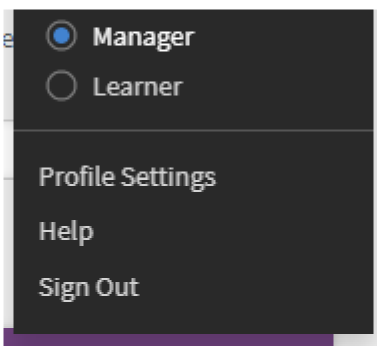
Texas Learning Management System
Frequently Asked Questions for Managers

1. How do I access the new Learning Management System (LMS) as a manager?

The new LMS is accessed using a single sign-on authentication through the Test Information Distribution Engine (TIDE). You must have a user account in TIDE to access LMS.

Once you are logged into LMS, select Manager under the profile icon .



2. Who has manager access in LMS?

Users with the following roles in TIDE will automatically have LMS manager access for their organization.

- ESC Region Staff
- District Testing Coordinator
- District Testing Assistant
- Campus Testing Coordinator
- Principal

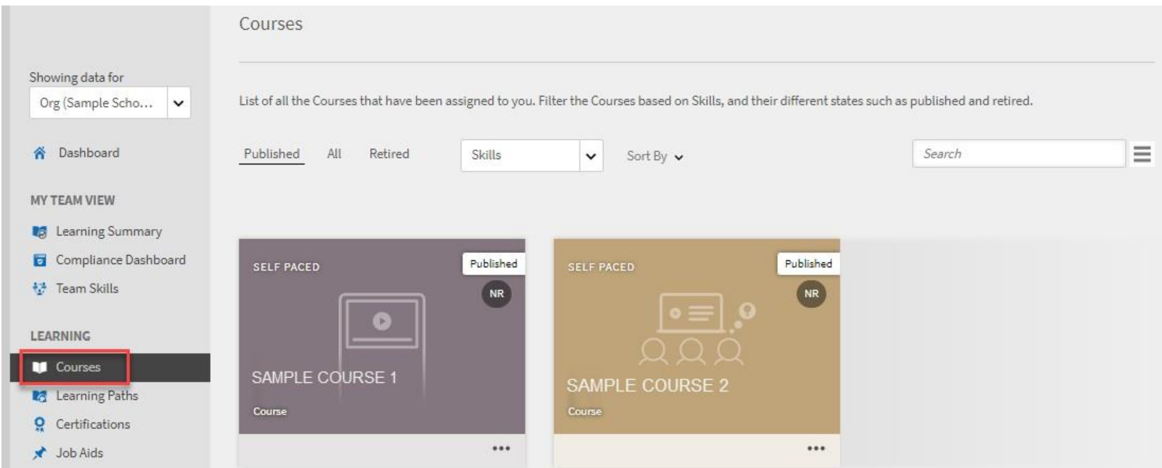
3. What can I do as a manager in LMS?

You can assign trainings to users and access user activity summary reports.

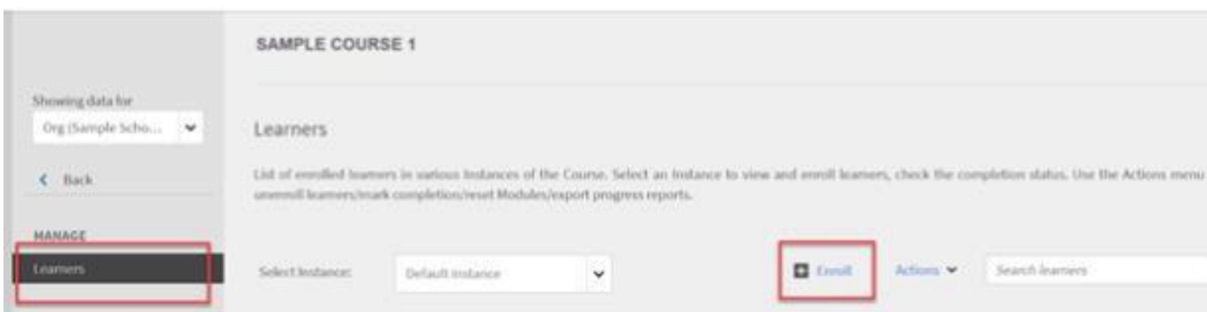
4. How do I enroll users in a training?

