## **ABILITY LMS BASIC USER GUIDE**

Updated 03/14/2022

### **TABLE OF CONTENTS**

Ability LMS Basics	1
View Required Training	1
Complete Required Training	2
Change My Required Training (Add or Remove a Learning Track)	3
View or Print a Course Certificate	5
Find and Complete a Course	6

#### **ABILITY LMS BASICS**

- Start at https://orrs.msu.edu/train
- Log in with your MSU NetID and password.
- For further assistance, email the Help Desk at <u>ORRS.train@msu.edu</u> or call 517-884-4600.

#### **VIEW REQUIRED TRAINING**

After successfully logging into AbilityLMS, click on the My Required Training tile.

Reviewan state University Ability Training Compliance		Welcome Peter
Home My Menu Extra Courses Manager Me		
My Required Training	Allments B My Transcript	
Animal Care Program 0% 4 online enrollment	4 completions in the last 90 days	
Chemical Hygiene & Hazardous 0%	A Review Completed Training	
Fork Truck Operator 0%	Review Expiring Training	
Click to see enrolln		

Click on the names of the Learning Tracks, which are in the dark banners, to close or open up the Learning Track course list. Hover your mouse pointer over Learning Track names, an information window about that track will appear. Click on course titles to open and review the associated course properties.

	IN HIGHIGAN STATE UNIVERSITY								vveicome
	Ability Training Compliance	e							
	My.Required Training								
	Home My Menu	Extra Courses Manager Menu							
	Click + to add new track								
	<b>4</b> 🔒								
+/- next to	Required Tracks	Course Tille	Required	Status	Date	Expiry Date	Action	1	
ning Track	Animal Care Program Not Started						1		
ame to	Course	Introduction to the Animal Care Program	Yes	Not Taken			0		
/close its	Course Course	Animal Care Program Guidelines	Yes	Not Taken			0		
rso list	Chemical Hygiene & Hazardous Wast	Expired							
in see hist	Course	Chemical Hyglene and Hazardous Waste Initial	No	Overdue - Expired	03/14/2017	03/14/2018	0		
	Course	Hazardous Waste Refresher	No	Not Taken - Overdue			0		
	Respirator Incomplete								
	Click course	Eork Truck Hands On	Yes	Not Taken			0		
	Course titles to see	Fork Truck Operator Tutorial	Yes	Not Taken			0		
	O CITI GCP r course info								
	O Human Re:	nplete							
	Course	Overview of MSU Human Research Protection Program	Yes	In Progress	09/17/2018		0		
	Course	MSU Ethics and Regulations in Human Subject Research	Yes	Finished	06/06/2018		0		
	O Non-Medical Sharps Waste Managem	ent Incomplete							
	Safe Driver Incomplete								

Learning Tracks and courses can have Overdue or Expired statuses. These need your attention as completion of these learning tracks is required to keep certification(s) up to date for compliance purposes. Your manager will receive system reports to notify them that your certifications are becoming outdated, so that they know to closely monitor your progress for these Learning Tracks.

**TIP:** A Learning Track is a collection of required training that may include instructor-led training, online courses and documents and must be completed by an assigned date.

#### **COMPLETE REQUIRED TRAINING**

Click on the course title to be completed on the My Required Training window.

