



Learning Management System Tip Sheet

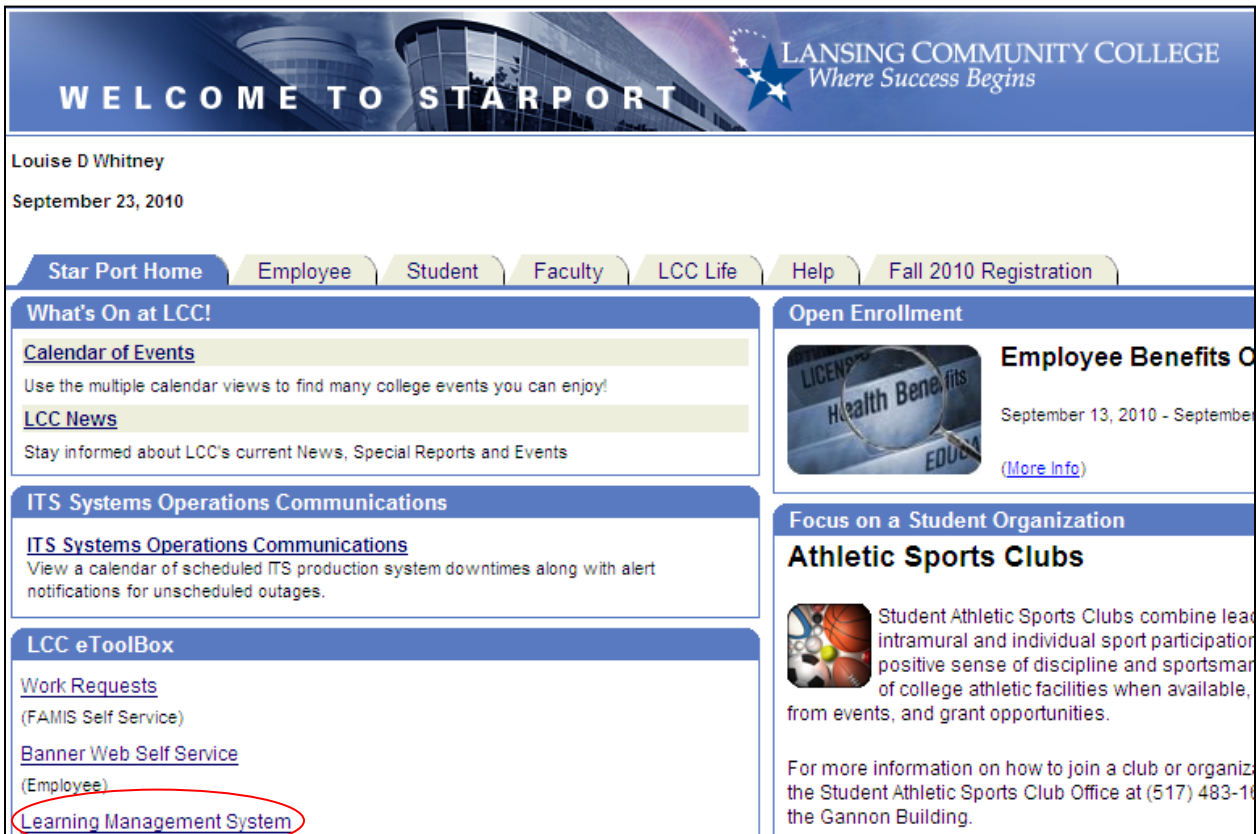
March 2011

- **Logging Into the LMS**
- **Accessing Online Trainings**
- **Successfully Completing Online Trainings**

Please note that in order to ensure successful completion, you must be on a computer with MS Outlook open. The online system will then be able to send confirmation of your completion of the training. Call Danielle Nick at x1879 if you have any questions.

Logging Into the Learning Management System (LMS)

1. Access Starport, and then select the Learning Management System link in the LCC eToolBox.



WELCOME TO STARPORT LANSING COMMUNITY COLLEGE
Where Success Begins

Louise D Whitney
September 23, 2010

Star Port Home Employee Student Faculty LCC Life Help Fall 2010 Registration

What's On at LCC!
Calendar of Events
Use the multiple calendar views to find many college events you can enjoy!
LCC News
Stay informed about LCC's current News, Special Reports and Events


ITS Systems Operations Communications
ITS Systems Operations Communications
View a calendar of scheduled ITS production system downtimes along with alert notifications for unscheduled outages.

