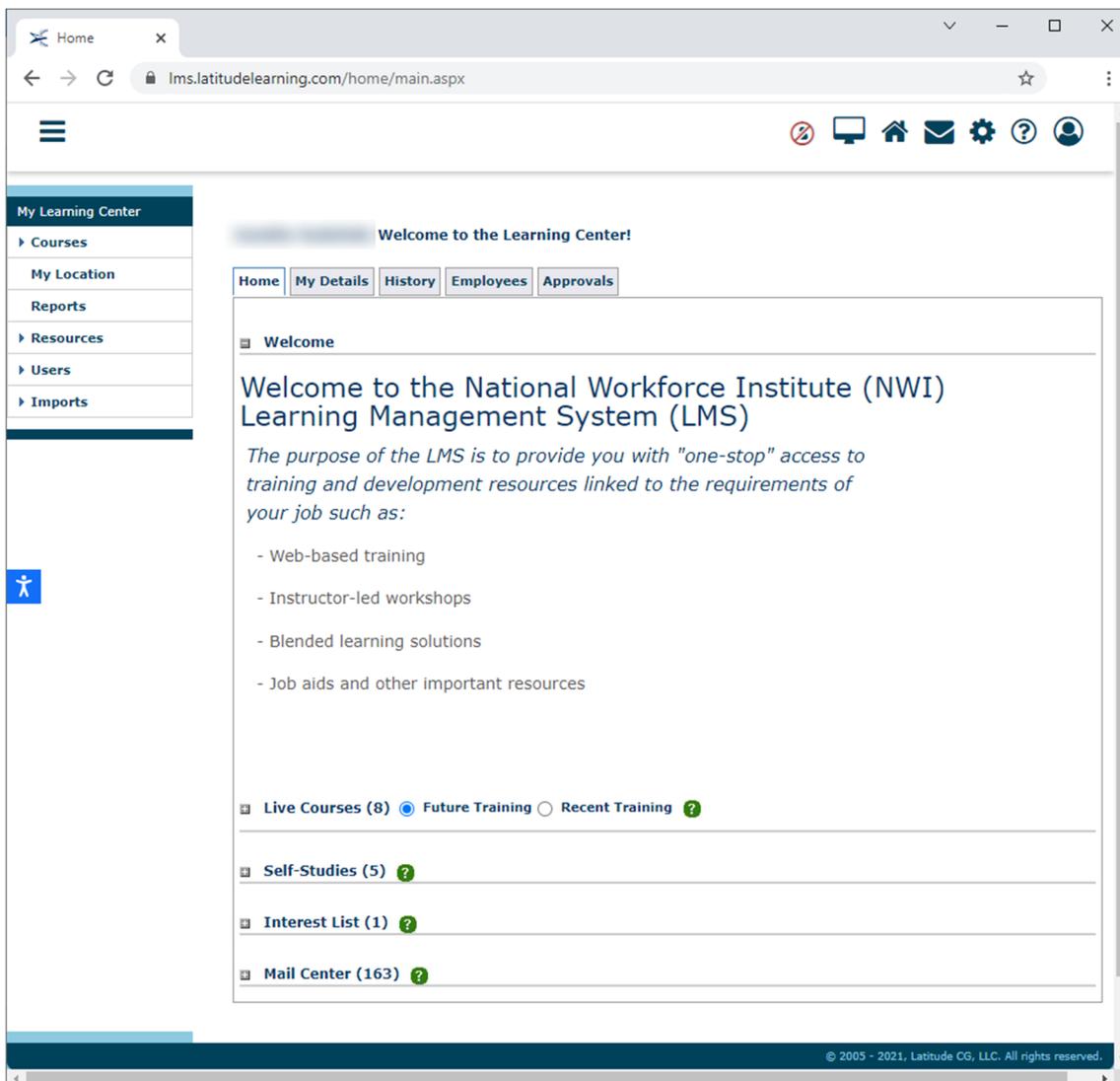


# Using the Learning Management System (LMS) – Supervisors & Training Liaisons

The Learning Management System (LMS) allows you to participate in eLearnings, register for live classes and webinars, and access a variety of resources. It also keeps a record of your training activities.

