

Duke | LEARNING MANAGEMENT SYSTEM

The Duke Learning Management System (LMS) is used to deliver online learning and manage classroom training for Duke Employees. You have been issued a Net ID and password that is used to login to LMS. If you have problems or questions about your password call the DHTS Service Desk at 919-684-2243.

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Logging In

PIN station: Click the LMS icon in the upper left quadrant on the PIN desktop



Virtual PIN users: Use the same LMS icon above. *PLEASE NOTE Audio may not be enabled in Virtual PIN. If accessing the LMS from home/outside Duke and audio is needed with a module, please access the LMS using the link below.*

Mobile Devices: While you can access the LMS from a smartphone or tablet, not all of the content is compatible with those devices. It is best to use a desktop or laptop to access the LMS.

LMS website: <https://lms.duhs.duke.edu/Saba/Web/Cloud>

Enter **Net ID & Password** used to access Duke@Work or TimePC and Click **Sign On**.

Search for an Offering

From the default **Home** page, locate the **Catalog Search** section in the upper right of the page.

Enter course name into the Search field and click **Search**.

Register for an Offering

After performing a *Search*, your search results will be provided in list form. Please read the course description as it will provide information on what is needed to successfully complete the course (e.g. you must watch both videos and pass the quiz to receive completion credit).

Click the blue **Register** link for the appropriate course offering.

After clicking Register a **Registration Confirmation** page should display.

If it's an online course you can launch it using the **Launch Content** link.

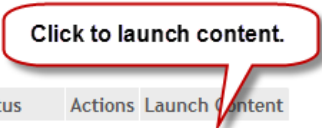
NOTE:

If there are multiple modules you must launch and complete each module separately in order they display. If you close a module before completing it, the system can bookmark your activity if the content is configured to do so. Follow the resume prompts when re launching a module.

Registration Confirmation

[Printer Friendly Version](#)

Order Contact YOUR NAME HERE
 Billed To DUKE HEALTH TECHNOLOGY EDUCATION
 Order Status Confirmed
 Order Number 00001203



Click to launch content.



Order Items

Title	Learners	Delivery Type	Status	Actions	Launch Content
DHCH Care Pages	Your Name	Web Based Training	Confirmed	Notes	Launch Content

The course content will launch in a separate window. Complete the content as instructed in the course description. As you finish each module(s) use the X in the upper right to close and save.

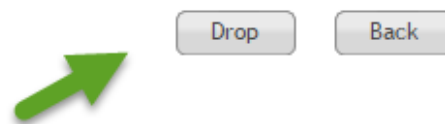
Drop a course

Most courses provide a drop option. To drop a course, click on the **My Learning tab** and select the Drop link for the course. If you are permitted to Drop a confirmation page will come up and click the **Drop** button on the page to confirm. A confirmation page will appear. Click the **Home tab** to go back to In Progress learning (i.e. what you need to complete).

Name	Status	Actions
 Express Scanning (00063251, Version:1.0) Duration: 00:16 hours	Confirmed Registration Date: 02/12/2016	Launch  <ul style="list-style-type: none"> • View Details • Drop
Hide Learning Assignments ▲		
Training Content: Document Preparation Training Status: Not Evaluated (Unlimited attempts)		Launch

Drop Course: Express Scanning

Title	Express Scanning
Delivery Type	Web Based Training
ID	00063251
Start Date	-
End Date	-
Sessions	
Location	
Language	English
Description	-
Abstract	-
Domain	PRMO_Common



View In-Progress Learning

In Progress Learning is what you need to complete in the LMS.

Select the **My Learning** tab.

This will display a list of all your registered courses that are still in progress. You can launch a course from here.

If you mistakenly registered for a course you can drop a course by selecting **Drop** if that course has the drop option enabled.

View Your Completed Courses

To view your list of completed courses, select the **My Learning** tab.

Select **All Learning Activity** from the left hand sidebar.

The default view of **My Completed Courses** appears.

To launch a course after you have completed it (for review purposes) select **Actions > View Learning Assignments** for the course. On the Progress Report page click the **Launch** button.