LCC eToolBox
Work Requests
(FAMIS Self Service)
Banner Web Self Service
(Employee)
Learning Management System

Open Enrollment
Employee Benefits C
September 13, 2010 - September
(More Info)

Focus on a Student Organization
Athletic Sports Clubs
Student Athletic Sports Clubs combine lead intramural and individual sport participation positive sense of discipline and sportsman of college athletic facilities when available, from events, and grant opportunities.
For more information on how to join a club or organiz the Student Athletic Sports Club Office at (517) 483-16 the Gannon Building.

2. Next, enter your **User Name** (TUID) and **Password** to access the new LMS, and then select **Login**.



LANSING COMMUNITY COLLEGE
Where Success Begins

User Name
Password

3. Here you can view the full screen with the individual sections highlighted below:

Employee Links

- Training History
- Employee Profile
- Other Available Trainings
- More Information

LCC LMS ANNOUNCEMENTS

Welcome to the new Learning Management System at Lansing Community College. For more information on how to use the LMS, access the Tip Sheet by clicking on this link.

Required Employee Trainings

| Title | Description | Face To Face | Online | Ff Session | Training Access | Assign Type |
|--------------------------------------|--|--------------------|---------------------|------------|-----------------|-------------|
| Academic Policies | Test description. This field holds a description of the training. The character limit is 4000. | | Begin this training | - | Online | Required |
| Administrative Policies | Board Approved Policy Statements | | Begin this training | - | Online | Required |
| Bloodborne Pathogens Training 2010 | - | | Begin this training | - | Online | Required |
| College Policies | Board Approved Policy Statements | Schedule a session | | Y | Face to Face | Required |
| Employee Sexual Harassment Awareness | - | | Begin this training | - | Online | Required |
| Hazard Communication | Right to Know--Hazardous Chemicals | | Begin this training | - | Online | Required |
| Policy I | Board Approved Policy Statements | | Begin this training | - | Online | Required |
| Policy II | Board Approved Policy Statements | | Begin this training | - | Online | Required |

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Your Assigned Trainings

| Title | Description | Face To Face | Online | Ff Session | Training Access | Assign Type |
|--------------------------------------|--|--------------------|---------------------|------------|------------------------|-------------|
| Academic Policies | Test description. This field holds a description of the training. The character limit is 4000. | | Begin this training | - | Online | Required |
| Administrative Policies | Board Approved Policy Statements | | Begin this training | - | Online | Required |
| Bloodborne Pathogens Training 2010 | - | | Begin this training | - | Online | Required |
| Employee Sexual Harassment Awareness | - | | Begin this training | - | Online | Required |
| Policy I | Board Approved Policy Statements | | Begin this training | - | Online | Required |
| Policy II | Board Approved Policy Statements | | Begin this training | - | Online | Required |
| Time Entry-Part Time Self Service | Timecard | Schedule a session | Begin this training | Y | Online or Face to Face | Optional |

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You are enrolled in the following face to face sessions
no data found
Std:

Catalog Search

Keyword Search:

Help and Tech Support

Local Telephone: 517-483-5221
Toll-free Telephone: 1-800-664-4522
E-mail: lcc1@lcc.edu

The LCC Help Desk provides technical assistance to students, faculty and staff. Submit your technical questions via e-mail for answers to your technology needs or contact the Help Desk technicians by phone.

Hours of Operation: Open 7 a.m. to 12 a.m. midnight everyday. (LCC's help desk will be closed from midnight to 7 a.m. daily)

LCC Help Desk

If you have any concerns or issues with the LMS or in registering for trainings, please contact the LCC Help Desk by phone or email at the contact information below. If you have any OD specific questions please contact Danielle Nick at 483-1879.