							EAO LO
bility Training Compliance							TAG LO
y Required Training							
Home My Menu Ex	xtra Courses Manager Menu						
Click + to add new track							
• 👄							
anuited Tranke	Courses Tills	Demirad	Clature	Data	Evening Data Action	_	
D Chemical Hygiene & Hazardous Waste	Evolute file	Required	Status	Date	Expiry Date Action		
Pork Truck Operator Not Started							
D CITI GCP modules Incomplete							
O CITI GCP modules     Incomplete       D Human Research Protection Track     In	ncomplete						
O CITI GCP modules     Incomplete       D Human Research Protection Track     In       D MSU GCP (Good Clinical Practice)     In	ncomplete						
O CITI GCP modules     Incomplete       D Human Research Protection Track     In       D MSU GCP (Good Clinical Practice)     In       C CatalogLearning Track	Incomplete	No	Incomplete	09/24/2018	0		
O CITI GCP modules Incomplete     Human Research Protection Track In     WSU GCP (Good Clinical Practice) In     CatalogLearning Track     CatalogLearning Track	rcomplete complete CTTL GCP modules MHL GCP Social Behavioral Modules	No	Incomplete Incomplete	09/24/2018 09/24/2018	0		
O CITI GCP modules Incomplete     Human Research Protection Track In     MSU GCP (Good Clinical Practice) In     CatalogLearning Track     CatalogLearning Track     CatalogLearning Track     CatalogLearning Track	Incomplete Complete CITL GCP modules NIH GCP Social Behavioral Modules NIH GCP Module 2, Research Protocol - TEST	N0 No Yes	Incomplete Incomplete Not Taken	09/24/2018 09/24/2018	0 0		
O CIT GCP modules Incomplete     Human Research Protection Track In     MSU GCP (Good Clinical Practice) In     Catalog Learning Track     Catalog Learning Track     Catalog Learning Track     Course     Course     Course	scomplete CITL GCP modules Office Social Behavioral Modules NIH GCP Social Behavioral Modules NIH GCP Module 2: Research Protocol - TEST NIH GCP Module 3: Recruitment and Retention TEST	N0 N0 Yes Yes	Incomplete Incomplete Not Taken Not Taken	09/24/2018 09/24/2018	0 0 0		
O CITI GCP modules     Incomplete       9 Human Research Protection Track     In       9 MSU GCP (Bood Clinical Practice)     In       • Catalog Learning Track     In	Incomplete CITLIGCP modules CITLIGCP modules NIH GCP Social Behavioral Modules NIH GCP Module 2, Tessarch Protocol - TEST NIH GCP Module 2, Recruitment and Retention TEST NIH GCP Module 4, TEST	No No Yes Yes Yes	Incomplete Incomplete Not Taken Not Taken Not Taken	09/24/2018 09/24/2018	8		
O CITI GCP modules Incomplete     Human Research Protection Track If     MsU GCP (Bood Clinical Practice) In     Catalog Learning Track     Catalog Learning Track     Course     Course     Course     Course     Course	Incomplete Incomplete CITLICCP modules NIH GCP Social Behavioral Modules NIH GCP Module 2: Research Protocol - TEST NIH GCP Module 3: Recruitment and Retention TEST NIH GCP Module 4: TEST NIH GCP Module 4: TENZY and Confidentiality TEST	No No Yes Yes Yes	Incomplete Incomplete Not Taken Not Taken Not Taken Not Taken	09/24/2018 09/24/2018	8		
O CTT GCP modules     Incomplete       9 Human Research Protection Track     In       M SU GCP (Good Clinical Practice)     In       C Catalog Learning Track     C       C Catalog Learning Track     C       C Course     Course	Incomplete Complete C	No No Yes Yes Yes Yes	Incomplete Incomplete Not Taken Not Taken Not Taken Not Taken	09/24/2018 09/24/2018	6 6 6 6 6 6		
O CITI GCP modules Incomplete     Human Research Protection Track In     MSU GCP (Good Clinical Practice) In     Catalog Learning Track     Catalog Learning Track     Catalog Learning Track     Course	Incomplete Complete CTTLGCP-modules CTTLGCP.social.Behavioral.Modules NIH.GCP.Social.Behavioral.Modules NIH.GCP.Module 2. Research.Protocol - TEST NIH.GCP.Module 3. Recruitment and Retention TEST NIH.GCP.Module 4. TEST NIH.GCP.Module 6. Research Misconduc TEST NIH.GCP.Module 6. Research Misconduc TEST NIH.GCP.Module 6. Research Misconduc TEST	No No Yes Yes Yes Yes Yes	Incomplete Incomplete Not Taken Not Taken Not Taken Not Taken Not Taken	09/24/2018 09/24/2018	0 0 0 0 0 0 0 0		
O CITI GCP modules     Incomplete       Plannan Research Protection Track     In       MSU GCP (Good Clinical Practice)     In       Catalog Learning Track     In       Catalog Learning Track     In       Course     Course       Course     Course       Course     Click on Course       Course     Click on Course       Course     Click on Course	Incomplete Complete CiTLI GCP modules CiTLI GCP modules NIH GCP Social Behavioral Modules NIH GCP Module 2: Research Protocol - TEST NIH GCP Module 3: Recruitment and Relention TEST NIH GCP Module 4: Research Molecomat, TEST NIH GCP Module 5: Privacy and Confidentiality TEST NIH GCP Module 5: Privacy and Confidentiality TEST NIH GCP Module 6: Participant Safety and Agverse Events TEST NIH GCP Module 8: Research Millisconduct TEST NIH GCP Module 8: Caracterity TEST NI	No No Yes Yes Yes Yes Yes Yes	Incomplete Incomplete Not Taken Not Taken Not Taken Not Taken Not Taken Not Taken	09/24/2018 09/24/2018	8 8 8 8 8 8 8 8 8		
Orth GCP modules Incomplete     Human Research Protection Track In     MsU GCP (Bood Clinical Practice) In     Catalog Learning Track     Catalog Learning Track     Course     Course	Incomplete Incomplete Incomplete Incomplete Incomplete Interpretation Interpretatio Interpretati	No No Yes Yes Yes Yes Yes	Incomplete Incomplete Not Taken Not Taken Not Taken Not Taken Not Taken Not Taken Not Taken	09:242018 09:242018	0 0 0 0 0 0 0 0 0 0 0 0		

