

# ABILITY LMS MANAGER USER GUIDE

Updated 03/14/2022

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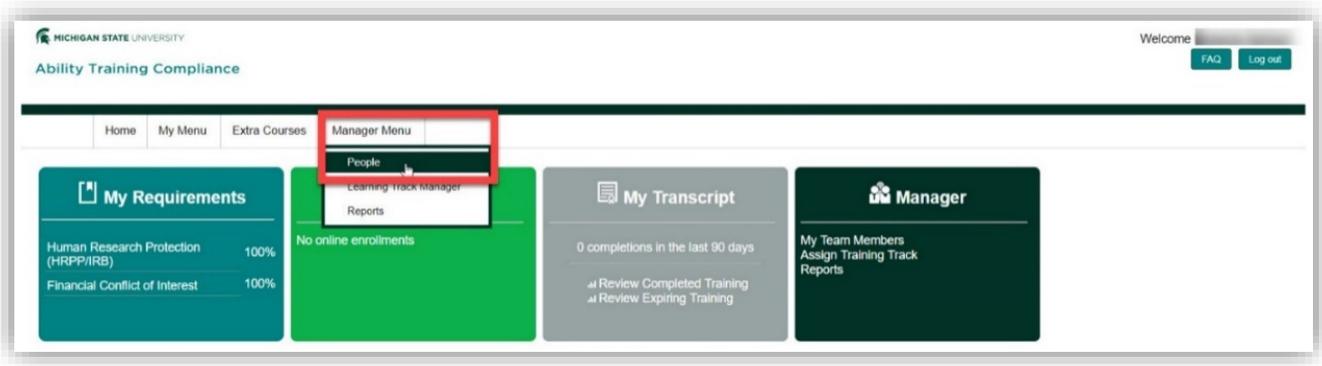
## ABILITY LMS BASICS

- 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.

# MY TEAM MEMBERS

## View Team Members

From the main menu, select **Manager Menu > People**.



The people on your team will appear on the People window. Note the **Report Type** column, which indicates the source of each team member's assignment to your team.

- **HR** indicates that you are this employee's supervisor of record in MSU HR (EBS).
- **A** (ad-hoc) indicates that this employee was manually added to your training team. Ad-hoc teams indicate supervisory relationships not represented in MSU HR (e.g., research groups, volunteers).

Learner ID	Learner Name Full	Learner Name	Department	Title	Location Name	Manager Name Reverse	Report Type	Action
	Peter	Peter	PHYSICAL MEDICINE AND REHABILITATION	Assistant Professor-Fixed Term	Osteopathic Medicine	Demo, Manager	A	
	Cheryl	Cheryl	FAMILY MEDICINE, DEPARTMENT OF	Instructor-Fixed Term	Human Medicine	Demo, Manager	HR	
	Julio	Julio	INSTITUTE FOR GLOBAL HEALTH	Specialist - Outreach-Continuing	Honors College	Demo, Manager	A	
	Kathrine	Kathrine	SURGERY	INSTRUCTOR/RESIDENT	Nursing	Demo, Manager	HR	

## Update Team Members

From the main menu, select **Manager > People**. Check the **Report Type** column to determine the source of each team member assignment.

### HR Team Members

HR team members are updated daily via Ability's EBS feed. To remove an HR team member, request that your unit HR Administrator update EBS (either terminate the position or update the supervisor of the employee). New hires will be added to your training team automatically.

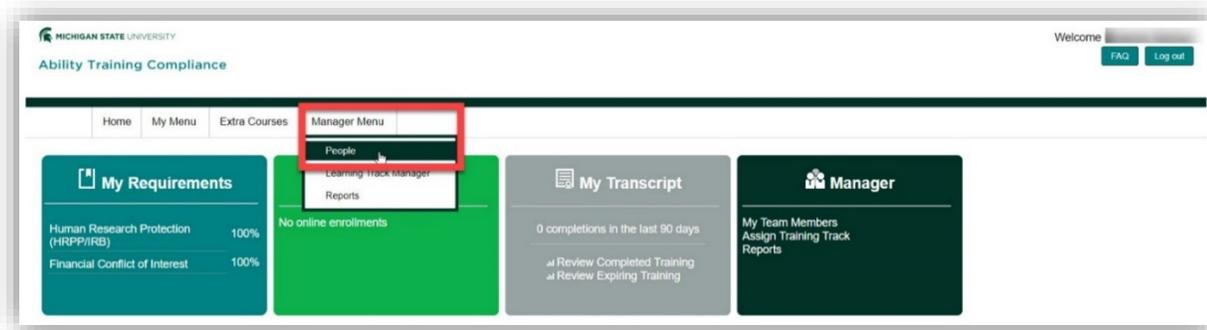
### Ad-hoc Team Members

To add or remove ad-hoc team members, contact the help desk at [ORRS.train@msu.edu](mailto:ORRS.train@msu.edu).