## Navigation

When you launch the LMS, you will see the Home Page. From the Home Page, you can view **Live Courses** and **Self-Studies**. Live Courses are courses led by an instructor, virtually or in-person. Self-Studies are eLearnings you complete at your own pace.



To view information about Live Courses, click the +. Any courses in which you are enrolled will be displayed.

Live Courses (2)     
  Future Training   
  Recent Training ?

All dates are displayed in the following format : (MM/DD/YYYY)

Course Name	Status	Meeting Times	Facility	Action
<input type="checkbox"/> Creating a Collaborative Culture Q&A	Scheduled	4/19/2021 9:00 AM - 11:00 AM CDT	<input type="checkbox"/> WEB_NWILMS - Webinar	<input type="button" value="View Offering"/> <input type="button" value="Export to Calendar"/> <input type="button" value="Cancel"/>
<input type="checkbox"/> TAA Technical Assistance for Beginners	Scheduled	4/27/2021 9:00 AM - 3:00 PM CDT 4/28/2021 9:00 AM - 3:00 PM CDT	<input type="checkbox"/> WEB_NWILMS - Webinar	<input type="button" value="View Offering"/> <input type="button" value="Export to Calendar"/> <input type="button" value="Cancel"/>

Self-Studies (6) ?

Interest List (1) ?

Mail Center (06) ?

To view enrolled Self-Studies, click the + sign. From here, you are able to launch the course in which you are enrolled.

Self-Studies (6) ?

All dates are displayed in the following format : (MM/DD/YYYY)

Course Name	Status	Status Date	Delivery Method	Action
<input type="checkbox"/> Recognizing and Addressing Employment Challenges	Approved	3/9/2021	eLearning	<input type="button" value="Launch"/> <input type="button" value="Cancel"/>
<input type="checkbox"/> Interpersonal Relationship Skills (e-learning)	Approved	3/9/2021	eLearning	<input type="button" value="Launch"/> <input type="button" value="Cancel"/>
<input type="checkbox"/> Connecting the Dots: Homelessness and Employment (eLearning)	Approved	3/9/2021	eLearning	<input type="button" value="Launch"/> <input type="button" value="Cancel"/>
<input type="checkbox"/> Setting the Stage for Equal Opportunity at Workforce Solutions	Approved	3/11/2021	eLearning	<input type="button" value="Launch"/> <input type="button" value="Cancel"/>
<input type="checkbox"/> Creating a Collaborative Culture - elearning	Approved	3/11/2021	eLearning	<input type="button" value="Launch"/> <input type="button" value="Cancel"/>
<input type="checkbox"/> Elements Of Effective Communication (eLearning)	Approved	3/26/2021	eLearning	<input type="button" value="Launch"/> <input type="button" value="Cancel"/>

## My Details

The My Details tab allows you to change your work address, phone number, email address, and password.

**My Details**  
This page can be used by a user with sufficient privileges to switch between their active profiles. To this, enter the appropriate location code in the location column and click the **Activate Profile** button. [\*] indicates a required field.

[Home](#) | [My Details](#) | [History](#) | [Employees](#) | [Approvals](#)

---

### General Information

**Username :** [REDACTED]

**\* First Name :** [REDACTED]

**\* Last Name :** [REDACTED]

**\* Email :** [REDACTED]

**\* Preferred Language :** English [v]

**Voice :** [REDACTED]

**Mobile :** [REDACTED]

**Fax :** [REDACTED]

**Affiliation :** [REDACTED]

**Notes :** [REDACTED]

**Street :** [REDACTED] \* (line 1)  
[REDACTED] (line 2)  
[REDACTED] (line 3)

**City :** [REDACTED]

## History

The History tab allows you to view courses you have completed or courses in which you are enrolled. You can select from a variety of filters to refine your search. **Training Completed After** allows you to set a date for the beginning of your search.

