PB University LMS

Online Introduction to the Learning Management System

Rev. 03.17.08

Introduction

Welcome!

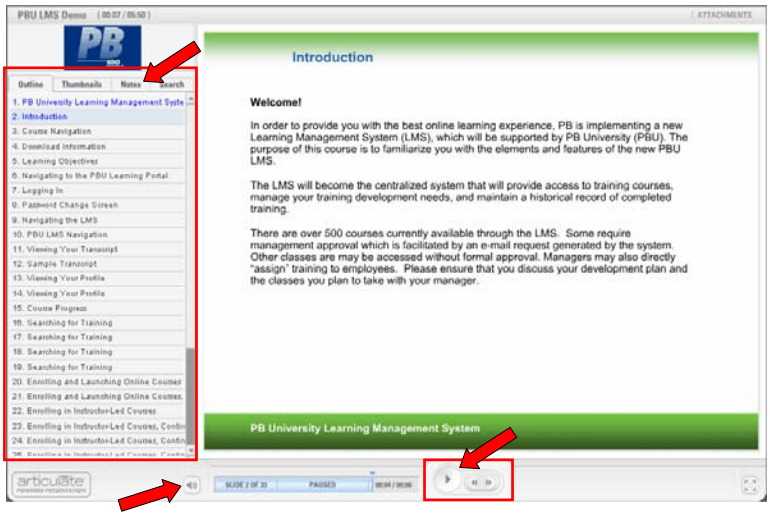
In order to provide you with the best online learning experience, PB is implementing a new Learning Management System (LMS), which will be supported by PB University (PBU). The purpose of this course is to familiarize you with the elements and features of the new PBU LMS.

The LMS will become the centralized system that provides access to training courses, manages your training development needs, and maintains a historical record of completed training.

There are over 500 courses currently available through the LMS. Some require management approval which is facilitated by an e-mail request generated by the system. Other classes are may be accessed without formal approval. Managers may also directly "assign" training to employees. Please ensure that you discuss your development plan and the classes you plan to take with your manager.

Overview

Course Navigation



PB University Learning Management System

Overview

Download Information

For your convenience and future reference, you may download a PDF version of this course.

Click on the **ATTACHMENTS** link located in the upper right corner of this course window to access the document and save the file to your computer.

PB University Learning Management System

Learning Objectives

At the end of this course, you should be able to:

- Locate the PBU Learning Management System
- Log on and off of the PBU LMS
- Use the menu to navigate within the LMS
- View a transcript of completed training
- Access your user information
- Search for training
- Enroll in online courses or training events
- Launch and complete online courses
- View enrolled courses and mandatory assigned training
- Access LMS help

PB University Learning Portal

Navigating to the PBU Learning Portal

The PBU Learning Portal can be accessed at any time – 24 hours a day, seven days a week - from any computer with Internet access. You do not need to be logged on to the PB network to access the system.

To access the PBU Learning Portal, visit https://learning.syntrio.com/pbworld

Logging in to the PBU LMS

Logging In

Unless you have been told otherwise, your **pbworld.com email address** is your **User ID** for the PBU LMS. When logging in for the first time, use the password **training**. You will be prompted to change your password once you log in.

Example: Mr. John Employee logs in to the LMS for the first time. He:

- Types **employeej@pbworld.com** in the **Email Address** field
- Types **training** in the **Password** field
- Clicks the **Sign On** button

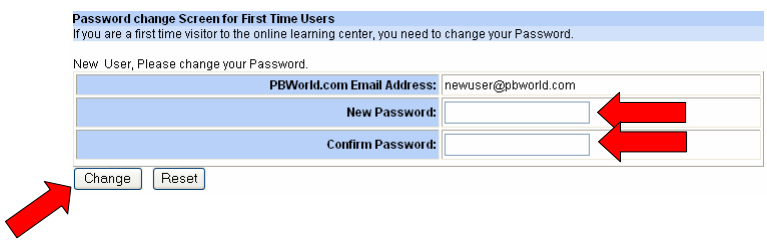
PB University Learning Management System

Changing the Initial Password

Password Change Screen

When you log into the system for the first time you will be prompted to change your initial password. Passwords in the PBU LMS are not case sensitive.