Click on the Start button and the course window will open.

IICHIGAN STATE UNIVER	ompliance			Welcome Peter 1
Home M	y Menu Extra Courses Manager Menu			
	NIH GCP I	Module 7: Quality Control and Assurance		
	Course Module 7: Quality Control and Assurance		Your current status for this Course Status: Not Taken	
	Course ID: NIH-GCP-SCO-test	Duration: 0.00		
	Please use this link to start this online Course now.	Click to launch course window		
	Assignments History Documents (None) Equivalents (None)	Desilied Data Data	-	
	NH GCP Social Behavioral Modules 09/24/2018	Yes 10/24/2018 Not Taken		
	Back To My Required Training			



TIP: Clicking on an external link in a course will launch a new tab in the main browser window.

# CHANGE MY REQUIRED TRAINING (ADD OR REMOVE A LEARNING TRACK)

To add a learning track, on the My Required Training window, click on the green plus sign icon above the column headings.

	R NCHGAN STATE UNVERSITY Ability Training Compliance My Required Training				Welcome Peter 10
Click here to add a	Home My Menu Extra Courses Manager Menu				
Learning Track					
	Required Tracks Course Title O Chemical Hygiene & Hazardous Waste Expired	Required	Status Date	Expiry Date Action	
	Course     Chemical Hygiene and Hazard     Course     Hazardous Waste Refresher	us Waste Initial No No	Overdue - Expired 03/14/2017 0 Not Taken - Overdue	03/14/2018 <b>B</b>	

Select one of the learning tracks from the learning track options list:

Click the list box to	select a Learning Track to add to your training requirements.	
*Learning Track	Select One 🔹	
Options	Select One	
	Aerial Lift Operator Permit	
	Analytical X-Ray Radiation	
	Animal Care Program	
	Asbestos Awareness	
	Asbestos Awareness for Non-Maintnance/Non-Custodial Personnel	
	AUF Core Requirements	
	Autoclave Safety	
	BBP Trainer	
	Biological Safety	
	Biological Substance Shipping	
	Biological Substance Shipping	
	Biosafety Principles	
	Bloodborne Pathogen	
Course	Bloodborne Pathogens for Students	TEST-CIT
	Certified LMS Administrator	1201 011
Course	CHE 481 Students	TEST-CIT
A	Chemical Hygiene & Hazardous Waste	
Human Research	Chemical Safety for Researchers	

**TIP**: If the Learning Track Options list does not contain the desired learning track, it may already be assigned to you.