You can enroll users individually or by user group.

Select Courses from the menu and click on the desired training.



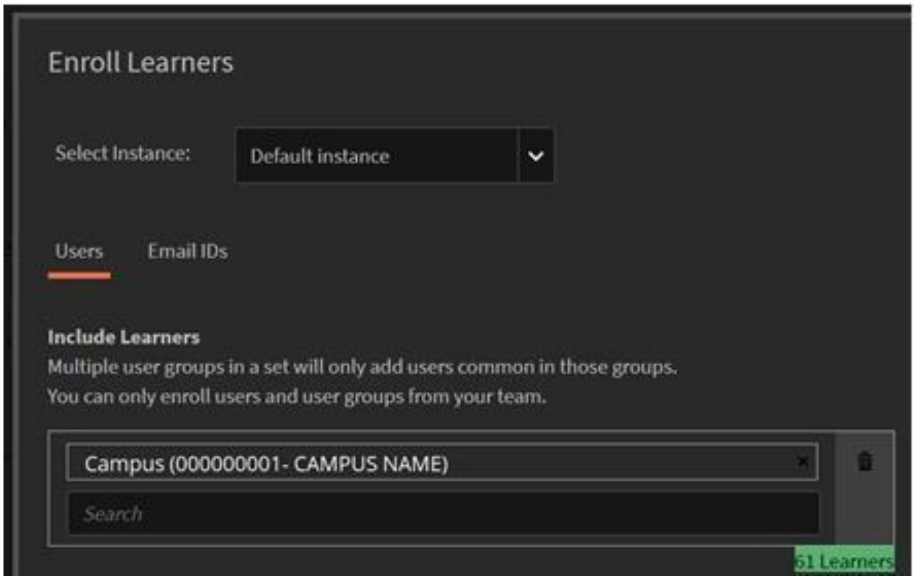
Next, from the *Manage* menu, select Learners and click Enroll.



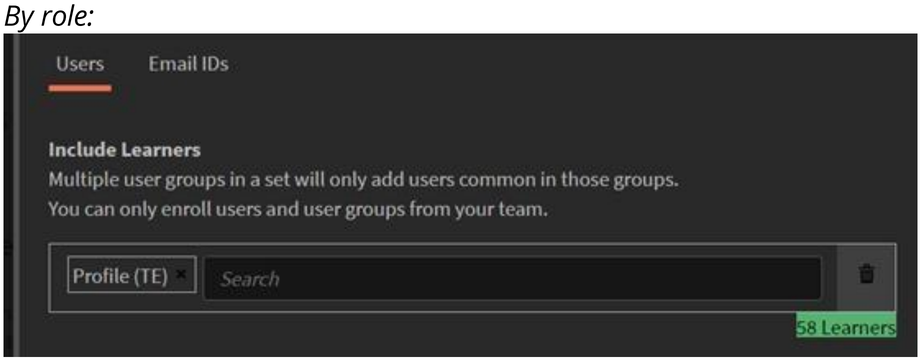
From the *Users* tab, search and select users by campus or district or by TIDE user profile role or enroll individual users by typing their name.

Note: Managers can only enroll users within their campus or district.

