

# ABILITY LMS BASIC USER GUIDE

Updated 03/14/2022

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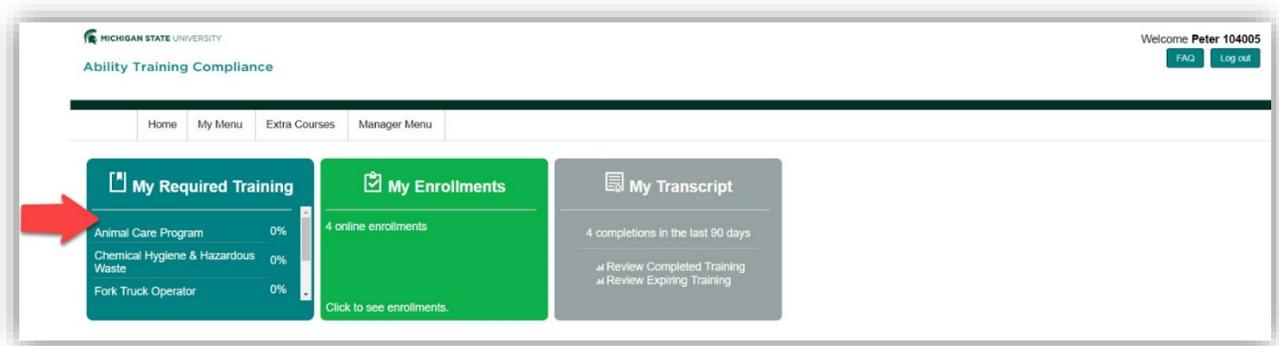
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## ABILITY LMS BASICS

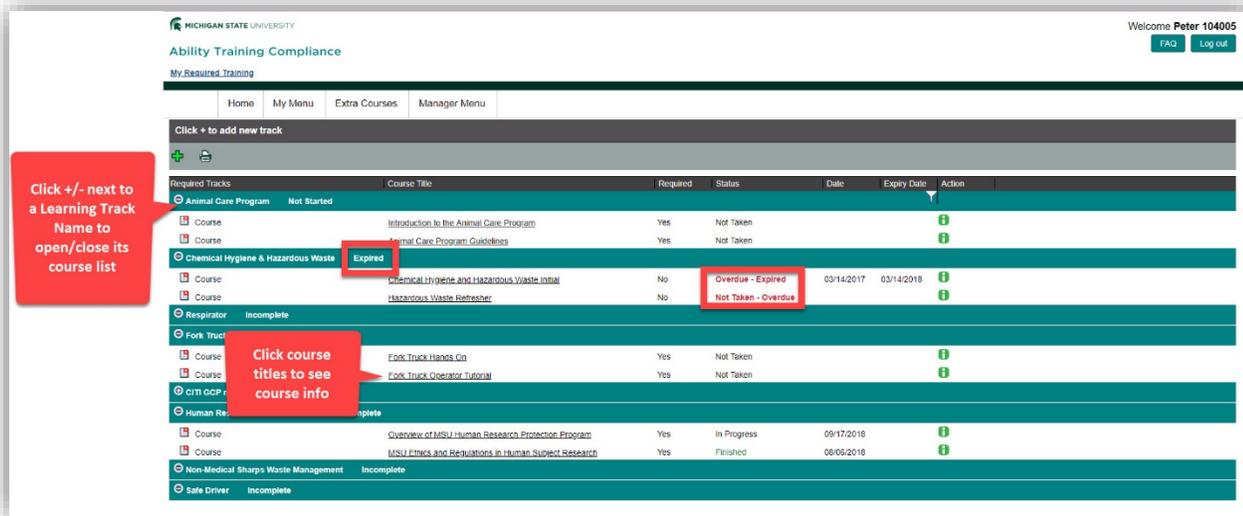
- Start at <https://orrs.msu.edu/train>
- Log in with your MSU NetID and password.
- For further assistance, email the Help Desk at [ORRS.train@msu.edu](mailto:ORRS.train@msu.edu) or call 517-884-4600.

