TxDMV Learning Center

County Training Administrator

Quick Reference

Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

January 5, 2011

Purpose

Use these procedures to deal with day-to-day student related administrative tasks. If there are questions or problems, please contact your local regional office.

Contents

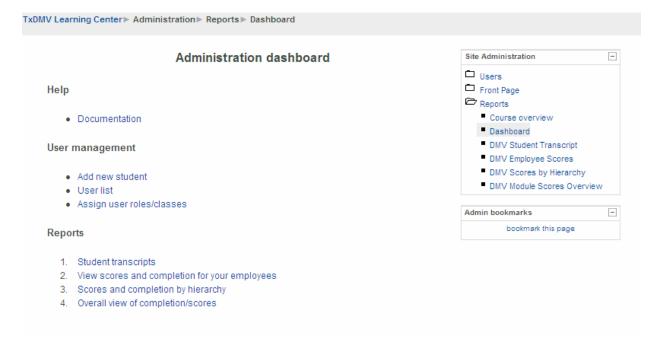Click or turn to the page to find your procedure.

Logging In and Accessing the Dashboard

Open a browser window and go to the following URL (or click this link itself):
https://learning.txdmv.gov

At the landing page, click Login at the upper left of the screen.

Enter your User ID and password and click the *Login* button. Note: At initial log in your password is the same as your user ID.

Once you have logged into the LMS, go to the bottom of the home page and click on **Dashboard**. On the Administration Dashboard screen, you will see two categories to navigate **User Management** and **Reports**.

TxDMV Learning Center ▶ Administration ▶ Reports ▶ Dashboard

Administration dashboard

Help

- Documentation

User management

- Add new student
- User list
- Assign user roles/classes

Reports

1. Student transcripts
2. View scores and completion for your employees
3. Scores and completion by hierarchy
4. Overall view of completion/scores

Site Administration

- Users
- Front Page
- Reports
  - Course overview
  - Dashboard
  - DMV Student Transcript
  - DMV Employee Scores
  - DMV Scores by Hierarchy
  - DMV Module Scores Overview

Admin bookmarks

bookmark this page

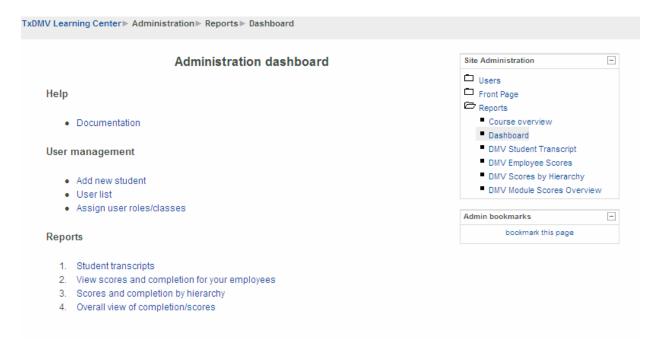NOTE: Click **Documentation** for online help.

Problems with Passwords and Logins

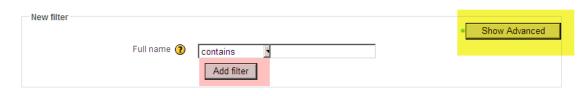Use these procedures if an employee reports a problem with their password.