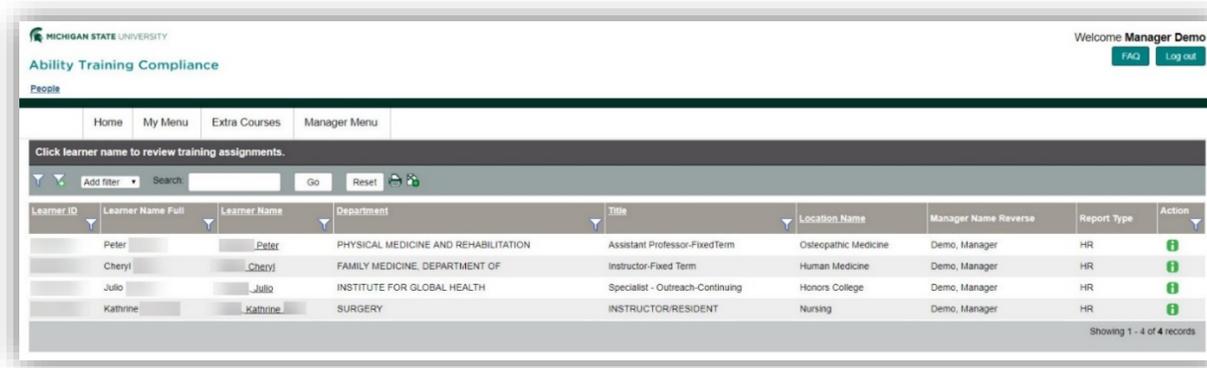
# ADD OR REMOVE TRAINING REQUIREMENTS

## Single Learner: Add or Remove Multiple Tracks

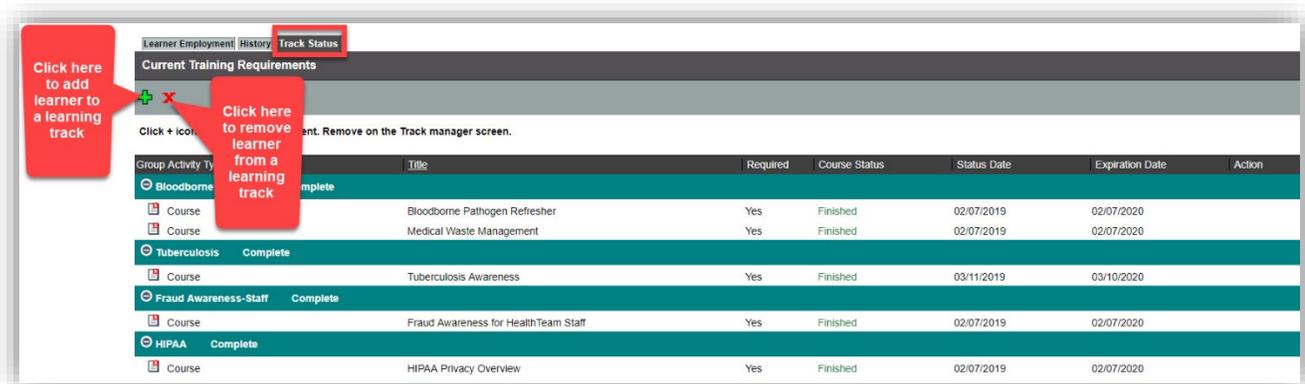
From the main menu, select **Manager Menu > People**.



Click the name of a learner.



Click on the **Track Status** tab. To assign tracks to this learner, click the green plus sign. To remove tracks from this learner, click on the red X.



## When adding a track:

Click Next.

**Add Learning Track**

**Add Compliance Learning Track**

Assign a Compliance Learning Track — a named collection of courses — to the selected Learner. The 'Add Compliance Track' is already selected. Press **NEXT** to continue.

Add Compliance Track

Reset Next

Select the Learning Track(s) to be assigned, then click the Next button.

**TIP:** If the desired learning track(s) are not appearing on the Learning Tracks list, the Learning Tracks may already be assigned to the Learner.

**Select Compliance Learning Track(s)**

Click a Compliance Learning Track title below to assign.  
Or select multiple Compliance Learning Tracks by holding the CTRL key down and clicking on each target learning Track.  
When ready, click **NEXT** to continue.

Learning Tracks

- Good Clinical Practice (GCP)
- I-9 test
- Medical Resident (non-MSU)
- Nested Track Test
- NIH GCP Social Behavioral Modules
- Police Officer
- Safety Track (2 tracks)
- Safety Track (initial w due date, refresher)
- Safety Track Back Refresher (1 course 36)

Back Reset Next

Click Next.

**Add Compliance Learning Track - Continue**

Note that the default assignment date is today. Change the date, if necessary.  
Click **NEXT** to continue.

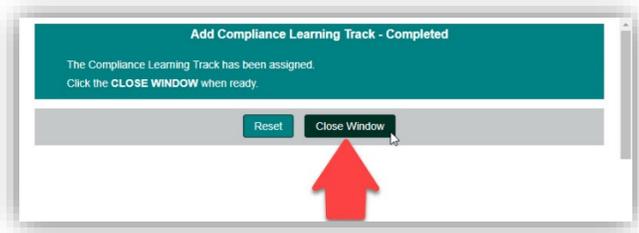
Learning Tracks

1. I-9 test (I-9 test)
2. Safety Track (2 tracks) (ST2itr)

Date Assigned: 09/27/2016

Back Reset Next

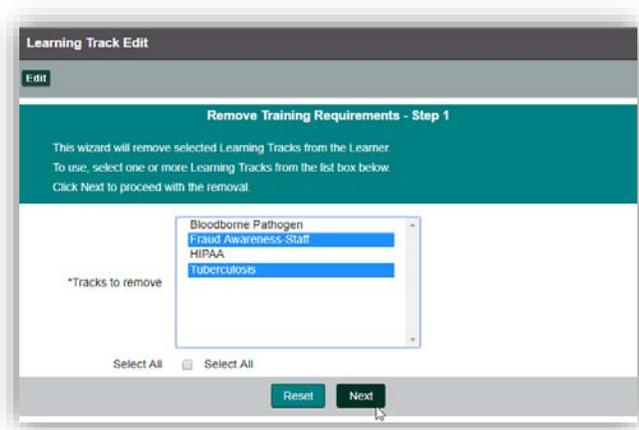
Click **Close Window**.



