Overview

The *CTMS Protocol Planning, Setup & Maintenance* (PPS&M) course is available as web-based training (WBT). This quick reference card (QRC) summarizes a recommended way to register and complete this course.

Registering for the Course

If you have already registered for this course, start at the "Accessing the Course from the Duke LMS Home Page" section. Otherwise, complete the following.

1 On the Home page for the <u>Duke LMS</u>, enter **00103568** into the **Search** box, and then press **Enter**.



The Catalog Search page appears with the WBT listed.

2 In the lower left corner, click the **Register** link.

The Registration Confirmation page appears. You are registered for the course.



If you want to take the course later, you can leave this page now and, when you are ready, proceed to the "Accessing the Course from the Duke LMS Home Page" section.

Registration Confirmat	tion				
				Printer F	riendly Version
Order Contact	Jane	Doe			
	DCRI -	Information Tecl	hnology		
Order Status	Confirmed				
Order Number	01203407				
Order Items					
Title	Learners	Delivery Type	Status	Actions	Launch Content
CTMS Protocol Planning, Setup & Maintenance	Jane Doe	Web Based Training	Confirmed	<u>Notes</u>	Launch Content
				Go to Cu	urrent Learning

3 If you want to start the WBT now, we do *not* recommend clicking *Launch Content*. Depending on a number of factors,

the Assessment might appear (if it does, you can close it and proceed to Step 2 in the next column). Instead, click the **Home** tab in the upper left to return to the Duke LMS **Home page**. Then, proceed to the next section of this QRC.

Duke Lea	rn
Home My Lea	rnir
In-Progress Learnin	ig

Accessing the Course from the Duke LMS Home Page

If you have already registered for the course, proceed with the following.

1 On the Duke LMS Home page, in the **In Progress Learning** Activities section (lower left), click the name of the course.

In-Progress Learning Activities		- ×
	Sort Registration D	ate 🗸
Name	Registration Date A	ctions
CTMS Protocol Planning, Setup & Maintenance	07/28/2017	aunch

The course's main page opens.

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(TMS Protoco	ol Planning, Setup & i	Maintenance (0	0103568, 1.0)		n 1	
io 1 Issi	view the clas gnments tab	i location, click the M below. Then, click th	ain tab. To vie e View All Sessi	w additional details such as the class d ions button.	ate and time, click ti	he Learning	
		Available From 07	/27/2017				
		Language En	glish				- Web Based Training
U		Description					
		rescription					
1	Main L	earning Assignments	Associated	Learning			
	Completion	Status Not Evaluated		Score 0			
	Learning As	signments				Print	Export Modify Table
	Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
	CTMS	Task	Required	URL:: http://www.dcri-training-	Not Completed		Mark Complete
	Planning,			31.ord1-1.websitetestlink.com/trial-			more actions
	Setup & Maintenand Topics	<u>e</u>		mgmt/ctms-protocol-planning- setup-maintenance/course			
	CTMS Protocol	Training Content	Required	Attempts Allowed: Unlimited Mastery Score: 100.00	Not Evaluated		Launch

2 In the lower left area, click the name name of the topics module.

The Task Definition Details page for this part of the WBT opens.



3 Scroll down the page to click the link at Launch URL.

Name	CTMS Protocol Planning, Setup & Maintenance Top
ID	00005560
Domain	DCRI
Available From	07/27/2017
Discontinued From	
E-Signature Required	
Task Details Launch URL <u>http://www.dcri</u>	-training-eportal.org.php56-31.ord1-1.websitetestlini رالم)



Duke Clinical Research Institute Quick Reference Card

How to Navigate the PPS&M WBT

A separate page opens in your browser with links to each topic in the course.

CTMS Protocol Planning, Setup, and Maintenanc	e Course
CTMS Protocol Planning, Setup, and Maintenance > Course > Assignments	> <u>Help</u>
Navigating the Course To be successful in completing the course assessment, it is recommended that you review all of the course topics. The topics may consist of a blend of training videos, software demonstrations, exercises, and supporting materials.	0
You may progress through the training at your own pace but you will be required to complete all <u>assignments</u> , including an end-of-course assessment, to receive credit unless otherwise stated.	2×1

Important! The WBT's topics include narration, so have your headphones, headset, or computer speakers ready before you proceed.

- 4 Click the link for the first topic.The module opens in another browser window.
- 5 When finished with that topic, close its browser window, return to the list of topics, and click the next module.Continue this way through the rest of the course.

When You Finish - Important!

When you finish the topics, it is important to complete the following steps, especially Step *3*.

- 1 When the last module ends, close its browser window or tab.
- 2 If the Task Definition Details page (where you launched the topic links page) is still open, close that window.

Task Definition Details: (CTMS Protocol Planning, Setup & Maintenance
General Information	
Name	CTMS Protocol Planning, Setup & Mair
ID	00005560
Domain	DCRI
Available From	07/27/2017

3 To receive credit for viewing the topics WBT, you must click the **Mark Complete** button on the course's main page.



4 To open the assessment, click the Launch button.

The online assessment opens in a new browser tab. There is no audio with the assessment. A passing score is 100%, but you can retake the quiz as many times as you need to pass.

Getting Help

If you have questions or comments about the content of this QRC, please email IT Training [dcriittrain@dm.duke.edu].