## VIEW REQUIRED TRAINING

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



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.

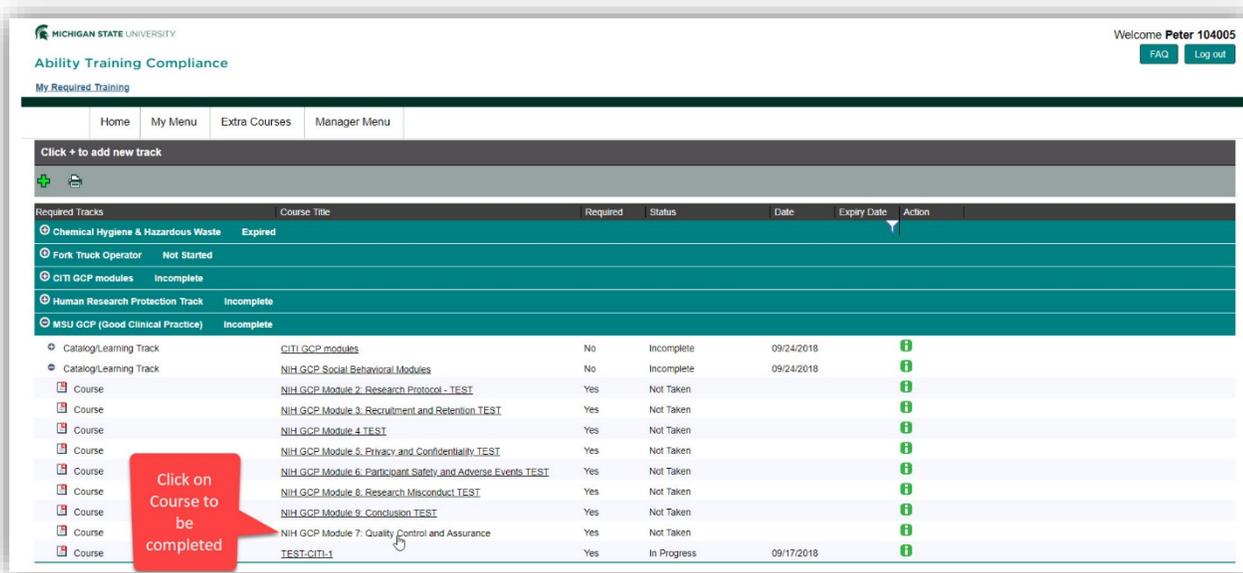


Learning Tracks and courses can have Overdue or Expired statuses. These need your attention as completion of these learning tracks is required to keep certification(s) up to date for compliance purposes. Your manager will receive system reports to notify them that your certifications are becoming outdated, so that they know to closely monitor your progress for these Learning Tracks.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



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

MICHIGAN STATE UNIVERSITY

Welcome Peter 104005

Ability Training Compliance

Home My Menu Extra Courses Manager Menu

**NIH GCP Module 7: Quality Control and Assurance**

Course Description: **Module 7: Quality Control and Assurance**

Course ID: **NIH-GCP-SCO-test** Duration: **0.00**

Your current status for this Course  
Status: **Not Taken**

Please use this link to start this online Course now:

**START**

**Click to launch course window**

Assignments History Documents (None) Equivalents (None)

Learning Track	Date Assigned	Required	Date Due	Status
NIH GCP Social Behavioral Modules	09/24/2016	Yes	10/24/2016	Not Taken

[Back To My Required Training](#)

MICHIGAN STATE UNIVERSITY

**This window is necessary to launch the course.**

Note: If the course has launched, please do not close this window unless you have exited from the course or you will not receive any credit for the training you are taking.

Click the 'X' in the upper right corner to exit the course window, rather than the CLOSE button. When exiting the course, this window may close automatically by the course or refresh with the results of your training session. Depending on your connection, this may take as long as 30 seconds.