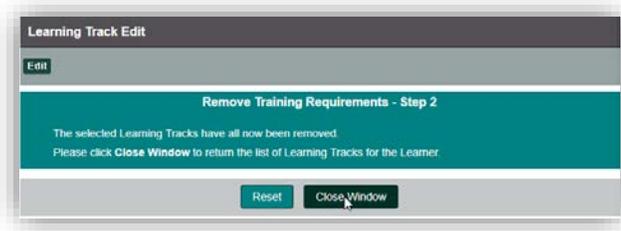
**TIP:** After assigning learning tracks, a learner's status (complete/incomplete) may take up ten minutes to update.

### *When removing a track:*

Click on the learning tracks to be removed (hold down the Control key to select multiple tracks). Click **Next**.

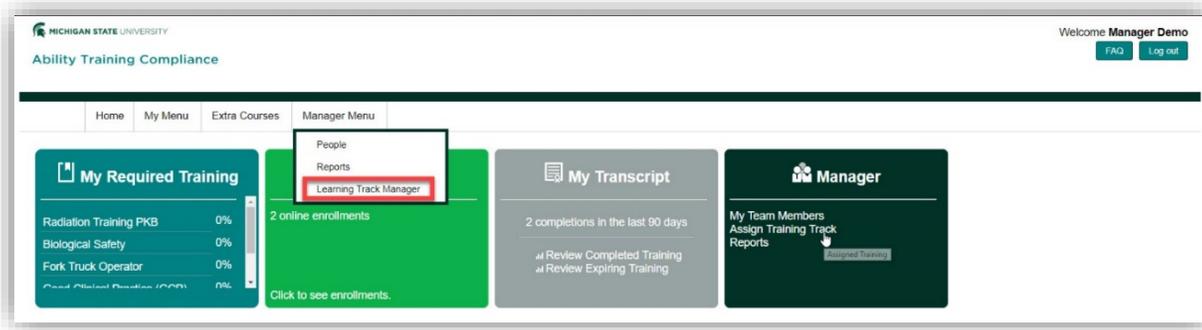


Click **Close Window**.

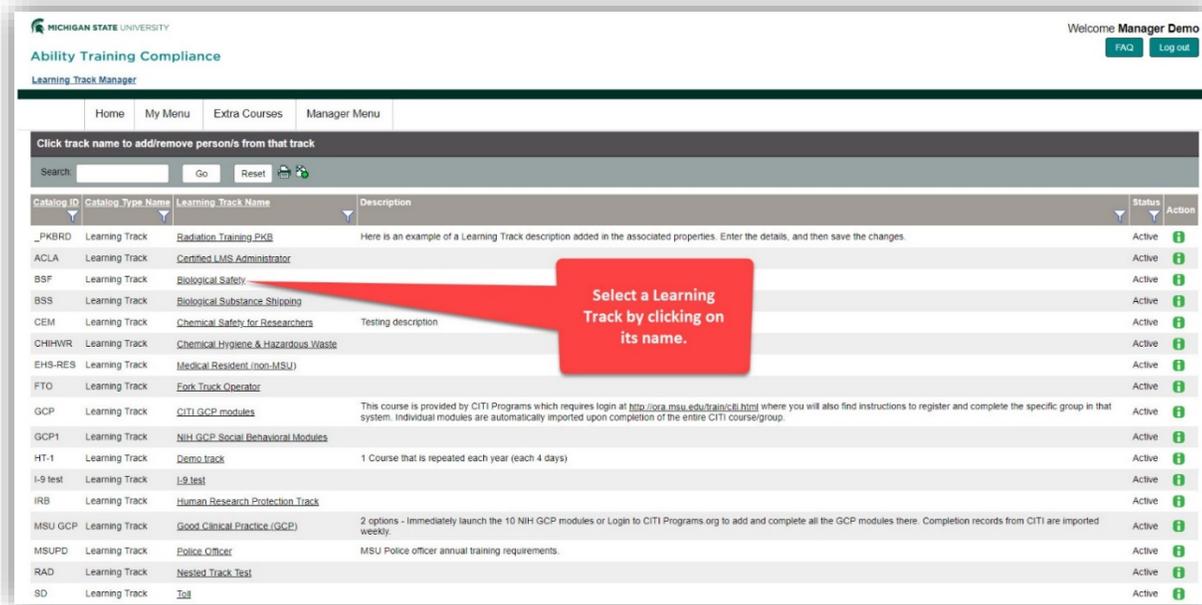


# Single Track: Add or Remove Multiple Learners

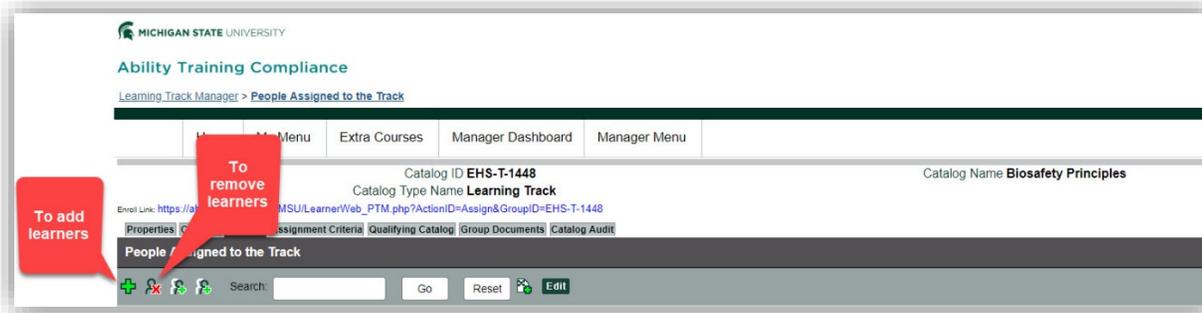
From the main menu, select **Manager Menu > Learning Track Manager**.



Select a learning track.