1. Log in to the LMS.

   https://learning.txdmv.gov

2. Once you have logged into the LMS, go to the bottom of the home page and click on **Dashboard**.

TxDMV Learning Center▶ Administration▶ Reports▶ Dashboard

Administration dashboard

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Site Administration   ⊟

- 🗀 Users
- 🗀 Front Page
- 🗁 Reports
   - ▪ Course overview
   - ▪ Dashboard
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Admin bookmarks   ⊟
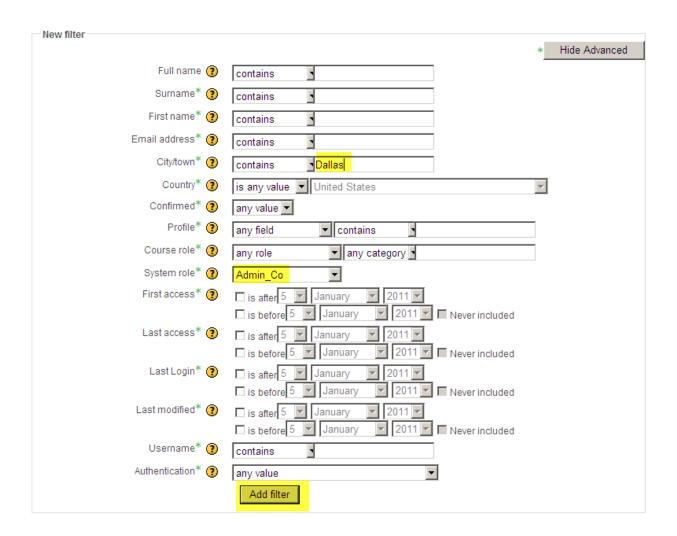   bookmark this page

3. Click on **User List** under the User Management category. <u>Hint</u>: You may filter the list with part of the user name, or select other filter choices by using the "Show Advanced" button. Be sure to select the "Add filter" button to display the selected users.
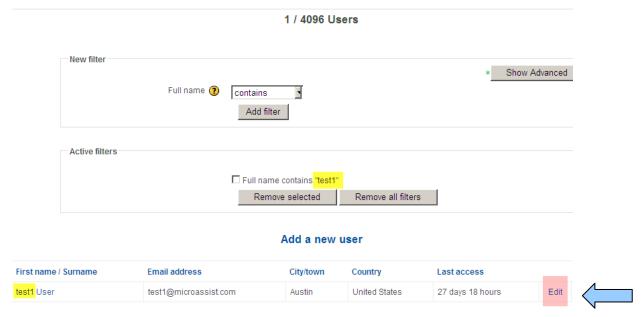
New filter

Full name ❓   contains ▾

     Add filter

Show Advanced

Add a new user

4. The "Show Advanced" filter key is useful for Regional Admins to view which users have been assigned Co Admin authority. Simply select the "City/town" and the "System role" (Admin_Co) options within the Advanced Filter choices to display the appropriate list.
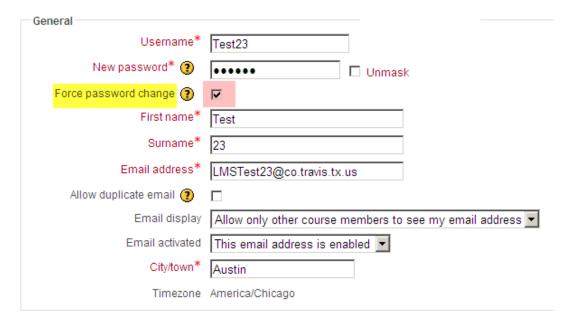

Note: If a user does not appear in the user list, ask them if they have ever used the system. If not create a new student user for them. (See Create a New Student User) If the user has used the system before and does not appear in the user list, contact your regional office.

New filter

* Show Advanced

Full name ? [contains ▼]

[Add filter]

Active filters

☐ Full name contains "test1"

[Remove selected] [Remove all filters]

Add a new user

First name / Surname	Email address	City/town	Country	Last access	
test1 User	test1@microassist.com	Austin	United States	27 days 18 hours	Edit

Add a new user

5. Find the User name and click on **Edit** to change the password.

6. Enter a new password. Use something easy to remember like repeating the username or just "password." Click the box **Force password change**, so your students will be prompted to create their own password at their login.