Thank you,  
MSU AbilityLMS Learning Administrator

**Launch the Course**

**Click to start course**

**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.

MICHIGAN STATE UNIVERSITY

Welcome Peter 104005

Ability Training Compliance

My Required Training

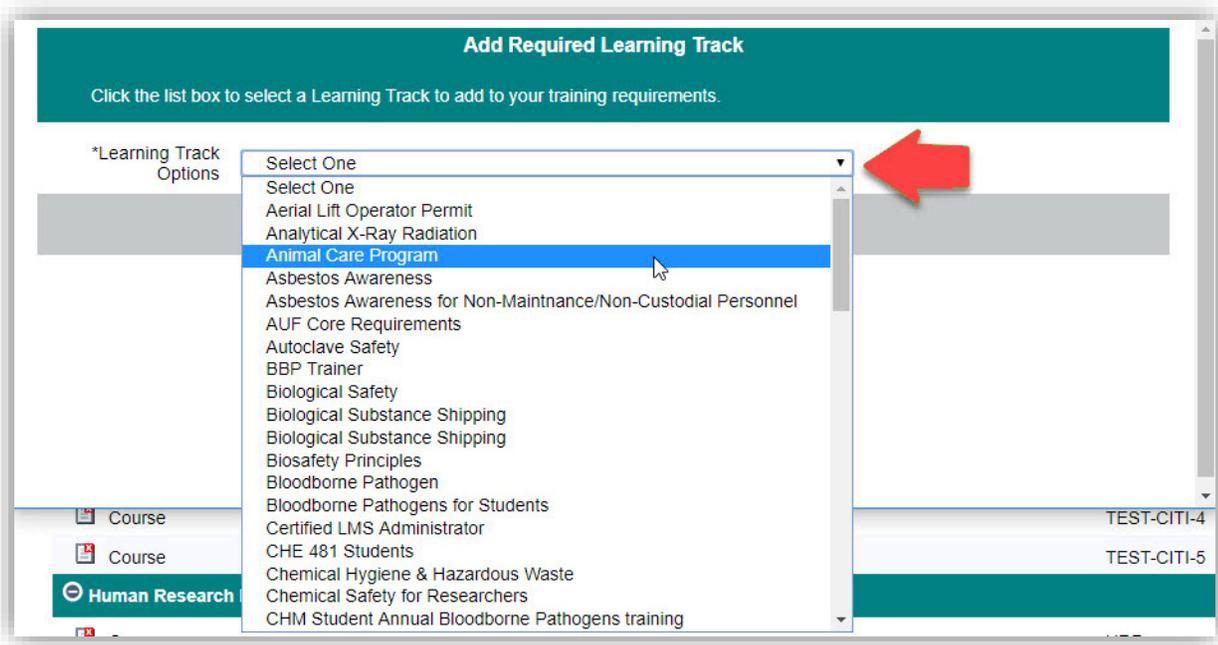
Home My Menu Extra Courses Manager Menu

Click + to add new track

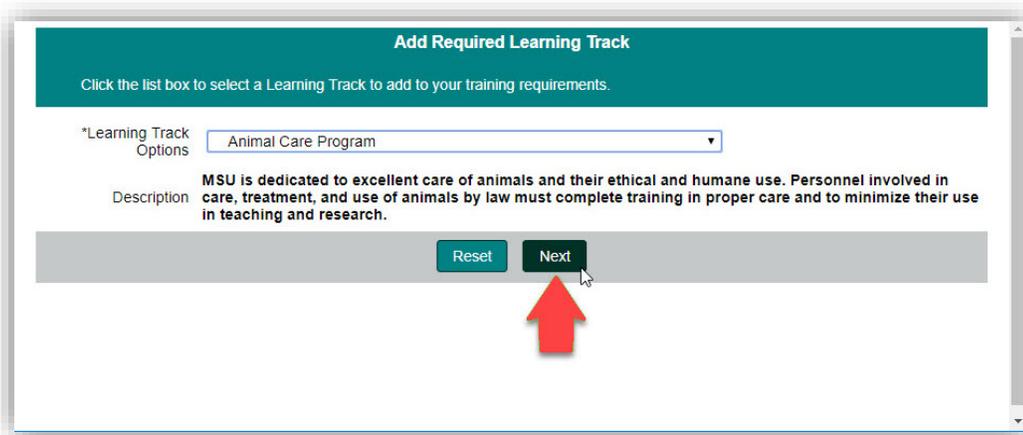
Required Tracks	Course Title	Required	Status	Date	Expiry Date	Action	
+	Chemical Hygiene & Hazardous Waste	Expired					
+	Course	Chemical Hygiene and Hazardous Waste Initial	No	Overdue - Expired	03/14/2017	03/14/2016	
+	Course	Hazardous Waste Refresher	No	Not Taken - Overdue			

**Click here to add a Learning Track**

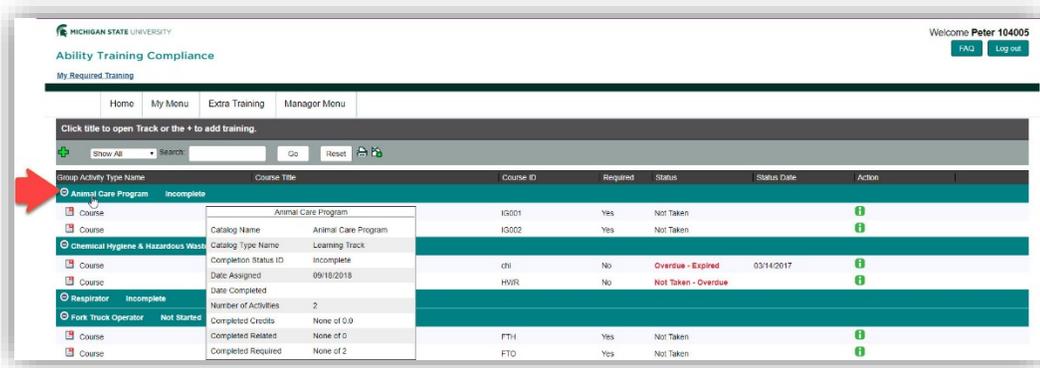
Select one of the learning tracks from the learning track options list:



**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.



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



**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.

The screenshot shows the Michigan State University Ability Training Compliance interface. At the top, it says 'Welcome Peter 104005' with 'FAQ' and 'Log out' buttons. Below is a navigation bar with 'Home', 'My Menu', 'Extra Courses', and 'Manager Menu'. The main content area is titled 'My Reports' and contains a table with the following columns: Course ID, Title, Status, Status Date, Expiry Date, and Action. A red callout box with a printer icon and the text 'Click here for a report' points to the printer icon in the 'My Reports' header. The table lists 17 records, including courses like 'NIH-GCP-SCO-test', 'RDR', 'TEST-CITI-1', 'BSP', 'CEM', 'HRP', 'MISC', 'HRP0', 'HRP1', 'CCAW\_FO', '\_PKBPDF', 'CEM', 'HRP2', 'RDI', 'chi', 'BSP', and 'BSP'. Some records are marked as 'Finished - Expired'.

