Talent@VCU

VCU employee's home for learning, performance management, and career development.

Learning Management System: Introduction and 2018 Compliance Training

Talent@VCU

Learning Management System: FAQs

What is a Learning Management System (LMS)?
- One stop shop to sign up for and complete career development and compliance training, including in-person training and online courses.
- Contains a transcript of all the training an employee registers for and accesses through the LMS.

Who uses the Talent@VCU LMS?
- University and academic professionals
- Classified staff
- Teaching and research faculty
- Adjunct faculty
- Hourly employees (not student workers or work study)

What can employees do in the LMS?
- Search for career development training (coming spring-summer 2018).
- Track their training completion through their transcript.

What can managers do in the LMS?
- Assign training to their direct reports.
- Run reports to check training completion.

What's happening to Blackboard, VCU Training, etc?
- Students and student workers will continue to use blackboard for learning and compliance training.
- Because Talent@VCU is for faculty and staff, courses that are open **only** to faculty and staff will migrate to the LMS during 2018. Throughout this transition, notices will be posted in the legacy systems on how to access training through Talent@VCU.
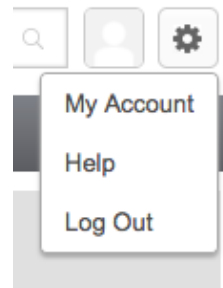
I would like to add a training to the LMS. What do I do?
- All LMS inquiries can be emailed to talentadmin@vcu.edu.
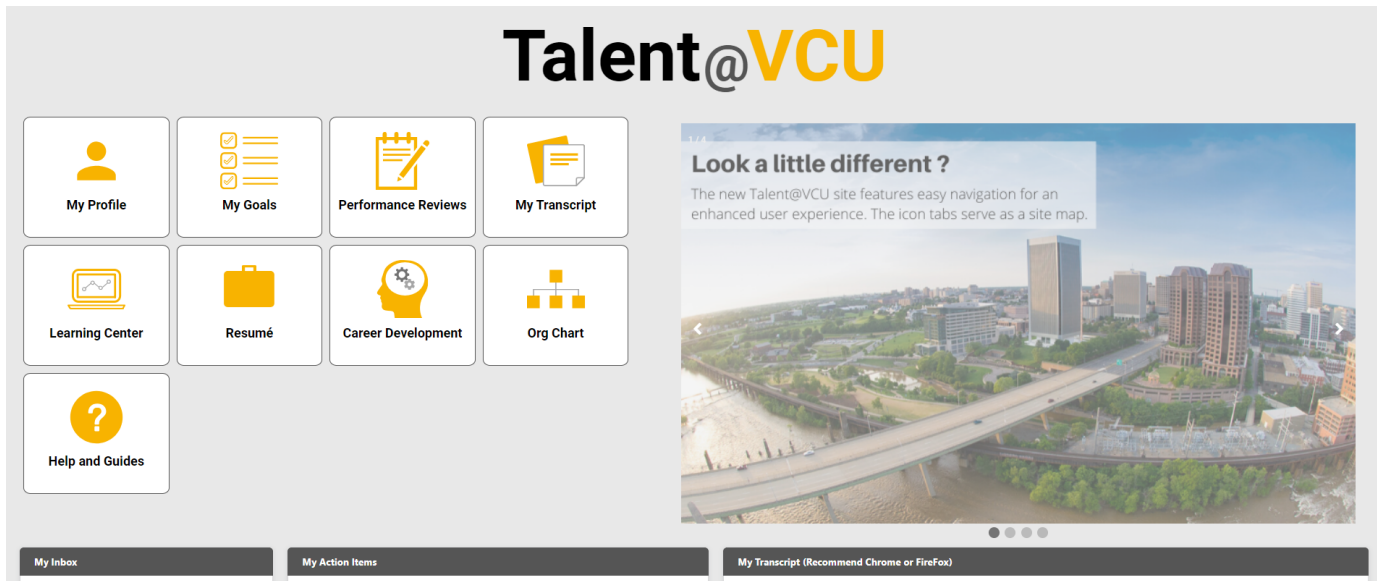
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Help Resources

- **Talent@VCU Instructional Materials**

- **Online Help**

- **Your Human Resources Professional/Consultant**

- **VCU IT Service Desk**
  https://servicedesk.vcu.edu/
  select Application/System > Talent@VCU

HOW TO SIGN IN AND WELCOME PAGE NAVIGATION

1. Type URL http://go.vcu.edu/talentatvcu
2. Type your VCU eID and password to sign in

- The buttons will provide quick access to various parts of the system

- **My Transcript** notifies you of upcoming trainings.

- To navigate back to the home page, click

INTEGRITY & COMPLIANCE EDUCATION

Course Versions:

- If you have never taken this annual course, you will be assigned the full length version, which takes about an hour to complete. There is a manager and non-manager version based on your supervisory responsibilities.
- If you completed the 2016 course, you will be directed to a test-out quiz. Depending on your score, you will either see a few reminder slides or a refresher course. Again, there is a manager and non-manager version of the test-out/refresher courses.

1) Under **My Transcript** click "Launch" for 2018 Integrity & Compliance Education.

Things to Note
- Training will open in a new window. **You may need to disable your pop-up blocker to open it.**
- Please review and follow instructions in the education module.

My Transcript			
	Due Date	**Status**	**Action**
Information Security Awareness	3/20/2018	In Progress	**Open Curriculum**
2018 Integrity & Compliance Education	3/20/2018	Registered	Launch

2) After you finish, close the window as prompted.
3) You will be directed to the course completion page. Click on "Evaluate This Training" to complete the evaluation.