WHITNEY en-us

Employee Links

Employee Links

- Training History
- Employee Profile
- Other Available Trainings
- More Information

Training History: This is the area where your completed trainings will be summarized.

| Louise Whitney's Training History | | |
|---|--------------------------------------|----------------|
| Title | Date | Status |
| College Policies | Registered Event: 13- FEB-2007 | Completed |
| Right to Know | Registered Event: 11- OCT-2004 | Completed |
| Sexual Harassment: What Employees Should Know | Registered Event: 13- OCT-2004 | Completed |
| Bloodborne Pathogens Training | Registered Event: 11- OCT-2004 | Completed |
| Administrative Policies | Registered Event: | In Progress |
| Employee Sexual Harassment Awareness | Registered Event: | In Progress |

Employee Profile: Here you can view your profile.

| Louise Whitney's Employee Profile | |
|-----------------------------------|--|
| Person Uid | <input type="text" value="520271"/> |
| History | View Training History |
| Name | Louise D Whitney |
| Tuid | WHITNEYL |
| Person Uid | |
| Birth Date | |
| Gender | F |
| Primary Ethnicity | WH |
| Campus Phone | |
| Mailing Address | |
| Building | GB |
| Office | 3610 |
| Mailcode | 5600 |
| Position Status Desc | Active |
| Position Title | |
| Employee Class | A6 |
| Original Hire Date | |
| Supervisor Name | |
| Supervisor Position | |
| Supervisor Title | Dir Org Dev & HR Consultant |
| Dept | Human Resources |

Other Available Trainings: Here are other trainings that are available to you. Some may be required for your position, and, if that is the case, your supervisor will advise you.

| Optional trainings available to you | | | | | | |
|-------------------------------------|--|-----------------|------------------------------------|--------|------------|-------------|
| Cid | Title | Training Access | Face To Face | Online | Ff Session | Assign Type |
| 61 | Alternative Resolution Team (ART) Training | Face to Face | | | - | Optional |
| 63 | Approvals: Self Service | Face to Face | Schedule a session | | Y | Optional |
| 95 | Choosing the Right FOAPAL | Face to Face | Schedule a session | | Y | Optional |
| 98 | Coaching for Improved Performance | Face to Face | | | - | Optional |
| 112 | Create Purchase Order from a Blanket Order | Face to Face | Schedule a session | | Y | Optional |
| 132 | Department Query | Face to Face | Schedule a session | | Y | Optional |
| 137 | Due Process Update | Face to Face | | | - | Optional |
| 149 | Entering Student Notes in INB | Face to Face | Schedule a session | | Y | Optional |
| 151 | Envisioning One LCC Initiative | Face to Face | | | - | Optional |
| 158 | Faculty - Self Service | Face to Face | Schedule a session | | Y | Optional |
| 160 | Financial Aid Self Service | Face to Face | | | - | Optional |
| 164 | Fixing The Mix | Face to Face | | | - | Optional |
| 185 | HR Search Committee Training | Face to Face | | | - | Optional |
| 190 | Help Desk - Creating Incidents | Online | | | - | Optional |

More Information: This will take you to the OD website where you can review trainings schedules for the current month.

LCC LMS Announcements: Review this area for announcements relevant to training.

LCC LMS ANNOUNCEMENTS

- Welcome to the new Learning Management System at Lansing Community College. For more information on how to use the LMS, access the Tip Sheet by clicking on this link:

Required Employee Trainings: Here you can review the trainings that you are required to take.

| Required Employee Trainings | | | | | | |
|--------------------------------------|--|--------------------|---------------------|------------|-----------------|-------------|
| Title | Description | Face To Face | Online | Ff Session | Training Access | Assign Type |
| Academic Policies | Test description. This field holds a description of the training. The character limit is 4000. | | Begin this training | - | Online | Required |
| Administrative Policies | Board Approved Policy Statements | | Begin this training | - | Online | Required |
| Bloodborne Pathogens Training 2010 | - | | Begin this training | - | Online | Required |
| College Policies | Board Approved Policy Statements | Schedule a session | | Y | Face to Face | Required |
| Employee Sexual Harassment Awareness | - | | Begin this training | - | Online | Required |
| Hazard Communication | Right to Know--Hazardous Chemicals | | Begin this training | - | Online | Required |
| Policy I | Board Approved Policy Statements | | Begin this training | - | Online | Required |
| Policy II | Board Approved Policy Statements | | Begin this training | - | Online | Required |
| | | | | | | 1 - 8 |