- Type a password of your choice in the **New Password** field.
- Type that password again in the **Confirm Password** field.
- Click the **Change** button in the lower left corner [The Home Page will be displayed]

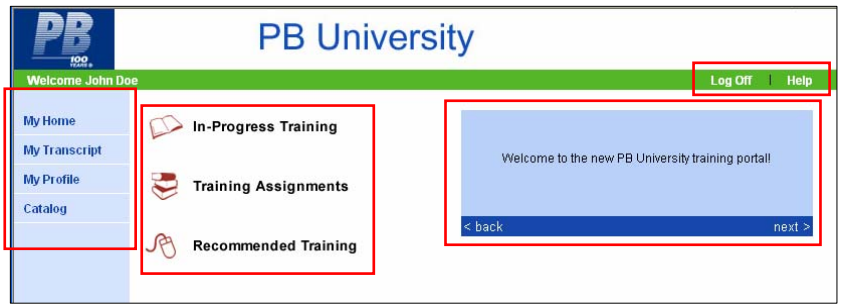


PB University Learning Management System

Navigating the LMS

PBU LMS Home Page

- Displays announcements about upcoming learning events and other useful information
- Provides links to log off and obtain online help
- Includes access to training that is in progress, training assignments, and recommended training
- Provides a menu for easy site navigation

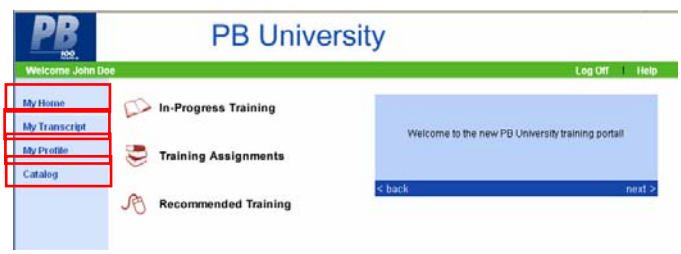


Navigating the LMS

PBU LMS Navigation

You can navigate through the LMS by using the navigation bar on the left. This navigation bar is always displayed in the system. There are four options available for general users. These include:

- **My Home-** provides access to In-Progress Training, Training Assignments, Recommended Training, and displays important messages
- **My Transcript-** provides a history of all training completed via the PBU LMS
- **My Profile-** displays basic information about you and allows you to change your password
- **Catalog**- allows you to search the catalog for instructor-led and online training classes

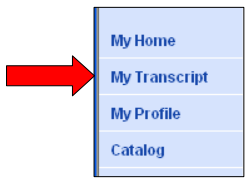


Viewing Your Transcript

Overview

The My Transcript screen displays a historical record list of all training activity and includes both online and instructor-led courses. The information is organized into three categories:

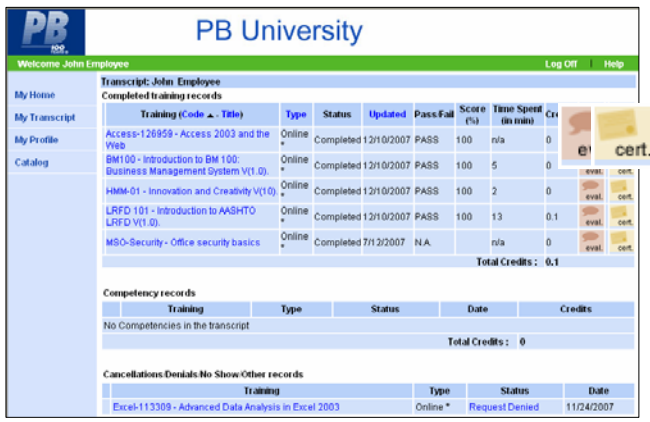
- Completed Training Records
- Completed Competency Records
- Cancellations, Denials, No Shows, and Other Records



Viewing Your Transcript

Sample Transcript

This is an example of the My Transcript screen in PB University.

