



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

Learning Management System: Introduction and 2018 Compliance Training

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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.

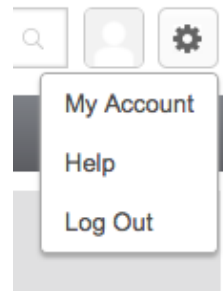
I would like to add a training to the LMS. What do I do?

- 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

My Account | Log Out | Help

Home Learning Performance

Talent @VCU

Welcome!

Talent@VCU is the VCU employee's home for learning, career development, and performance management.

My Action Items

	Due Date
Goals: SMART Goal 1	8/31/2018
Goals: SMART Goal 2	8/31/2018
Goals: SMART Goal 3	8/31/2018

My Inbox

[View transcript](#)
(0 approved training selection(s))
(Registered for 2 training selection(s))

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

Competencies Overview

[Click here to access an overview of competencies.](#)

- The **Home, Learning, and Performance** tabs allow you to navigate to different pages in Talent@VCU.
 - **NOTE:** please **hover** your cursor over the tabs and then click one of the options from the dropdown menu to navigate to that page.
- **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**:

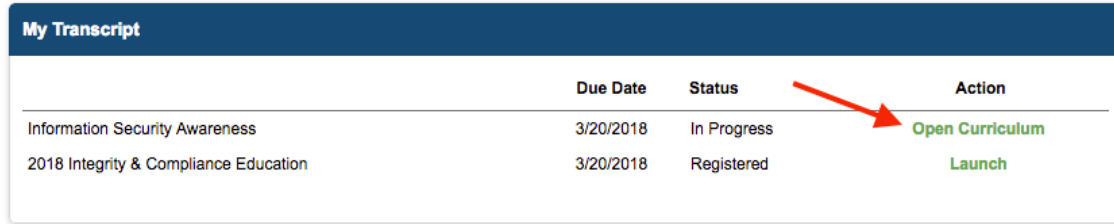
What's next?



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
Information Security Awareness	3/20/2018	In Progress	Open Curriculum
2018 Integrity & Compliance Education	3/20/2018	Registered	Launch

Information Security Awareness Home Page

This training is comprised of two sections:

- Ransomware Attack
- Avoiding Hackers, Phishers, and Social Engineers

For each section you have the option to complete an interactive video module **or** read a pdf document (labeled alternate training.) After you complete one section, the progress tracker will read 50%. 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 blue “View Details” button.



PROGRESS TRACKER

0%

CURRICULUM PROGRESS

Information Security Awareness

- RANSOMWARE ATTACK
- AVOIDING HACKERS, PHISHERS, AND SOCIAL ENGINEERS

Information Security Awareness Options ▾

Welcome to the VCU Information Security Awareness Training

In order to increase awareness of information security best practices within the VCU community and to ensure compliance with the VCU Information security policies and standards, all faculty and staff are required on an annual basis to complete the Information Security Awareness training.

The Information Security Awareness Training has two modules: Ransomware Attack and Avoiding Hackers, Phishers and Social Engineers. You must complete both modules to receive credit for having completed this information security awareness training.

In order to access the training, you will need to disable your pop-up blocker.

To begin either training module, click the "View Details" button. You can click on the small "i" icons for further details and instructions. For each training module, please complete the interactive video or read the alternate training document for that module.

To launch either version of the training, click the blue "Launch" button. If you choose to complete the alternate training document for a module, please click the "Mark Complete" button to record that you have completed this version of the training. If you choose to complete the video training for a module, no additional action is required. The video module will automatically record that you have completed the module when you finish the training for that specific module.

The Information Security training should be completed by the close of business on March 20, 2018. When you have completed the training, the progress indicator on the left-side of the screen will reach 100% and the training will no longer appear under "My Action Items" and can be found on the completed items of your transcript.

You may experience slow performance with the videos, if your network connection is slow or your device processing speed is reduced. In order to safeguard ourselves and the university from cyber threats, all users are expected to follow the Computer and Network Resources Use Policy, the Information Security Policy, and the Information Security Standards. These policies and standards are located at [http://www.vcu.edu/itsc/policies](#).

Please promptly report all actual or suspected phishing and social engineering incidents to the Information Security Office. Submit any information security related questions to the university's IT Support Center at itsc@vcu.edu, or 804-628-2227. The Information Security Office can also be contacted at <http://www.vcu.edu/itsc>.

Ransomware Attack 0% Completed: 0 Min Required: 1 Total Items: 2 [View Details](#)

Avoiding Hackers, Phishers, and Social Engineers 0% Completed: 0 Min Required: 1 Total Items: 2 [View Details](#)

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 **alternate training**, click “Mark Complete” to indicate completion.



6) When the course is complete, the progress indicator will read 100% and both sections will be checked.



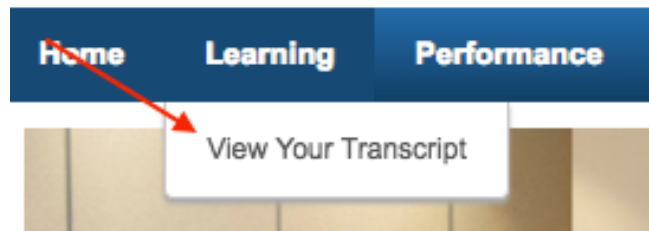
You have now completed the Information Security Awareness course. To return to the home page, click the VCU logo in the upper left corner.

HOW TO ACCESS COMPLETED TRAINING

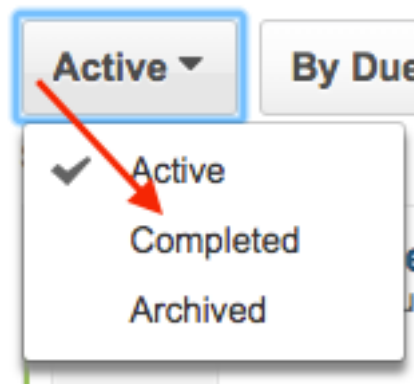
Each employee's LMS transcript has three sections:

- **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.

A screenshot of the LMS transcript page. At the top, there are three filter buttons: 'Completed' (highlighted with a blue border), 'By Completion Date', and 'All Types'. To the right is a search box labeled 'Search for training'. Below the filters, it says 'Search Results (4)'. There are two course entries, each with a small icon, the course title, completion date, status, and a 'View Complet...' button with a dropdown arrow.

Course Title	Completed Date	Status	Action
Information Security Awareness	2/16/2018	Completed	View Complet...
2018 Integrity & Compliance Education: Manager Test Out	2/16/2018	Completed	View Complet...