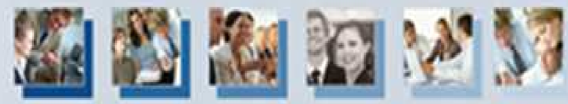
North Carolina Learning Center



DPS ILT Update

May 1, 2014 Volume 1, Issue 1

This is a Learning Management System update for Department of Public Safety staff who are designated as Basic Instructor Lead Training (ILT) Administrators.

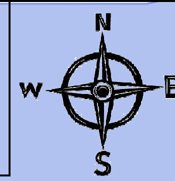
Questions regarding any content should be directed to a DPS LMS Administrator.

DPS LMS Numbers

January 1, 2014 thru April 1, 2014

- **7621** DPS Completed Sessions entered in the LMS
- **232,906** Hours of Training recorded
- **61%** of DPS Employees have utilized the LMS in some way

Location, Location, Location



When entering the location for a session, if you can't find the location by drilling down, you can enter a keyword search. If you are still not able to find the location, send an email to DPS_LMSHelp@ncdps.gov to have the location added.

Completing A Session

In order for your session to show a status of COMPLETED, you must submit the roster. Otherwise your session will stay in an APPROVED status. Refer to Step 15 forward of the job aid on entering a session for instructions for this. You should review sessions that you enter periodically to ensure they are showing a completed status.

No Shows

As of 4/21/2014 there are **1627** DPS employees listed as a "no show" for a DPS training session.

Please be aware that when you set up a roster in the LMS before a session and do not mark the user as having attended, it will show as a "no show" on the user's transcript.

If you have prior notification that a student will not be attending the training session, remove them from the roster before submitting the roster. This will change their status to withdrawn. If you do NOT receive notification, leave the student as having not attended and the status will be "no show". Also note that if an employee has pre-registered for a course (with OSHR or DPSHR, for example) and they cannot attend the session, they should **WITHDRAW** from the session. Otherwise they will be listed as a "no show".

There is a No Show custom report shared with all ILTs that you should review. To view the report, select CUSTOM REPORTS from the REPORTS tab. You can then refresh the report under the ACTIONS column.

Instructor Evaluators

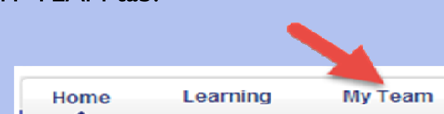
If your training session includes an instructor evaluator, in the details portion of your session, that evaluator would be listed in the Instructor Evaluator Field.

HR New Employee Orientation

Remember when entering sessions of HR New Employee Orientation to select **"ASSIGN, APPROVE, and REGISTER"** as the enrollment option. This is what allows the employee to complete the online acknowledgment.

Supervisory Reminder

Please remind supervisors at your work locations to monitor pending training requests. This is especially important for HR, Beacon, and Other training events offered in the LMS Catalog for users to pre-register for. A supervisor can view pending training requests by click on the MY TEAM tab.



Training Hours

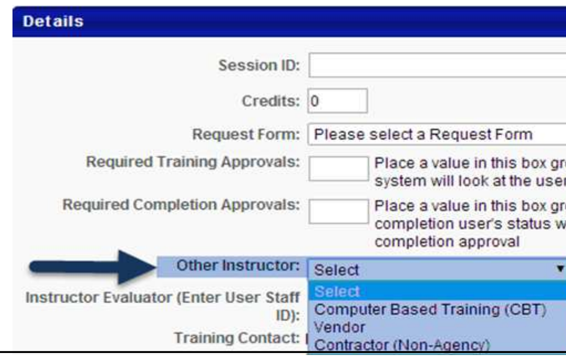
Please make sure when entering a session that the session duration (training hours) matches the credit hours for the courses. If you are unsure of the credit hours for a course, please contact an LMS Administrator.

Instructor Requirements

Every session should have an instructor. The only time an instructor would not be listed on a session is if it is:

CBT or
Vendor Related or
Contractor

In those cases, the appropriate category would be chosen on the details portion of your session in the **Other Instructor Field**.

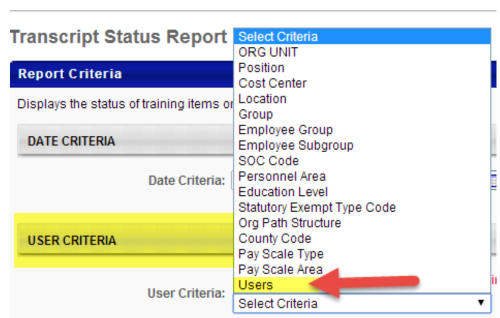


Top 5 LMS Mistakes ILTs Make

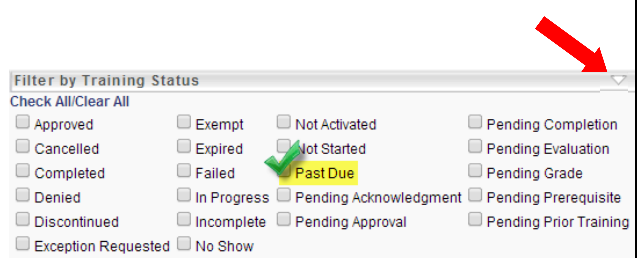
1. No Instructor
2. Training Hours do not Match Credit Hours
3. Not Submitting the Roster
4. Selecting the Wrong Event
5. Enrolling the Wrong Person in an Event

Helpful Hint: Individual Employee Transcript Status Report

If you need to view the transcript for an individual employee instead of an entire org unit, you can select USERS under the USER CRITRA section. Then click to search to search for the employee.



You can also use the Filter by Training Status section to further enhance your report. Click the on the right hand side and select the statuses you want in the report. For example, if you only want PAST DUE trainings to appear on the report, only select PAST DUE.



Where to Go & Who to Call

Email: DPS_LMSHelp@ncdps.gov

ILT Job Aids and Instructions:

www.ncdps.gov > FOR EMPLOYEES > LEARNING MANAGEMENT SYSTEM
https://www.ncdps.gov/Index2.cfm?a=000002,002826,002828

LMS System Administrators :

Penney Mizell-Brooks	Crystal Lupton
919.457.1180	919.367.7108
Penney.Mizell-Brooks@ncdps.gov	Crystal.Lupton@ncdps.gov