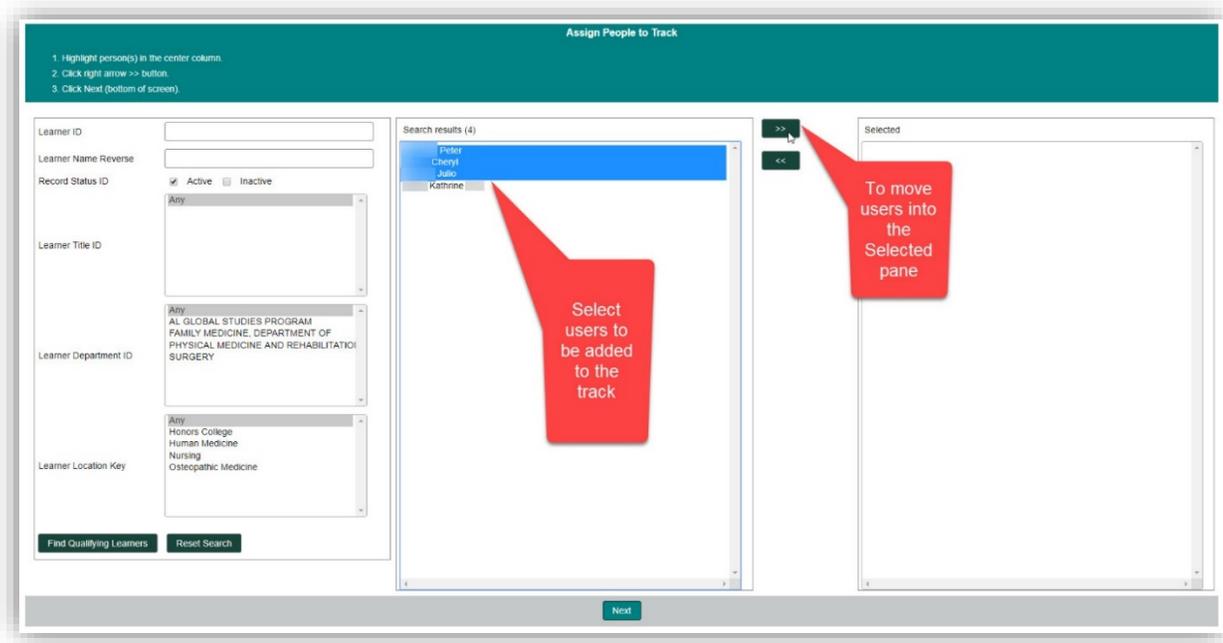


On the People tab, to add learners to this learning track, click the green plus sign. To remove learners from this learning track, click on the person icon with the red X on it:



You will see either the “Assign People to Track” window (if adding learners to the track) or the “Catalog/Learner Delete Wizard” (if removing learners from the track).

Search for the desired learners by name or NetID. Once found, click the learners in the Search results pane, and use the double arrow buttons to move them to the Selected pane, or move them out if accidentally selected.



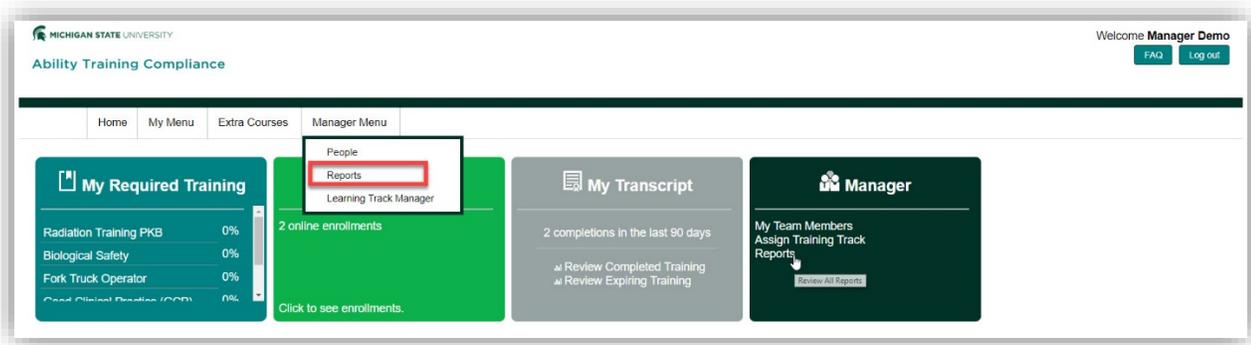
Confirm the correct learners have been selected and click Next. On the next window, confirm the learners who will be added to or removed from the learning track. Click Next.

**TIP:** After assigning learning tracks, a learner's status (complete/incomplete) may take up ten minutes to update.

# REPORTS AND COMPLIANCE TRACKING

## Team Reports

From the main menu, select **Manager Menu > Reports**.

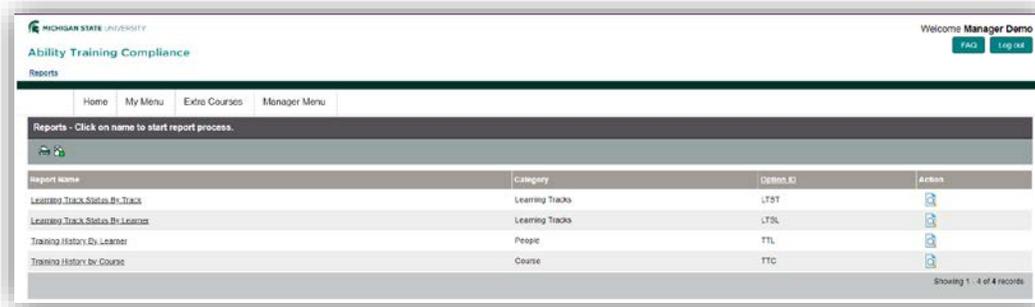


Two types of standard reports are available. **Track reports** include learning tracks assigned to your team members, including each learner's current status. Choose to summarize by:

