

# PB University LMS

Online Introduction to the Learning Management System

Rev. 03.17.08

PB University Learning Management System

## 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.

PB University Learning Management System

## Overview

### Course Navigation

The screenshot displays the PB University Learning Management System (LMS) interface. On the left, a navigation menu lists 24 topics, with '1. PB University Learning Management System' and '2. Introduction' highlighted. A red box highlights this menu, and a red arrow points to the 'Introduction' item. The main content area shows the 'Introduction' slide, which includes a 'Welcome!' message and text explaining the LMS. A red arrow points to the 'ATTACHMENTS' link in the top right corner. At the bottom, a red box highlights the navigation controls, including a 'PAUSED' button and a 'NEXT' button, with a red arrow pointing to the 'NEXT' button.

### 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.

The screenshot displays the PB University Learning Management System (LMS) interface, similar to the previous one. A red arrow points to the 'ATTACHMENTS' link in the top right corner of the course window.

### 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 Management System

## 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>

The screenshot shows the PB University Learning Portal login page. The page has a green header with the PB logo and 'PB University' text. Below the header is a login form with fields for 'PBWorld.com email Address:' and 'Password:', and a 'Sign On' button. To the right of the login form is a navigation menu with links for 'Forgot your Password?', 'PB Worksheet', 'Log in Instructions', 'Resources', 'Download the PM E-Learning Course Catalog (PDF)', 'Download the PM E-Learning Registration Form (Word)', and 'Bentley Institute Catalog (PDF)'. A red box highlights the login form and the navigation menu.

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## 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

PBWorld.com  
Email Address:  
Password:  
Sign On  
Forgot your Password?  
Click here.

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## 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]

#### Password change Screen for First Time Users

If you are a first time visitor to the online learning center, you need to change your Password.

New User, Please change your Password.

PBWorld.com Email Address:	newuser@pbworld.com
New Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

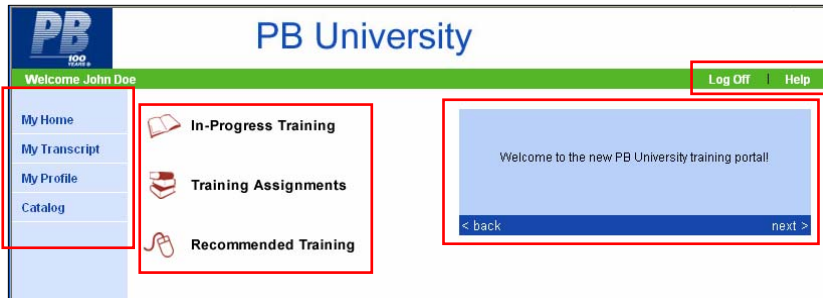
Change Reset

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## 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



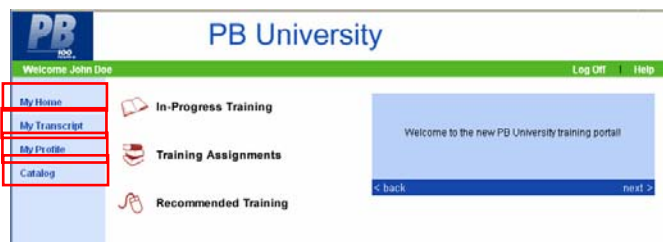
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## Navigating the LMS

### 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



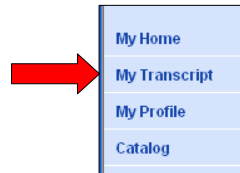
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## Viewing Your Transcript

