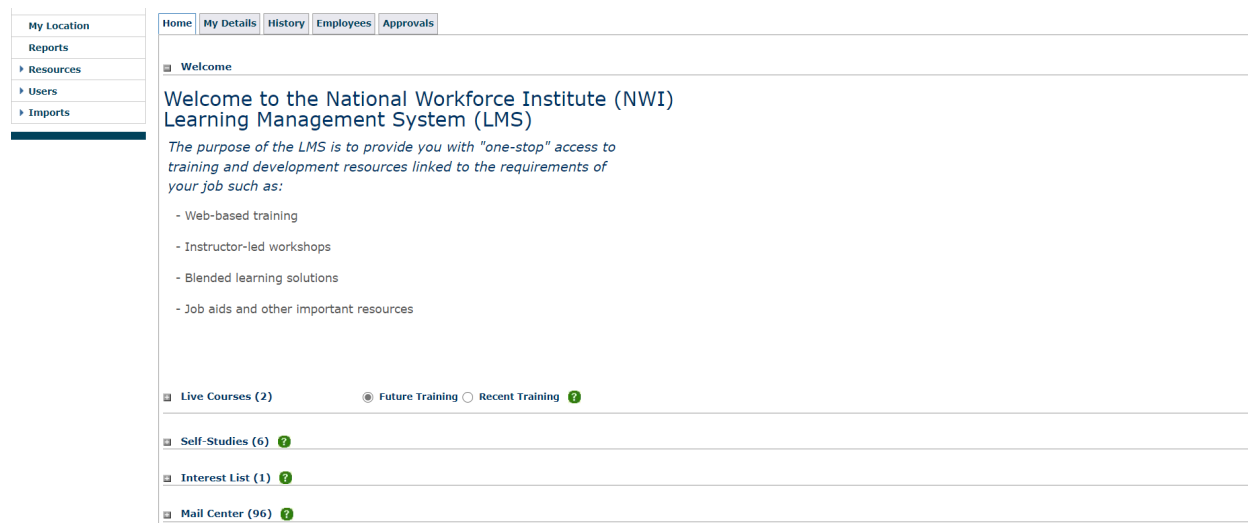


Using the Learning Management System (LMS)

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.

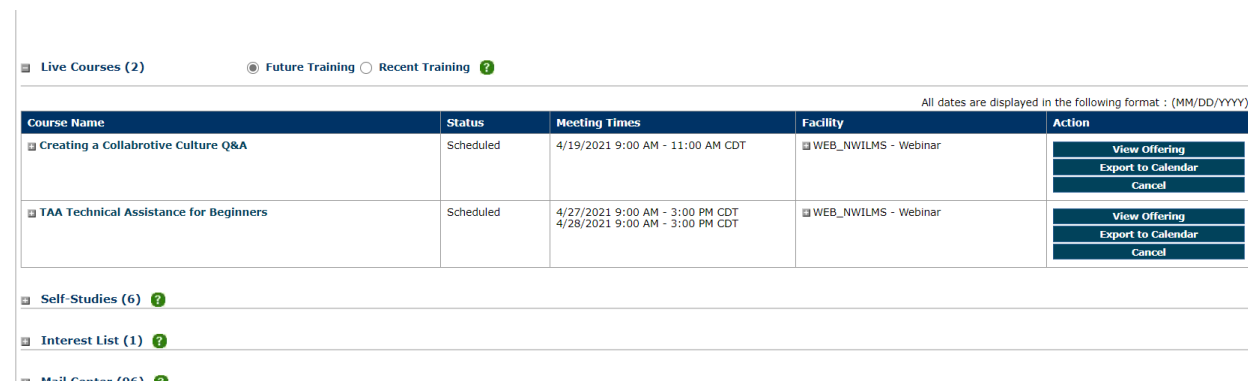
Navigation

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.



