



Learning Management System Tip Sheet

October 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.

LANSING COMMUNITY COLLEGE
Where Success Begins

WELCOME TO STARPORT

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 organize 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 whitneyl

Password ●●●●●●

Login

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

1 - 8

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

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:

*** If you encounter issues with cut-off sentences and errors while accessing the online **bloodborne pathogens training** please be aware that you will need to change your display settings to either small or larger viewing see below for steps on how to change your settings:**

- 1. Right Click on desktop, choose personalize from context menu**
- 2. Click on Display menu**
- 3. Click either smaller or Larger – user will need to log off for settings to take effect**

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

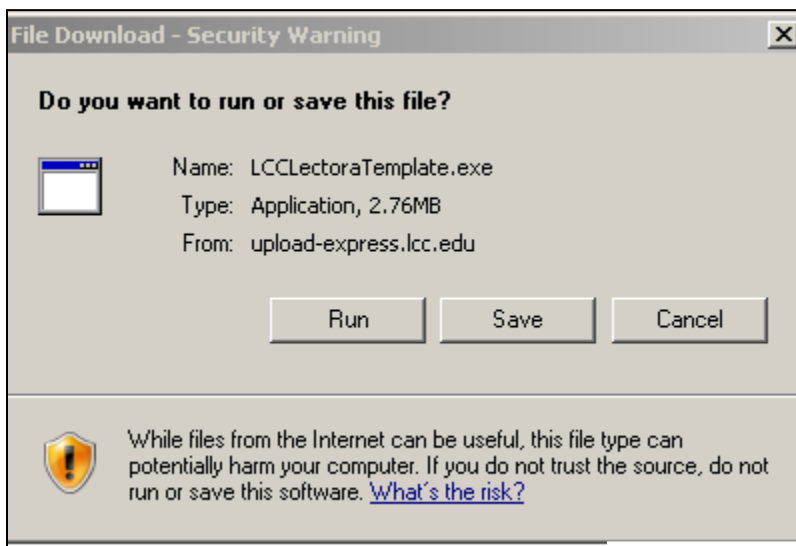
Note: Online trainings are **NOT** accessible from off campus; you will need to use **Internet Explorer** instead of Firefox when accessing the online trainings. If you do not have Outlook you will need to contact the Help desk at 483-5221 and have them assist with setting Outlook up on your computer.

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

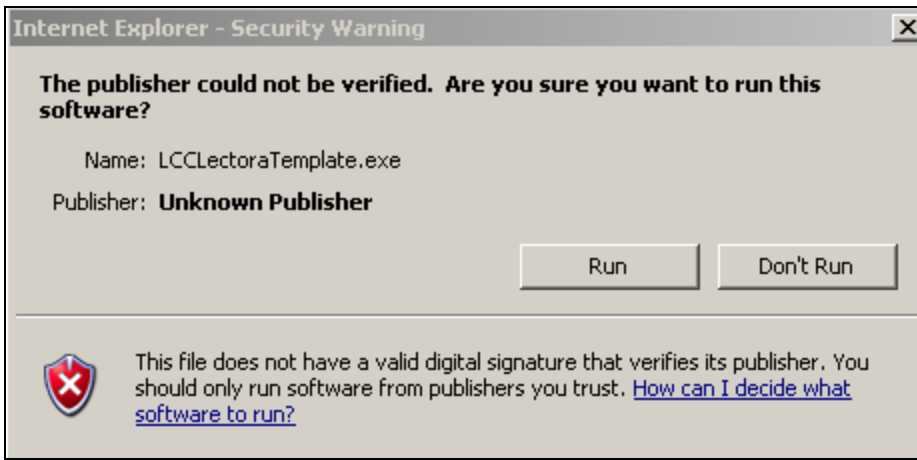
1. Click on **Begin this training**.



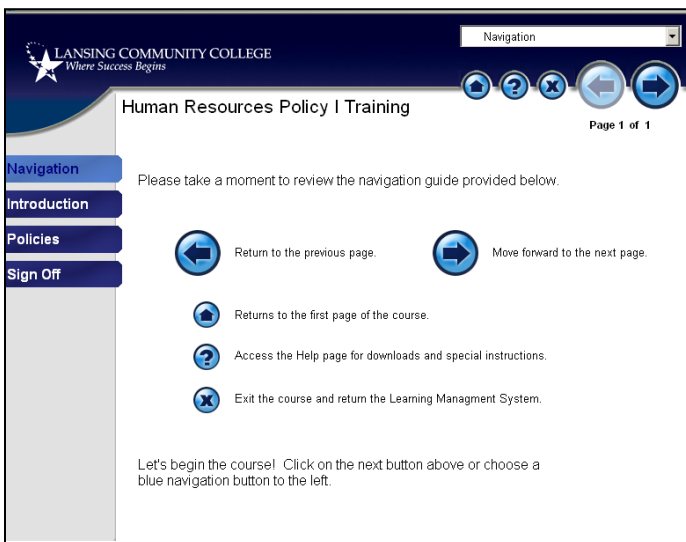
2. Next select **Run**.