General

Username*	Test23
New password* ?	•••••• ☐ Unmask
Force password change ?	☑
First name*	Test
Surname*	23
Email address*	LMSTest23@co.travis.tx.us
Allow duplicate email ?	☐
Email display	Allow only other course members to see my email address ▼
Email activated	This email address is enabled ▼
City/town*	Austin
Timezone	America/Chicago

7. Contact the student having password problems and tell them the new temporary password.
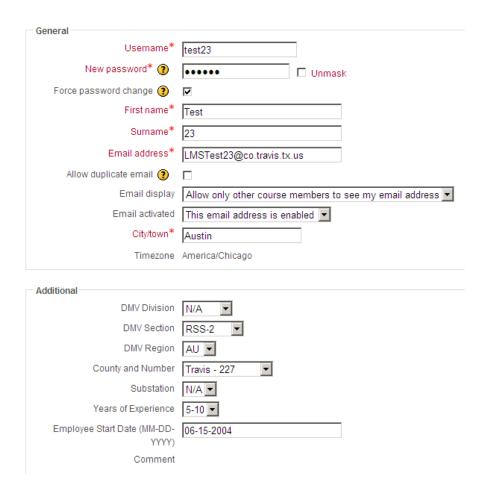
Creating a New Student User

To create a new student user:

1. Under the **User Management** category, click the *"Add New Student"* label.

2. In the **Add A New User** screen, enter your student's information as follows:

Note: all items with an * are required fields.

    General:

      a. Username: This should be all lowercase with a limit of seven of characters. However LMS Usernames are unique, so some users may also have to use numbers.

          i. If you are TxDMV, then use the employee's User ID from GroupWise.

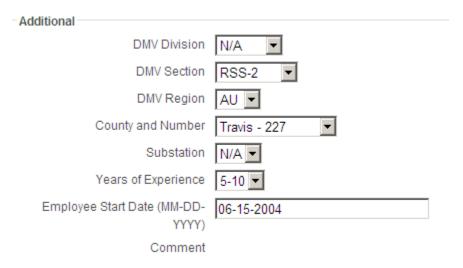   ii. If you are County Admin, then use employee's first initial, followed by surname, up to six characters.

b. If you encounter an error message with your choice of UserName, go to the "Show Advanced" screen option and filter by that persons first 5-6 letters (ex: csmith). If there are multiple users with that UserName, add additional filters using numbers. For example if there are 5 csmith's already in the LMS, try using csmith6. If the LMS does not return a list of users, you are ok to apply that UserName.

c. New password: For the initial password, we typically repeat Username; however, you may make another choice for your staff. Be sure to click the next box **Force password change** so your students will be prompted to create their own password at their first login.

d. Enter student's first name, surname and e-mail address. If students do not have their own e-mail, then enter an LMS dummy e-mail address: LMStest@co.[COUNTY_NAME].tx.us. By using the County name, this may help Admins with future search efforts.

e. Ignore the next three items in this block and enter the City/town of the user's primary work location. (ex: Travis Co. Substation #3 is in Oak Hill).

f. Continue to the **Additional** block.

Additional Options:

Optionally, you may choose from the applicable drop-down menu choices, depending on whether you are TxDMV Division or Region, or County staff.

g. TxDMV Options: Division, Section, Region, Years of Experience (can include non-current position info), Employee Start Date (with current entity).

h. County Options: Select N/A for DMV Division, and either RSS-1 or RSS-2 for Section – the RSS choice will determine which Regional choices will appear in the Region drop-down options. Select the appropriate Region, County and Number, Substation (if applicable), Years of Experience (can include non-current position info), Employee Start Date (with current entity). If the user works primarily at the **main office** for a county choose **N/A** for the substation choice.

Additional

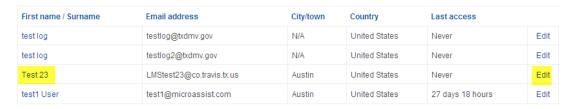|	
DMV Division	N/A
DMV Section	RSS-2
DMV Region	AU
County and Number	Travis - 227
Substation	N/A
Years of Experience	5-10
Employee Start Date (MM-DD-YYYY)	06-15-2004
Comment	

        i.   Use of the comment field is optional.

        j.   Once finished entering information, be sure to click the **Update Profile** button at the bottom of the screen.