- **Completions Only** will display only those courses that you have completed and passed.
- **Incomplete** will display courses in which you were enrolled but were not marked completed.
- **Cancelled Only** will display courses in which you were enrolled but cancelled prior to the date.
- **Scheduled/Launched Only** will display those courses in which you have been scheduled (Live Courses) or courses that have been Launched (eLearnings).
- **All** will display all courses in which you have been enrolled.

Home My Details **History** Employees Approvals

---

**Search**

Training Completed After :  

Display :

- Completions Only (Pass)
- Incomplete/Incomplete No Post Test/Ineligible/No Show/Fail
- Cancelled Only
- Scheduled/Launched Only
- Equivalent Only
- All

**Search**

All dates are displayed in the following format : (MM/DD/YYYY)

## Employees

The Employees tab allows you to see all staff assigned to your location.

Home My Details History Employees Approvals

Location Employees | All Direct Reports | Goals | | User Group Participation + Goal

Position : <<All>> Filter

The character '#' indicates the user's primary position code.

Page 1 of 2 Prev Page 1 2 Next Page Record 1-20 of 36

Username	Name	Department	Position	Location	Primary?	Roles
			EMPLOYEE #	BR Texas City CO	✓	Student
			EMPLOYEE #	BR Texas City CO	✓	Student
			SUPERVISOR #	BR Texas City CO	✓	Location Administrator
			SUPERVISOR #	BR Texas City CO		Location Administrator
			EMPLOYEE #	BR Texas City CO	✓	Student
			MANAGER #	BR Texas City CO	✓	Location Manager
			EMPLOYEE #	BR Texas City CO	✓	Student
			EMPLOYEE #	BR Texas City CO	✓	Student

From the list, you can select a staff member and see more information about his/her training history. Select a staff member by clicking on their name, and you will be taken to their Home Page.

You are viewing: Yamileth Carballo - Username: YamilethC - Location: BRTEXASCITY Return to My Employees

\*Note: All actions that you perform within the tabs below this yellow header will be applied to said user. Navigate outside of the tabbed structure to leave user's Home Page view. To perform an exact User Impersonation, navigate to Users => Search Users and then click the Impersonate button.

Jennifer Bridgeford, Welcome to the Learning Center!

Home History

Welcome

### Welcome to the National Workforce Institute (NWI) Learning Management System (LMS)

The purpose of the LMS is to provide you with "one-stop" access to training and development resources linked to the requirements of your job such as:

- Web-based training
- Instructor-led workshops
- Blended learning solutions
- Job aids and other important resources

Live Courses (0)  Future Training  Recent Training ?

Self Studies (17)

From here, you can navigate to the staff member's **History** tab and view information about their enrollment and completion history.

### My Training History

This page lists the courses you have completed. First, search for one or more courses by filling in the criteria below and clicking **Search**. In the search results that appear, click **Course Details** for more information about a course.

You are viewing: Yamileth Carballo - Username: YamileithC - Location: BRTEXASCITY [Return to My Employees](#)

[Home](#) [History](#)

#### Search

Training Completed After :  

Display :

- Completions Only (Pass)
- Incomplete/Incomplete No Post Test/Ineligible/No Show/Fail
- Cancelled Only
- Scheduled/Launched Only
- Equivalent Only
- All

All dates are displayed in the following format : (MM/DD/YYYY)

When you are finished reviewing the staff member's information, click **Return to My Employees**.

## Courses

The Courses area allows you to search for all courses, whether Live or Self-Studies. To access the Courses menu, open the Courses section of the left navigation section as shown below. Click on **Search Courses**.



You can utilize the Keyword section and type a word in the course for which you are searching. If you are searching for Helping People Find Jobs, for example, type Helping in the Keyword section.

A screenshot of the "Course Catalog" search and filter interface. At the top, there is a search bar with the text "Keyword : Helping" and a search icon. Below the search bar, there is a "Filter" section with several options:

- Course Code :** A text input field.
- Catalog :** A dropdown menu with options: DoNotUse, NWI Archive, Workforce Solutions Gulf Coast, and zTest. Below it is the text "(Hold CTRL to select multiple items)".
- Major :** A dropdown menu with the option: NATIONAL WORKFORCE INSTITUTE Shared Major. Below it is the text "(Hold CTRL to select multiple items)".
- Delivery Method :** A dropdown menu with options: Assessment, Classroom, Course Group, eLearning, and Self-Study. Below it is the text "(Hold CTRL to select multiple items)".
- Status :** Radio buttons for Active (selected), Inactive, and Both.
- Tuition :** Radio buttons for Paid, Free, and Both (selected).

