

Learning Management System

Guide for Subject Matter Experts (SME) & Course Owners

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Contact Information

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Left Side Menu Definitions

Learning Management System (LMS)	System used for documentation and tracking of courses, classes and knowledge documents
Job Task Analysis (JTA)	Tool used to assign skills
Skill Requirement List (SRL)	List of required skills
Skills	Something learned in order to carry out one's job function
Competencies	Group of skills
Training History	List of courses completed
Skill History	List of acquired skills
Revocations	Revoke a skill
Taken/Scheduled Classes	List of classes completed and registered for
View My Courses	List of courses that you own
View Awardable Skills	List of skills that you own and can award
Award Skills	Assign skill by person
Classes I Own	Classes I own
Classes I Teach	Classes I teach or have taught
Award Skills for Subordinates	Assign skill by person you supervisor
Help	FAQs
Training Office	Learning and Performance webpage
Web-Based Training	WBT webpage
Provide Feedback	Feedback goes directly to MIS

Learning Management System

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Learning Management System (LMS) Homepage

The screenshot displays the LMS homepage with a navigation menu on the left and a main content area. The navigation menu includes sections like Search, Competencies, Courses, Classes, Training History, Skill History, Revocations, Taken/Scheduled Classes, Course/Skill Owners, Instructors, Supervisors/Managers, LMS Admin, and Other Links. The main content area features a 'Menu' button, a 'Upcoming Open Classes' section with a table of classes, a 'My Upcoming Classes' section, and a 'My Current Skills [history]' section.

Upcoming Open Classes

Start	Name	Skill(s)	Register
11/11/2019 1:00 pm	PRESSURE SYSTEMS SAFETY AWARENESS (SAF130A)	PRESSURE SYSTEMS SAFETY AWARENESS (SAF130A)	Register Me
11/12/2019 10:00 am	LGBTQ+ Safe Zone Workshop		Register Me
11/12/2019 1:00 pm	Recognizing Potential Communication Barriers in a Diverse Population	Communication (AP-COM)	Register Me
11/13/2019 8:15 am	SOTR TRAINING (GEN020)	SOTR QUALIFICATION (GEN020)	Register Me
11/13/2019 9:00 am	Worker Level Human Performance Improvement	Human Performance Improvement Orientation (GEN500)	Register Me
11/26/2019 9:00 am	Worker Level Human Performance Improvement	Human Performance Improvement Orientation (GEN500)	Register Me
12/11/2019 9:00 am	Worker Level Human Performance Improvement	Human Performance Improvement Orientation (GEN500)	Register Me
12/11/2019 1:00 pm	Recognizing Potential Communication Barriers in a Diverse Population	Communication (AP-COM)	Register Me
12/12/2019 9:00 am	Confined Space Entry	Safe Entry into Confined Spaces (SAF907)	Register Me
12/17/2019 1:30 pm	CPR + AED (SAF105)	CPR/AED USE (SAF105)	Register Me

Showing 1 to 10 of 12 entries

My Upcoming Classes

You are not signed up for any upcoming classes.

My Current Skills [history]

Skill	Code	Required?	Last Acquired	Course Taken	Expiration Date
Ability to understand and apply an effective software development					First Added

- Navigation Menu
 - Please see [Definitions list](#) for details
- Upcoming Open Classes
 - List of classes that are currently open for registration
 - If a class is not listed here it is;
 - Closed; as it has reached max capacity or the start date has passed
- My Upcoming Classes
 - List of classes you are registered for
- My Current Skills
 - List of all current skills

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Skill Details

From Navigation Menu, click 'View Awardable Skills'

LEARNING MANAGEMENT SYSTEM (LMS)

Upcoming Open Classes

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11/11/2019 1:00 pm	PRESSURE SYSTEMS SAFETY AWARENESS (SAF130A)	PRESSURE SYSTEMS SAFETY AWARENESS (SAF130A)	Register Me
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12/17/2019 1:30 pm	CPR + AED (SAF105)	CPR/AED USE (SAF105)	Register Me

Showing 1 to 10 of 12 entries

My Upcoming Classes

You are not signed up for any upcoming classes.