### 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



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## Viewing Your Transcript

### Sample Transcript

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

PB University		Welcome John Employee		Log Off		Help								
<b>Transcript: John Employee</b> <b>Completed training records</b>														
My Home	My Transcript	My Profile	Catalog	Training (Code - Title)	Type	Status	Updated	Pass/Fail	Score (%)	Time Spent (in min)	Cri	eval.	cert.	
				Access-126959 - Access 2003 and the Web	Online *	Completed	12/10/2007	PASS	100	n/a	0			
				BM100 - Introduction to BM 100: Business Management System V(1.0)	Online *	Completed	12/10/2007	PASS	100	5	0			
				HMM-01 - Innovation and Creativity V(1.0)	Online *	Completed	12/10/2007	PASS	100	2	0			
				LRFD 101 - Introduction to AASHTO LRFD V(1.0)	Online *	Completed	12/10/2007	PASS	100	13	0.1			
				MSO-Security - Office security basics	Online *	Completed	7/12/2007	N.A.	n/a	n/a	0			
<b>Total Credits : 0.1</b>														
<b>Competency records</b>														
Training	Type	Status	Date	Credits										
No Competencies in the transcript														
<b>Total Credits : 0</b>														
<b>Cancellations/Denials/No Show/Other records</b>														
Training	Type	Status	Date											
Excel-113309 - Advanced Data Analysis in Excel 2003	Online *	Request Denied	11/24/2007											

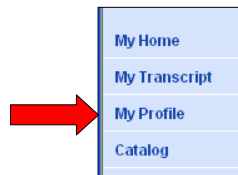
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## Viewing Your Profile

### 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



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## Viewing Your Profile

### Sample My Profile Screen

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

PB University	
Welcome John Employee <span>Log Off</span> <span>Help</span>	
<a href="#">My Home</a> <a href="#">My Transcript</a> <a href="#">My Profile</a> <a href="#">Catalog</a>	<b>Profile Information: John Employee</b>
	<b>PBWorld.com Email</b> Address: jemployee@pbworld.com
	<b>Password:</b> ***** <b>CHANGE</b>
	<b>EE Number:</b> 1234567
	<b>User Roles:</b> Student
	<b>Access Level:</b> n/a
	<b>Country:</b> United States
	<b>Division:</b> AMERICAS
	<b>Location:</b> JACKSONVILLE
	<b>Supervisor:</b> Jane Manager
	<b>Job Title:</b> ADMIN ASST I
	<b>Tech Title:</b> Unknown
	<b>PM Title:</b> Unknown
	<b>Hire date:</b> Tuesday, August 22, 2006
	<b>Cost Center:</b>
<b>Address:</b>	
<b>City/State/Zip/Country:</b>	
<b>Phone:</b>	
<b>Class Grade:</b> P-9	
<b>Email:</b> john.employee@clientsite <b>CHANGE</b>	

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## 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

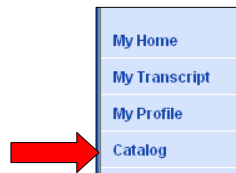
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## Searching for Training

### 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



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## 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.

The screenshot shows the PB University Learning Management System search page. The page header includes the PB logo, the text "PB University", and a navigation bar with "Welcome John Employee", "Log Off", and "Help". On the left, there is a sidebar with links: "My Home", "My Transcript", "My Profile", and "Catalog". The main content area is titled "Catalog" and contains several search fields: "Code or Title", "Keyword Search", "Category" (set to "All Categories"), and "Delivery Type" (set to "All Types"). Below these fields are radio buttons for "Approval Required?" (Yes/No) and a note: "Following selection items are applicable only to instructor-led courses. Please choose the Delivery Type above as 'Instructor-Led', if you wish to use the selection items below." Further down are dropdown menus for "Location" (set to "All Locations"), "Instructor" (set to "All Instructors"), and date pickers for "Class Start Date" and "Class Registration Period" (both set to "From: 12/10/2007"). At the bottom, there are radio buttons for "Only Classes with spaces available?" (Yes/No) and three buttons: "Search", "Reset", and "Cancel". A red arrow points to the "Search" button.

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## 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)

This screenshot is similar to the previous one but highlights advanced search options. A red box encloses the "Delivery Type" dropdown menu, which is now set to "Instructor-Led \*". Another red box encloses the "Approval Required?" radio buttons and the note about instructor-led courses. A red arrow points to the "Delivery Type" dropdown. The rest of the interface, including the sidebar, search fields, and date pickers, remains the same as in the previous screenshot.

