

LMS Quick Reference Guide

Logging in to the LMS

All users with active and enabled user accounts can access available and assigned learning activities in the LMS.

► To log in to the LMS:

1. In your browser, enter the URL location (<http://docentnow.docenthost.com/shoretel/loginpartner.html>) of the LMS in the Address box and press **Enter**.
2. Enter your username in the **Login ID** box and your password in the **Password** box, and then click **Login**.

Updating Your User Profile & Password

You can view and update your personal information such as full name, password, position, manager, time zone, and so on.

► To update your user profile:

1. From the menu bar, click **Personal Information**.
2. On the User Profile page, make the necessary changes.
3. Click **Save**.

Viewing Learning Plans & Transcripts

Unless you have another role in the LMS beside Student, your individual learning plan will be the first screen you see upon logging in. You can also navigate to your learning plan from anywhere in the application.

► To view your learning plan:

1. From the menu bar, click **My Learning Plan**.
2. Click **Summary** to view the status of planned and in progress training.
3. In the Action column, click the link to **Launch**, **Mark complete**, **Cancel interest**, or **Remove** the activity.

► To view your transcript:

On your Learning Plan page, click **Transcript**. The Transcript page lists completed learning activities including the date completed and score.

Locating & Viewing Learning Activities

When considering training to take, the first step is to locate the appropriate learning activities. You can browse the Catalog or use the search feature to locate a learning activity.

► To browse the learning activity Catalog:

1. From the menu bar, click **Catalog**.
The Main Catalog page lists the learning activities, or sub-sections of related learning activities.
2. Click the name of a learning activity to view details. Details displayed include title, code, description, prerequisites, price (if applicable), type, and links to

enroll in the activity or add it to your learning plan. You may need to scroll down to see available sessions for the activity.

► To search for learning activities:

1. From the menu bar, click **Search**.
2. Enter the search criteria.
You can search by course code, title, type, or description, or click More Options for additional search criteria.
3. Click **Search**.
A list of learning activities appears that match the search criteria specified.

Enrolling in Learning Activities

After locating a learning activity of interest you can enroll in it, express interest, or add it to your learning plan.

► To enroll in learning activities:

1. Use the **Catalog** or **Search** to locate the learning activity.
2. Click the tile of the learning activity to view details.
3. On the Learning Activities page, review the course details.

If you select an instructor-led course, one or more course sessions can appear. Select a specific session and click **Enroll**.

If no sessions are available you can click **Express Interest** so the LMS can store your request.

If the learning activity requires manager approval, click **Request Approval**. After you receive notification of approval, go to My Learning Plan to enroll.

If the learning activity has a price associated with it a payment request page appears. Select the method of payment and click **Continue**. A confirmation page appears stating that your enrollment is conditional until paid. After enrolling, you will receive an email confirmation with instructions to arrange payment.

4. After you receive a final confirmation email of your enrollment, you can begin the learning activity.
5. If you have enrolled in an online course (AICC, SCORM, Docent Module, or Other Web-based) you can click **Launch** to enter the course immediately or launch it later from your **Learning Plan** page.