



VERMONT LOCAL ROADS

# LMS Users Guide

Vermont Local Roads Program

LMS Website: <https://vermont.csod.com>

Version: August 28, 2018

This is a guide to the State of Vermont Learning Management System (LMS) for Vermont Local Roads (VLR) users. This guide is intended as a quick reference to provide basic instructions and answer frequently asked questions. More detailed information is available through the help function of the LMS itself.

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Note: as a web-based system, there are often many ways to get to a given page or option within the LMS. This guide describes a way to perform certain tasks but it may or may not be the only or fastest way to perform them.

## ACCOUNT SIGNUP AND MANAGEMENT

All state employees have an LMS account. Employees should not sign up for another account - if they do not know their account information, they should contact their supervisors or an LMS Administrator.

Vermont is using the LMS for all training; different parts of the state government sponsor external users for their trainings. This guide is for users who will primarily take Vermont Local Roads related training. The processes may be similar with other departments or agencies, but external users who will primarily take other kinds of trainings should sign up through the Department of Public Safety (DPS), Agency of Human Services (AHS), or other appropriate agency.

### Signing Up for the LMS (External Users Only)

In order to sign up for an account and use the system, users must have Internet access and an email account. State employees already have LMS accounts.

To sign up for an account through VLR as a non-state employee:

- Please contact the LMS Administrator by email [vermontlocalroads@vermont.gov](mailto:vermontlocalroads@vermont.gov).
- *Please include registration information:*
  - *Full first and last name*
  - *Badge Name (example full first name is Robert but you go by Bob)*
  - *Email address*
  - *Municipality you work for*
  - *Mailing address*
  - *Contact phone number*
- *An LMS Administrator will check to see if the user already has an account.*
  - *If so, the admin will email the user to pass on the existing account information.*

## Logging In

The first time a user logs in to the LMS, it will ask him or her to set a new password and establish a security question for future password resets. Users can change both password and security question by going to "My Account" options as described in Managing an Account below.

To log in to the LMS:

- Go to <https://vermont.csod.com> and enter the user name (EU0000) and password.
- The system will display a VLR training welcome page that shows announcements and other information for the user:
  - My Training - newly added courses or sessions
  - Upcoming Sessions - any courses scheduled for the near future
  - Certifications - Scholar program levels
- To log out, move the mouse over the gear icon in the top right corner of the screen and click on "Log Out" from the options that pop up.

Users who forget their password should click on the "I forgot my password" link on the login page. The system will ask the security question and allow the user to set a new password. If that does not work, users should contact an LMS Administrator.

## Managing an Account

Users manage their own account information on the system. For state employees, much of the data comes from the Vermont Human Resources (VTHR) system and is automatically updated every night - VTHR will overwrite changes the user makes.

To change account information:

- *Move the mouse over the gear icon at the top right corner of the screen and click on "My Account" from the options that pop up.*
- *The Preferences page is for editing account settings.*
  - *To add a Picture, click on the picture and select "Change" to upload a new profile picture.*
  - *The "On Vacation" box sets out-of-office status; this is primarily used for supervisors who need to approve other users' trainings.*
  - *Select Signature - allows the user to choose different fonts when the system prints a signature.*
- *The Options button at the top right corner of the panel allows users to:*
  - *Change Password*
  - *Edit Security Questions*
- *Click on the Save button at the bottom right of the panel to save any changes.*

If a user does not use the system for six months, the account will go inactive. All the records remain in the system, but the user will have to contact an LMS Administrator to reactivate the account to use the LMS again.