Your Assigned Trainings: Here you can review the trainings that have been assigned to you to take that are specific to your job responsibilities.

| Your Assigned Trainings | | | | | | |
|--------------------------------------|--|--------------------|---------------------|------------|------------------------|-------------|
| Title | Description | Face To Face | Online | Ff Session | Training Access | Assign Type |
| Academic Policies | Test description. This field holds a description of the training. The character limit is 4000. | | Begin this training | - | Online | Required |
| Administrative Policies | Board Approved Policy Statements | | Begin this training | - | Online | Required |
| Bloodborne Pathogens Training 2010 | - | | Begin this training | - | Online | Required |
| Employee Sexual Harassment Awareness | - | | Begin this training | - | Online | Required |
| Policy I | Board Approved Policy Statements | | Begin this training | - | Online | Required |
| Policy II | Board Approved Policy Statements | | Begin this training | - | Online | Required |
| Time Entry-Part Time Self Service | Timecard | Schedule a session | Begin this training | Y | Online or Face to Face | Optional |
| | | | | | | 1 - 7 |

Louise Whitney's Training Home

Title

Training History

| TEXTBOX35 | TEXTBOX51 | TEXTBOX30 |
|--|-----------|-------------|
| College Policies | 13-FEB-07 | Completed |
| Right to Know | 10-NOV-04 | Completed |
| Sexual Harassment: What Employees Should Know | 13-OCT-04 | Completed |
| Bloodborne Pathogens Training | 10-NOV-04 | Completed |
| Employee Sexual Harassment Awareness | 23-JUN-10 | In Progress |
| Administrative Policies | 23-JUN-10 | In Progress |
| Bloodborne Pathogens | 10-JUL-08 | Completed |
| Bloodborne Pathogens | 10-AUG-09 | Completed |
| Time Entry-Part Time Self Service | 23-JUN-10 | In Progress |
| Getting Started with Windows Vista | 23-NOV-08 | In Progress |
| Windows Vista User Experience | 23-NOV-08 | In Progress |
| "Microsoft Office Excel, PowerPoint, and Outlook 2007" | 23-NOV-08 | In Progress |
| New Features for End Users in Microsoft Office 2007 | 29-SEP-09 | In Progress |
| 1 - 13 | | |

Accessing Online Trainings

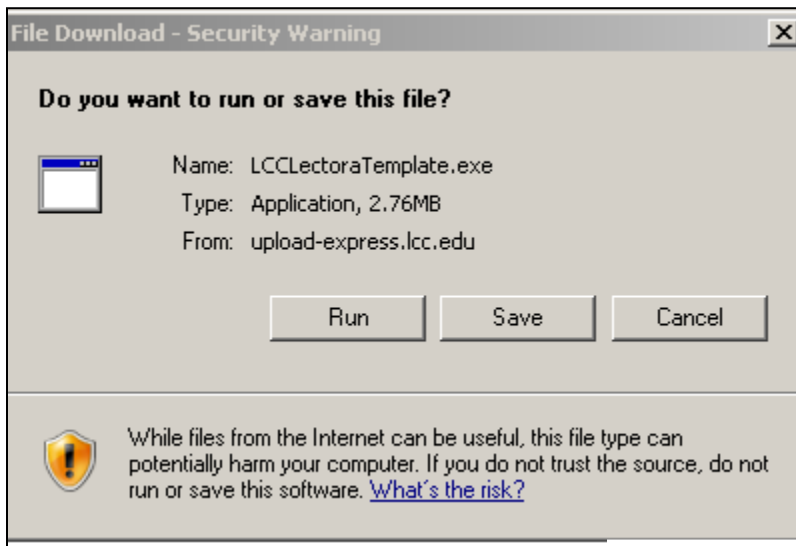
Note: Online trainings are not accessible from off campus; you will need to use Internet Explorer instead of Firefox when accessing the online trainings.

