Job Corps LMS Startup Guide

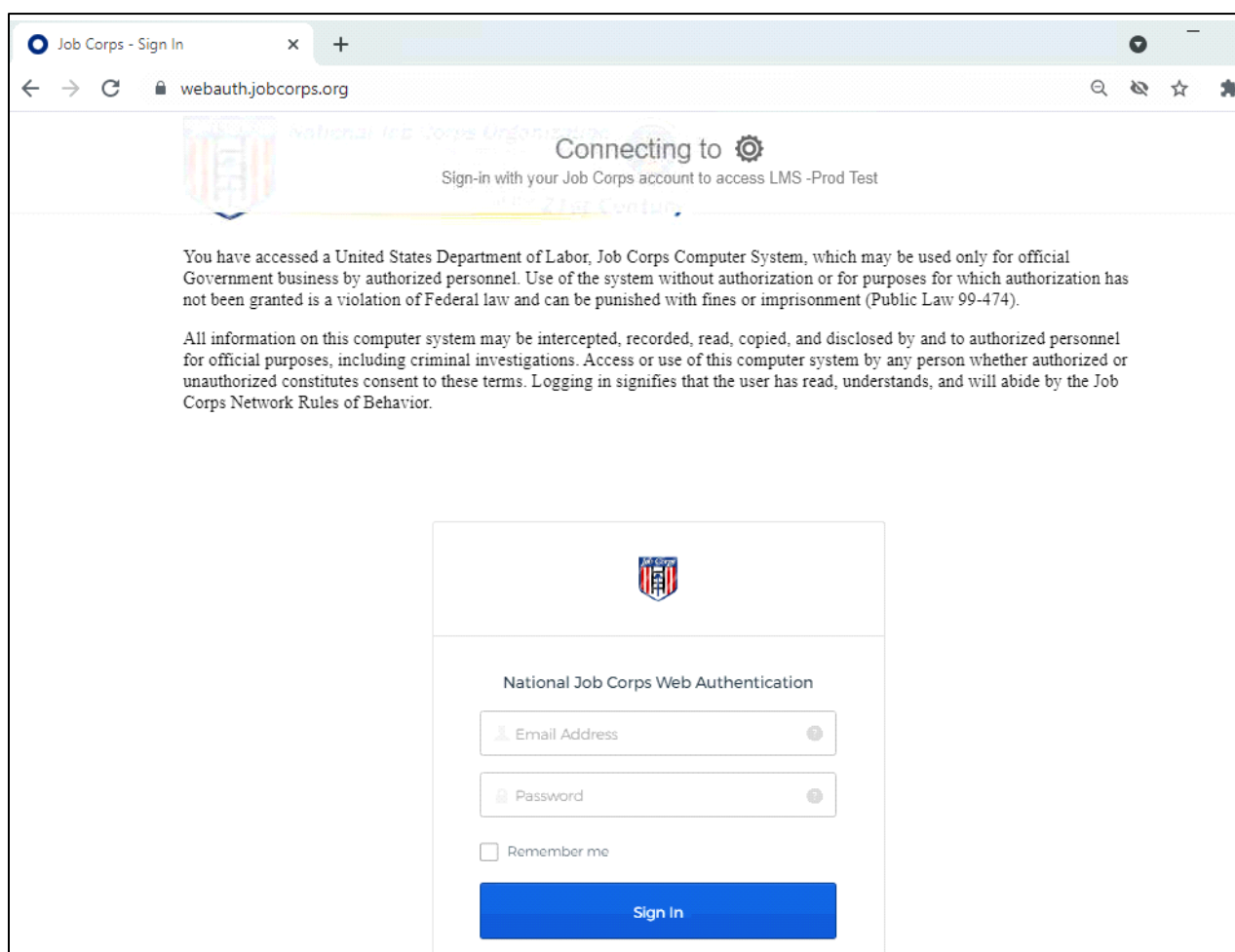# Table of Contents

Introduction

The updated version of the Job Corps Learning Management System (LMS) serves as a central location for training materials, documents, and other resources for Job Corps staff nationwide.

The LMS is a web-based system designed to present learning and knowledge-sharing opportunities. In the LMS environment, staff will learn through online course offerings. Consolidated transcripts of all completed training will also be a resource available for Job Corps staff.

Accessing the LMS

All staff with Citrix accounts have access to the Job Corps Learning Management System (LMS).

When staff enter the URL https://lms.jobcorps.org/ , they will be redirected to the Job Corps Sign In page to authenticate with their Citrix credentials.

LMS Homepage

The functionality of the updated LMS Homepage is similar to the previous version of LMS. The new page includes a toolbar at the top of the page where staff can view their **Current Training** and **Transcripts** from trainings completed. The toolbar also includes a link to the **Catalog** and **Search** box that are used to locate training courses.

LMS Homepage: http://lms.jobcorps.org/

The training courses staff are currently enrolled in are displayed in the *Current Training* section. Staff can click the course name link to view the course information page or select to **View**/**Cancel Enrollment** in the Action drop-down list. The *Completed Training* section at the bottom of the screen displays the course history, similar to the information displayed in the staff's Transcript. *Recent Announcements* from the JCDC administrator are displayed on the right of the screen. The *Recently Added* section can be found at the bottom of the screen. New training courses and documents added by the JCDC administrator will be displayed here.

Searching for a Course

On the LMS homepage, you can use the **Search** box or browse the **Catalog** using the link at the top of the screen to locate trainings.