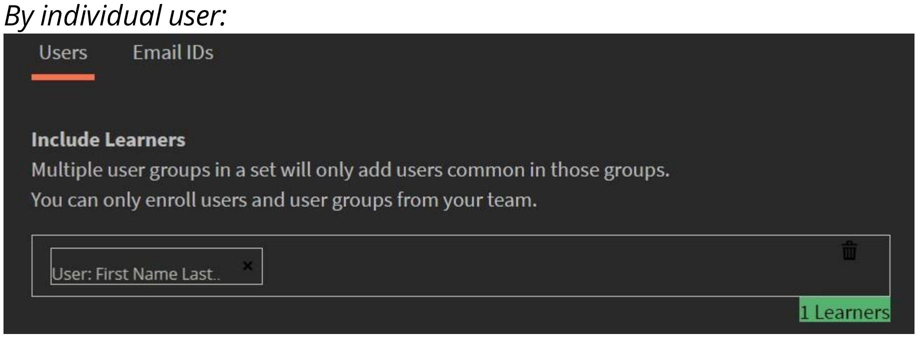
By campus or district:



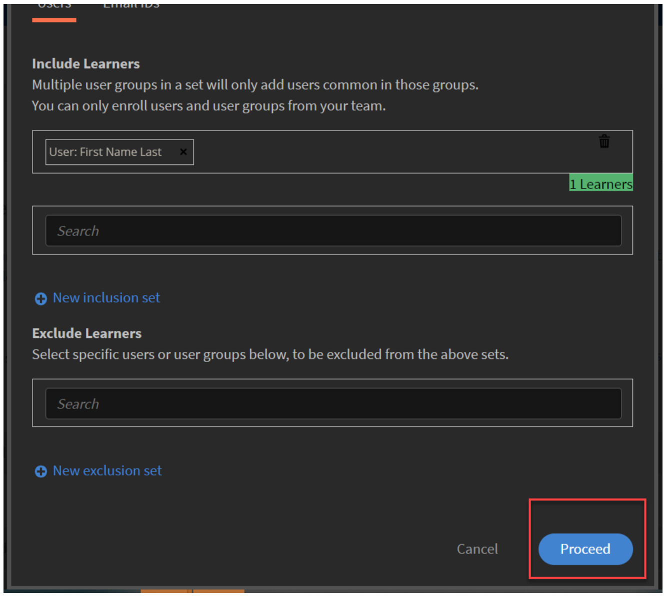
By role:



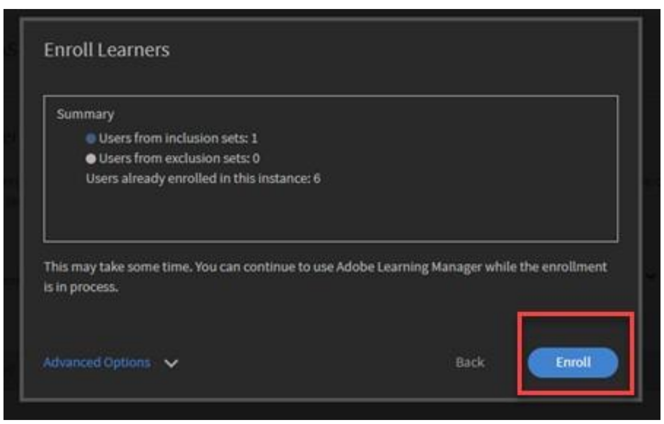
By individual user:



Once users are selected, click Proceed.



View the summary page to verify your selection, then select Enroll.