Click on the skill name to open skill details. If the skill is not in your list and it should be, please contact training@jlab.org

LMS - MY ASSIGNABLE SKILLS

Expert Awardable Skills

Skill Name	Skill Code
Capable of writing software and advising other developers about best-practices.	IT-010
Thorough understanding of databases and how the various JLab training-related databases interact.	HR-008
Understands how to apply software solutions to business customer requirements.	IT-011
Understands the Lab's Software Quality Assurance procedure	QA15kd

Showing 1 to 4 of 4 entries

Export to Excel

Subordinate Awardable Skills

Skill Name	Skill Code
ABIL Tool Application	MCC-702.07
Communication	AP-COM
In-depth familiarity with standard industrial/environmental and safety practices	FM-037
LERF Introduction	MCC-706.11
Radcon Training for 12 GeV Operations	MCC-702.18
What's New in Software Controls?	MCC-702.14
12 GeV Accelerator Optics	MCC-702.12

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- ✚ The Skill Details will list all details related to the skill code
 - Details can only be changed/updated by SME(s) or Admin
 - Hard expiration dates should not be used. Please work with the Learning and Performance Office to determine the expiration.
 - Expiration notices are sent incrementally at 30 days and 7 days up to the actual expiration date
 - RadCon skills are sent each day during the week before expiration
 - Notices for skills not acquired or already expired are sent according to choice in skill details: Never; Every day; Every week; First of every month; First of every year

***Notifications are only sent if the skill is listed in the Skill Requirement List (SRL)**

LMS - VIEW SKILL CPR/AED USE

Name	CPR/AED USE
Code	SAF105
Description	Interactive training that prepares you to respond to a cardiac emergency utilizing the steps of CPR and an Automated External Defibrillator (AED). Will receive two year certification upon completion.
Expiration Type	TERM
Term (months)	24
Send Expiration Notices	MONTHLY <small>Note: notices for skills due to expire are sent incrementally at 30 days and 7 days up to the actual expiration date. Expiration notices for certain RadCon skills are also sent each day during the week before expiration. For changes to this, please contact MIS. Notices for skills not acquired or already expired are sent according to this selection.</small>
Send Completion Notices	No
Send Notices To Experts	No <small>Note: skill experts will receive notifications pertaining to completions and expirations only.</small>
Awardable by Supervisor/Manager	No
Awardable by Expert	Yes
Category	ESHQ/SECURITY
Courses	CPR/AED USE (Old Aspen course, do not use) CPR + AED
Open Classes	12/17/2019 1:30 pm CPR + AED
Skill Expert(s)	Johnie Banks (jbanks)
Modification Date	7/3/2019 12:59 pm
Modified By	Tara Tyndall

[Edit](#)

Course Details

- ✚ A course can be opened from skill details **OR** 'View My Courses' on the navigation menu
- ✚ If the course is not in your list and it should be, please contact training@jlab.org
- ✚ Course Details will list all details related to the course
 - Details can only be changed/updated by Course Owner(s) or Admin
 - Please confirm course name prior to changing any details; some skills may have multiple courses listed

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Skill History
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Course/Skill Owners
View My Courses
View Awardable Skills
Award Skills
Instructors
Classes I Own
Classes I Teach
Supervisors/Managers
View Awardable Skills
Award Skills for Subordinates
JTA
LMS Admin
Create Class (via Course)
Create Competency

LMS - VIEW SKILL CPR/AED USE

Name	CPR/AED USE
Code	SAF105
Description	Interactive training that prepares you to respond to a cardiac emergency utilizing the steps of CPR and an Automated External Defibrillator (AED). Will receive two year certification upon completion.
Expiration Type	TERM
Term (months)	24
Send Expiration Notices	MONTHLY <small>Note: notices for skills due to expire are sent incrementally at 30 days and 7 days up to the actual expiration date. Expiration notices for certain RedCon skills are also sent each day during the week before expiration. For changes to this, please contact MIS. Notices for skills not acquired or already expired are sent according to this selection.</small>
Send Completion Notices	No
Send Notices To Experts	No <small>Note: skill experts will receive notifications pertaining to completions and expirations only.</small>
Awardable by Supervisor/Manager	No
Awardable by Expert	Yes
Category	ESHQ/SECURITY
Courses	CPR/AED USE (Old Aspen course, do not use) CPR + AED
Open Classes	12/17/2019 1:30 pm CPR + AED
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[Edit](#)

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View My Courses
View Awardable Skills
Award Skills
Instructors
Classes I Own
Classes I Teach
Supervisors/Managers
View Awardable Skills
Award Skills for Subordinates
JTA
LMS Admin
Create Class (via Course)
Create Competency
Create Course
Create Skill
Other Links
Help

LMS - VIEW COURSE

Name	CPR + AED
Display Name	CPR + AED
Description	Interactive training that prepares you to respond to a cardiac emergency utilizing the steps of CPR and an Automated External Defibrillator (AED)
Default Activity Type	Instructor-Led Training
Default Delivery Method	Instructor-Led Training On-Site
Default Media Type	In-Person
Vendor	Occ Med
JRT Required	No
Skills	CPR/AED USE (SAF105)
Course Owner(s)	Johnie Banks (jbanks)
Open Class(es)	12/17/2019 1:30 pm CPR + AED
Inactive Class(es)	CPR + AED 11/6/2019 CPR + AED 10/29/2019 CPR + AED 10/8/2019 CPR + AED 9/30/2019 CPR + AED view more inactive classes
Old Course Number	SAF105
Is Deleted?	No
Course Status	Active
Modification Date	7/3/2019 12:55 pm
Modified By	Tara Tyndall