Once the desired track has been selected, click the Next button.

	Add Required Learning Track
Click the list box	to select a Learning Track to add to your training requirements.
*Learning Track Options	Animal Care Program
Description	MSU is dedicated to excellent care of animals and their ethical and humane use. Personnel involved in care, treatment, and use of animals by law must complete training in proper care and to minimize their us in teaching and research.
	Reset
	-

The new learning track will now appear on the My Required Training window.

								FAQ
Ability Training Complian	nce							
My Required Training								
Home My Menu	Extra Training Ma	nager Menu						
Click title to open Track or the + t	o add training.							
Show All + Search:	0	Reset 🖨 🏠						
Group Activity Type Name	Course Title		Course ID	Required	Status	Status Date	Action	_
O Animal Care Program Incomple	te							
Course	Anima	Care Program	IG001	Yes	Not Taken		0	
Course	Catalog Name	Animal Care Program	IG002	Yes	Not Taken		8	
	ste Catalog Type Name	Learning Track						
O Chemical Hygiene & Hazardous Wa		Incomplete	chi	No	Overdue - Expired	03/14/2017	0	
O Chemical Hyglene & Hazardous Wa	Completion Status ID						A	
Chemical Hygiene & Hazardous Wa     Course     Course     Course	Date Assigned	09/18/2018	HWR	No	Not Taken - Overdue			
Chemical Hygiene & Hazardous Wa     Course     Course     Course     Respirator Incomplete	Completion Status ID Date Assigned Date Completed	09/18/2018	HWR	No	Not Taken - Overdue			
Chemical Hygiene & Hazardous Wa     Course     Course     Course     Respirator incomplete     Fork Truck Operator Not Starte	Completion Status ID Date Assigned Date Completed Number of Activities Completed Credits	09/18/2018 2 None of 0.0	HWR	No	Not Taken - Overdue			
Chemical Hyglene & Hazardous Wa     Course     Course     Course     Respirator Incomplete     Port Truck Operator Not Starte     Course     Course	Completion Status ID Date Assigned Date Completed Number of Activities Completed Credits Completed Related	09/18/2018 2 None of 0.0 None of 0	HWR	No	Not Taken - Overdue		0	

**TIP:** Learning Tracks can only be removed by managers. If you feel a Learning Track has been mistakenly assigned to you, contact your manager or the help desk to request that the Learning Track be removed from your assigned training.

#### **View Past Training**

To view past or in progress courses, click on the My Transcript tile on the Home page.

To generate a printer friendly report in a separate browser tab, click on the printer icon under My Reports.

bility Training Cor	npliance				FAQ Log o
Home My I	Menu Extra Courses Manager Menu				
My Reports	ick here for a				
ourse ID	report	Status	Status Date	Expiry Date	Action
IH-GCP-SCO-test	NIH GCP Module 7: Quality Control and Assurance	In Progress	09/24/2018		0
DR	Radiation Safety Refresher	In Progress	09/18/2018		0
EST-CITI-1	TEST-CITI-1	In Progress	09/17/2018		0
SP	Biosafety Principles	In Progress	09/17/2018		0
EM	Chemical Hygiene and Lab Safety.	Finished	09/17/2018		0
RP	Overview of MSU Human Research Protection Program	In Progress	09/17/2018		0
lisc	Test Course	Cancelled	09/03/2018		0
RP0	MSU Legacy Human Research/IRB Initial	Finished	08/06/2018		8
RP1	MSU Overview of Human Research Protection	Finished	08/06/2018		0
CAW_FO	Clinical Center Facility Orientation	Enrolled	03/27/2018		8
PKBPDF	AAA Sample PDF Read and Understand - Sign-Off only	Finished	03/22/2018		0
EM	Chemical Hygiene and Lab Safety	Finished	01/01/2018		0
RP2	MSU Ethics and Regulations in Human Subject Research	Finished	07/22/2017		0
DI	Radiation Safety Initial	Finished - Expired	03/23/2017	03/23/2018	0
hi	Chemical Hygiene and Hazardous Waste Initial	Finished - Expired	03/14/2017	03/14/2018	0
SP	Biosafety Principles	Finished - Expired	02/02/2016	02/01/2017	0
SP	Biosafety Principles	Finished - Expired	01/31/2015	01/31/2016	A