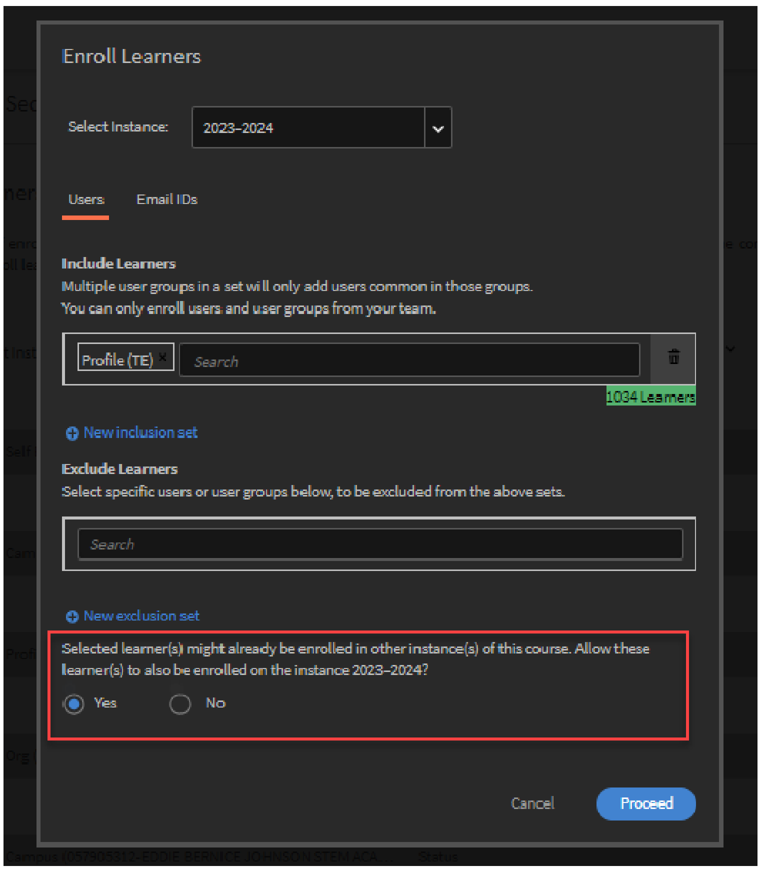


5. How do I enroll users to retake a training for 2023−2024 administration year that was completed for 2022−2023 administration?

When applicable, the following option will appear towards the bottom of the Enroll Learners form:

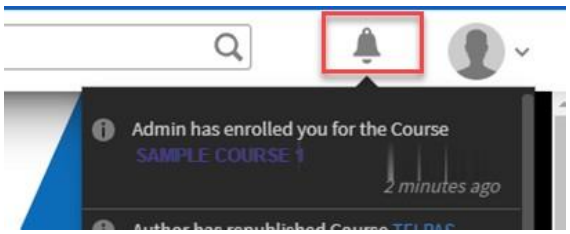
“Selected learner(s) might already be enrolled in other instance(s) of this course. Allow these learner(s) to also be enrolled on the instance 2023–2024?”

Switch to “Yes” under this field prior to submitting the enrollment to allow these users to be enrolled.



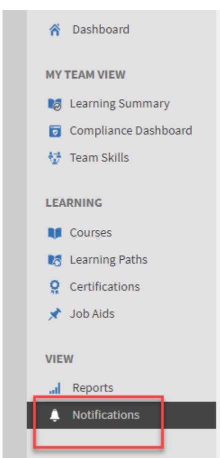
6. How will users in LMS know they have been enrolled in a training?

A user will receive a notification indicating that a training has been assigned. Notifications are located under the bell icon at the top right of the page.



7. Will managers receive any notification once a user has completed a training?

Yes. From the menu page, under View, select Notifications.



The notification list includes users who have completed a training.

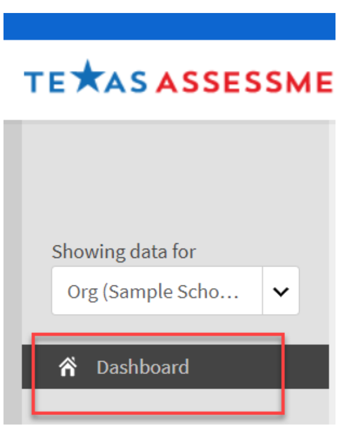
8. How do I mark a training complete for users who attended a group training?

Select Courses from the menu and click on the desired training. Ensure that all users who attended the group training are marked as enrolled in the training. From the *Learners* section under the *Actions* dropdown menu, the *Mark Completion* feature is available and may be selected for a training instance or for an individual user.

Once submitted, Mark Completion cannot be undone.