At the bottom left of the filter section, there is a button labeled "Apply Filter".

Press enter, and all courses associated with “Helping” will appear as shown below.

**Course Catalog**  
 To search for a course, enter your search criteria and click Search. From the list of courses that displays, you can click the course name to view detailed information about the course.

Keyword :

(Course Code, Name, Description and Notes)

---

**Filter**

Page 1 of 2 Record 1-15 of 23

Code	Course	Delivery Method	Tuition	Status	Action
BJS-HPBC	<b>Beyond Job Search-Helping People Build Careers</b> 8 credit(s) 8 hour(s) The focus of this workshop is to teach staff how to recognize when a customer would benefit from other career advice beyond job search. Topics...	Classroom	0.00	Active	<a href="#">View Offerings</a> <a href="#">Add Interest</a>
103199	<b>Helping People Find Jobs</b> 16 credit(s) 16 hour(s) This is the classroom-portion of the blended course Helping People Find Jobs. In this workshop participants will learn: • How to apply principles...	Classroom	0.00	Active	<a href="#">View Offerings</a> <a href="#">Add Interest</a>
HPFJ-ELRN	<b>Helping People Find Jobs (e-learning)</b> 1 credit(s)	eLearning	0.00	Active	<a href="#">Enroll</a> <a href="#">Enroll Others</a>
HPFJ-8 HRS	<b>Helping People Find Jobs (Virtual)8 Hours</b> 8 credit(s) 8 hour(s)	Classroom	0.00	Active	<a href="#">View Offerings</a> <a href="#">Add Interest</a>
060914	<b>Evaluating Job Readiness (e-learning)</b> 1 credit(s) 1 hour(s) Part of the Working with Job Ready Customers Series, this brief online segment is a quick guide to help you determine whether a job seeker is ready to...	eLearning	0.00	Active	<a href="#">Enroll</a> <a href="#">Enroll Others</a>
CD1HE	<b>Connecting the Dots: Homelessness and Employment (eLearning)</b> 1 credit(s) 1 hour(s) The purpose of this e-learning is to provide an overview of what causes homelessness, the challenges of finding a job while experiencing homelessness,...	eLearning	0.00	Active	<a href="#">Enroll</a> <a href="#">Enroll Others</a>
651627	<b>Dealing with Criminal Backgrounds - Practicum</b> 4 credit(s) 4 hour(s) The purpose of this workshop is to teach participants how to help job seekers effectively deal with a criminal background during their work search. ...	Classroom	0.00	Active	<a href="#">View Offerings</a> <a href="#">Add Interest</a>

From here, you can click **View Offerings** or click **Add Interest** to add them to your Interested list (Live Courses) or **Enroll** (Self-Studies). You may also **Enroll Others** from this screen. To Enroll Others, click the button **Enroll Others** within the course. The Enroll Others screen will open as shown below.

**Evaluating Job Readiness (e-learning)**  
 Course Code: 060914 Tuition: 0.00 USD

[Details](#) | [General](#) | [Prerequisites](#) | [Equivalencies](#) | [Update/Series](#) | [SCORM](#) | [Enroll Others](#)

Quick Enroll | **Batch Enroll**

Enter up to 100 usernames separated by commas to enroll users in the course.

or [Choose Student\(s\)](#)

Click **Choose Students**. In the User Picker screen, you may enter a username, a last name, or a first name. Populate the fields and press enter. If you enter no filters, all users from your location will show.

**User Picker**  
 First search for users using the simple search or advanced search and click **Search**. From the list generated, click **Add** for the appropriate user and that user will appear in your User Basket. When you are finished choosing users, click **Check Out**.