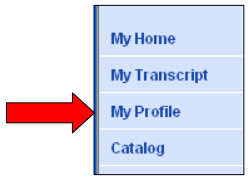


Viewing Your Profile

Overview

The My Profile screen displays basic information about you. This information is imported into the PBU LMS via a data feed from Human Resources (HR). Any changes to information must be made in the HR system of record. In addition to displaying your user information there are two useful functions:

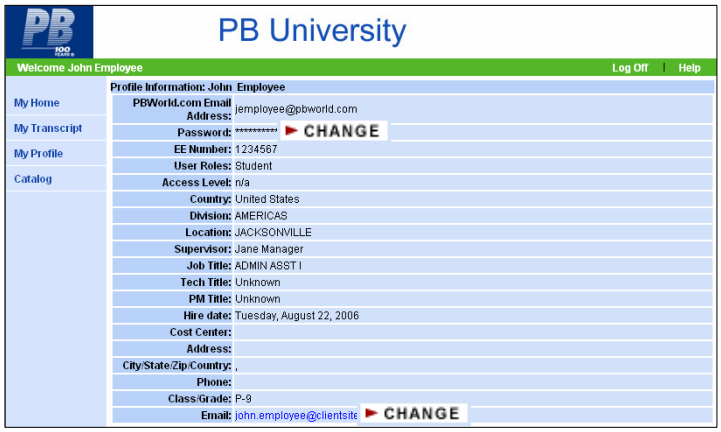
- Password update
- Email address update



Viewing Your Profile

Sample My Profile Screen

This is an example of the My Profile screen for a hypothetical user.



Course Progress

Completed Objectives

We have now covered the first five objectives of this course.

At the end of this course, you should be able to:

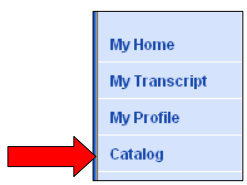
- **Locate the PBU Learning Management System**
- **Log on and off of the PBU LMS**
- **Use the menu to navigate within the LMS**
- **View a transcript of completed training**
- **Access your user information**
- Search for training
- Enroll in online courses or training events
- Launch and complete online courses
- View enrolled courses and mandatory assigned training
- Access LMS help

Searching for Training

Overview

Search for online courses or instructor-led events through the **Catalog** menu button. The Catalog screen allows you to:

- Perform a search using one or more characteristics
- View a class calendar of upcoming learning events

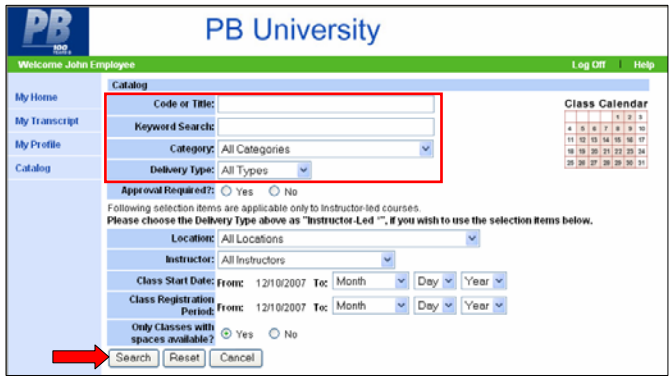


Searching for Training

Basic Search Functions

The search feature allows you to search by course **Code or Title, Keyword, Category** (such as communication skills, compliance, sales, etc.), and **Delivery Type** (such as instructor-led, online, etc.)

To perform a search, type or select the applicable information and click the **Search** button.