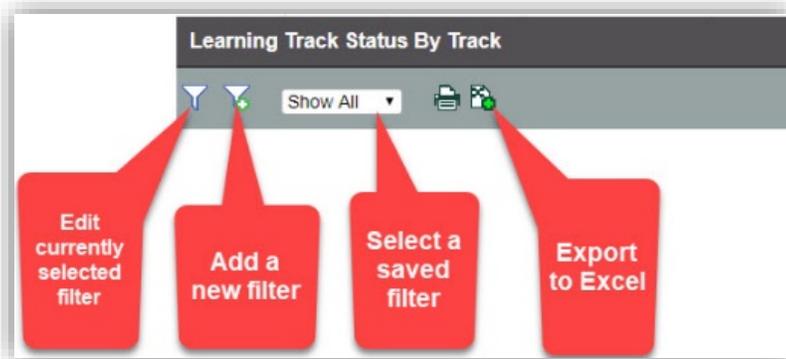
- track name - select *Learning Track Status By Track*
- learner name - select *Learning Track Status By Learner*

**History reports** include complete history (all transcripts) completed by your team members. Choose to summarize by:

- course name - select *Training History By Course*
- learner name - select *Training History By Learner*

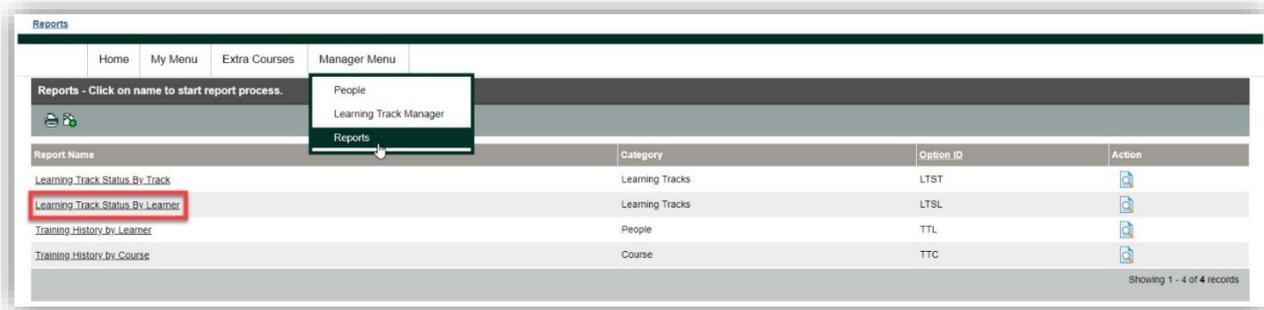


Managers can filter reports further using the filter buttons available under the report title.



# Check Team Compliance

From the main menu, select **Manager Menu > Reports > Learning Track Status By Learner**.



Ensure that the assigned learning tracks are appropriate for each team member. Assigned learning tracks represent current training requirements based on job duties or course work.

- To update training requirements, see [Add or Remove Training Requirements \(Learning Tracks\)](#).
- To update your team members, see [My Team Members](#).

Track ID	Track Name	Status	Track Date Assigned	Track Date Completed	Courses Completed
<b>Learner's Name (NetID)</b>					
HRPP-T-1221	Human Research Protection (HRPP/IRB)	Complete	12/01/2018	12/30/2015	2/2
<b>Learner's Name (NetID)</b>					
EHS-T-1449	Bloodborne Pathogen	Complete	12/01/2018	11/14/2018	2/2
HT-T-1441	Fraud Awareness-Staff	Complete	12/01/2018	10/04/2018	1/1
HT-T-1681	HIPAA	Complete	12/01/2018	10/04/2018	1/1
HRPP-T-1221	Human Research Protection (HRPP/IRB)	Complete	12/01/2018	01/09/2018	2/2
<b>Learner's Name (NetID)</b>					
RCR-T-1081	Financial Conflict of Interest	Complete	12/01/2018	07/28/2016	1/1
HT-T-1447	Fraud Awareness-Provider	Complete	12/01/2018	02/07/2019	1/1
HRPP-T-1641	GCP	Complete	12/04/2018	07/29/2016	1/3
HT-T-1681	HIPAA	Complete	12/01/2018	02/07/2019	1/1
HRPP-T-1221	Human Research Protection (HRPP/IRB)	Complete	12/01/2018	07/21/2016	2/2
<b>Learner's Name (NetID)</b>					
EHS-T-1442	Biological Substance Shipping	Complete	12/01/2018	02/13/2018	1/1
EHS-T-1449	Bloodborne Pathogen	Complete	12/01/2018	01/21/2019	2/2
HT-T-1447	Fraud Awareness-Provider	Complete	12/01/2018	01/21/2019	1/1
HT-T-1681	HIPAA	Complete	12/01/2018	01/21/2019	1/1
HRPP-T-1221	Human Research Protection (HRPP/IRB)	Complete	12/01/2018	03/29/2016	2/2
EHS-T-2003	Tuberculosis	Complete	01/27/2019	02/25/2019	1/1
<b>Learner's Name (NetID)</b>					
EHS-T-1449	Bloodborne Pathogen	Complete	12/01/2018	02/07/2019	2/2
HT-T-1441	Fraud Awareness-Staff	Complete	12/01/2018	02/07/2019	1/1
HT-T-1681	HIPAA	Complete	12/01/2018	02/07/2019	1/1
EHS-T-2003	Tuberculosis	Complete	02/15/2019	03/11/2019	1/1

To view only Incomplete tracks, look for the filter list near the upper left corner (under the report title), click on the filter list box, and select **Incomplete**.