If you see finished expired courses in your transcript window, you will need to retake these courses to keep certification(s) up to date for compliance purposes.

TIP: If you require a printed report with only finished courses, click on My Menu and then click on My Transcript.

#### VIEW OR PRINT A COURSE CERTIFICATE

From the My Transcript window, select a finished course by clicking on the Course Title. When the course info appears, click on either Click Here button to print a certificate or have a certificate emailed.

CERTIFICATE of COMPLETION
THIS ACKNOWLEDGES THAT
Peter 104005
HAS SUCCESSFULLY COMPLETED Chemical Hygiene and Lab Safety
ON THIS DAY September 17, 2018
MICHIGAN STATE

#### FIND AND COMPLETE A COURSE

To find course, click on Extra Training in the main menu, and then Catalog Search:



Search for the course in the Course Catalog. A search term can be entered under Search for Courses by Keyword(s). Or a course category may be selected. If a search term is entered, click the magnifying glass icon to start the search. To view all courses in a category, click in the box next to the desired category.



Click on the tile for the desired course.

<b>MICHIGAN STATE UNIVERS</b>	sity ompliance						Welcome Manager De FAQ Log o
Home M	ly Menu Ext	ra Courses	Manager Menu				
Course Catalog							
Search by Keyword(s)	)	Enter keywo	ord and click the sea	arch icon. Click the reverse arrow icon to	o start over.		
safety Q 🔨 🛨							
Select Course Calegory							
<ul> <li>Animal Care (2)</li> <li>Human Research Prol</li> </ul>	tectio (1)	<b>_</b>		Humar	Research Protection		
Safety (27)				Tunu			
		-					
Click on desired course to		Biosafety Cou Delivery: NA Duration: 0.00	rse Exception	Occupational Health And Safety For Academic Stud Derivery: NA Duration: 15:00	Lab Safety Orientation Seminar Delway: NA Duration: 420 00	EHS Safety Aide Orientation Delway: NA Duration: 30.00	
it		Delivery: NA Duration: 15.0		Biosafety Principles Delivery: NA Duration: 0.00	Biosafety Refresher Delivery: NA Duration: 0.00	Autoclave Safety Delivery: NA Duration: 0.00	
		Biosafety Lev Delivery: NA Duration: 0.00	el 3	Water Safety Awareness Delivery: NA Duration: 30.00	Chemical Hygiene, Laboratory Safety, and Hazardo Delivery: NA	Compressed Gas Cylinder Safety Delivery: NA Duration: 0 00	

Click on Start to begin the course.

Home	My Menu	Extra Courses	Manager Menu							
				NIH GCP Module 6	: Participant	t Safety and	Adverse Events	TEST		
	Course Descrip Course Please	Course Description: Module 6: Participant Safety and J Course ID: NIH-GCP6-SCO-test Please use this link to start this online Course now.		dverse Events			0.00	Status:	Your current status for this Course Not Taken	
	Learnir NIH GO	ng Track CP Social Behavioral M	lodules	Date Assigned 09/24/2018	Required Yes	Date Due 10/24/2018	Status Not Taken			

You may now complete the course.

**TIP:** Courses that have prerequisites which are not part of a required Learning Track maybe taken in this manner so that required courses may then be taken.