Using the Search Box

1. In the **Search** box at the top of the screen, enter keywords and click the magnifying glass. The LMS will attempt to auto-complete by matching what is in in the catalog.
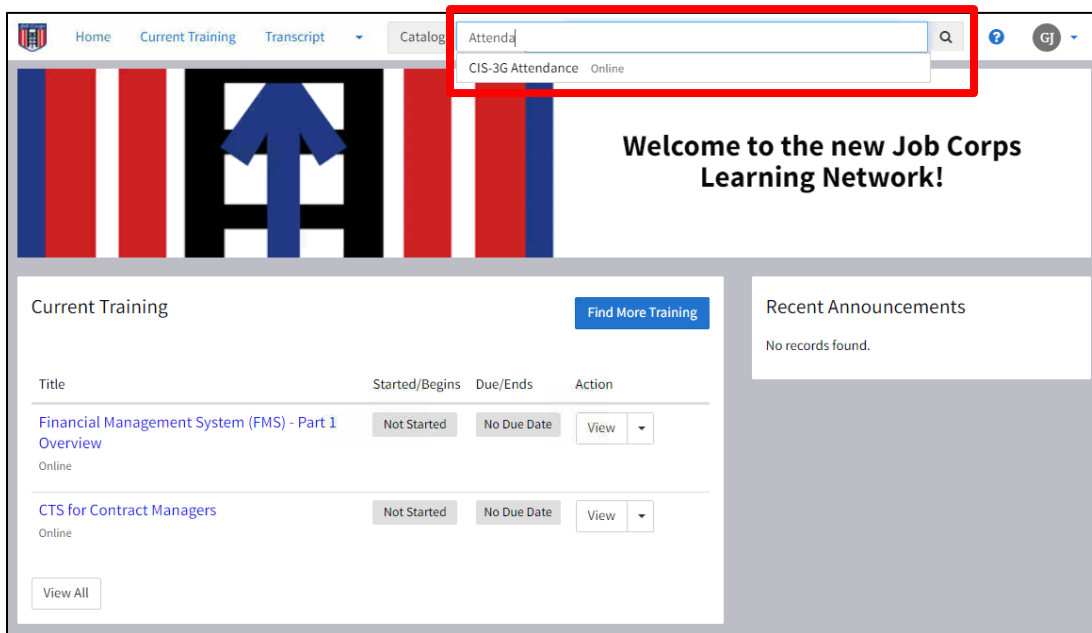
2. If more than one course matches the keywords entered, the Search Results will display a list of trainings with a description for each. Scroll thru the list and click the name of the training you would like to view.
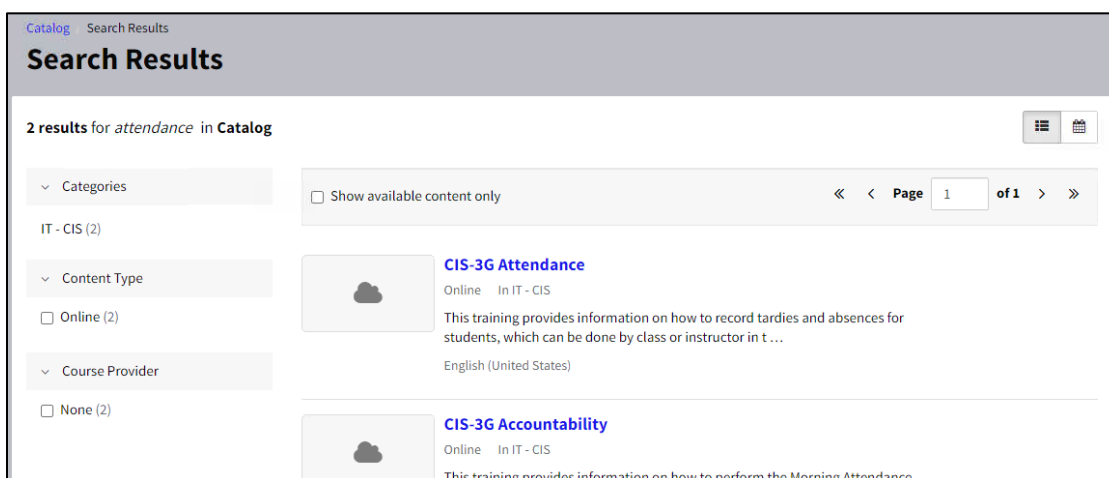
3. If there is only one course that includes the keyword that is entered, the course information page will display.
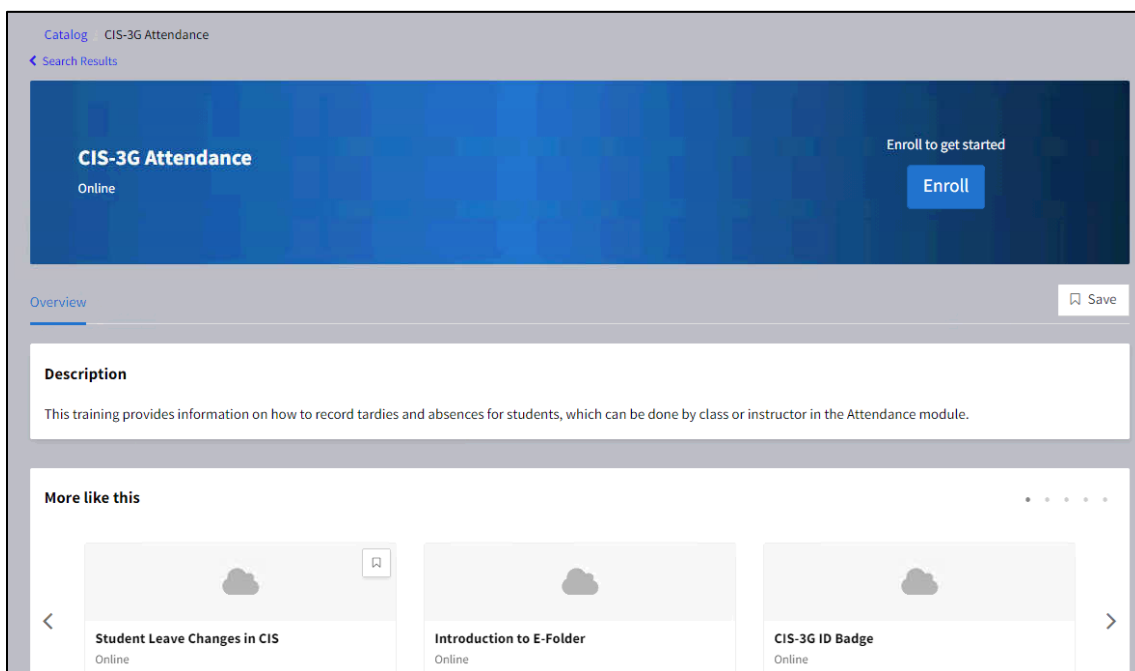
The screen includes the name of the training, course description, and **Enroll** button. The *More like this* section at the bottom of the page displays training courses similar to the selected training.