**User Basket**

---

Check Out

Clear Basket

Cancel

**Search**

Username :

OR

**Name Filters**

Last Name :

First Name :

**Location/Location Filters**

Location Code :  or Choose a location

OR

Company : NATIONAL WORKFORCE INSTITUTE ▾

Business Unit : <<All>> ▾

Division : ▾

Location : ▾

Department : <<All>> ▾

Other Filters

The search results screen will open. From this screen, click the **Add** button next to the users you wish to enroll. Once the user is added, click **Check Out**.

**User Picker**  
 First search for users using the simple search or advanced search and click **Search**. From the list generated, click **Add** for the appropriate user and that user will appear in your User Basket. When you are finished choosing users, click **Check Out**.

**User Basket**

Tester, Test ✕

TestLiaison, NWI ✕

---

Check Out

Clear Basket

Cancel

**Search**

Please Note: Time taken to Add All users is dependent on the number of users in Search Results.  
 The character '#' indicates the user's primary Location code.

**Add All**

Name	Position:	Role	Username	Location Code	Add
Tester, Test	☐ SUPERVISOR #	Student	test_administrator_99	☐ H-GACBOARD #	<b>Add</b>
TestLiaison, NWI	☐ TRAINING LIAISON #	Administrator	latadmin_nwitestliaison	☐ H-GACBOARD #	<b>Add</b>
TestManager, NWI	☐ MANAGER #	Student	latadmin_nwitestmanager	☐ H-GACBOARD #	<b>Add</b>
teststudent, nwi	☐ EMPLOYEE #	Student	latadmin_nwiteststudent	☐ H-GACBOARD #	<b>Add</b>
TestSupervisor, NWI	☐ SUPERVISOR #	Student	latadmin_testsupervisor	☐ H-GACBOARD #	<b>Add</b>

After clicking Check Out, you will return to the Enroll Others screen. Click **Submit and Continue**. In the next screen, click the box next to the students you wish to enroll and click **Submit**, or you may click **Return to Add Students** if you wish to enroll more users.

## Enroll Others

### Evaluating Job Readiness (e-learning)

Course Code: 060914 Tuition: 0.00 USD

Details General Prerequisites Equivalencies Update/Series SCORM **Enroll Others**

Confirm the enrollment selections below and click the **Submit** link to continue. The character '#' indicates the user's primary Location code.

Add	Student Name	Username	Location Code	Eligibility
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	<input type="checkbox"/> Tester, Test	test_administrator_99 <a href="#">Change Student?</a>	<input type="checkbox"/> H-GACBOARD	Student is eligible to enroll.
<input checked="" type="checkbox"/>	<input type="checkbox"/> TestLiaison, NWI	latadmin_nwitestliaison <a href="#">Change Student?</a>	<input type="checkbox"/> H-GACBOARD	Student is eligible to enroll.

**Submit**

**Return to Add Students**

You will receive a message that the students were enrolled successfully. From here, you may add more students or stop enrolling.

## Enroll Others

### Evaluating Job Readiness (e-learning)

Course Code: 060914 Tuition: 0.00 USD

Details General Prerequisites Equivalencies Update/Series SCORM **Enroll Others**

✓ Add Successful

The following users were **successfully** enrolled for this course:

Student Name	Username	Location Code	Status
<input type="checkbox"/> Tester, Test	test_administrator_99	<input type="checkbox"/> H-GACBOARD	<input type="checkbox"/> Scheduled
<input type="checkbox"/> TestLiaison, NWI	latadmin_nwitestliaison	<input type="checkbox"/> H-GACBOARD	<input type="checkbox"/> Scheduled