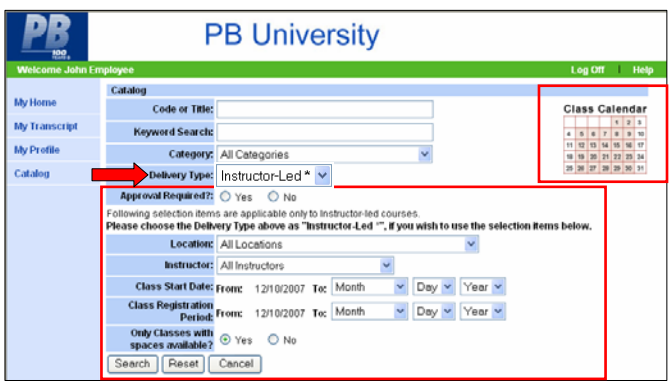


Searching for Training

Advanced Search Functions

Additional search options include :

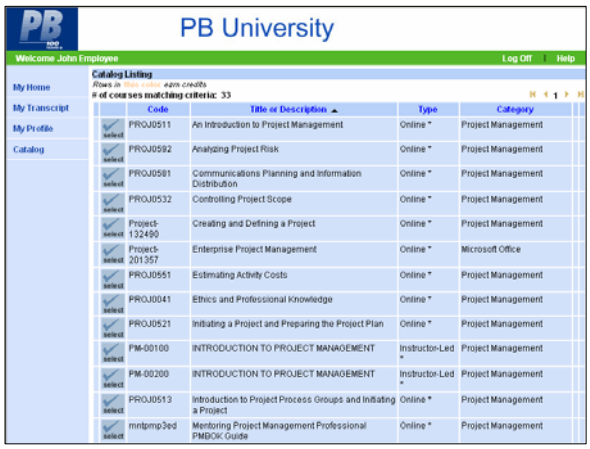
- Manager Approval (specify whether manager approval is required for the course)
- Instructor-Led course options (such as location, instructor, and dates)



Searching for Training

Search Results

This is an example of the search results from a key word search on “project management.” Please note that both online and instructor-led information is displayed since the delivery type was not specified in this search example.



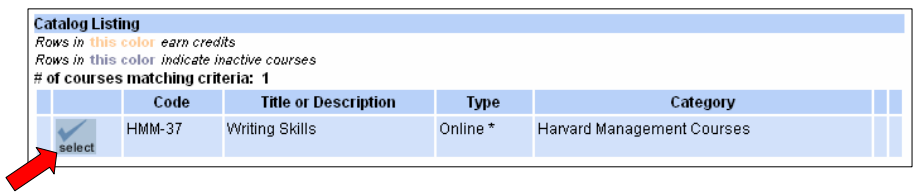
PB University Learning Management System

Enrolling & Launching Online Courses

Enrolling and Launching Online Courses

Enrolling in and launching online courses is simple. Follow these 3 steps:

1. Use the **Search** function to locate a course you wish to take. The results of your search will be similar to the example shown below.
2. Click the **Select** button next to the course you wish to take.
   [The course summary screen displays.]



PB University Learning Management System

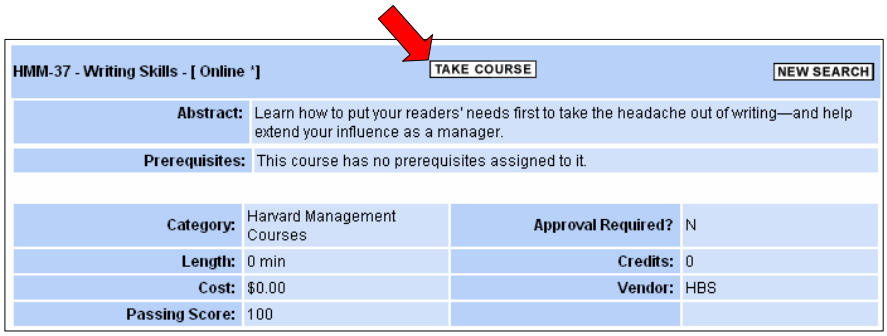
Enrolling & Launching Online Courses

Enrolling and Launching Online Courses, Continued

3. Click the **Take Course** button to enroll in and launch the online course.

   The course launches in a new window. Follow the instructions on screen to complete the course, or to exit and return to it at a later time if necessary.