## FINDING AND REGISTERING FOR A COURSE

### Note on LMS Terminology in Plain English

**Events** are general workshops, e.g. OSHA 10 Hour.



#### OSHA 10 Hour

**Event** · Vermont Local Roads (VLR)

This 10-Hour Roadway Safety workshop provides an overview of 11 key construction work zone related safety and health topics. Upon completion of this course, participants will be able to recognize and take corrective action to address the following issues and hazards: 1. Understanding OSHA 2.... [read more](#)

**Sessions** are offerings of the workshop, e.g. an OSHA 10 Hour course in August.



#### 7928 - OSHA10HOUR004

**Session** · Vermont Local Roads (VLR) · 12 hours, 30 minutes

11 Openings Available

**Location**

Bennington Department of Public Works

**Duration**

8/14/2018, 8:15 AM EST - 8/15/2018, 2:30 PM EST

English (US)

Request

**Parts** are the days for a session, e.g. OSHA Day 1 on August 14 (part 1) and OSHA Day 2 on August 15 (part 2) for the August OSHA 10 Hour workshop.

Parts (2)



#### OSHA Day 1 (VLR)

Bennington Department of Public Works [view map](#)  
Instructor - Todd Eaton

**Starts**

8/14/2018 - 8:15 AM EST

**Ends**

8/14/2018 - 2:30 PM EST



#### OSHA Day 2 (VLR)

Bennington Department of Public Works [view map](#)  
Instructor - Todd Eaton

**Starts**

8/15/2018 - 8:15 AM EST

**Ends**

8/15/2018 - 2:30 PM EST

## Finding Workshops

Users can only see workshops that are available to them. Some Vermont courses are open to anyone, but some are only open to state employees or a specific group of people.

To search for workshops:

- *Move the mouse over the "Learning" tab on the top toolbar and click on "Events Calendar".*
  - *The calendar lists available workshops by month.*
  - *Move the mouse over a workshop for a popup with a brief description.*
  - *Click on a workshop for a more detailed description and more options, including session offerings with registration information.*

...or...

- *Move the mouse over the "Learning" tab on the top toolbar and click on "Browse for Training".*
  - *Browsing provides a list of all trainings available with short descriptions.*
  - *Filter options are on the left side - users can search for workshops by subject, date, type, or location.*
  - *Sort options are at the top right of the panel.*
  - *Click on a workshop for a more detailed description and more options, including session offerings with registration information.*

## Registering for a Workshop

The LMS allows users to browse different workshops (called events) and sessions in different ways. Once a user finds a session he or she wants to attend, he or she must register for it.

There are three steps in signing up for an LMS session - user request, manager or instructor approval, and finally registration. *Typically, VLR courses are set for automatic approval and automatic registration on approval.* This does not mean users do not need to get permission from their supervisors to attend the workshop!

To register for a session:

- *Find the session of an event by going to its information page.*
  - *Calendar View brings up the month of the specific session.*
  - *View Event bring up a general page that lists scheduled sessions.*
- *Click on Request when looking at a specific session to register for a workshop.*
  - *In most cases that is all that is required!*
  - *In some cases, the instructor or a supervisor may need to accept or approve the request.*
  - *Should any workshops have prerequisites, those prerequisites must be completed in order to complete registration.*
- *The system sends an email to users when the registration is complete.*

Some sessions may have a certain number of seats reserved for attendees from a specific agency or group, or there may be a limit on the number of attendees from any given agency. In these cases, a user can still request the session - but may be placed on a wait list.

A user on a wait list is NOT registered for the course. If a seat in the course becomes available, the system will send an email notification to everyone on the waitlist. Registration for open seats will be first-come first-served - users who do not register when a seat becomes open remain on the waitlist.

Some courses may require additional paperwork or permissions - the session description should include directions. The most common requirement for DPS-sponsored courses is a FEMA Form 119-25-1. The session details will include a link to download the form and users must fill it out, and either send it to the training administrator beforehand or bring a hard copy with them to the training to receive course credit.

## ATTENDING, WITHDRAWING FROM, AND EVALUATING COURSES

### Attending Courses

Attending a course works the same way it always has - show up on time, with the required materials, and take the course!

Instructors use the LMS to record attendance and grades, if required. Within five days of course completion, the course will be marked as complete on transcripts and users will be able to access their certificates.

If a course is cancelled, the LMS will notify registered users via email and remove the course from transcripts. Users may register for a different session when one is offered.