9. How do I access user activity summary reports?

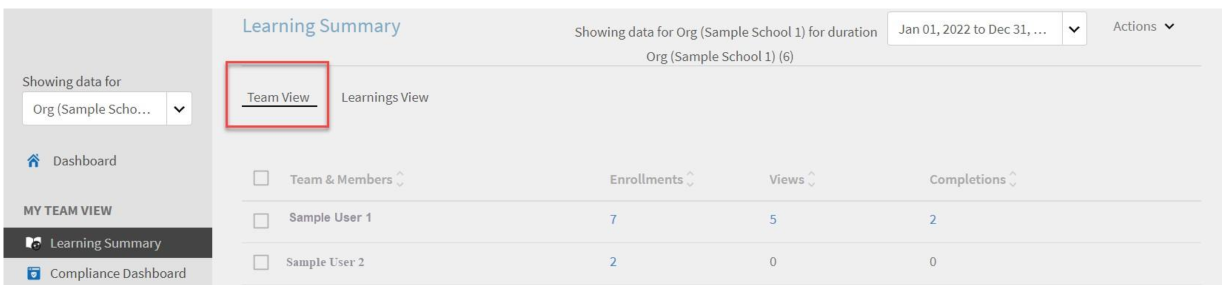
You can access summary reports in the Learning Summary under the Dashboard. The Learning Summary tracks user enrollments, views, and



completions across all available trainings.

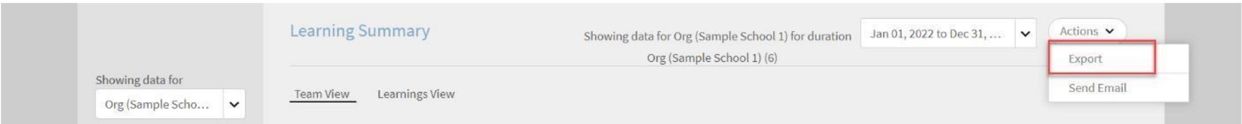
Select a date from the dropdown menu on the right. Then click on Details.

Progress can be tracked for users from the Team View



or by training from the Learnings View.

A Learning Summary report can be generated by selecting Export under the *Actions* dropdown menu. You can download the report from the notification section.

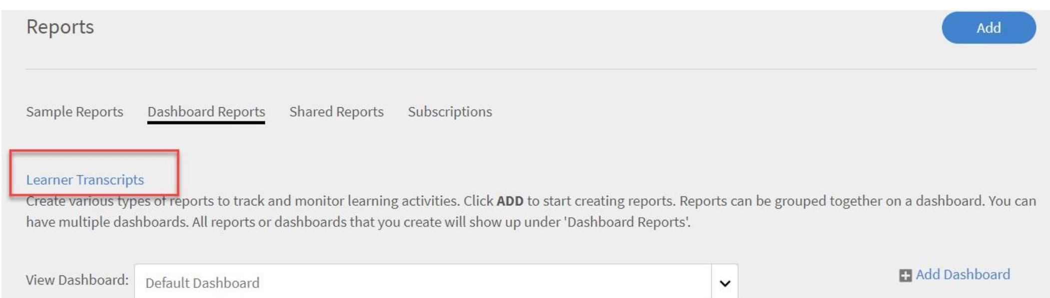


10. Will the data in the Learning Summary populate in real-time?

The data will populate in real-time, however delays in the data processing may occur when new date range filters are applied at the first of the month. In that instance, it is recommended that managers check back on the Learning Summary later.