Search

Completed Courses [Add Completed Courses](#) | [Modify Table](#)

Title	Version	Delivery Type	Registration Date	Completion Status	Date Marked Complete	Marked Complete by	Score	Credits	Actions
DHCH Carepages		Web Based Training	01/26/2011	Successful	02/02/2011		0		Actions
DUHS - CareDoc		Web Based Training	11/08/2010	Successful	11/09/2010		0		Actions

Actions
[View Learning Assignments](#)

Finalize Curriculum or Required Learning registration

Some courses are organized into Curricula or Required Learning. If you have been assigned a Curricula or Required Learning you may need to finalize the registration to complete the course enrollments.


From the default **Home** page select the **Finish Registration** link for the assigned Curricula or Required Learning. If you weren't assigned Curricula or Required Learning, you can search for it like any other course and select the **Begin Registration** link.

For general FAQ select the contact us tab above.

In-Progress Learning Activities

Sort By Registration Date

Name	Registration Date	Actions
Test Course	10/04/2011	Launch
DRH Introduction to NetAccess and CPOE for MDs, PAs, and NPs	09/09/2011	Launch
DHCH Home Health Nurse		Finish Registration



On the Curricula or Required Learning details page, select the **Complete Registration** link to complete course enrollment. You will receive a registration e-mail for each course in the Curricula or Required Learning. Once registration is finalized, complete each course. Once all courses are complete you will receive a Curriculum or Required Learning completion e-mail.

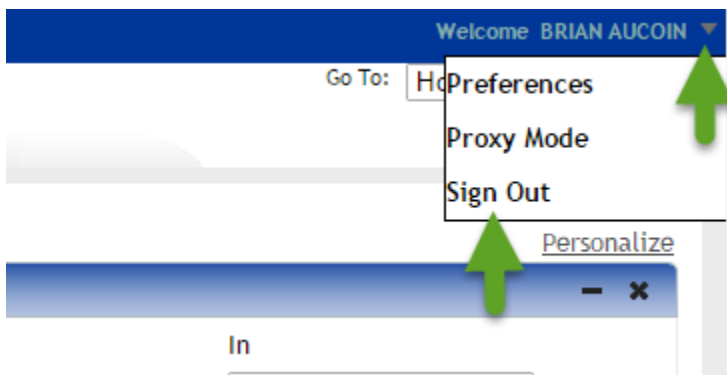
Language: English

<input checked="" type="checkbox"/>	DHCH - The PAINAD Scale (Course : DHCH-TS040511B, Version 1.0)	
<input checked="" type="radio"/>	Mandatory Offering	
.....	Offering ID: 00001263	Offered As: Web Based Training
	Language: English	
<input checked="" type="checkbox"/>	DHCH Workplace Safety (Course : DHCH-TS042911A, Version 1.0)	
<input checked="" type="radio"/>	Mandatory Offering	
.....	Offering ID: 00001520	Offered As: Web Based Training
	Language: English	
<input checked="" type="checkbox"/>	DHCH General Orientation - Test Only (Course : DHCH-BA062111, Version 1.0)	
<input checked="" type="radio"/>	Mandatory Offering	
.....	Offering ID: 00002280	Offered As: Web Based Training
	Language: English	

[Complete Registration](#) [Cancel](#)

Log Out

To Log off the LMS, select the drop down arrow beside your name in the upper right and select **Sign Out**. Then click **Yes** on the following page.





Trouble Shooting - problems viewing courses in the LMS

Do you have all pop-up blockers turned off? (Also Remote use issue)

This can cause content to fail and not launch, since the blocker treats content opening in a new window as a pop-up. From your Web browser (Internet Explorer) menu click Tools, select Pop-up Blocker, choose Turn off Pop-up Blocker, or select Pop-up Blocker Settings and Add the LMS Web site.

Remote use: Do you have the Java Runtime Environment installed?

This causes content not to open when an item in the course outline is clicked. Java is a free download from <http://www.java.com/en/download/index.jsp>.

Do you have the Flash Player Plugin installed on your computer?

Most of the content created for courses in a Learning Management System (LMS) uses the Flash format, and the local computer must have the Flash Player in order to access the content. Flash Player can be installed on your personal computer/laptop at <http://get.adobe.com/flashplayer/>.

NOTE: If you do not have rights to install plug-ins on your computer, contact your local IT support for assistance. You can also contact the DHTS Service Desk at 919-684-2243 for assistance.