Course ID	Title	Status	Status Date	Expiry Date	Action
NIH-GCP-SCO-test	NIH-GCP-Module 7: Quality Control and Assurance	In Progress	09/24/2018		
RDR	Radiation Safety Refresher	In Progress	09/18/2018		
TEST-CITI-1	TEST-CITI-1	In Progress	09/17/2018		
BSP	Biosafety Principles	In Progress	09/17/2018		
CEM	Chemical Hygiene and Lab Safety	Finished	09/17/2018		
HRP	Overview of MSU Human Research Protection Program	In Progress	09/17/2018		
MISC	Test Course	Cancelled	09/03/2018		
HRP0	MSU Legacy Human Research IRB Initial	Finished	08/06/2018		
HRP1	MSU Overview of Human Research Protection	Finished	08/06/2018		
CCAW_FO	Clinical Center Facility Orientation	Enrolled	03/27/2018		
_PKBPDF	AAA Sample PDF Read and Understand - Sign-Off only	Finished	03/22/2018		
CEM	Chemical Hygiene and Lab Safety	Finished	01/01/2018		
HRP2	MSU Ethics and Regulations in Human Subject Research	Finished	07/22/2017		
RDI	Radiation Safety Initial	Finished - Expired	03/23/2017	03/23/2018	
chi	Chemical Hygiene and Hazardous Waste Initial	Finished - Expired	03/14/2017	03/14/2018	
BSP	Biosafety Principles	Finished - Expired	02/02/2016	02/01/2017	
BSP	Biosafety Principles	Finished - Expired	01/31/2015	01/31/2016	

Showing 1 - 17 of 17 records

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.

MICHIGAN STATE UNIVERSITY Ability Training Compliance Welcome Peter 104005 [FAQ](#) [Log out](#)

Home My Menu Extra Courses Manager Menu

### Chemical Hygiene and Lab Safety

Course Description: **CHI**  
 Course ID: **CEM** Duration: **0.00**

Your current status for this Course

Status:	Finished
Status Date:	09/17/2018
Score:	0
Number of Accesses:	1
Last Accessed:	09/17/2018
Expiry Date:	Non-expiring

You can review or retake this course.

- Review means the system is not going to be updated with work you do in the course such as trying a test again.
- If the course allows, you will be able to pick-up from where you last entered the course.
- Use Review to review the materials.
- Retake means you want to do the entire course over again from the beginning.
- This will create a new tracking record in addition to your existing record.
- Select the desired link to start the course.

[Review](#) [Retake](#)

[CLICK HERE](#) to print a certificate  
[CLICK HERE](#) to have a certificate emailed to you

**Assignments** History Documents (None) Equivalents (None)

Learning Track	Date Assigned	Required	Date Due	Status
There are no Assignments associated with this Course				

[Back to My Transcript](#)



## FIND AND COMPLETE A COURSE

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

MICHIGAN STATE UNIVERSITY Ability Training Compliance Welcome Peter 104005 [FAQ](#) [Log out](#)

Home My Menu **Extra Courses** Manager Menu

**My Required Training** **Enrollments** **My Transcript**

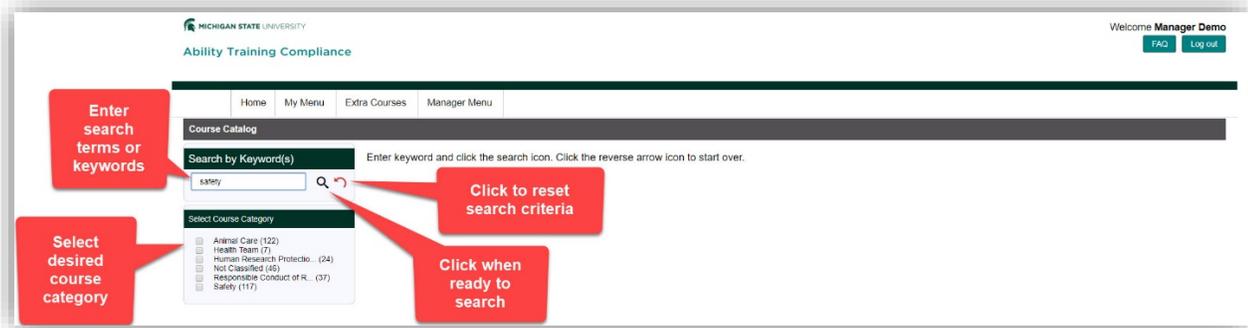
[Catalog Search](#)  
[Calendar](#)

