

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

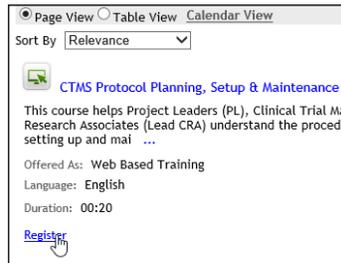
If you have already registered for this course, start at the “Accessing the Course from the Duke LMS Home Page” section. Otherwise, complete the following.

- 1 On the Home page for the [Duke LMS](#), enter **00103568** into the **Search** box, and then press **Enter**.



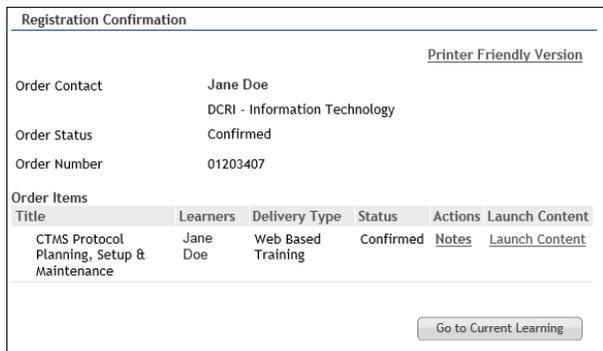
The Catalog Search page appears with the WBT listed.

- 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.



- 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.



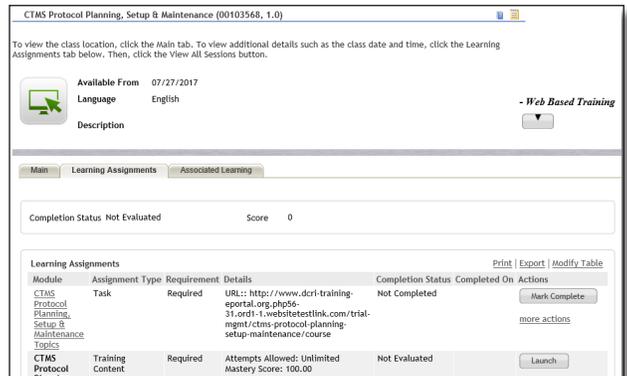
Accessing the Course from the Duke LMS Home Page

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

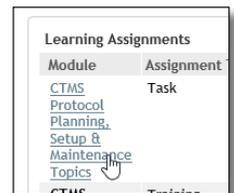
- 1 On the Duke LMS Home page, in the **In Progress Learning Activities** section (lower left), click the name of the course.



The course’s main page opens.

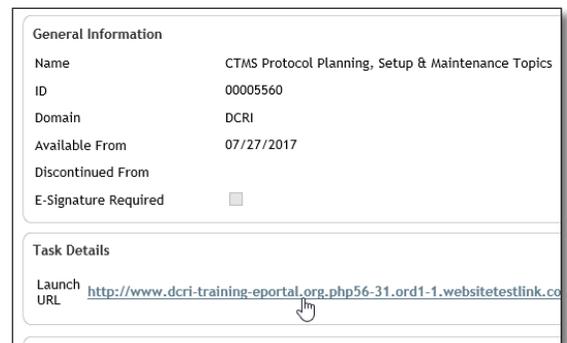


- 2 In the lower left area, click the name of the topics module.

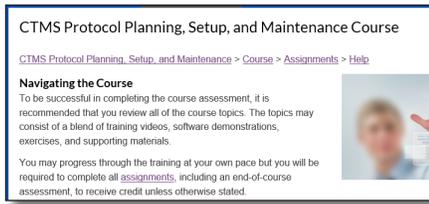


The Task Definition Details page for this part of the WBT opens.

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



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



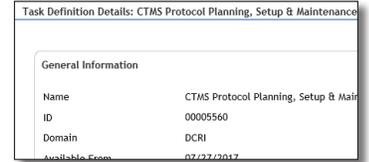
Important! The WBT's topics include narration, so have your headphones, headset, or computer speakers ready before you proceed.

- 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.



- 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 \[dcrittrain@dm.duke.edu\]](mailto:dcrittrain@dm.duke.edu).