Browsing the Catalog

Trainings in the updated LMS Catalog are grouped by category which mirrors the previous order in the older version of the LMS.

1. Click the **Catalog** button in the toolbar to browse training content by category.
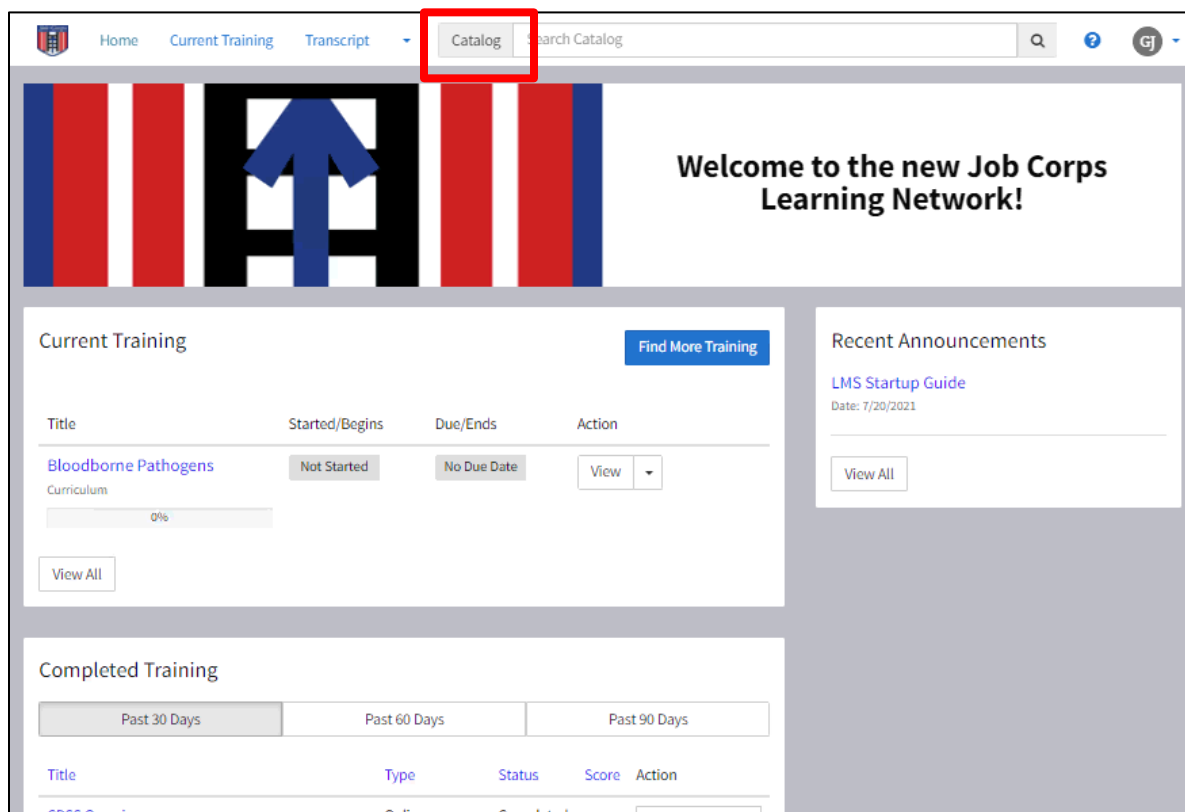
2. Click a category to view a list of trainings pertaining to the selected topic.

