

LMS Learner Job Aid

This document covers the following topics. Click each link to go directly to that section.

- Navigate the LMS
- Access Enrolled Courses
- Enroll in Courses
- User Profile
 - o <u>Profile Settings</u>
 - o <u>Download Learner Transcripts</u>
- Access Badges and Certificates

Navigate the LMS

Upon sign in, you are brought to the homepage where you can quickly start or resume courses under the **My Learning List**.

	Leaning hanagene	ent System	
My Learning List			
Saved By Me Structure (16 5 marcs) (16 5			

The table below describes the purpose of each page on the left panel of the LMS.

NAVIGATION OVERVIEW			
	HOME	Get immediate access to your enrolled courses and the courses catalog.	
	MY LEARNING	Access training courses that you are enrolled in.	
	CATALOG	Access all training courses available for enrollment.	
ÌĊ.	SKILLS	Add skills to your Areas of Interest to get personalized course and learning recommendations.	
R	BADGES	View your badges and their completion status. Badges and certificates in Achieved status can be downloaded by Learners.	

Access Enrolled Courses

Step-by-step

- 1. Select **My Learning** from the left panel.
- 2. Sort and filter as needed to find your desired course.
 - a. Filter your search by Catalogs, Duration, Tags, and Status.
 - b. View your enrolled courses.
 - c. Sort courses by **Due Date**, **Name (A-Z)**, or **Name (Z-A)**.
 - d. Select to switch between card and list view.

Enroll in Courses

Step-by-step

- 1. Select **Catalog** from the left panel.
- 2. Use the search bar and filters if needed to find courses of interest.
- 3. Select a course.
- 4. Select Enroll or select Save to enroll later.

Using the LMS Learner Portal SELF PACED	2 Enroilment(s)
This module for the learner navigates you through the LMS system. Please refer to the resources pdf for more information. Modules	Erroll Save Skills covered
Core Content 30 mins Item Status 30 mins Stat ProCision Module (LEARNER) 30 mins	Presision Assessment - Saill Level 1 (1 Credits) Resources LMS HAVIGATION GUIDE LEARNER.pdf Author(s) Pearson Admin

Enrolled or saved courses appear on the homepage under My Learning List and Saved By Me.

	Learning Management System	
My Learning List		
Start learning! All your encollements is one place View My Learning		
Saved By Me		
1 kr 30 minu		
Poarson Assessment Intermediate SmartSheet Workshop with Adam Frese by Adam Frese		
REVISIT		
	Help Contact Admin LE Completion Survey	

User Profile

You can access user notifications and profile settings on the top right corner of the LMS interface. Notifications can include course enrollment or completion confirmations and links to download files.

)Peors	on All v Q. Search	Q	•
Home	My Learning These are all the Courses/ Learning Paths/ Certifications/ Job Aids available to you. Use the filters on the left to refine your search. Filters		
Catalog	Catalogs SLF MCD Finance LMS Training S.CM Learning Experiences 30 mins		
Badges	Ouration *** Pearson Assessment Duration Using the LMSE Learner Portal 30 mins oz heurs by Pearson Admin 2 hours+ REVISIT		

Profile Settings

- 1. Select **Profile Settings** from the dropdown menu.
- 2. You can set a profile picture and write a user bio if desired.
- 3. Select data from the dropdowns listed below.

Profile Settings	
INTERFACE LANGUAGE	Select your preferred language for the UI.
CONTENT LANGUAGE	Select your preferred language for courses and modules.
TIMEZONE	Select your timezone. Timezone impacts completion deadlines.
PREFERENCES	Check the box if you would like modules to automatically enroll you and begin playing once selected.

4. Select Save.

Download Learner Transcripts

The My Learning Transcript is a record of all your courses as well as any tracked CPE Hours or credits.

- 1. Select **Profile Settings** from the dropdown menu on the top right corner.
- 2. Select Download My Learning Transcript (XLS).

Timezone	UTC-12:00(Etc/GMT+12) Etc/GMT+12	~		
	Timezone adjusted for daylight savings automatically			
Preferences	Clicking on Module enrolls and launches the training			
Transcript	Download My Learning Transcript (XLS)			

- 3. A Generating Report message appears. Read it, then select OK.
- 4. When the transcript is ready, you will receive a notification with a link to download.

Search		Q	Â	
	0	Learner transcript is download it.	s ready. Click he	ere to
			a few se	conds ago

Access Badges and Certificates

Badges and certificates are one way that your program may track and may provide certificates of completion for courses or a series of courses. You can print your badge or certificate as an image or PDF.

- 1. Select **Badges** from the left panel. All your badges and certificates are tracked here.
- 2. Select **PDF** or **Badge** on the top right corner of any **Achieved** badge to download for your records.

adges adge is a symbol o vnload the latest b	f achievement earned through completion of Learning Objects and/or ac adge as an image or in PDF format.	quisition of Skills. Select the badge and cli	ick on update to
Skills			
	TRAINING Status: Achieved Completed Test Administrator Training Certification on Dec 11, 2022]	PDF1 Badge