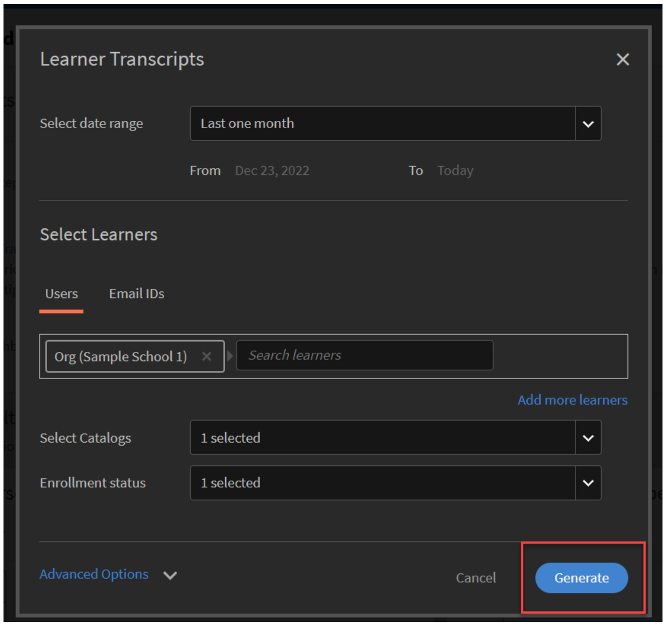
11. How do I run a Learner Transcript report?

From the menu page, click on Reports. Select the *Dashboard Reports* tab and click on Learner Transcripts.



The followings fields are available in the *Learner Transcripts* section:

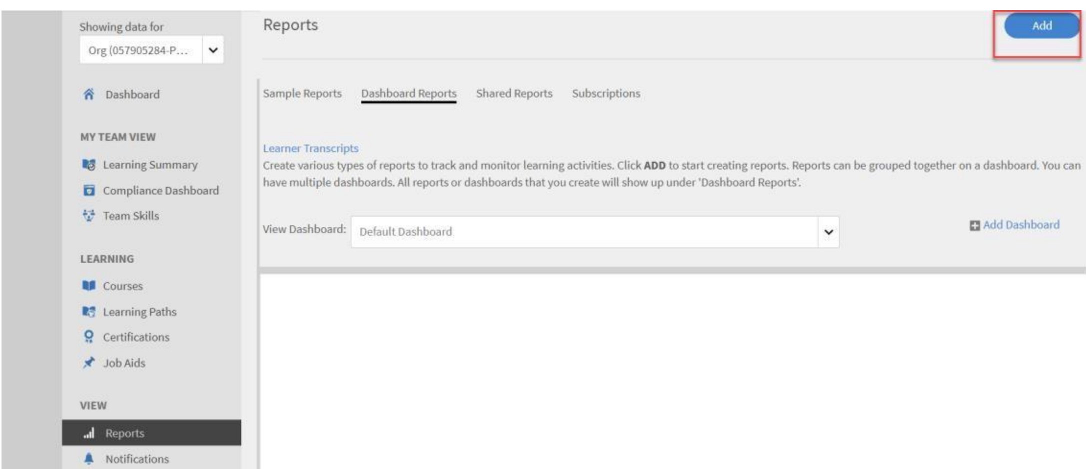
- Select date range: choose a preset range or select Choose dates
- Select Learners: type and select by user or group
- Select Catalogs: choose TX Training or Default Catalog (for retired trainings)
- Enrollment status: choose a desired status
- Advanced Options: specify additional data to export or exclude
- Select Columns: under All Values, select or unselect data fields to be included in the report



To submit the form, click Generate. You can download the report from the notification section.

12. How can I run a report for more than one user at a time?

To run a report for more than one user at a time, you must add an available report to the Dashboard by clicking on Reports from the menu page. On the *Reports* page, click Add.



Predefined reports to choose from include:

- Courses Enrolled and Completed: includes most currently posted trainings as well as TELPAS Rater Calibrations
- Learning Paths Enrolled and Completed: currently applies only to TELPAS Rater Trainings

Fill out the applicable fields, then click Save.

13. Why am I not seeing a training in the Compliance Dashboard?

Only trainings with an assigned global deadline set within LMS will populate in the Compliance Dashboard. In LMS, managers are unable to designate their own deadline for a training.