Radiation Training PKB 0%  
 Chemical Hygiene & Hazardous Waste 0%  
 Fork Truck Operator 0%

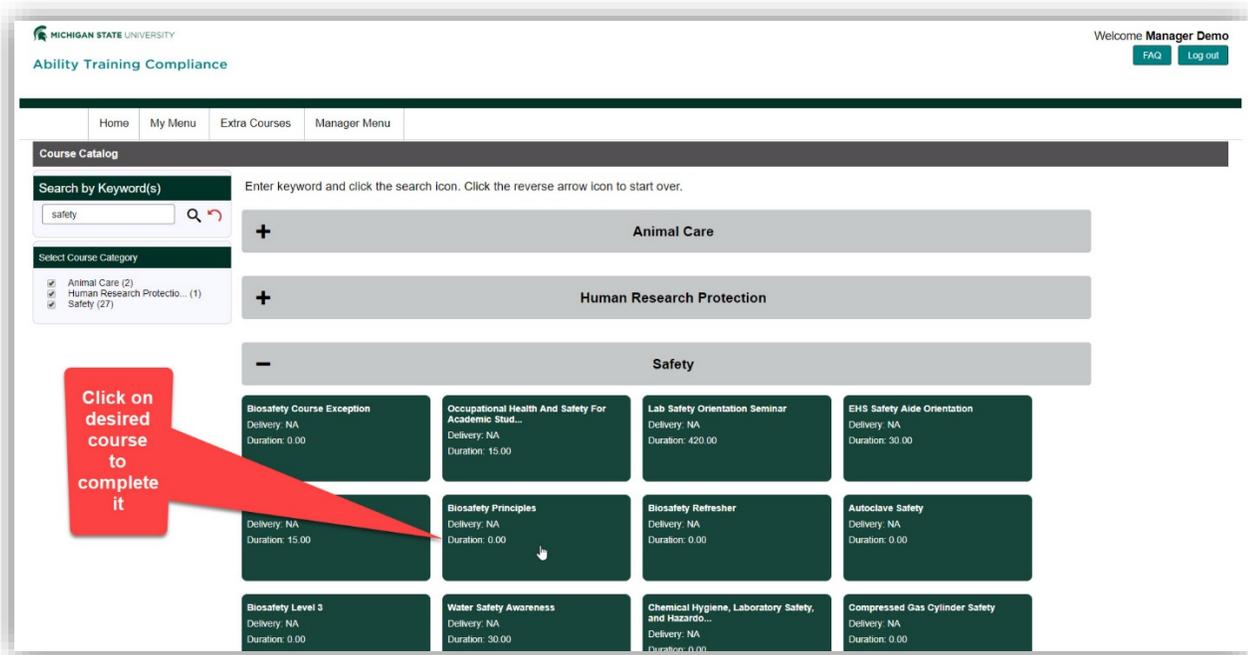
5 online enrollments  
[Click to see enrollments.](#)

3 completions in the last 90 days  
[Review Completed Training](#)  
[Review Expiring Training](#)

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.



Click on Start to begin the course.

The screenshot shows the 'Ability Training Compliance' interface for Michigan State University. The user is logged in as Peter 104005. The main heading is 'NIH GCP Module 6: Participant Safety and Adverse Events TEST'. Course details include: Course Description: 'Module 6: Participant Safety and Adverse Events', Course ID: 'NIH-GCP6-SCO-test', and Duration: '0.00'. The user's current status is 'Not Taken'. A 'START' button is visible, with a red callout box pointing to it that says 'Click Start to begin the course'. Below this, there are tabs for 'Assignments', 'History', 'Documents (None)', and 'Equivalents (None)'. A 'Learning Track' table is shown with the following data:

Learning Track	Date Assigned	Required	Date Due	Status
NIH GCP Social Behavioral Modules	09/24/2016	Yes	10/24/2016	Not Taken

At the bottom, there is a 'Back To Catalog Search' button.

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.