictive Search" offers suggestions based on actual course names. Click on any of the suggestions to search (no need to click the Search button).' The 'Result List' shows the following results:

- Getting Results without Direct Authority: Building Relationships and Credibility
- Getting Results without Direct Authority: Persuasive Communication
- Getting Results without Direct Authority: Reciprocity
- Getting Results without Direct Authority: Influencing Your Boss
- Getting Ready to Present
- Getting Time under Control
- Getting Started with Access 2010
- Getting Started with Excel 2010
- Getting Started with Outlook 2010
- Getting Started with PowerPoint 2010
- Getting Started with Visio 2010
- Getting Started with Word 2010
- Getting Started with SharePoint 2010
- Getting Online, Sharing, and Using SkyDrive in Windows 8.1
- Getting Started with Windows 7
- Getting Started with WCF 4 Using C# 2010
- Getting Started with ADO.NET 4 DataSets Using C# 2010
- Getting Started with WCF 4 using VB 2010
- Getting Started with ADO.NET 4 Connections and Commands Using Visual Basic 2010
- Getting Started with ADO.NET 4 DataSets using Visual Basic 2010

Search results are displayed in the **Result List** on the right side.

The screenshot shows the 'Criteria' search tab with the 'Result List' on the right side. The search bar contains the text 'getting re'. The 'Result List' displays the following results:

- Getting Ready to Present**
Type: On-Line Training Course
Description: Are great presenters born or made? If they're made, how? What do you do to become skilled at presenting? The answer may simply be *it's* *prepare*. Find out as much as you can about your audience, and clearly define your purpose. Then
- Getting Results without Direct Authority: Building Relationships and Credibility**
Type: On-Line Training Course
Description: How can you get results if you don't have authority? Cultivating relationships and establishing credibility are necessary, because they allow you to influence others. If you have effective influence skills, you'll be able to get what you need
- Getting Results without Direct Authority: Influencing Your Boss**
Type: On-Line Training Course
Description: The idea that you can influence your boss may seem at odds with a traditional view of the boss-employee relationship. But you know best how you want to be managed to reach your goals, and if you focus on building a partnership
- Getting Results without Direct Authority: Persuasive Communication**
Type: On-Line Training Course
Description: Communicating persuasively is key when you want to get results in situations where you don't have direct authority. To communicate persuasively, it's important to think from the other person's perspective. How and what you ask, and
- Getting Results without Direct Authority: Reciprocity**
Type: On-Line Training Course
Description: One way to get results without authority is to leverage the law of reciprocity. For example, you help someone with a difficult analysis and that person in turn helps you out together a presentation. Or you support a colleague in a meeting, and

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Search Tab – Advanced search

After all search criteria has been entered, click the Search button to display results.

The screenshot shows the 'Criteria' search interface. At the top, there is a search bar containing the text 'getting re' and a 'Search' button. Below the search bar are several filter sections, each with a right-pointing arrow:

- Catalog**
- Course Type**: Radio buttons for Classroom/Online (selected), Classroom, Online, and Event.
- Advanced Search**: A dropdown arrow.
- Instructor**: A list of names: ADAMS JAMES T, ADKISSON ROBERT L, ADRIAN HARRY E, and AKWAOWO JANEMARGARET PIUS, with up and down arrows.
- Date Range**: Radio buttons for Any Date (selected) and Specific Date. Below are input fields for Start Date and End Date.
- Facility**: A dropdown menu with '- Select One -'.
- Training Vendor**: A dropdown menu with '- Select One -'.
- Room**: A dropdown menu with '- Select One -'.
- Topic**: A dropdown menu with '- Select One -'.
- CE Hours**: A dropdown menu with '- Select One -'.
- Accreditation**: A dropdown menu with '- Select One -'.
- Job Position**

Click Advanced Search Arrow to open Advanced Search Menu allowing refined course lookup.

Narrow to a date Range by selecting Specific Date, then entering a Start Date and End Date.