   Please turn off pop-up blocking software!

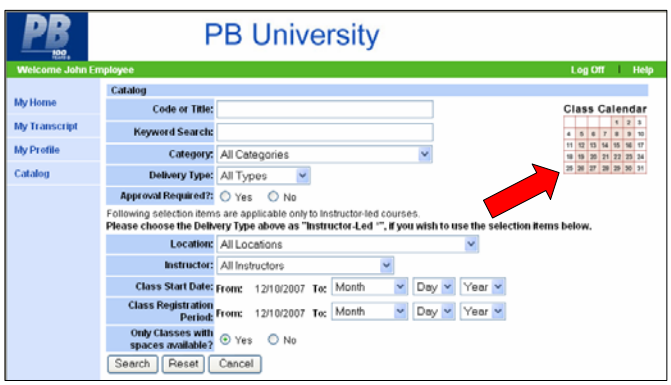


Enrolling in Instructor-Led Courses

Enrolling in Instructor-Led Courses

Use the **Search** function to locate the instructor-led course in which you wish to enroll.

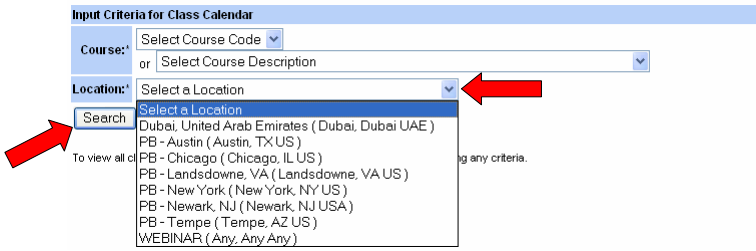
1. From the **Catalog** screen, click on the **Class Calendar** icon.



Enrolling in Instructor-Led Courses

Enrolling in Instructor-Led Courses, Continued

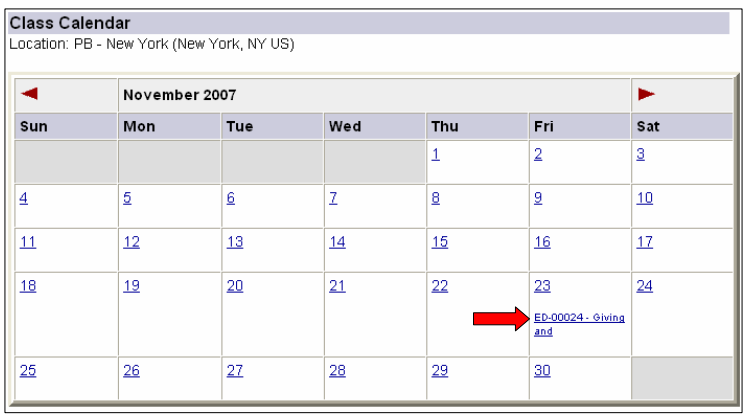
2. Select the **Location** of the class from the drop-down menu, then click the **Search button**.



Enrolling in Instructor-Led Courses

Enrolling in Instructor-Led Courses, Continued

3. The calendar of events for that location will appear. Scroll through the calendar to locate the date of the class event.
4. Click on the applicable course link from the calendar.



Enrolling in Instructor-Led Courses

Enrolling in Instructor-Led Courses, Continued

The details of the class event for that location are displayed for your review.

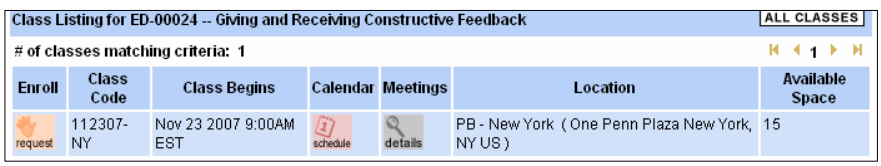
5. Click the **To Enroll** button.

