

Learning Management System (LMS) Quick Tips:

IntraNet

<http://intra.ces.ncsu.edu/>

*Click “POD”

OR

*Click “Applications”

*Click “LMS” (upper left)

*Click “Interim Extension
Learning Management
System”

Submitting Events:

*LMS Main menu (homepage)

*Click “Submit an Event”

Submit event(s) at least two months prior to the event date. There are circumstances that occur which may prevent this from happening; our goal is to have ample time for the approval process and participants to register. When completing the online form, be sure to complete all underlined categories (i.e. session title, type, description, etc.).

The registration deadline selection is *optional*. If a deadline needs to be placed in this section, please note that once the deadline date arrives, the event will disappear from the ‘Registrar Search’ list and late registrants will not be able to register for the event. If this should occur, contact Jo Yarley (919-515-6082) for assistance.

You can edit by following the procedure:

*LMS Main menu (homepage)

*Click “Instructor”

*Click “Event Report”

*Click “Edit” link on the left

Once approved, then those ‘only’ with administrative access (i.e. POD Team member(s), LMS designer) are able to make the revisions.

Helpful Link:

http://www.ces.ncsu.edu/pods/lms/esub_helpaid.htm

Multiple Session Submission:

Multiple session entries occur when there is an event occurring at the same/ different times and/or at various locations.

For example:

Learning Management System (LMS) Quick Tips:

Event
Time: 8:00 a.m. - 5:00 p.m.
Location: NC State University

Event
Time: 8:00 a.m. - 5:00 p.m.
Location: NC A&T State University

OR

Event
Time: 9:00 a.m. - 2:00 p.m.
Location: NC State University

Event
Time: 10:00 a.m. - 5:00 p.m.
Location: NC State University

Under the “Session Information”, you have the option of choosing as many sessions needed for your event.

- *Click “+” **green** button on the right of ‘Session 1’
- *Click “-” **red** button to delete a session

Note: When using the multiple session option, all of the underlined items you enter prior should be the same or similar to each of the additional sessions; if not, than you would need to enter each event separately-- which means once you have completed the online entry, Click “Submit”; return back to the Main Menu and click on “Submit an event”. You would use this format to enter all additional events.

Approval Process:

After submitting the event(s), allow three to five days for the approval process. The Program Leader from your area (i.e. 4-H, FCS, etc.) will be notified (by a member of the POD team) of the pending event(s) submitted.

Note: The decision for your events to go “live” is not the responsibility of the POD team member (unless otherwise notified). The Program Leader from each individual area is **solely responsible** for approving event(s) and notifying the POD representative. After the POD representative is notified, the event(s) will then go “LIVE” and participants will be able to register for the event(s).

Registration:

- *LMS Main menu (homepage)
- *Click “Registrar”
- *Click “Search for Events & Register”
- *Click in the box (on the left) for events planned to attend
- *Select (at the bottom of the page) your affiliated organization
- *Click “Submit”

Learning Management System (LMS) Quick Tips:

Helpful Link:

http://www.ces.ncsu.edu/pods/lms/ereg_helpaid.htm

Access Advantages:

The following individuals will have access advantages:

- *the individual who input the event(s) into the system
- *the first instructor
- *the second instructor

Access advantages include:

- *viewing the roster (attendance)
 - *gaining access to complete follow-up report
 - *viewing evaluation report
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Viewing the Roster:

- *LMS Main Menu (homepage)
- *Click “Instructor”
- *Click “Event Report”
- *Click on the number link in the ‘Confirmed’ column next to the event

Follow-up Report:

The follow-up report is completed **after** the event has taken place

- *LMS Main Menu (homepage)
- *Click “Instructor”
- *Click “Post-Event Follow-up”
- *Click on “Follow-up” link (on the right)
- *There will be a list (with check marks on the left side) of participants who have registered for the event(s). Uncheck participants who did not attend the event(s). Click ‘Submit’ afterwards.

Helpful Link:

http://www.ces.ncsu.edu/pods/lms/followup_helpaid.htm

Add Participant to Roster:

Adding participants to roster is completed after the follow-up roster has been submitted. The “Add a User to this List” link is available for participants who did not register (through LMS) before the event.

Learning Management System (LMS) Quick Tips:

- *Click “Choose”
- *Type the last name of the individual
(Please disable any pop-up blockers you may have set on your computer)

Choose the name in the pop-up window

- *Click “Submit”
- *Click “OK”
- *Click “Return to Roster Report”

If you need to add additional participants, repeat (above) procedure.

Helpful Link:

http://www.ces.ncsu.edu/pods/lms/adduser_helpaid.htm

Evaluation Report:

- *LMS Main Menu (homepage)
- *Click “Instructor”
- *Click “Event Report”
- *Click on ‘ER’ link in the column next to the event

Helpful Link:

http://www.ces.ncsu.edu/pods/lms/eval_helpaid.htm

Waiting List:

- *LMS Main Menu (homepage)
- *Click “Instructor”
- *Click “Event Report”
- *Click on the number link in the ‘Waiting’ column next to the event

Note: The waiting list occurs only if a number is placed in the ‘attendees limit’ selection box. If a limit is necessary, those who register after the limit number has been reached will automatically proceed to the waiting list. Participants on the waiting list will be transferred to the registered list **only** if the attendees limit number decreases. This will occur if a person is deleted from the roster or has unregistered from the event. Otherwise, the person completing the follow-up report will have the advantage of adding those on the waiting list to the roster after the event has taken place. Adding participants (from the waiting list) to the roster is at the discretion of the instructor/ the person completing the follow-up report.