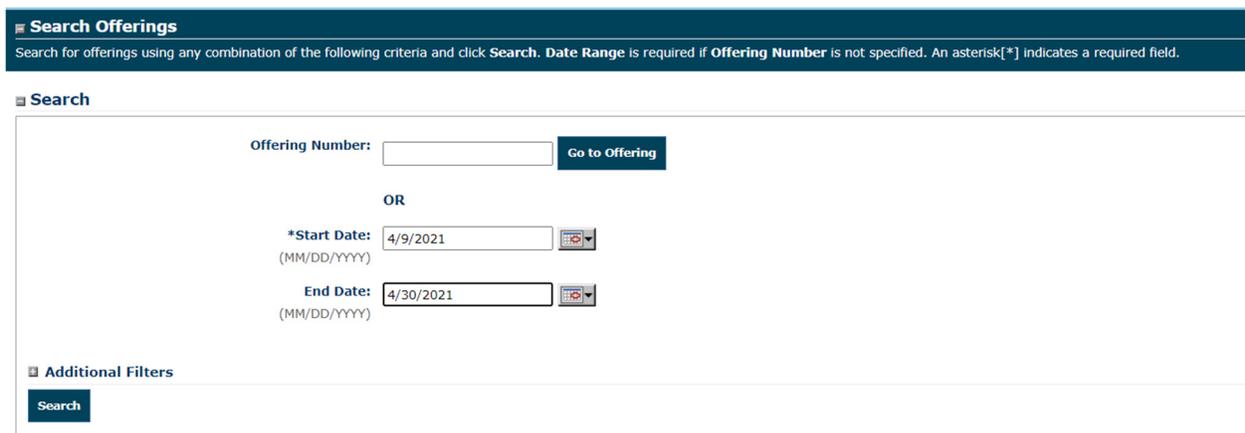
**Return to Add Students**

## Offerings

The Offerings area allows you to search for all courses, whether Live or Self-Studies, which are currently scheduled or have already taken place. To access the Offerings menu, open the **Offerings** section of the left navigation section as shown below. Click **Search Offerings**.



In the Search Offerings section, enter a date range and click **Enter**.

A screenshot of the 'Search Offerings' form. The form has a dark blue header with the title 'Search Offerings' and a sub-header: 'Search for offerings using any combination of the following criteria and click Search. Date Range is required if Offering Number is not specified. An asterisk[\*] indicates a required field.' Below the header, there is a section titled 'Search' with a search icon. It contains a text input field for 'Offering Number:' followed by a 'Go to Offering' button. Below this is the word 'OR'. Then there are two date input fields: '\*Start Date:' with the value '4/9/2021' and '(MM/DD/YYYY)' below it, and 'End Date:' with the value '4/30/2021' and '(MM/DD/YYYY)' below it. At the bottom of the form, there is a section titled 'Additional Filters' with a 'Search' button.

From the Results screen, you may **Enroll** yourself in an offering or **Enroll Others** by clicking the appropriate button. Enroll others as described in the **Search Courses** section above.

**Roster Enroll Students**

Enter Usernames or click the Choose Student(s) link to choose users via search results. Clicking Interest List will allow adding student's by interest.

**Counselor Notes (Virtual)**

**Offering Number: 25545**

Course Code: CN-V Tuition: 0.00

All dates are displayed in the following format : (MM/DD/YYYY)

Offering Status: Open Instructor(s):

Penalty Fees: Late Cancel: \$0.00 No Show: \$0.00 Ineligible: \$0.00 Incomplete: \$0.00

Facility: WEB\_NWILMS - Webinar Seats Used/Max Enrollment: 31 / 75

Meetings: 4/21/2021 9:00 AM - 11:00 AM CDT

- Roster Detail
- Enroll Students**
- Cancel Students
- Substitute Students
- Process Roster
- Print Roster
- Record Attendance
- Waive Fees

Quick Enroll | Batch Enroll

Add By : Username | Interest List

Enter up to 100 usernames separated by commas to enroll users in the course.

 or Choose Student(s)

Submit and Continue

The **Roster Details** tab will show users at your location who are enrolled in the course.

**Roster Details**

View the list of students in an offering by status: scheduled, waitlisted, pending approval and cancelled from the offering. Select the '+' icon where available for additional information.