Enrolling in Instructor-Led Courses

Enrolling in Instructor-Led Courses, Continued

The **Class and Resource Schedule** displays.

You will have the option to **Enroll** or **Request** permission to enroll in the class.



Enrolling in Instructor-Led Courses

Enrolling in Instructor-Led Courses, Continued

6. Click the **enroll** button.

[The **Enrollment Confirmation** displays.]

7. Click the **OK** button.

Note: You may go to the "In-Progress Training**"** area to view or modify your enrollment.

Course Progress

Completed Objectives

We have now covered the first eight objectives of this course.

At the end of this course, you should be able to:

- **Locate the PBU Learning Management System**
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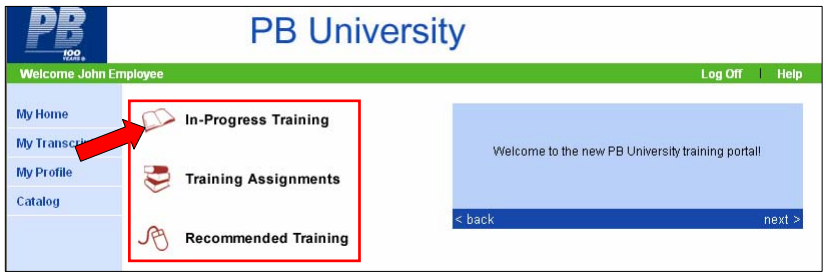
Accessing In-Progress Training

In-Progress Training

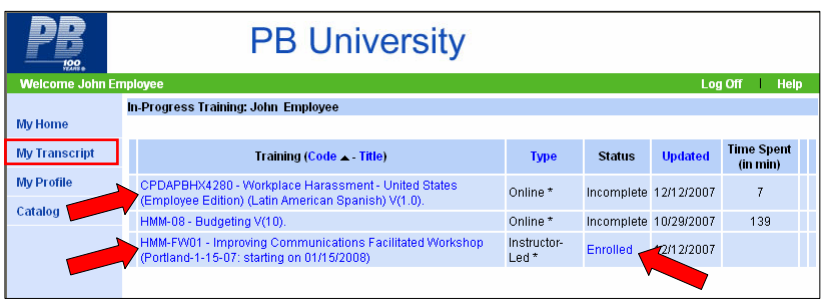
You may access any training that you have not completed by clicking the In-Progress Training link from the home page. This will also display any classes in which you are enrolled.



Accessing In-Progress Training

In-Progress Training Example

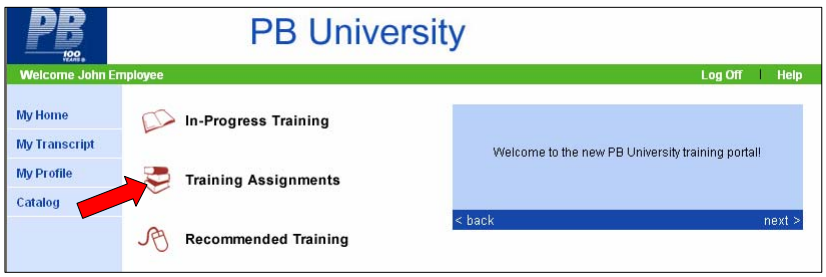
You may click the link to continue taking a course that is in progress. You may also view instructor-led classes in which you are enrolled by clicking the applicable link. Clicking the Enrolled link allows you to cancel your enrollment if necessary.



Accessing Assigned Training

Training Assignments

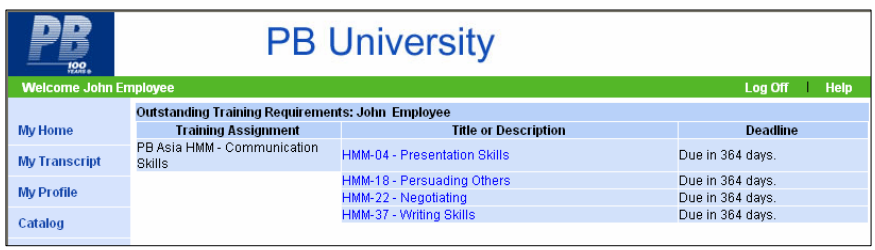
You may access any training that is assigned to you by clicking the Training Assignments link from the home page. Courses on this list have either been assigned by your manager or are required company training.