If you need to take a training that is listed as online in **Your Assigned Trainings**, follow the steps listed below:

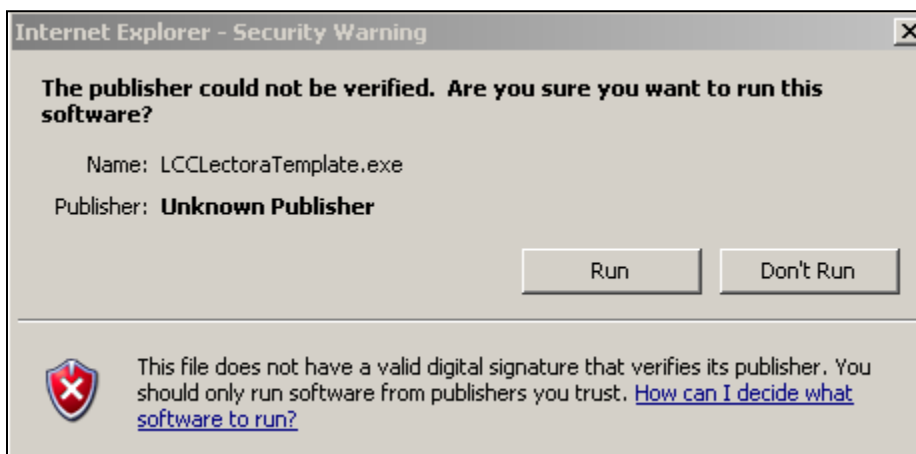
1. Click on **Begin this training**.

| | | | | |
|----------|----------------------------------|-------------------------------------|--------|----------|
| Policy I | Board Approved Policy Statements | Begin this training | Online | Required |
|----------|----------------------------------|-------------------------------------|--------|----------|

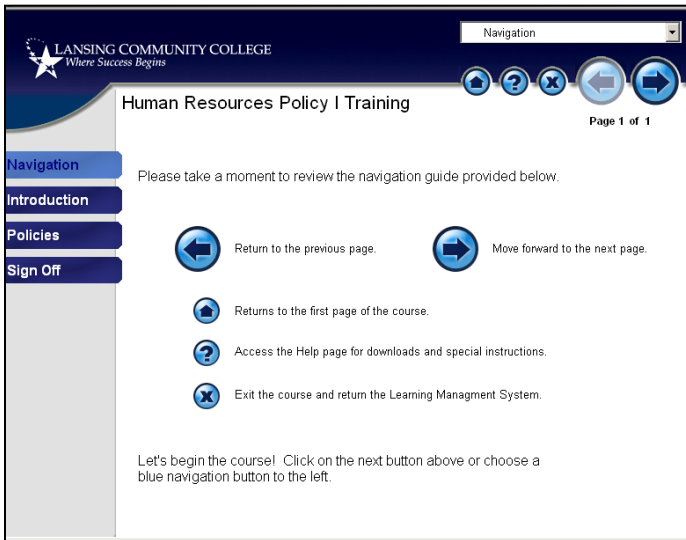
2. Next select **Run**.



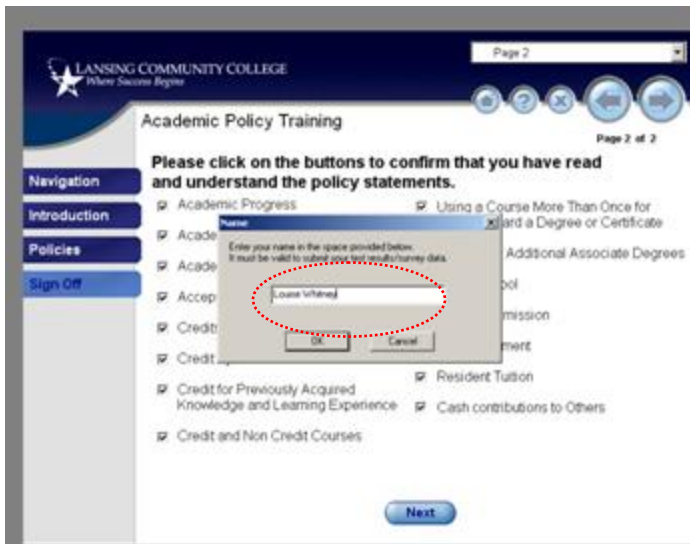
3. Select **Run** again.