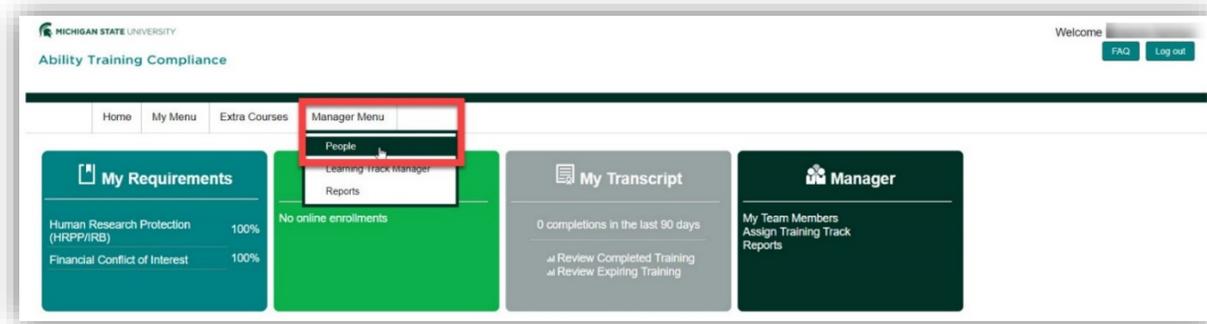
The report will be updated to show only learners and tracks in an incomplete status.

Track ID	Track Name	Status	Track Date Assigned	Track Date Completed	Courses Completed
Learner's Name (NetID)					
COM-T-1000	Osteopathic Med Students	Incomplete	03/09/2019		4/5
Learner's Name (NetID)					
EHS-T-1448	Biosafety Principles	Incomplete	12/01/2018		0/1
Learner's Name (NetID)					
EHS-T-1449	Bloodborne Pathogen	Incomplete	12/01/2018		0/2
HT-T-1447	Fraud Awareness-Provider	Incomplete	12/01/2018		0/1
HT-T-1681	HIPAA	Incomplete	12/01/2018		0/1
RCR-T-1581	RCR-CITI	Incomplete	02/20/2019		0/4
RCR-T-1321	RCR-ILT	Incomplete	02/20/2019		0/29
Learner's Name (NetID)					
EHS-T-1446	Chemical Hygiene & Hazardous Waste	Incomplete	12/01/2018		0/1
Learner's Name (NetID)					
EHS-T-1448	Biosafety Principles	Incomplete	12/01/2018		0/1
EHS-T-1446	Chemical Hygiene & Hazardous Waste	Incomplete	12/01/2018		0/1
Learner's Name (NetID)					
COM-T-1000	Osteopathic Med Students	Incomplete	03/09/2019		4/5
Learner's Name (NetID)					
EHS-T-1448	Biosafety Principles	Incomplete	12/01/2018		0/1
EHS-T-1446	Chemical Hygiene & Hazardous Waste	Incomplete	12/01/2018		0/1

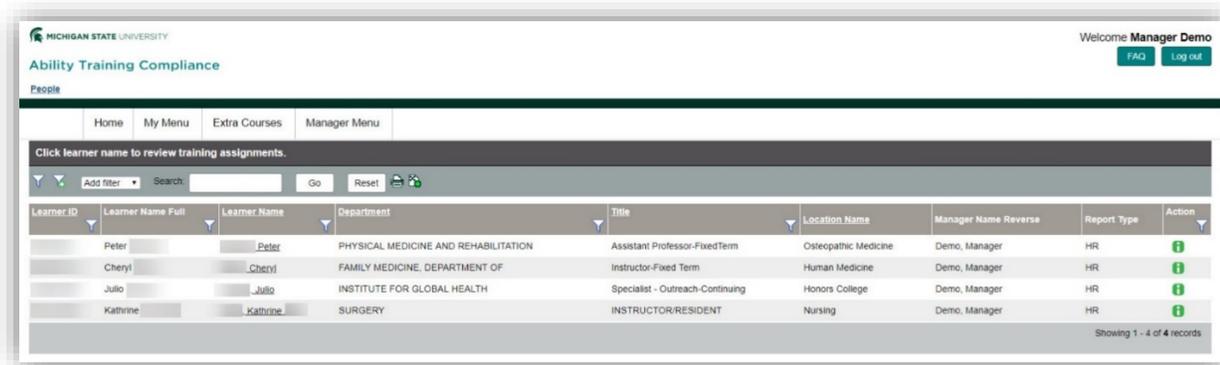
# Individual Learner Compliance

## View a Learner's Track Status

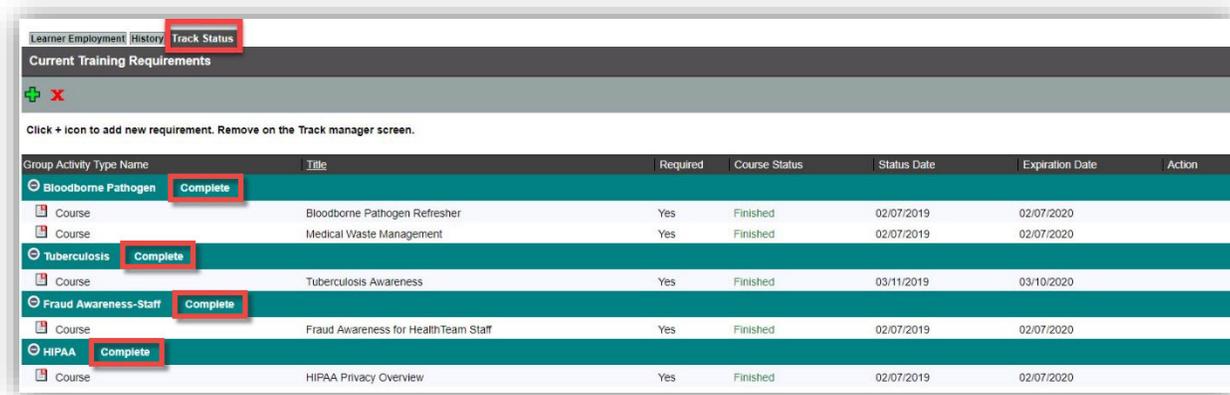
From the main menu, select **Manager Menu > People**.