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## 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.

The screenshot shows the PB University Learning Management System interface. At the top, it says "PB University" and "Welcome John Employee". Below that, it displays "Catalog Listing" with "499 credits" and "33 of courses matching criteria". A table lists various courses with columns for Code, Title or Description, Type, and Category. Each row has a "select" button next to it. The courses include "An Introduction to Project Management", "Analyzing Project Risk", "Communications Planning and Information Distribution", "Controlling Project Scope", "Creating and Defining a Project", "Enterprise Project Management", "Estimating Activity Costs", "Ethics and Professional Knowledge", "Initiating a Project and Preparing the Project Plan", "INTRODUCTION TO PROJECT MANAGEMENT", "INTRODUCTION TO PROJECT MANAGEMENT", and "Introduction to Project Process Groups and Initiating a Project".

	Code	Title or Description	Type	Category
<input type="checkbox"/>	PROJ0511	An Introduction to Project Management	Online *	Project Management
<input type="checkbox"/>	PROJ0592	Analyzing Project Risk	Online *	Project Management
<input type="checkbox"/>	PROJ0581	Communications Planning and Information Distribution	Online *	Project Management
<input type="checkbox"/>	PROJ0532	Controlling Project Scope	Online *	Project Management
<input type="checkbox"/>	Project-132490	Creating and Defining a Project	Online *	Project Management
<input type="checkbox"/>	Project-201357	Enterprise Project Management	Online *	Microsoft Office
<input type="checkbox"/>	PROJ0551	Estimating Activity Costs	Online *	Project Management
<input type="checkbox"/>	PROJ0041	Ethics and Professional Knowledge	Online *	Project Management
<input type="checkbox"/>	PROJ0521	Initiating a Project and Preparing the Project Plan	Online *	Project Management
<input type="checkbox"/>	PM-00100	INTRODUCTION TO PROJECT MANAGEMENT	Instructor-Led *	Project Management
<input type="checkbox"/>	PM-00200	INTRODUCTION TO PROJECT MANAGEMENT	Instructor-Led *	Project Management
<input type="checkbox"/>	PROJ0513	Introduction to Project Process Groups and Initiating a Project	Online *	Project Management
<input type="checkbox"/>	mntpmp2ed	Monitoring Project Management Professional PMBOK Guide	Online *	Project Management

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## 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.]

The close-up screenshot shows a "Catalog Listing" for "Writing Skills". It indicates "1 of courses matching criteria". The table has columns for Code, Title or Description, Type, and Category. A red arrow points to the "select" button in the first column of the row.

	Code	Title or Description	Type	Category
<input checked="" type="checkbox"/>	HMM-37	Writing Skills	Online *	Harvard Management Courses

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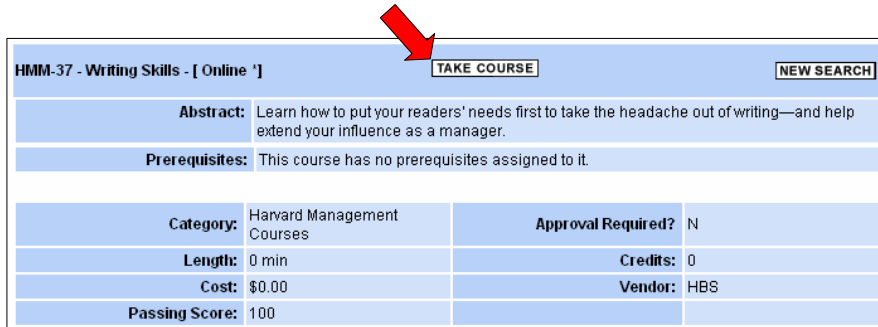
## Enrolling & Launching Online Courses

### Enrolling and Launching Online Courses, Continued

- 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!