[Edit](#)

[Create Class](#)

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Opening a Class

- ✚ From Course Details, click 'Create Class'
- ✚ Complete class details and click save at the bottom

LMS - VIEW COURSE

Name	CPR + AED
Display Name	CPR + AED
Description	Interactive training that prepares you to respond to a cardiac Defibrillator (AED)
Default Activity Type	Instructor-Led Training
Default Delivery Method	Instructor-Led Training On-Site
Default Media Type	In-Person
Vendor	Occ Med
JRT Required	No
Skills	CPR/AED USE (SAF105)
Course Owner(s)	Johnie Banks (jbanks)
Open Class(es)	12/17/2019 1:30 pm CPR + AED
Inactive Class(es)	CPR + AED 11/6/2019 CPR + AED 10/29/2019 CPR + AED 10/8/2019 CPR + AED 9/30/2019 CPR + AED view more inactive classes
Old Course Number	SAF105
Is Deleted?	No
Course Status	Active
Modification Date	7/3/2019 12:55 pm
Modified By	Tara Tyndall

[Edit](#) [Create Class](#)

- You are responsible for booking the room on the Outlook calendar
- 'Is Open for Registration?'
 - This must be checked 'yes' to appear in the Upcoming Open Classes list
- 'Require Skill for Registration?'
 - If checked 'yes' only those with the skill in their Skill Requirement List (SRL) can register
- Capture unique class information in the 'Notes' section
 - Pre-requisite reading material
 - Minimum number of participants or class is subject to rescheduling
- Instructor-led training must have a new class opened for **each** class
- Web-based training class details will be updated by the Learning and Performance Office

LMS - CREATE NEW CLASS FOR CPR + AED

Course Name CPR + AED

Activity Type
 Instructor-Led Training
 Self Study
 Unknown

Delivery Method
 Instructor-Led Training Off-Site
 Instructor-Led Training On-Site
 Unknown
 Web Based

Capacity *

Location *

Media Type
 CD ROM/DVD
 In-Person
 Online/Web/Intranet
 Other
 Print Media
 Tutoring
 Various

Start *

End

Is Open for Registration? Yes No

Require Skill for Registration? Yes No Selecting this will prevent a person from registering for this class unless at least one of the skills it grants is in the person's SRL.

Notes

Class Instructor(s)

[Save](#)

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Awarding Credit for Completion

✚ From Class details, click 'Registrations/Completions'

LMS - VIEW CLASS

Course Name: CPR + AED
Type: Instructor-Led Training
Delivery Method: Instructor-Led Training On-Site
Location: SSC, rm. 47
Completion URL: Not a Web Based class.
Media Type: In-Person
Start: 11/6/2019 1:30 pm
End: 11/6/2019 4:00 pm
Capacity: 6
Vendor: Occ Med
Note: Open for Registration: No
Require Skill for Registration?: No
Class Instructor(s): Michael Merz (mmerz)
Course Owner(s): Johnie Banks (jbanks)
Skill(s): CPR/AED USE (SAF105)
Modification Date: 9/23/2019 6:51 pm
Modified By: Johnie Banks

Buttons: Edit, Registrations/Completions

✚ Click 'Batch edit registration'

LMS - REGISTRATIONS FOR CPR + AED

CPR + AED
Capacity of 6
Show All entries
Filter By: []

Name	Email	Status	Effective Date	Action
Amy Comer	acomer@jab.org	INCOMPLETE	11/6/2019	Edit
Kim Edwards	kindrew@jab.org	INCOMPLETE	11/6/2019	Edit
Larry King	king@jab.org	INCOMPLETE	11/6/2019	Edit
Mike Robbins	mrobbins@jab.org	INCOMPLETE	11/6/2019	Edit
Robert Myles	myles@jab.org	INCOMPLETE	11/6/2019	Edit
Staphany Echeverria	staphany@jab.org	INCOMPLETE	11/6/2019	Edit

Showing 1 to 6 of 6 entries

Buttons: Add registration, Batch edit registration

✚ Check boxes on the left to capture class attendees by name. Make sure the 'Status' is set at 'Completed' and when done click Save

LMS - EDIT REGISTRATIONS FOR CPR + AED

<input type="checkbox"/>	Registrant	Status	Effective Date
<input type="checkbox"/>	Tyndall, Tara (wilkerso)	INCOMPLETE	11/5/2019

Showing 1 to 1 of 1 entries

Status: COMPLETED

Buttons: Save

* Only training administrators can change the completion status for registrations that are not incomplete.