The screenshot shows the LMS Home Page. At the top, there are navigation tabs: Home, My Details, History, Employees, and Approvals. On the left, there is a sidebar menu with options: My Location, Reports, Resources, Users, and Imports. The main content area has a 'Welcome' section with the text: '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, and Job aids and other important resources.' Below this, there are several sections: 'Live Courses (2)' with radio buttons for 'Future Training' (selected) and 'Recent Training'; 'Self-Studies (6)'; 'Interest List (1)'; and 'Mail Center (96)'.

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



This screenshot shows the 'Live Courses (2)' section. It includes a table with the following data:

Course Name	Status	Meeting Times	Facility	Action
Creating a Collaborative Culture Q&A	Scheduled	4/19/2021 9:00 AM - 11:00 AM CDT	WEB_NWILMS - Webinar	View Offering Export to Calendar Cancel
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	WEB_NWILMS - Webinar	View Offering Export to Calendar Cancel

Below the table, there are sections for 'Self-Studies (6)', 'Interest List (1)', and 'Mail Center (96)'.

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
Recognizing and Addressing Employment Challenges	Approved	3/9/2021	eLearning	Launch Cancel
Interpersonal Relationship Skills (e-learning)	Approved	3/9/2021	eLearning	Launch Cancel
Connecting the Dots: Homelessness and Employment (eLearning)	Approved	3/9/2021	eLearning	Launch Cancel
Setting the Stage for Equal Opportunity at Workforce Solutions	Approved	3/11/2021	eLearning	Launch Cancel
Creating a Collaborative Culture - elearning	Approved	3/11/2021	eLearning	Launch Cancel
Elements Of Effective Communication (eLearning)	Approved	3/26/2021	eLearning	Launch 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 :

* First Name :

* Last Name :

* Email :

* Preferred Language :

Voice :

Mobile :

Fax :

Affiliation :

Notes :

Street : * (line 1)
 (line 2)
 (line 3)

City :

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.

Employees

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

Username	Name	Department	Position	Location	Primary?	Roles
					✓	Student
					✓	Student
					✓	Location Administrator
						Location Administrator
					✓	Student
					✓	Location Manager
					✓	Student
					✓	Student
YamilethC	Carballo, Yamileth		EMPLOYEE #	BR Texas City CO	✓	Student
DuniganK	Dunigan, Kristina		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.

The screenshot shows the user interface for Jennifer Bridgeford. At the top, a yellow header bar contains the text: "You are viewing: Yamileth Carballo - Username: YamilethC - Location: BRTEXASCITY" and a "Return to My Employees" link. Below this is a note: "*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." Below the note, the text reads "Jennifer Bridgeford, Welcome to the Learning Center!". There are two tabs: "Home" and "History". The main content area has a "Welcome" section with the heading "Welcome to the National Workforce Institute (NWI) Learning Management System (LMS)". Below this is a paragraph: "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:". This is followed by a list of bullet points: "- Web-based training", "- Instructor-led workshops", "- Blended learning solutions", and "- Job aids and other important resources". At the bottom, there are navigation options: "Live Courses (0)", "Future Training" (selected), and "Recent Training" (with a question mark icon). Below that, "Self Studies (13)" is partially visible.

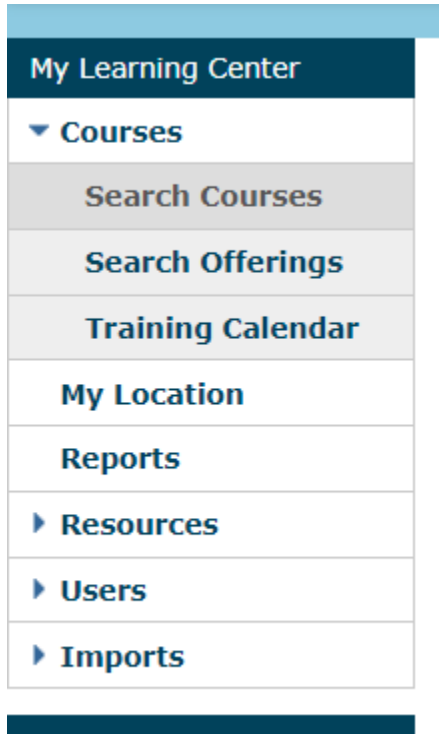
From here, you can navigate to the staff member's **History** tab and view information about their enrollment and completion history.