HMM-37 - Writing Skills - [Online *]		<b>TAKE COURSE</b>	<b>NEW SEARCH</b>
<b>Abstract:</b>	Learn how to put your readers' needs first to take the headache out of writing—and help extend your influence as a manager.		
<b>Prerequisites:</b>	This course has no prerequisites assigned to it.		
<b>Category:</b>	Harvard Management Courses	<b>Approval Required?:</b>	N
<b>Length:</b>	0 min	<b>Credits:</b>	0
<b>Cost:</b>	\$0.00	<b>Vendor:</b>	HBS
<b>Passing Score:</b>	100		

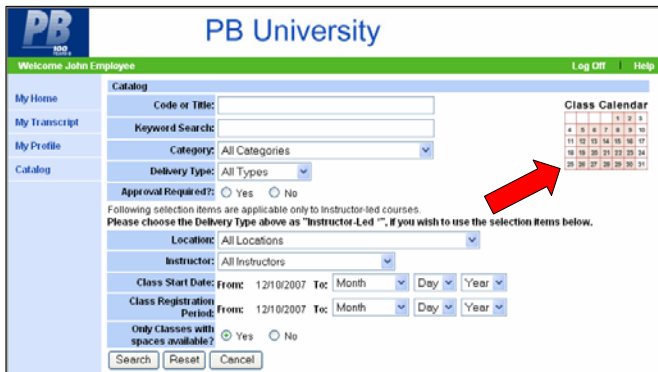
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## Enrolling in Instructor-Led Courses

### Enrolling in Instructor-Led Courses

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

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



**PB University**

Welcome John Employee Log Off Help

My Home Catalog

My Transcript Code or Title:

My Profile Keyword Search:

Catalog Category: All Categories

Delivery Type: All Types

Approval Required?:  Yes  No

Following selection items are applicable only to instructor-led courses.  
Please choose the Delivery Type above as "Instructor-Led", if you wish to use the selection items below.

Location: All Locations

Instructor: All Instructors

Class Start Date: From: 12/10/2007 To: Month Day Year

Class Registration Period: From: 12/10/2007 To: Month Day Year

Only Classes with spaces available?  Yes  No

**Class Calendar**

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

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## 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.

**Input Criteria for Class Calendar**

Course:  or

Location:

To view all of  by any criteria.

- Select a Location
- Dubai, United Arab Emirates ( Dubai, Dubai UAE )
- PB - Austin ( Austin, TX US )
- PB - Chicago ( Chicago, IL US )
- PB - Landsdowne, VA ( Landsdowne, VA US )
- PB - New York ( New York, NY US )
- PB - Newark, NJ ( Newark, NJ USA )
- PB - Tempe ( Tempe, AZ US )
- WEBINAR ( Any, Any Any )

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## 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.

**Class Calendar**  
Location: PB - New York (New York, NY US)

November 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 <a href="#">EP-00024 - Giving and</a>	24
25	26	27	28	29	30	

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## 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.

Class Details

\*Click to view if you can enroll

**ED-00024 - Giving and Receiving Constructive Feedback (112307-NY)**

Location - PB - New York ( One Penn Plaza New York, NY US )  
 Class Duration: 11/23/2007 to 11/23/2007  
 Registration date: 10/15/2007 to 11/20/2007  
 Class Coordinator - [System Administrator](#)

**Additional Class Information:** Lunch will be provided

**Meeting Date:** 11/23/2007  
**Meeting Time:** 9:00 AM to 11:00 AM EST  
**Meeting Site/Room:** Unknown or n/a  
**Instructor(s):** [CHARMAINE MCFARLANE](#)

## 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.



Class Listing for ED-00024 - Giving and Receiving Constructive Feedback						ALL CLASSES
Enroll	Class Code	Class Begins	Calendar	Meetings	Location	Available Space
request	112307-NY	Nov 23 2007 9:00AM EST	schedule	details	PB - New York ( One Penn Plaza New York, NY US )	15

## Enrolling in Instructor-Led Courses

### Enrolling in Instructor-Led Courses, Continued

6. Click the **enroll** button.



[The **Enrollment Confirmation** displays.]