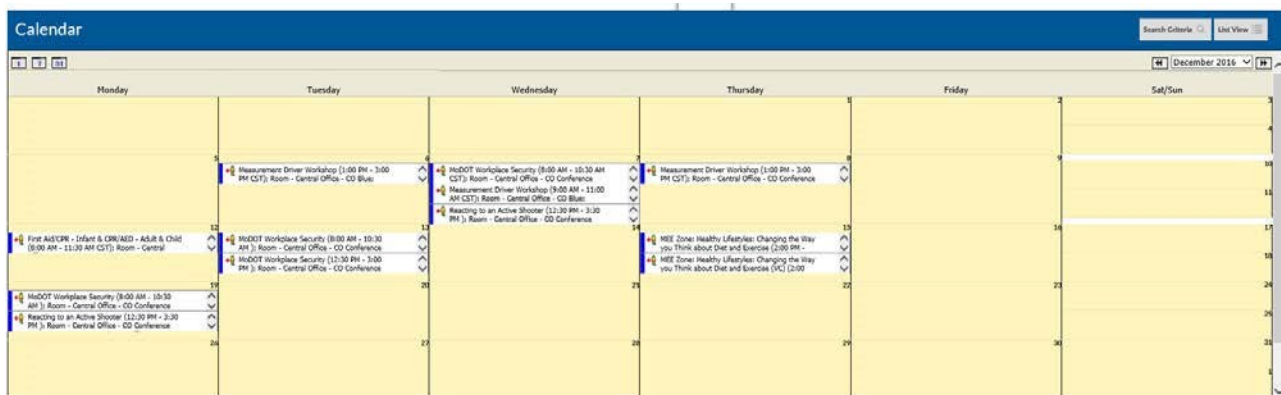
Use dropdown Selectors to choose from a list of prepopulated options.

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Search Tab – Calendar search



Click **Calendar View** button to view scheduled classroom-based course instances (classes) for which you are able to enroll in a monthly calendar.



Calendar Search – Options

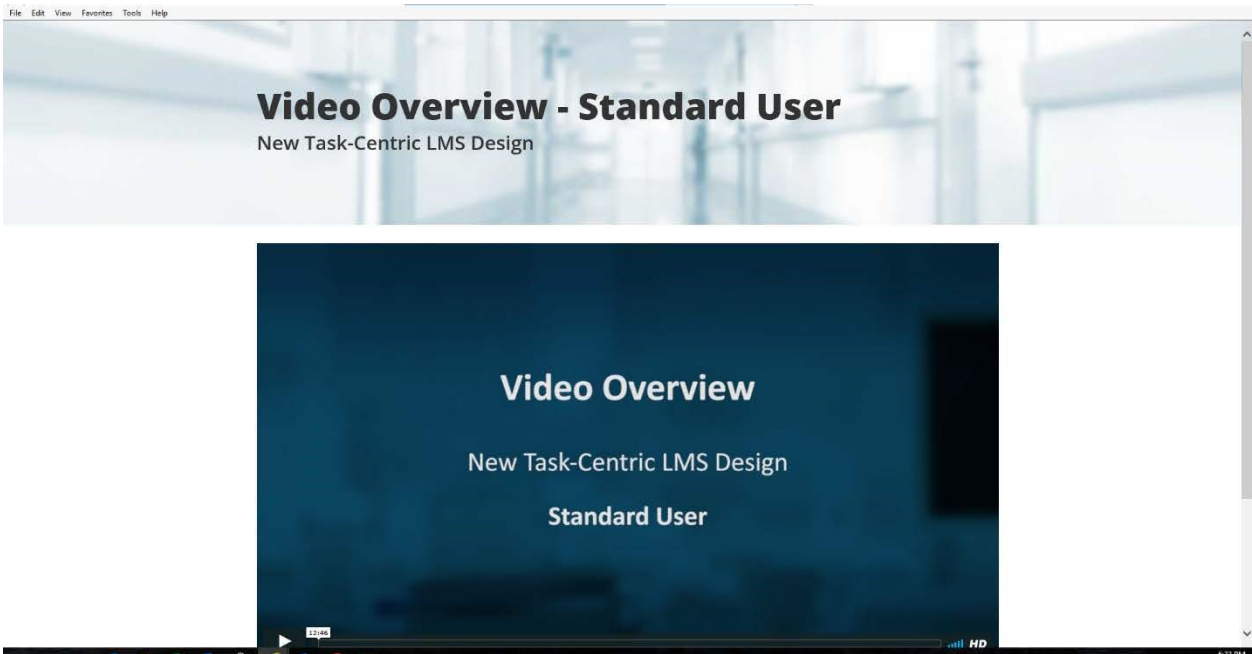
	<p>Time Period – Changes the Calendar Mode</p> <ul style="list-style-type: none"> • 1 – Daily View • 7 – Weekly View • 31 – Monthly (default) View
	<p>Enroll / Details Link – Click to view course details. You can click Enroll from the details page to enroll in the course.</p>
	<p>Time Period – In monthly view, arrows move you forward / back one month. Dropdown allows selection of any month over the next year.</p>
	<p>List View Link – Returns you to default list view search.</p>

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Help Tab



Click the Help Tab Icon to access User Guides, Help Documents and Videos in a separate window. Your organization may provide additional information.



Log Out

When finished with your LMS session, click the **Log Out** text link in the upper left hand corner to Log Out.