Accessing Assigned Training

Assigned Training Example

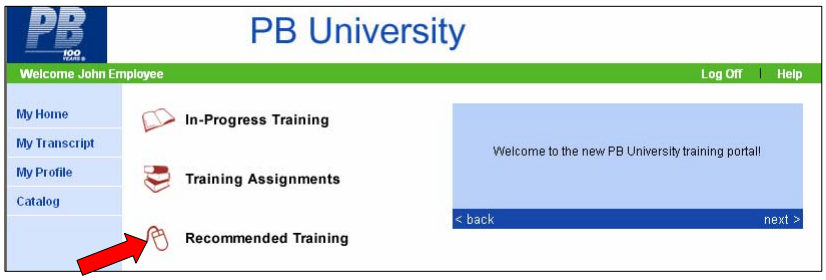
This is an example of the Assigned Training screen for a hypothetical employee. You may click the links to view information about each course. The completion deadline is also listed.



Accessing Recommended Training

Recommended Training

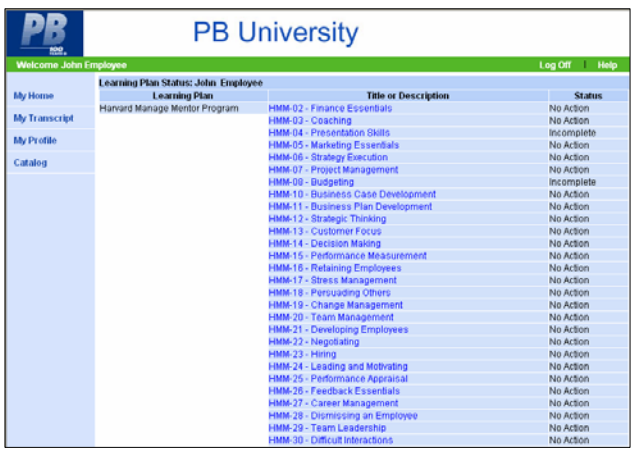
You may access recommended training by clicking the Recommended Training link from the home page. These are courses that you have the option to take, but are not mandatory. They may include courses identified in your development plan. The system does not track a due date so you may complete them at your own pace.



Accessing Recommended Training

Recommended Training Example

This is an example of the Recommended Training screen for a hypothetical employee. You may click the links to view information about each course. The current status is also listed.

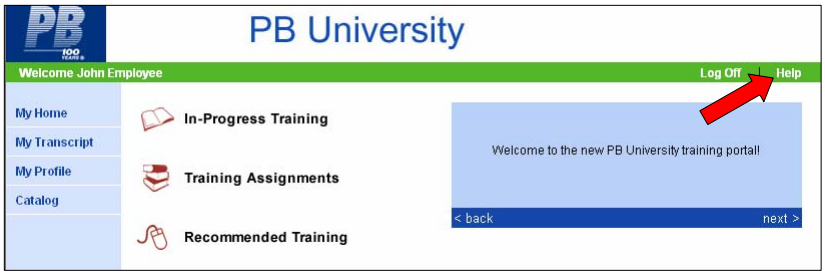


Obtaining Online Help

Need Help?

The online Help system is a great way to learn more about the features and tools within our LMS.

Locate the online **Help** by clicking the Help link in the upper right corner.



Obtaining Online Help

Need Help?

The Online Help feature provides detailed information about how to use the LMS.

Course Complete

Congratulations!

You should now be able to:

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If you need additional assistance using the new PBU LMS, please email us at pbu@pbworld.com.

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