3. Scroll thru the search results and click the name of the training you would like to view.
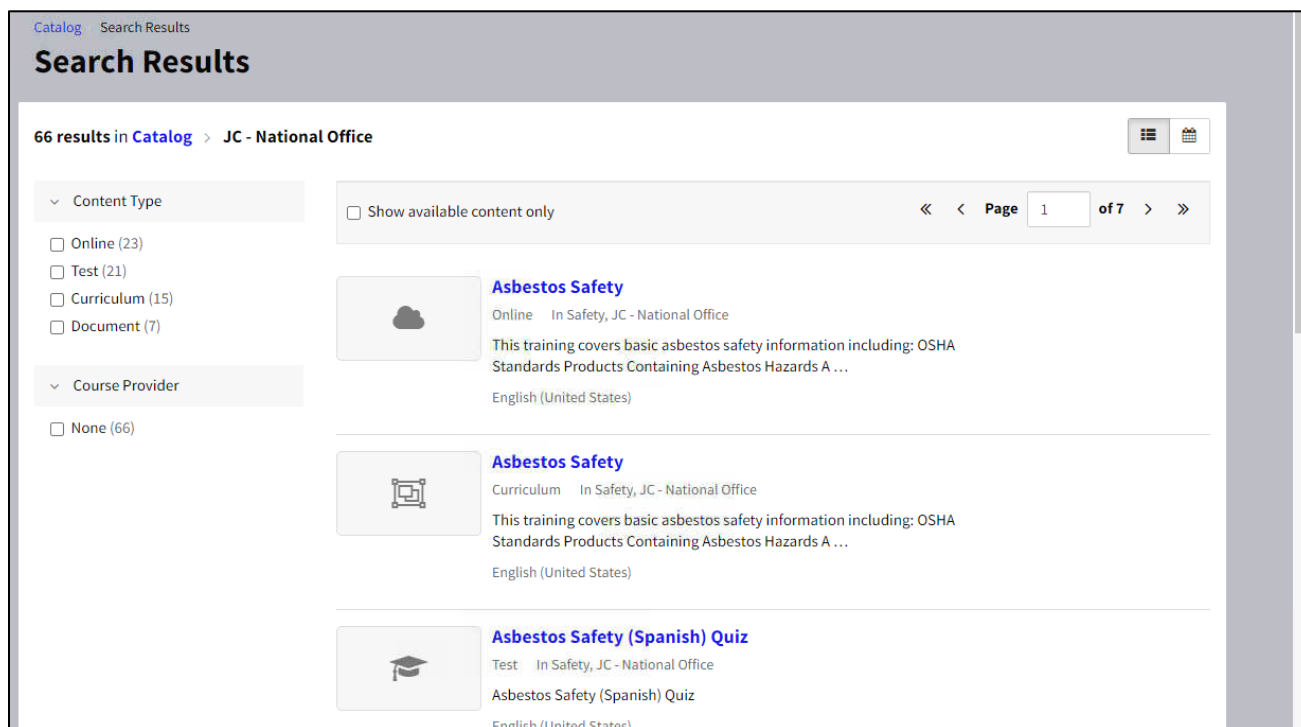
Enrolling in a Training Course

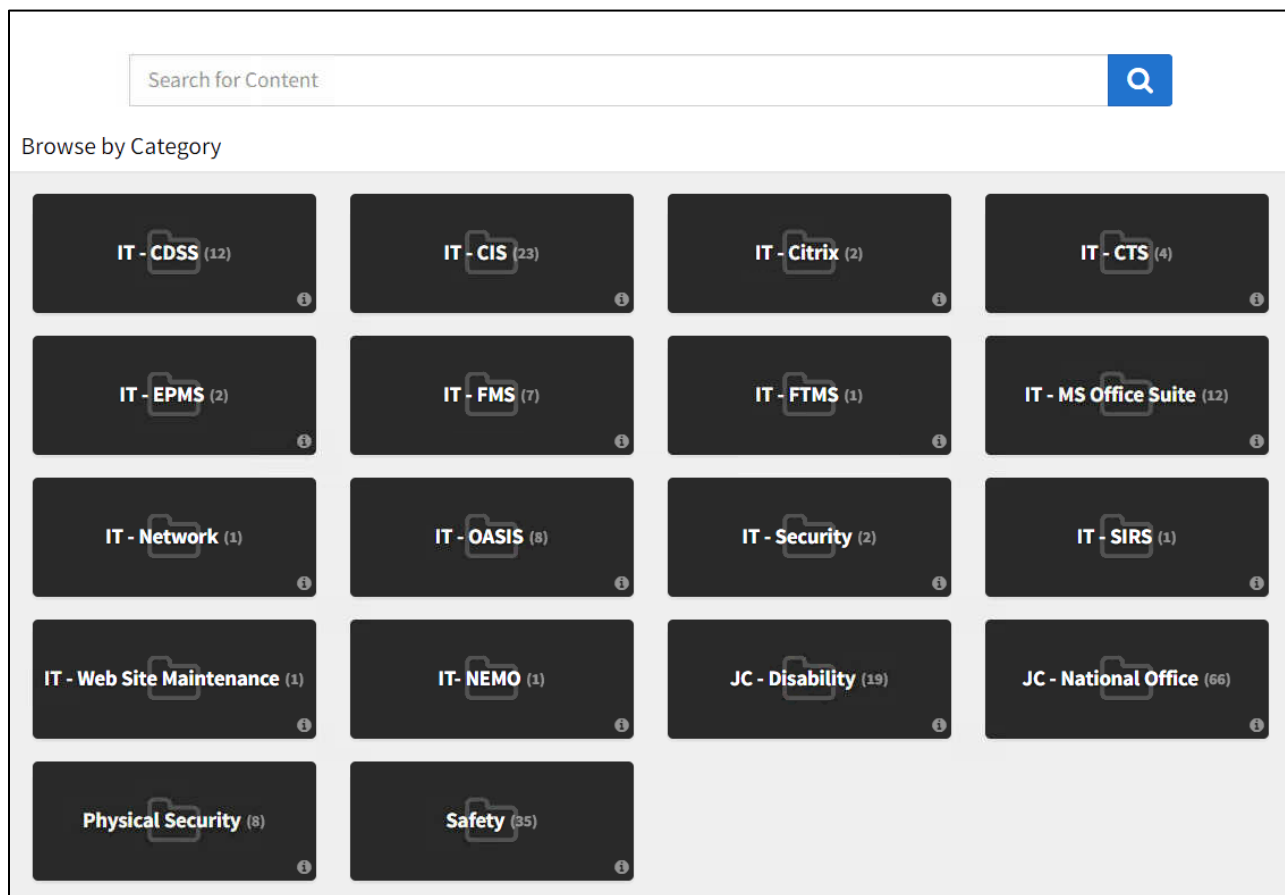1. Once you have clicked the training course information page, click the **Enroll** button.
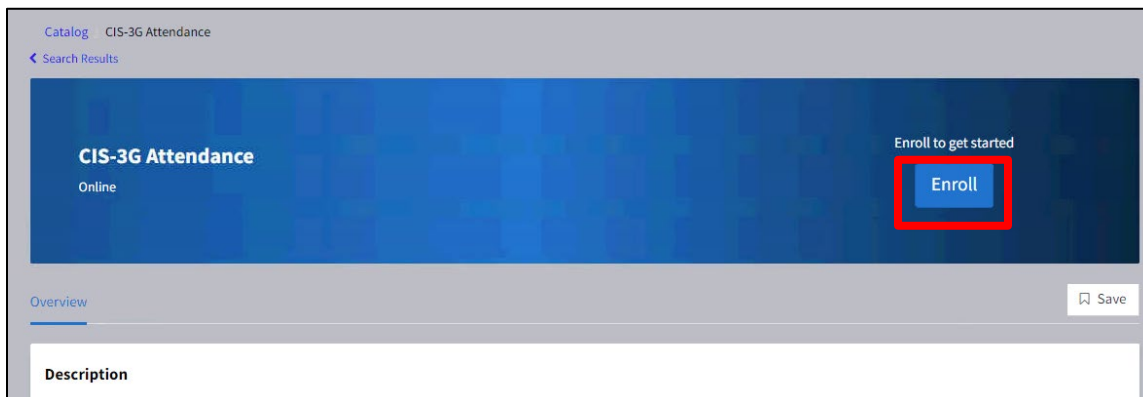
2. You will notice the page now displays a **Start** button.