**Business Writing Q&A**

**Offering Number: 25640**

Course Code: BW Q&A Tuition: 0.00

All dates are displayed in the following format : (MM/DD/YYYY)

Offering Status: Open Instructor(s):

Penalty Fees: Late Cancel: \$0.00 No Show: \$0.00 Ineligible: \$0.00 Incomplete: \$0.00

Facility: WEB\_NWILMS - Webinar Seats Used/Max Enrollment: 21 / 1

Meetings: 4/13/2021 9:00 AM - 11:00 AM CDT

- Roster Detail**
- Enroll Students
- Cancel Students
- Substitute Students
- Process Roster
- Print Roster
- Record Attendance
- Waive Fees

Show : **Scheduled Students** | Waitlisted Students | Pending Students | Cancelled Students

Scheduled Students

Name	ID	Location Code	Status	Notes
		BRTEXASCITY	Scheduled	

Waitlisted Students

There are no results to display.

Pending Students

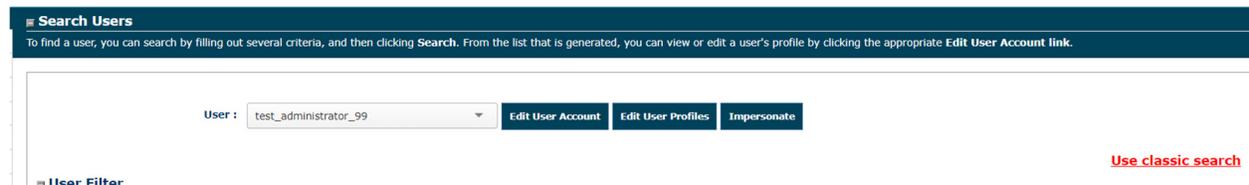
There are no results to display.

## Users

The Users area allows you to search for users to update their information. To access the Users section, open **Users** and click **Search Users** in the left navigation area as shown.



In the User box, begin typing the name of the User. As you type, users will appear. Click on the name of the user; do NOT press enter. On the next screen, click **Edit User Account**.



On the **General Info** tab, you may edit their password or edit their address, phone, or email.

## User General Information

Edit General Information: The form below can be used to add or edit information on a specific user. [\*] indicates a required field

XXXXXXXXXX

Username: XXXX E-mail: XXXXXXXXXXXXXXXX

Details General Info Profiles

### General Information

Username : XXXX

\* First Name :

\* Last Name :

\* Email :

\* Preferred Language : English

User Image : 

Password :  ?

Confirm Password :

Generate Password :  Auto-generate a new password

Prompt Password Reset :  User should change password on next login

### Additional Information

Voice :

## Resources

The Resources area allows you search for and access a variety of Resources. To access the Resources area, click on **Resources** in the left navigation area. You may **Search Resources** or **Search Categories**.

In the Search Resources area, enter a keyword and press **Enter**. If you leave the Keyword area blank and just search, all Resources will appear.

My Learning Center

- ▶ Courses
- My Location
- Reports
- ▼ Resources
  - Search Resources
  - Search Categories
- ▶ Users
- ▶ Imports

Search Resources  
The fields below can be used to search for a resource.

Search

▼ Resource Name	Resource Type	Status	Action
Assessing Customer's Job Search Tools	File	Active	▶
Coaching Plan	File	Active	▶
Facilitator Tips	File	Active	▶
Getting the Most Out of WS Online Training	File	Active	▶
Guide for Supervisors - Counselor Notes	File	Active	▶
Guide for Supervisors - TWIST Basics	File	Active	▶
Latitude Learning Users Guide for Students	Link	Active	▶
LatitudelLearning.com Getting Started Guide for Portal Administrators	Link	Active	▶
LatitudelLearning.com LMS Customization Guide	Link	Active	▶
Module 1 - A Targeted Plan	File	Active	▶
Module 2 - Job Readiness Toolkit	File	Active	▶
Module 3 - Sharpening Your Interviewing Skills	File	Active	▶
Module 4 - Closing the Deal	File	Active	▶
Module: Tell Me About Yourself / 30 second Commercial	File	Active	▶
NWI Learning Management System (LMS) Quick Start	File	Active	▶
Occupation Ad Map Report Job Aid	File	Active	▶

To access a Resource, click the white arrow on the right. The Resource will download to your computer and will normally be found in your Downloads folder.