3. To view your employee information, return to the **Administration Dashboard** screen, and click on **User List** under the User Management category. Find that student name and click on the name to view the Student Profile, or on Edit to enter any necessary changes.
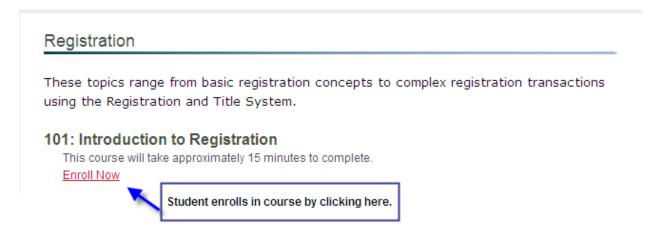
4 / 4096 Users

New filter

Full name ❓   contains   * Show Advanced

Add filter

Active filters

☐ Full name contains "test"

Remove selected   Remove all filters

Add a new user

First name / Surname	Email address	City/town	Country	Last access	
test log	testlog@txdmv.gov	N/A	United States	Never	Edit
test log	testlog2@txdmv.gov	N/A	United States	Never	Edit
Test 23	LMStest23@co.travis.tx.us	Austin	United States	Never	Edit
test1 User	test1@microassist.com	Austin	United States	27 days 18 hours	Edit

Add a new user

Enrolling Students

Your employees will self-enroll in any of the current non-restricted courses, by entering the course silo (e.g.: Registration, Titles or Other), and clicking on the red "Enroll Now" link.

Their next step is to click on the title name, which will take them into the course.

It is important to remember that they will need to go through each slide and each activity within the slides wherever specified, for the LMS to recognize that they have successfully completed the course. If the LMS does not recognize course completion, they will not be able to access the quiz for that course.
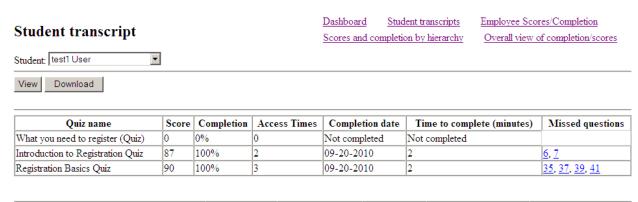
Viewing Student Reports

There are currently four report choices to view within the LMS, as follows:

- Student Transcript

- View scores/completion for your employees

- Scores by hierarchy

- Overall view of completion/scores

Student Transcript

From the Administration Dashboard screen, under the **Reports** category:

1. Click on **Student Transcript**.

2. Choose your student's name from the drop-down choice list and click on the **View** button.

3. You will see a transcript record that displays which courses this student took on which dates, their highest score, the number of attempts at that quiz, the time it took them to complete the course, or their completion status, and which questions were missed.

Student transcript

Dashboard Student transcripts Employee Scores/Completion
Scores and completion by hierarchy Overall view of completion/scores

Student: test1 User

[View] [Download]

Quiz name	Score	Completion	Access Times	Completion date	Time to complete (minutes)	Missed questions
What you need to register (Quiz)	0	0%	0	Not completed	Not completed	
Introduction to Registration Quiz	87	100%	2	09-20-2010	2	6, 7
Registration Basics Quiz	90	100%	3	09-20-2010	2	35, 37, 39, 41

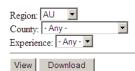| Course	Completion	Access Times	Total time	Date first access	Date last access
Introduction to Registration Course	100%	1	0	09-13-2010	09-13-2010

4. If you click on the question number in the **Missed Questions** column, you will be taken to the Quiz Review results for that test, and you can see how the student answered all questions on that quiz.

5. To return to the Administration Dashboard screen continue to click on **Dashboard**. If you close out of this screen instead, you will have to log back into the system.