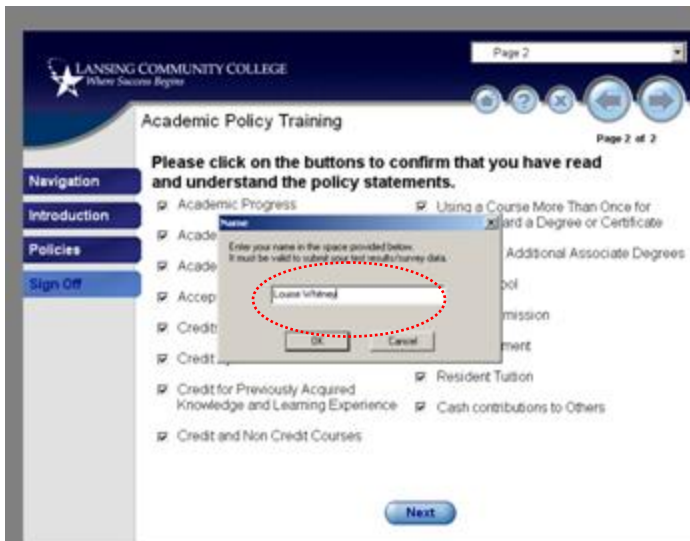
3. Select **Run** again.



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

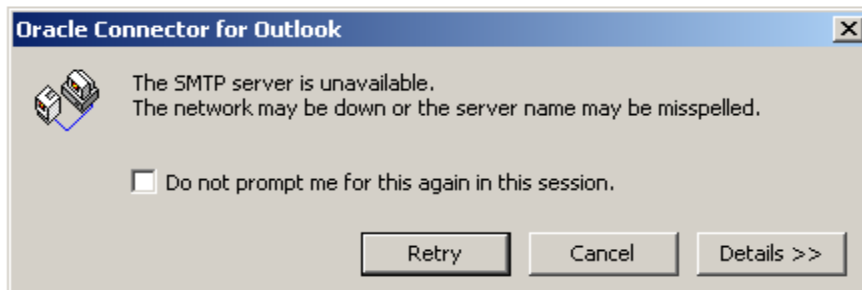
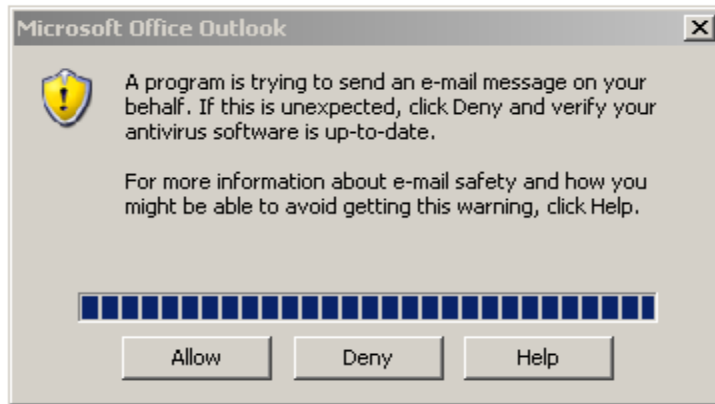


5. In order to verify completion of online training or for the competency results to be emailed to the HR-OD account (a requirement for successfully completing the training) **you must be on a computer that will allow you to running Microsoft Outlook** and where you can send and receive emails through 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.
6. 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.

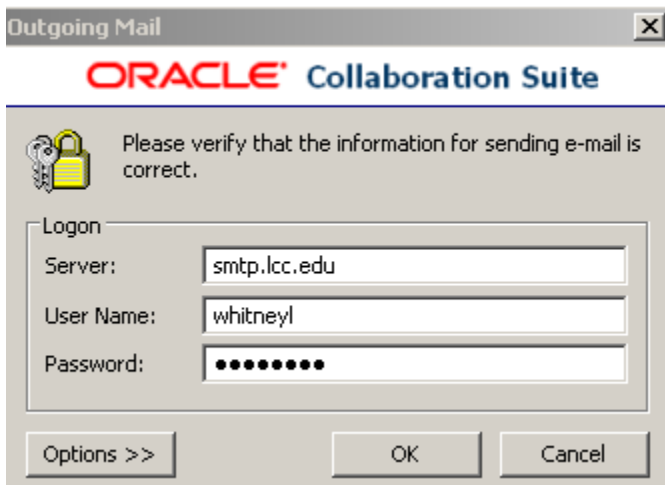


7. Then you will see these messages:

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.