Training Completion

You have completed **2018 Integrity & Compliance Education:**

What's next?

Evaluate This Training

You have now completed the 2018 Integrity & Compliance course. To return to the home page, click the VCU logo in the upper left corner.

INFORMATION SECURITY AWARENESS

1) Under **My Transcript** click "Open Curriculum" for Information Security Awareness.

	Due Date	Status	Action
My Transcript (Recommend Chrome or FireFox)			
Information Security Awareness - 2020	4/10/2020	In Progress	Open Curriculum

Information Security Awareness Home Page

This training is compromised of three sections:

- Data Security Overview
- Data Security Phishing
- Privacy, Risk and Trust

For each section you have the option to complete an interactive video module **or** read a pdf document and take a quiz (labeled alternate training.) After you complete one section, the progress tracker will read 33%. After you complete both sections, the training is done and the progress tracker will read 100%. You can complete the sections in any order.

2) To access either section, click on the grey "View Details" button.

3) Choose which version of the training you would like to take and click "Launch."

Things to Note:

- Training will open in a new window. **You may need to disable your pop-up blocker to open it.**
- You only need to complete one training per section.
- The top training is an interactive video and the alternate training is a PDF document.

4) Once you complete either training, please close the window.
5) If you choose the **ADA training,** click "Mark Complete" to indicate completion.

6) You only have to complete the online course or the ADA PDF and Quiz
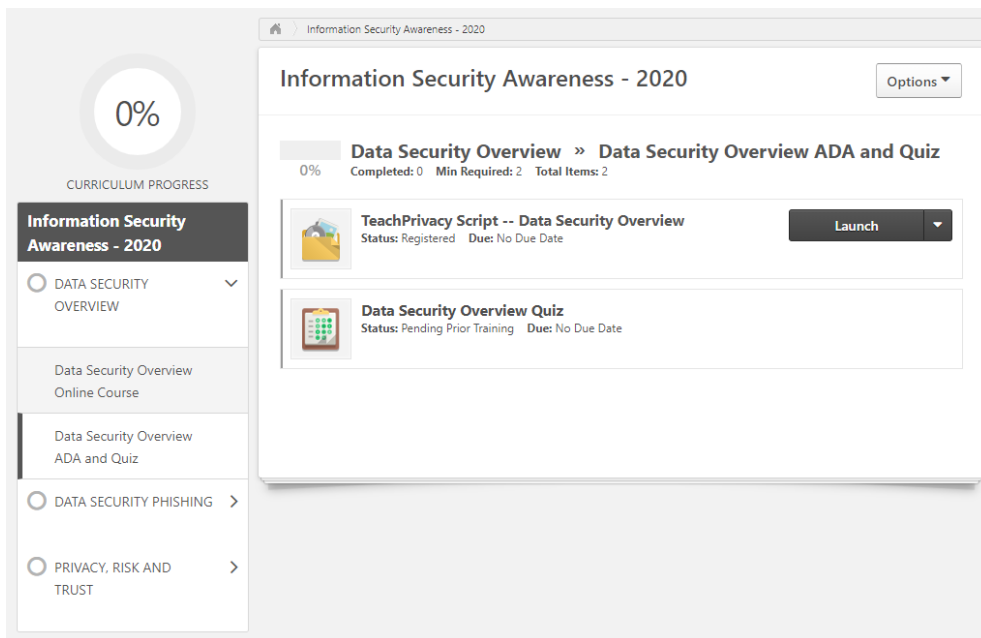
6) When the course is complete, the progress indicator will read 100% and both sections will be checked.
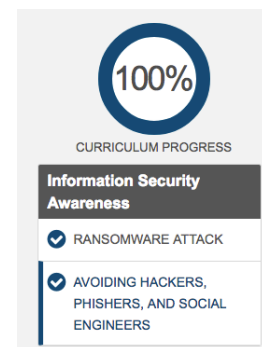
You have now completed the Information Security Awareness course. To return to the home page, click the VCU logo in the upper left corner.

HOW TO ACCESS COMPLETED TRAINING

Each employee's LMS transcript has three sections:

- **Active** – Trainings in which you are currently enrolled.
- **Completed** – Trainings that you previously completed.
- **Archived** – Archiving training removes it from the active or completed transcript and moves it into the archive transcript.

1) Hover your cursor over the Learning tab and click on "View Your Transcript".
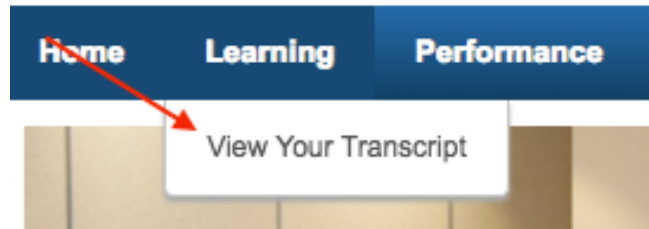
2) On the transcript page, you will see a drop down menu that says "Action", click on the menu and select "Completed".
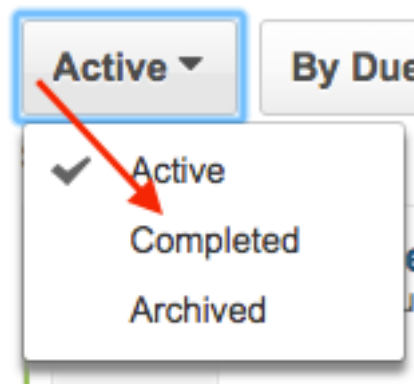
Your completed courses will appear on the completed portion of your transcript.