#### Enrollment Confirmation

Congratulations! You have been enrolled for the NBLCWEB - NetBank Learning Center Online Demonstration (nblc-030206-2) classroom training..

OK

7. Click the **OK** button.

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

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## 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**
- **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

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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.

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## 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.

Training (Code - Title)	Type	Status	Updated	Time Spent (in min)
CPDAPBHx4280 - Workplace Harassment - United States (Employee Edition) (Latin American Spanish) V(1.0)	Online *	Incomplete	12/12/2007	7
HMM-08 - Budgeting V(1.0)	Online *	Incomplete	10/29/2007	139
HMM-FW01 - Improving Communications Facilitated Workshop (Portland-1-15-07: starting on 01/15/2008)	Instructor-Led *	Enrolled	12/12/2007	

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## 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.

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## 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.

Outstanding Training Requirements: John Employee			
	Training Assignment	Title or Description	Deadline
My Home	PB Asia HMM - Communication Skills	HMM-04 - Presentation Skills	Due in 364 days.
My Transcript		HMM-18 - Persuading Others	Due in 364 days.
My Profile		HMM-22 - Negotiating	Due in 364 days.
Catalog		HMM-37 - Writing Skills	Due in 364 days.

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## 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.

PB University Learning Management System

## 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.

PB University		Welcome John Employee		Log Off	Help
My Home	Learning Plan	Status: John Employee	Learning Plan	Title or Description	Status
My Transcript	Harvard Manage Mentor Program	HMM-02 - Finance Essentials			No Action
My Profile		HMM-02 - Coaching			No Action
Catalog		HMM-04 - Presentation Skills			Incomplete
		HMM-05 - Marketing Essentials			No Action
		HMM-06 - Strategy Execution			No Action
		HMM-07 - Project Management			No Action
		HMM-08 - Budgeting			Incomplete
		HMM-10 - Business Case Development			No Action
		HMM-11 - Business Plan Development			No Action
		HMM-12 - Strategic Thinking			No Action
		HMM-13 - Customer Focus			No Action
		HMM-14 - Decision Making			No Action
		HMM-15 - Performance Measurement			No Action
		HMM-16 - Retaining Employees			No Action
		HMM-17 - Stress Management			No Action
		HMM-18 - Persuading Others			No Action
		HMM-19 - Change Management			No Action
		HMM-20 - Team Management			No Action
		HMM-21 - Developing Employees			No Action
		HMM-22 - Negotiating			No Action
		HMM-23 - Hiring			No Action
		HMM-24 - Leading and Motivating			No Action
		HMM-25 - Performance Appraisal			No Action
		HMM-26 - Feedback Essentials			No Action
		HMM-27 - Career Management			No Action
		HMM-28 - Dismissing an Employee			No Action
		HMM-29 - Team Leadership			No Action
		HMM-30 - Difficult Interactions			No Action

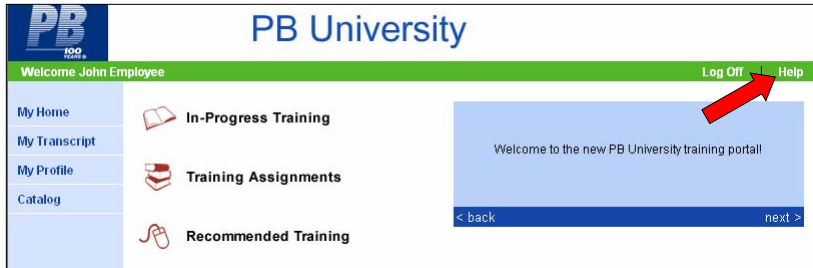
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## Obtaining Online Help

### 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.



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## Obtaining Online Help

### Need Help?

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













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## Course Complete

### Congratulations!

You should now 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**

If you need additional assistance using the new PBU LMS, please email us at [pbu@pbworld.com](mailto:pbu@pbworld.com).

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