- This will bring you to the main screen of your chosen training title. Follow the instructions to start the training.

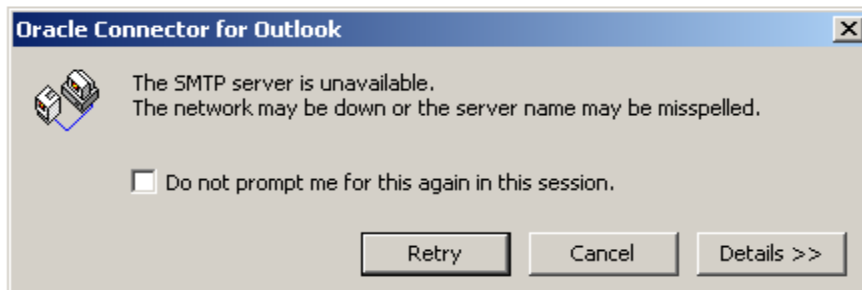
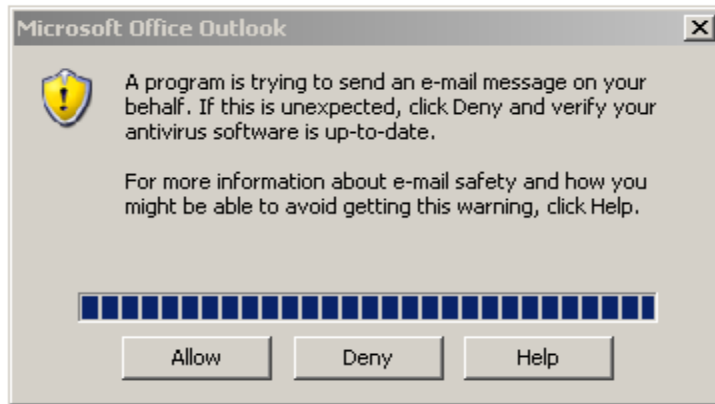


- In order to verify completion of online training or for the competency results to be emailed to the HR-OD account (a requirement for successfully completing the training) **you must be on a computer that will allow you to be running Microsoft Outlook** and where you can send and receive emails through Microsoft Outlook while you complete the training. If you do not have access to a computer with Microsoft Outlook, you may take the training in the HR Department by calling 483-1879 to reserve a time, or you can call Emergency Management 483-1806. Both locations have computers that will allow you to access the training and email results of the competency.
- At the end of completed **online** trainings, you will be prompted to submit confirmation of your competency or training. You will first be asked to enter your name into a field at the end of the training.

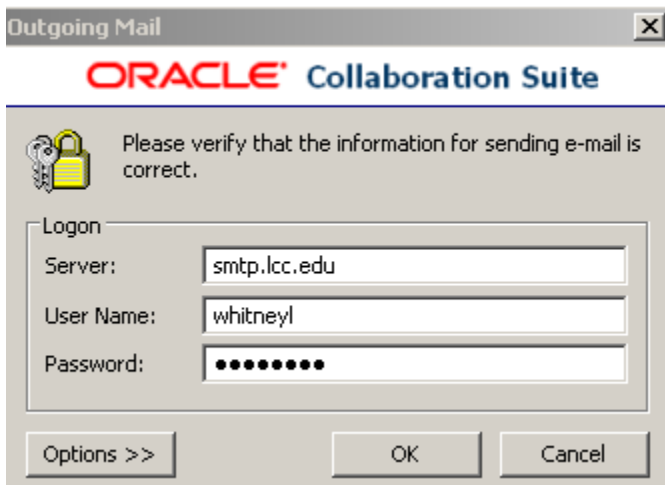


7. Then you will see these messages:

With these messages which may display simultaneously, please first select **Allow**. With the second, select **Retry**. By doing this you will be sending an internal email to HR –OD (Organization Development) to verify your completion of the training. **It is imperative that you do this! Thanks.**



8. If you see the **Oracle Collaboration Suite** screen below, please select **OK**.



9. You may then see a **Successful Submission** screen.