The screenshot shows the "My Training History" page. At the top, a dark blue header bar contains the text "My Training History" and a sub-header: "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." Below this is a yellow header bar with the text: "You are viewing: Yamileth Carballo - Username: YamilethC - Location: BRTEXASCITY" and a "Return to My Employees" link. There are two tabs: "Home" and "History". The main content area has a "Search" section with a "Training Completed After" dropdown menu and a "Display" section with radio button options: "Completions Only (Pass)" (selected), "Incomplete/Incomplete No Post Test/Ineligible/No Show/Fail", "Cancelled Only", "Scheduled/Launched Only", "Equivalent Only", and "All". A "Search" button is located at the bottom left of the search section. At the bottom right, a note states: "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.

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

Course Code :

Catalog :
 (Hold CTRL to select multiple items)
 NWI Archive
 Workforce Solutions Gulf Coast
 zTest

Major :
 (Hold CTRL to select multiple items)

Delivery Method :
 (Hold CTRL to select multiple items)
 Classroom
 Course Group
 eLearning
 Self-Study

Status : Active
 Inactive
 Both

Tuition : Paid
 Free
 Both

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	Beyond Job Search-Helping People Build Careers 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	<input type="button" value="View Offerings"/> <input type="button" value="Add Interest"/>
103199	Helping People Find Jobs 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	<input type="button" value="View Offerings"/> <input type="button" value="Add Interest"/>
HPFJ-ELRN	Helping People Find Jobs (e-learning) 1 credit(s)	eLearning	0.00	Active	<input type="button" value="Enroll"/> <input type="button" value="Enroll Others"/>
HPFJ-8 HRS	Helping People Find Jobs (Virtual)8 Hours 8 credit(s) 8 hour(s)	Classroom	0.00	Active	<input type="button" value="View Offerings"/> <input type="button" value="Add Interest"/>
060914	Evaluating Job Readiness (e-learning) 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	<input type="button" value="Enroll"/> <input type="button" value="Enroll Others"/>
CD1HE	Connecting the Dots: Homelessness and Employment (eLearning) 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	<input type="button" value="Enroll"/> <input type="button" value="Enroll Others"/>
651627	Dealing with Criminal Backgrounds - Practicum 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	<input type="button" value="View Offerings"/> <input type="button" value="Add Interest"/>

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)

Submit and Continue

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

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

Check Out

Clear Basket

Cancel

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	<input type="checkbox"/> SUPERVISOR #	Student	test_administrator_99	<input type="checkbox"/> H-GACBOARD #	Add
TestLiaison, NWI	<input type="checkbox"/> TRAINING LIAISON #	Administrator	latadmin_nwitestliaison	<input type="checkbox"/> H-GACBOARD #	Add
TestManager, NWI	<input type="checkbox"/> MANAGER #	Student	latadmin_nwitestmanager	<input type="checkbox"/> H-GACBOARD #	Add
teststudent, nwi	<input type="checkbox"/> EMPLOYEE #	Student	latadmin_nwiteststudent	<input type="checkbox"/> H-GACBOARD #	Add
TestSupervisor, NWI	<input type="checkbox"/> SUPERVISOR #	Student	latadmin_testsupervisor	<input type="checkbox"/> H-GACBOARD #	Add

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 Change Student?	<input type="checkbox"/> H-GACBOARD	Student is eligible to enroll.
<input checked="" type="checkbox"/>	<input type="checkbox"/> TestLiaison, NWI	latadmin_nwitestliaison Change Student?	<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