3. OPTIONAL: Click the **Cancel Enrollment** link if you enrolled in the selected course in error.

4. Click the **Start** button to begin the training. The course will open in a pop-up window.

5. Click the **Close** button when you have completed the training or want to stop the training and return to it at a later time.

6. Once the course window is closed, the screen will update with the completion date and a display a **View Certificate** button.

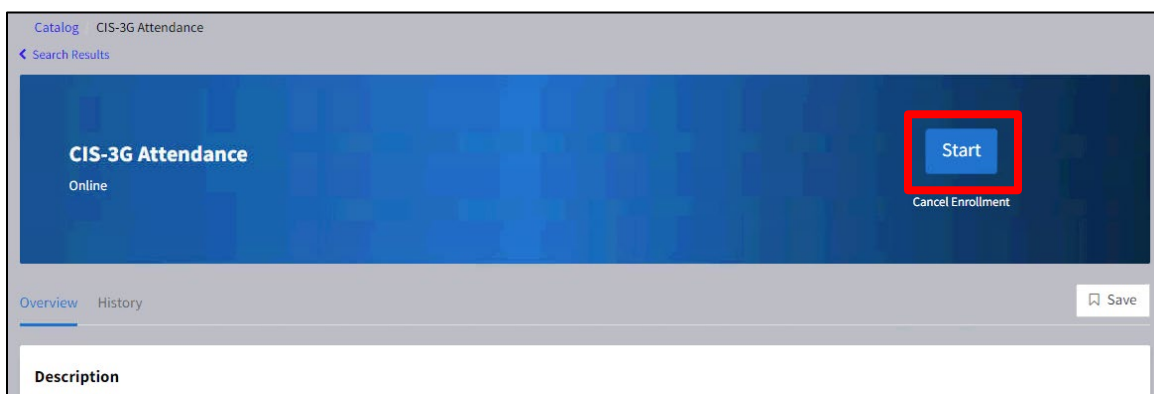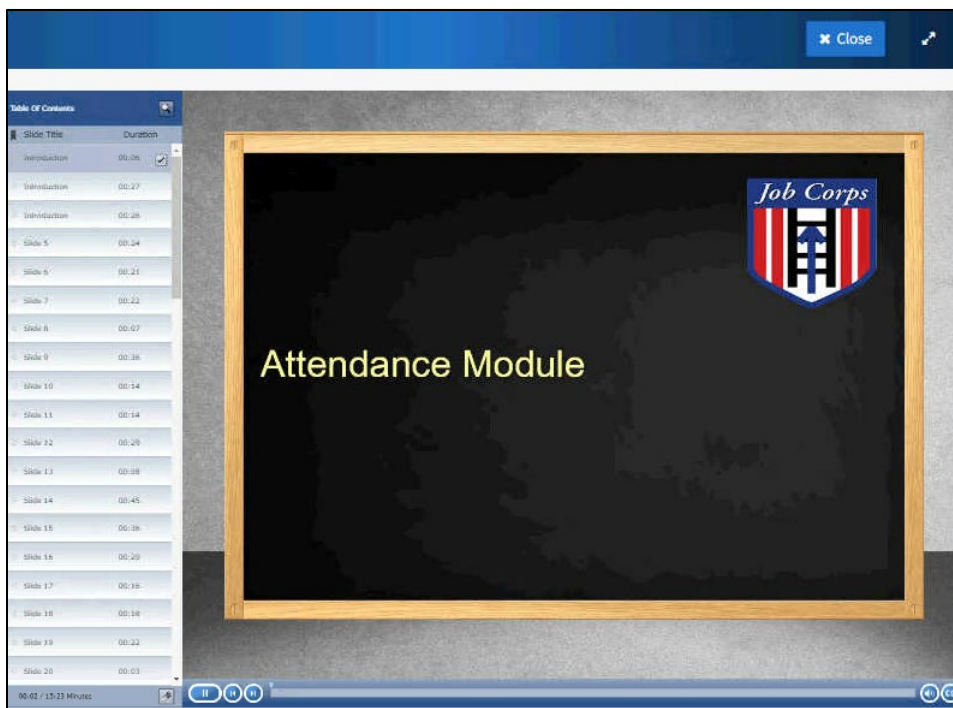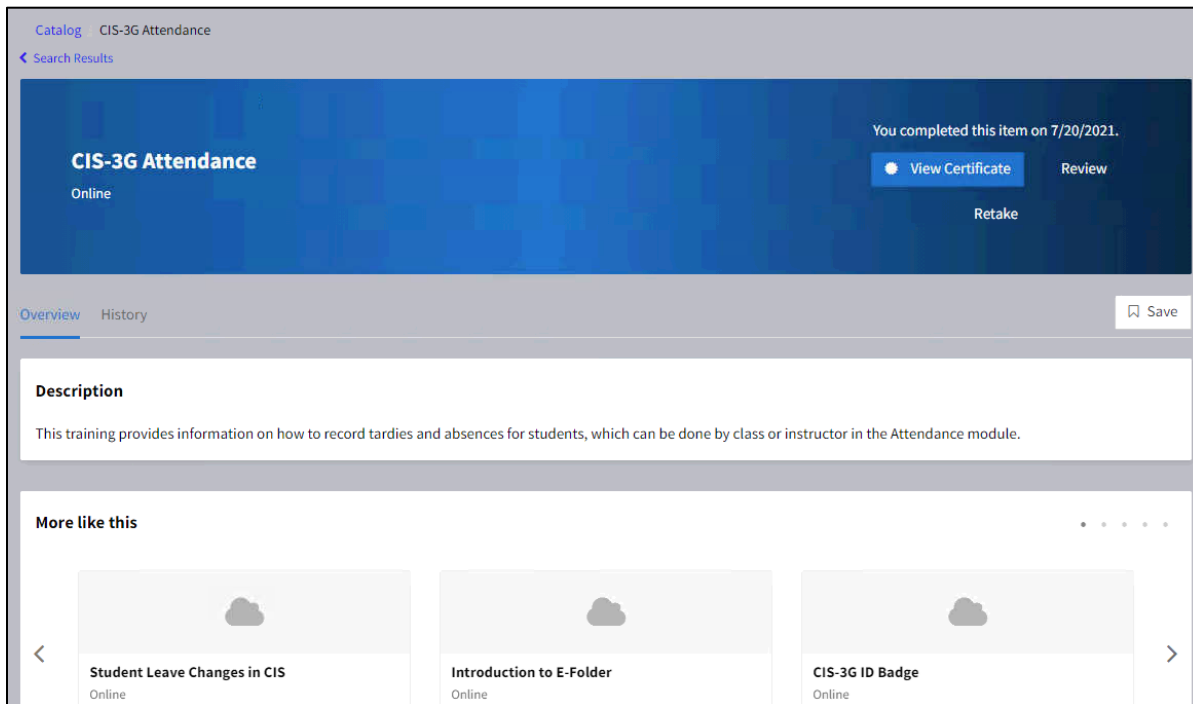*Note*: *If you closed the course window without finishing, this screen will display a **Continue** button. You can go back and continue viewing the training from where you left off.*