View Scores/Completion for Your Employees

From the **Administration Dashboard** screen, under the **Reports** category:

1. Click on **View scores/completion for your employees**.

2. Choose the appropriate categories from the drop-down menus.

   (Example: Region = AU, County = Any, Experience = Any)

Region: AU
County: - Any -
Experience: - Any -

View   Download

Name	Experience	Quiz name	Score	Completion
Alma Russell	10+	What you need to register (Quiz)	0	0%
Alma Russell	10+	Introduction to Registration Quiz	0	0%
Larry Gaddes	0-2	Introduction to Registration Quiz	94	100%
Larry Gaddes	0-2	What you need to register (Quiz)	100	100%
Larry Gaddes	0-2	Registration Basics Quiz	83	100%
Doris Brooks	5-10	Introduction to Registration Quiz	100	100%
Doris Brooks	5-10	What you need to register (Quiz)	97	100%
Doris Brooks	5-10	Registration Basics Quiz	100	100%
Raquel Luna	2-5	Introduction to Registration Quiz	100	100%
Raquel Luna	2-5	What you need to register (Quiz)	87	100%
Raquel Luna	2-5	Registration Basics Quiz	100	100%

3. You should see a list of all of your staff by name, Years of Experience, courses taken, scores and completion rate.

4. At this point you may either print the screen or download as an Excel file if desired.

5. To return to the Administration Dashboard screen continue to click on **Dashboard**.

View Scores by Hierarchy

From the **Administration Dashboard** screen, under the **Reports** category:

1. Click on **Scores and Completion by Hierarchy**.

2. Choose the appropriate categories from the drop-down menus.

   (Example: Region = CC, Module = Any)

   This should list all staff in that region by county, substation (if applicable), Quiz Name, Individual's name, their average score, and completion rate.

Scores by hierarchy (report 3)

Division: - Any -
Section: - Any -
Region: CC
County: - Any -
Substation: - Any -
Module: - Any -
Student: - Any -

View Download

Division	Section	Region	County	Substation	Quiz Name	Individual	Average score	Completion
VTR	RSS-2	CC	Nueces - 178	N/A	Introduction to Registration Quiz	test1 User	88	100%
VTR	RSS-2	CC	Nueces - 178	N/A	Introduction to Registration Quiz	test10 User	33	100%
VTR	RSS-2	CC	Nueces - 178	N/A	Introduction to Registration Quiz	Lonnie Teal	88	100%
VTR	RSS-2	CC	Nueces - 178	N/A	Introduction to Registration Quiz	All	79	100%
VTR	RSS-2	CC	Nueces - 178	N/A	What you need to register (Quiz)	test1 User	88	0%
VTR	RSS-2	CC	Nueces - 178	N/A	What you need to register (Quiz)	test10 User	33	0%
VTR	RSS-2	CC	Nueces - 178	N/A	What you need to register (Quiz)	Lonnie Teal	88	100%
VTR	RSS-2	CC	Nueces - 178	N/A	What you need to register (Quiz)	All	79	50%
VTR	RSS-2	CC	Nueces - 178	N/A	Registration Basics Quiz	test1 User	88	100%
VTR	RSS-2	CC	Nueces - 178	N/A	Registration Basics Quiz	test10 User	33	0%
VTR	RSS-2	CC	Nueces - 178	N/A	Registration Basics Quiz	Lonnie Teal	88	100%
VTR	RSS-2	CC	Nueces - 178	N/A	Registration Basics Quiz	All	79	83%
VTR	RSS-2	CC	Nueces - 178	N/A	All	All	79	77%
VTR	RSS-2	CC	Nueces - 178	All	All	All	79	77%
VTR	RSS-2	CC	All	All	All	All	79	77%

3. To return to the Administration Dashboard screen continue to click on the back arrow. If you close out of this screen, you will have to log back into the system.

View Overall View of Completion/Scores

From the Administration Dashboard screen, under the **Reports** category:

1. Click on **Overall view of completion/scores**.

2. You will see a table display of all LMS users' average scores and completion rates by course.

Overall view of completion/scores

Download

Module	Average completion	Average score
Introduction to Registration Quiz	0%	76
What you need to register (Quiz)	0%	92
Registration Basics Quiz	0%	93

3. If you click on a Course Title, you will be taken back to a display of Report #3, Scores by Hierarchy, for all of your students that have taken that course.