### Withdrawing from Courses

When students cannot attend course sessions they have registered for, they must withdraw from the session in the LMS prior to the start time on the first day of the session.

To Withdraw from a Session:

- *Move the mouse over the "Learning" tab on the top toolbar and click on "View Your Transcript". The Transcript page will come up.*
- *Find the session; on the right side in a green box click the arrow next to View Training and choose Withdraw. A new window will appear.*
- *Choose the best option from the "Please Select a Reason" dropdown.*
- *Enter a quick description in the "Comments" block.*
- *Click Submit.*
- *The transcript page will come back up, and the course will show a status of "Withdrawn". The system will also send an email notifying the user that he or she has successfully withdrawn from the session.*

When someone is not able to attend a course, he or she should withdraw as soon as possible to open the seat for someone else.

If a student misses a course without withdrawing from it, the transcript will still carry the session with the user as a "No Show". If someone misses several VLR-sponsored courses this way, VLR will contact the person's supervisor to determine whether or not he or she should be allowed to register for future courses.

## **Evaluating Courses**

Instructors will continue to provide and collect paper evaluations at the end of each course session where an evaluation is required. VLR will eventually migrate to online course evaluations through the LMS and will notify course attendees when that occurs.

VLR does review and schedule new trainings based on feedback from evaluations.

## TRANSCRIPTS AND EXTERNAL TRAINING

The LMS Transcript displays a user's training history - scheduled training, completed training, and even failed or no-show training.

The LMS will track all new courses in the future. As a rule, VLR has only loaded past trainings from January 1, 2015 and later into the LMS as events with sessions. All courses taken prior to January 1, 2015 were loaded as external training with correct date of course as well as an event/session with 1/1/2014 as the date so that it could be configured with the Road Scholar Program Levels.

Users should contact an LMS Administrator and/or their Division Training Administrator if they think the LMS is not properly reflecting credit for a session.

### Viewing a Transcript

Users may check their transcripts online at any time.

To View a Transcript:

- *Move the mouse over the "Learning" tab on the top toolbar and click on "View Your Transcript".*
  - *Active trainings are those that are scheduled.*
  - *Completed trainings are those that have taken place.*
  - *Archived trainings are either very old or inactive for some reason - typically to remove clutter from the completed training section.*
  - *The buttons at the top of the list filter or sort the listing.*
  - *The View Training Details option button brings up session information and the user's attendance and score, if applicable.*
  - *The View Certificate option button brings up the training certificate for sessions a user has passed.*
- *The Options button at the top right allows the user to do several things*
  - *Add External Training - see below on Equivalents and External Training*
  - *Export to PDF - generate a PDF version of the transcript*
  - *Print Transcript - print out the transcript*
  - *Run Transcript Report - generate a version of the transcript using different sorting and filtering options*

## External Training

The LMS allows users to load external trainings - trainings not taken through the LMS - if they want to augment their official records. These serve no purpose other than to allow LMS users, managers, and administrators to store and share additional information.

The LMS **does not automatically recognize external course certificates.**

To Upload an External Training:

- *Scan the certificate into a PDF formatted file.*
- *On the LMS, move the mouse over the "Learning" tab on the top toolbar and click on "View Your Transcript".*
- *From your transcript page, click the Options button and select "Add External Training" to bring up a new page.*
- *Fill out the course information - items with an asterisk are required.*
  - *\*Title*
  - *Training Description*
  - *\*Institution*
  - *\*Training Dates*
  - *Credits Earned*
  - *Training Hours*
- *Add the certificate:*
  - *Drag and drop the scanned PDF certificate into the space shown, ... or ...*
  - *Click Select a file and browse to the scanned PDF certificate.*
- *Click on Submit to finish the upload.*

## **VLR LMS ADMINISTRATOR**

VLR LMS Administrator

- VLR Program Coordinator
  - 802-828-3537, [vermontlocalroads@vermont.gov](mailto:vermontlocalroads@vermont.gov)