7. OPTIONAL: If you have previously completed a training course and need to retake it (ex. Job Corps SafetyNet Toolkit Training), click the **Retake** button. This will create a new entry in your Transcript with a new completion date.

8. OPTIONAL: Click the **History** tab to view dates you enrolled, started, and completed the selected course.
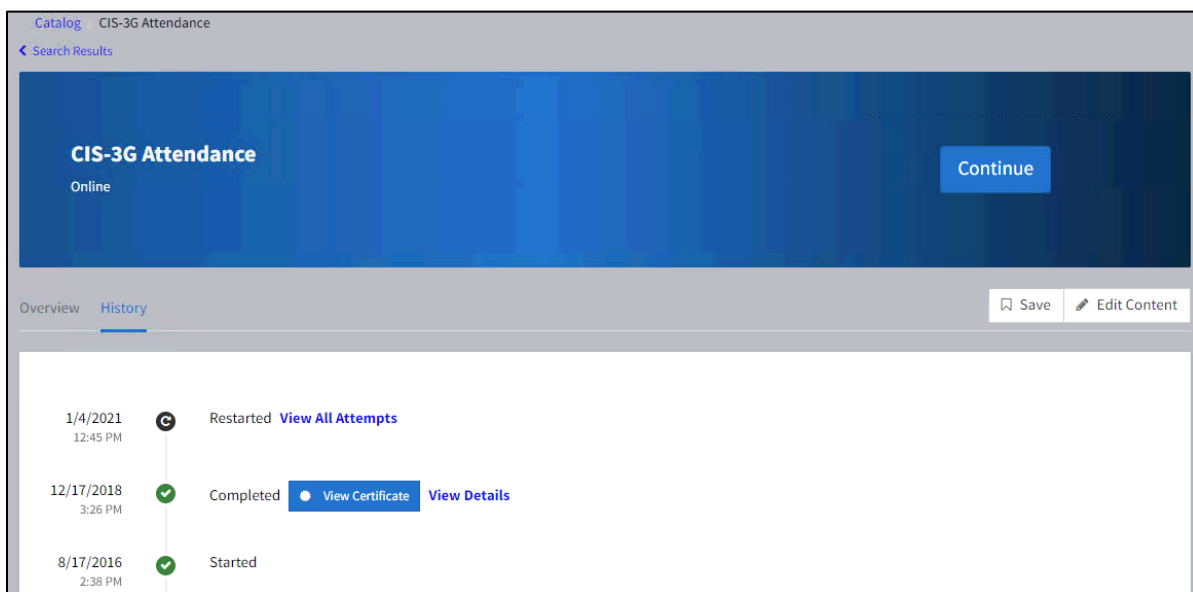
Note: *The **Edit Content** button on the screenshots in this guide are only available to JCDC administrators.*

Completing a Training Curriculum

Several of the required National Office training courses have been compiled into curricula. An example is the Job Corps SafetyNet Toolkit Training that consists of 3 training videos and 3 quizzes. The different sections can be completed in any order, but must all be completed to receive the certificate of completion for the training.