4. At this point, you may download into an Excel file if desired.

5. To return to the Administration Dashboard screen click on **Dashboard** at the top of the screen. If you close out of this screen, you will have to log back into the system.

System Requirements

All users should have the following hardware and software installed for best performance (Please check with your IT staff if appropriate):

Hardware

- CPU: 500 megahertz (MHz) processor or higher (32- or 64-bit)
- Memory: 256 MB
- Internet connection: Broad band - DSL or better (required for high-quality video)
- Screen resolution: at least 800 x 600 (1024 x 768 and up is better)
- Screen size: 15 inches recommended (the bigger the better)
- Audio: sound card or built in and speakers or headphones for listening

Software

1. Windows XP SP3 or later (32- or 64-bit), 2003, Vista (32- or 64-bit), or Windows 7 (32- or 64-bit)
2. Web browser (Internet Explorer 6 or higher, or Firefox, are recommended.)
3. Adobe Flash plug-in (can download free HERE.)
4. Adobe Reader (can download free HERE.)
5. Enable pop-ups to be allowed from LMS site only.

User Login Quick reference

Use these procedures the first time you log in to the TxDMV Learning Center.

1. Open a browser window and go to the following URL (or click this link itself):
   https://learning.txdmv.gov

2. At the landing page (below), click **Login**.

Note: At you first login use the following for your user name and password:

- User Name – Your first initial, followed by the first six characters of your last name, in lower case. LMS User Names are unique, so check with your Training Administrator if your login name doesn't work.

- Password – Your initial password will be the same as your login name in lower case (Note: Travis County user passwords only are in UPPER CASE at this time).

3. Enter your User name and password and click the **Login** button.

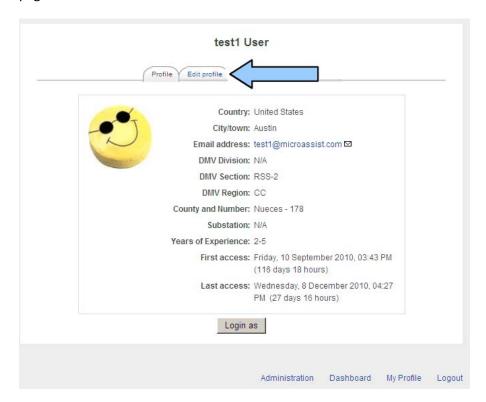**Note:** If you have problems logging in, contact your county or regional training administrator.

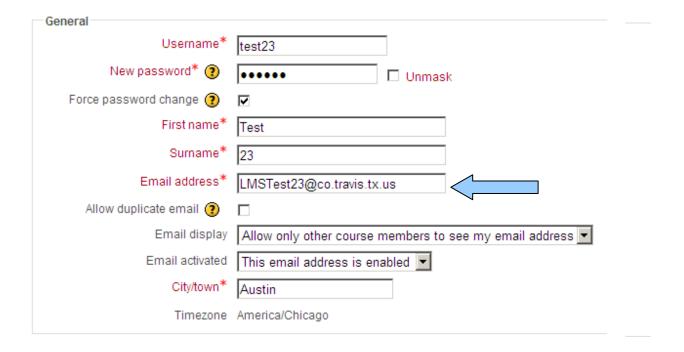4. At the prompt, change your password. Click **Save changes**, and **Continue**. Hint: use a password that is easy to remember.

5. Your Profile then appears. If you have a personal e-mail address, click **Edit Profile**. If you do not have an e-mail address click on **TxDMV Learning Center** to return to the landing page. Hint: You can update your profile at any time by clicking on **My Profile** at the lower part of the landing page.

6. Enter your e-mail address and click **Update Profile**.

7. Click on **TxDMV Learning Center** to return to the landing page. You may now select and begin your training.