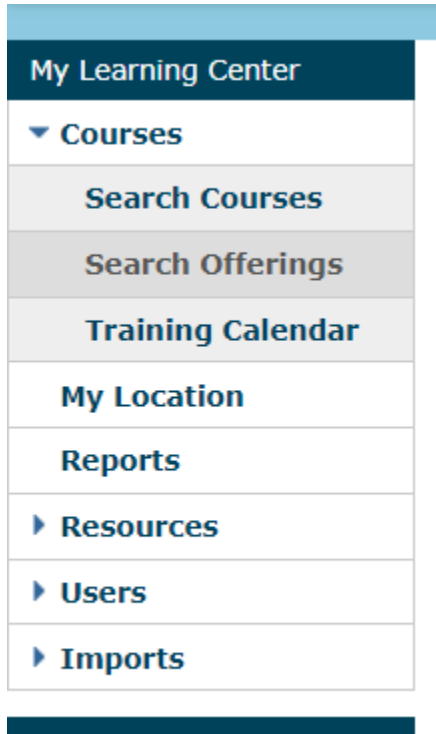
The following users were **successfully** enrolled for this course:

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 search form titled "Search Offerings" with a dark blue header. Below the header, there is a search instruction: "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 this, there is a "Search" section with a search bar. The search bar contains the text "Offering Number:" followed by an input field and a "Go to Offering" button. Below the search bar, there is an "OR" separator. Below the separator, there are two date input fields: "*Start Date:" followed by an input field containing "4/9/2021" and a calendar icon, and "End Date:" followed by an input field containing "4/30/2021" and a calendar icon. Below the date input fields, there is an "Additional Filters" section 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
			Scheduled	
			Scheduled	
			Scheduled	
			Scheduled	

Waitlisted Students

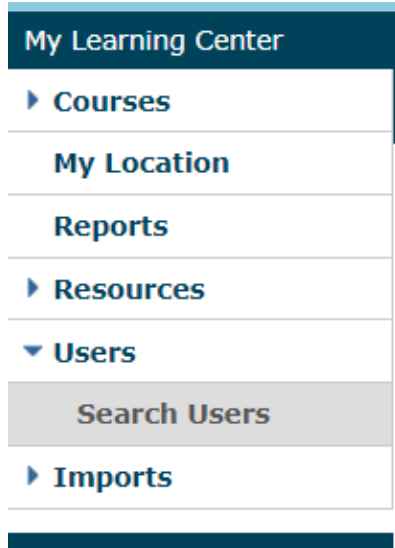
There are no results to display.

Pending Students

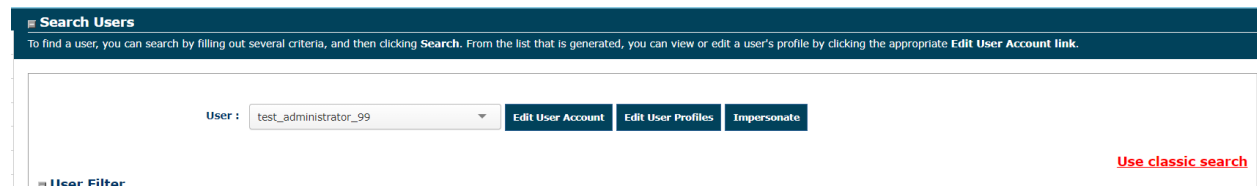
There are no results to display.

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

Username: [REDACTED] E-mail: [REDACTED]

Details General Info Profiles

General Information

Username : [REDACTED]

* First Name :

* Last Name :

* Email :

* Preferred Language : English

User Image :



Password : [REDACTED] ?

Confirm Password : [REDACTED]

Generate Password : Auto-generate a new password

Prompt Password Reset : User should change password on next login

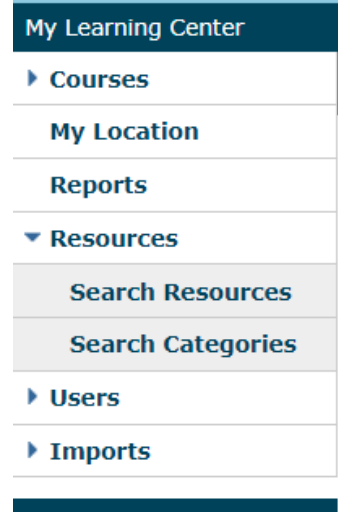
Additional Information

Voice : [REDACTED]

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.



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 Based 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.