Click the name of a learner.



The track status tab will display currently assigned learning tracks, and the learner's status in each course within the tracks. Assigned learning tracks represent current training requirements based on job duties or course work. A track status of **Complete** indicates all required training is complete and up to date. Any other track status indicates either a) the learner has either never completed the assigned track, or b) training has expired.

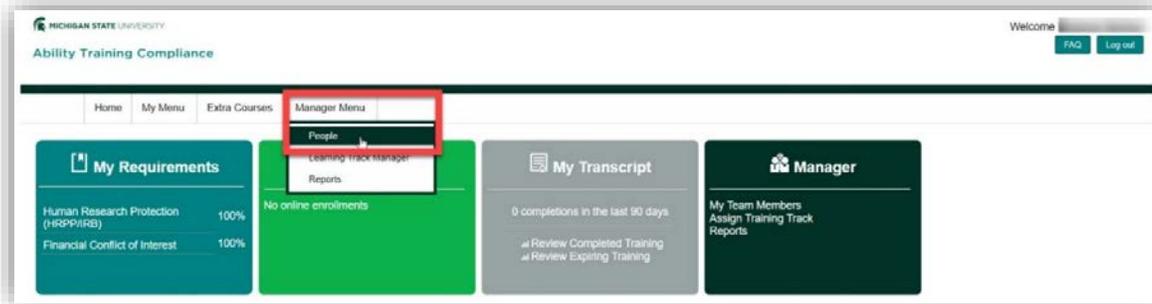


To update training requirements, see [Add or Remove Training Requirements \(Learning Tracks\)](#).

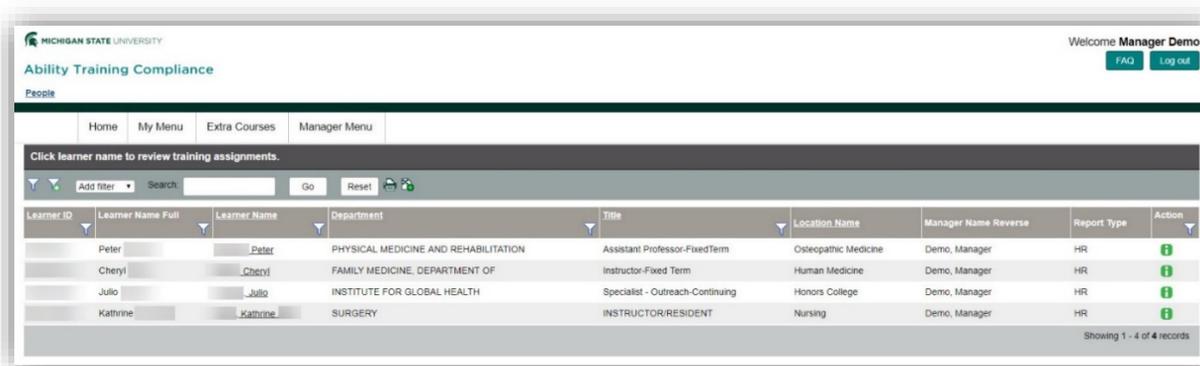
**TIP:** To print a track status report, use the print functionality in the browser while on the Track Status tab.

## View a Learner's Training History (Transcript)

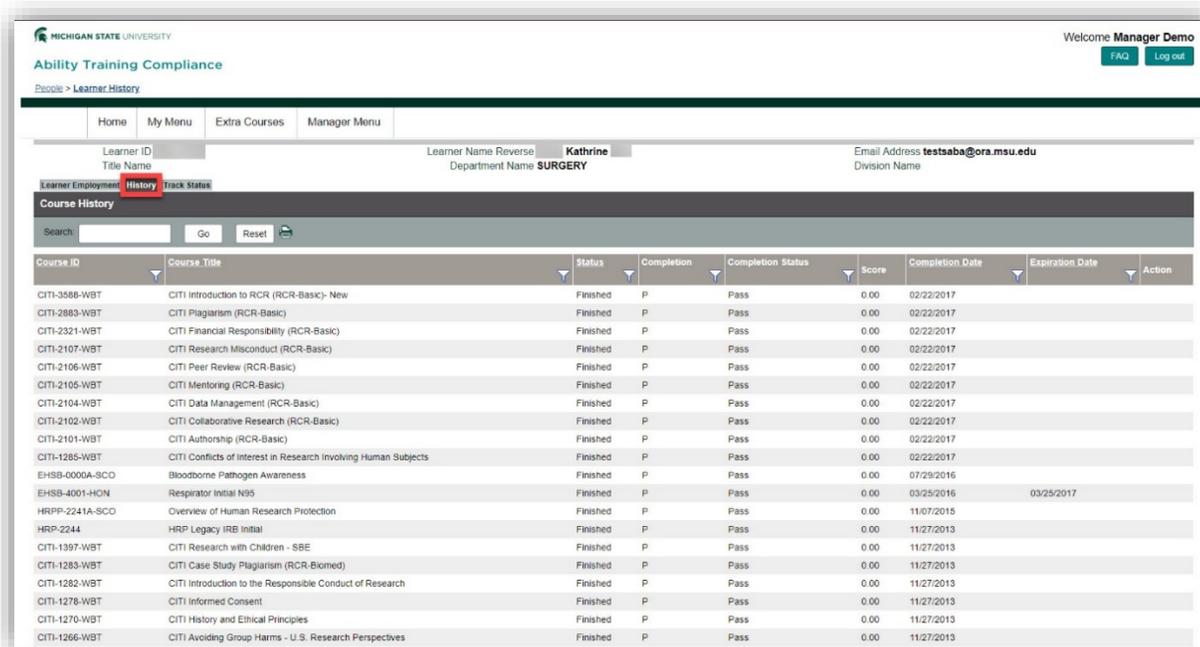
From the main menu, select **Manager Menu > People**.