The training course information page displays a list of the videos and quizzes. Each part of the training will display the status (*Enrolled*, *Not Started*, *Started*, and *Completed*).

To view the training video or complete the quiz, click the **Start** button at the end of the line.

Once everything in the list is completed, a link to the certificate will be available on this page and in the Transcript.

Taking a Quiz

1. On the training course information page, click the **Start** button located next to the quiz. The quiz will open in a pop-up window.

2. Answer each of the questions.

3. After you have answered the last question, click **Submit**.

4. The test results will display with your score.
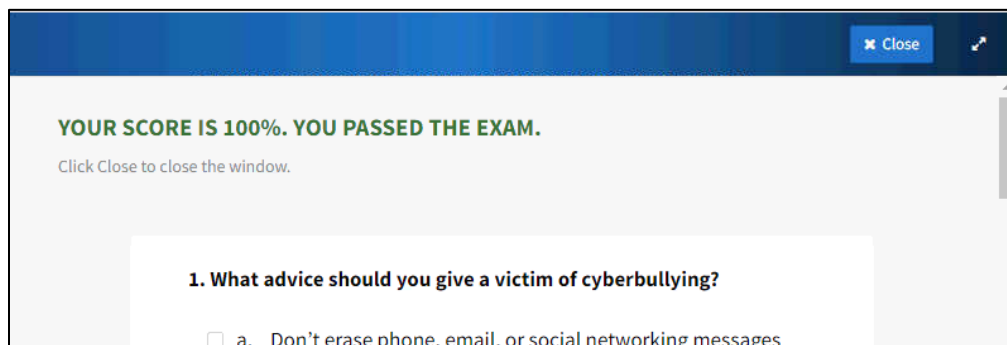
5. To close and exit the test, click the **Close** button.

Viewing Your Transcript

The transcript includes all completed training, including courses that were taken in the previous version of LMS.

1. On the LMS homepage, click **Transcript** from the header menu.
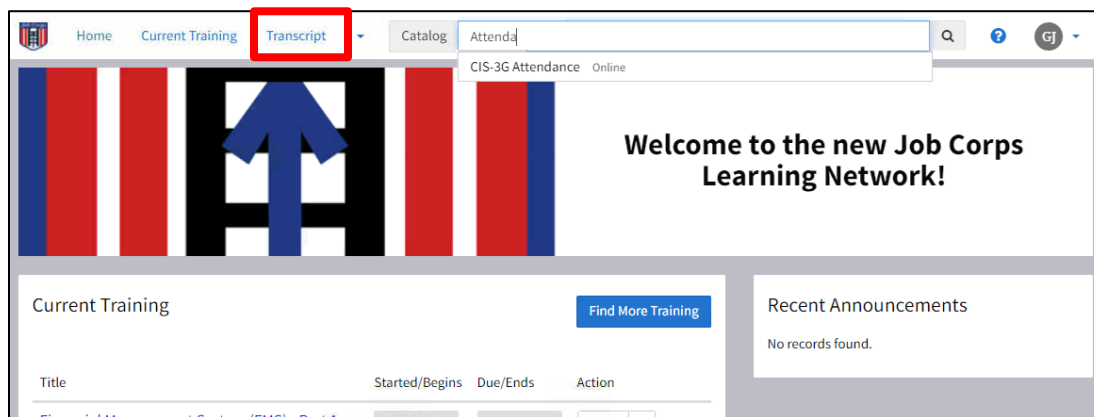
2. The transcript displays the user's complete training history. Click a column heading to sort the transcript. A filter may be applied, as well.

Title	Type	Status	Score	Start Date	Completion Date	Expiration Date	Credits	Action
Access Control System Overview - Gallagher	Online	Completed		9/24/2019	9/24/2019			View Certificate
Access Control System Overview - Gallagher	Online	Started		6/8/2020				
Adobe Sign for OASIS Forms	Online	Completed		6/8/2021	6/8/2021			View Certificate
Bullying Prevention	Online	Completed		5/21/2019	5/21/2019			View Certificate

3. Click the **Print** button on the right side of the screen to print the transcript. Optionally, you can also click the **Save as PDF** button to save a copy of the transcript.

*Note: The **Expiration Date** and **Credits** columns on the Transcript page will not be used by Job Corps at this time.*

Accessing a Document

The LMS also contains various training documents. There may be instances where you wish to view one of the documents. To search for a document, perform the same steps you would when you search for courses.