Click the name of a learner.



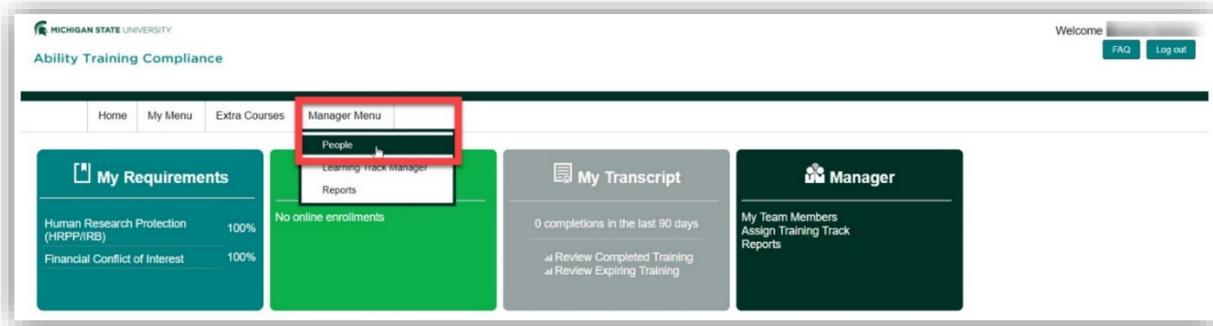
Click the history tab.



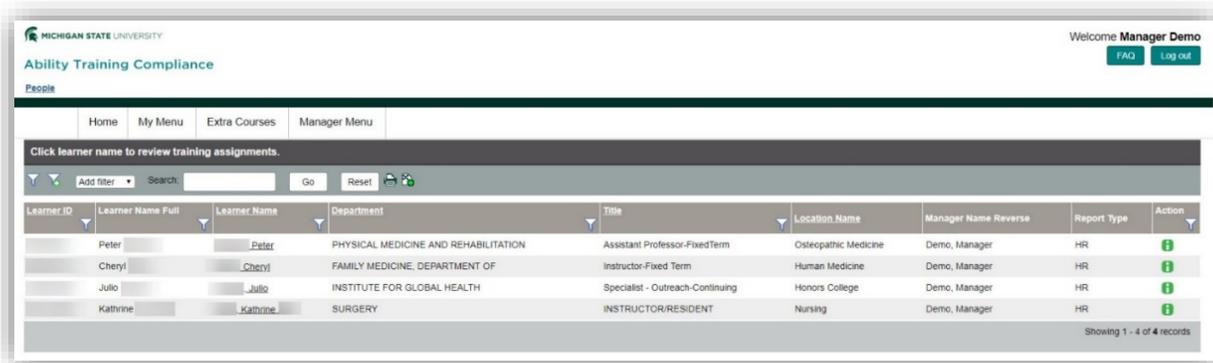
**TIP:** If the Learner's Learning Track history window has a filter applied to it, click Reset to clear the filter.

## View a Learner's Employment History

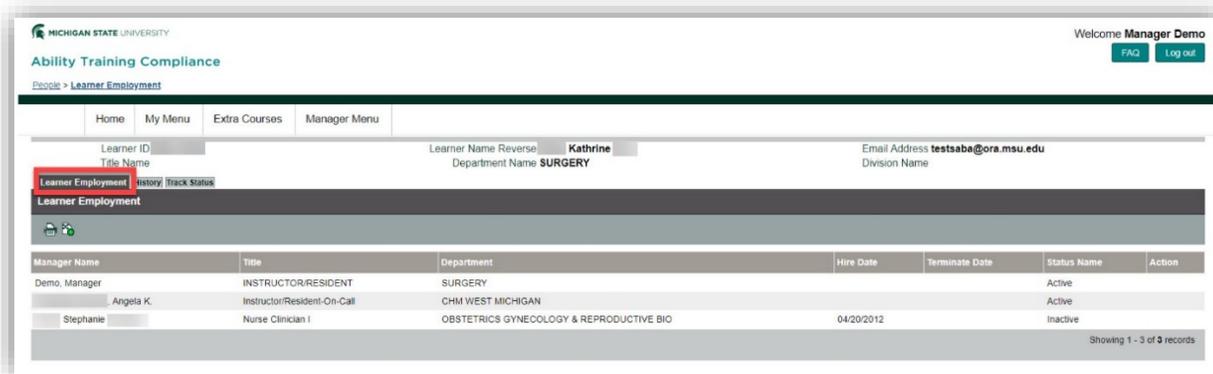
Look on the Learner's Employment tab if you need to find the names of others who may also be assigning Learning Tracks to a Learner. From the main menu, select **Manager Menu > People**.



Click the name of a learner.



Click the **Learner Employment** tab.



## Monday Morning Email Reports

Each Monday morning, you will receive a single compiled email report including:

- Expired and/or overdue training for your team members
- Training due within the week for your team members

You will not receive an email if your team does not have any urgent training concerns.

Note that the Monday reports only include training assigned through learning tracks. It is important that managers monitor and update tracks assigned to their team members.

To update training requirements, see [Add or Remove Training Requirements](#).