1. When you click the document link, the information page will display.
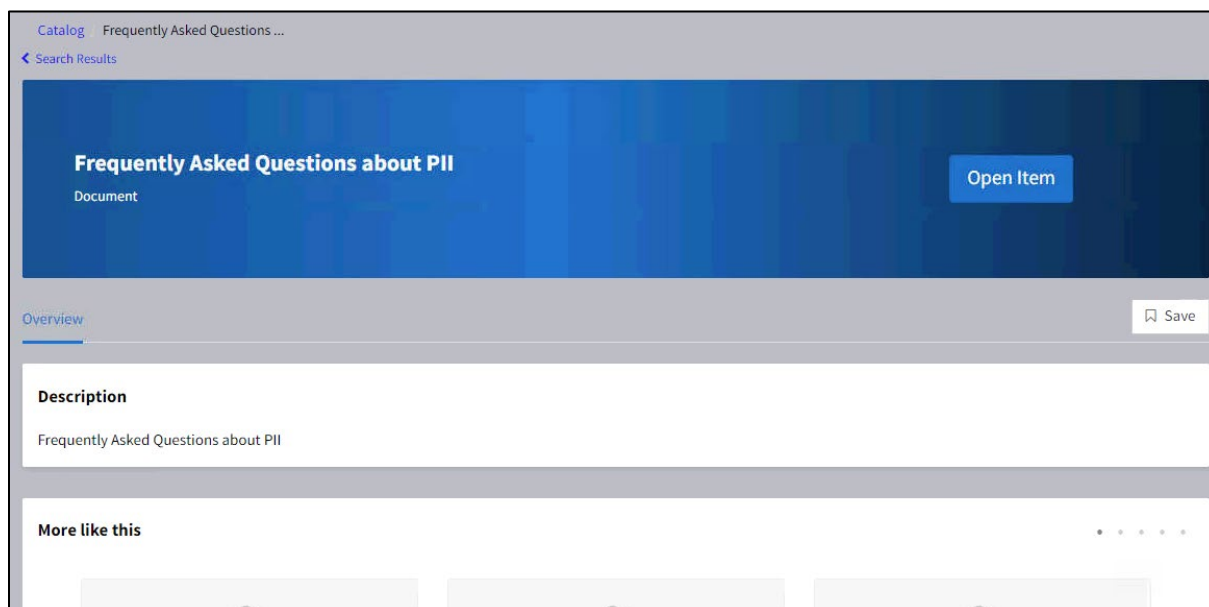
2. Click the **Open Item** button view the document.

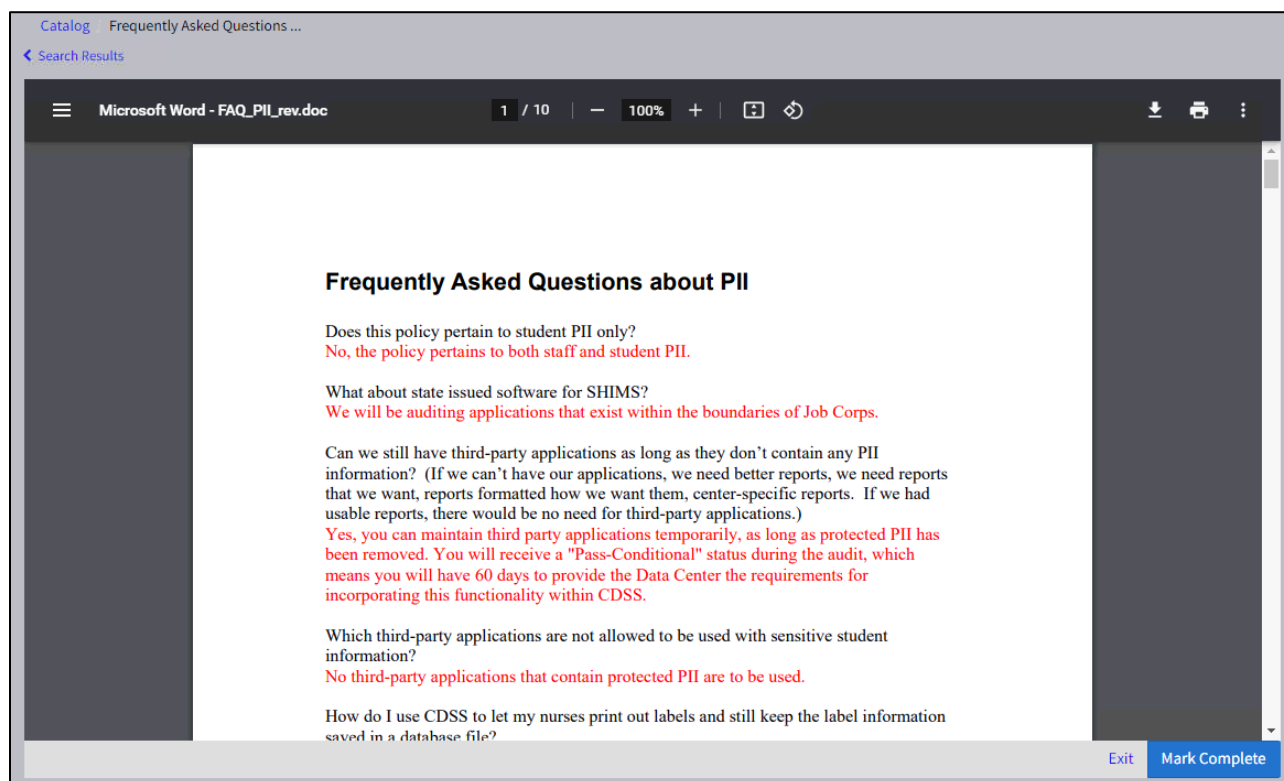3. When you are done with the document, click the **Mark Complete** button. The document will now appear Complete on your transcript.

4. OPTIONAL: Click the **Exit** button to close this screen without updating your transcript.

Accessing Technical Help

Help Desk

Live technical support is available for the Job Corps Learning Management System (LMS) by calling the JCDC Technical Assistance Center (TAC). However, always contact your Point of Contact (POC) before contacting the TAC.

- Phone (800) 598-5008, Option 5 (TAC System), 7:00 AM - 7:00 PM Central time

- Email helpdesk@jobcorps.org

- Fax (866) 226-8657

Help Menu

As you navigate the system, each page contains a help icon (blue question mark) in the toolbar bar.

| | Home | Current Training | Transcript | ▾ | Catalog | Search Catalog | | Q | ❓ | GJ ▾ |

Select this icon to obtain information in reference to where you are in the system and the actions you can perform from your current location. Many help pages have a "Related Topics" section, which includes links to information associated with tasks you are attempting to perform.