

A large blue circle containing the text "ALABAMA PUBLIC HEALTH" in white, bold, uppercase letters. The circle is connected by thin blue lines to other circles in the graphic.

**ALABAMA
PUBLIC
HEALTH**

The Learning Content Management System (LCMS)

User Guide

Revised January 23, 2018

A graphic consisting of several overlapping circles in various shades of blue. One large circle in the bottom right contains the year "2018" in white. Other circles of different sizes are scattered around, some overlapping each other and some connected to the Alabama Public Health logo by thin blue lines.

2018

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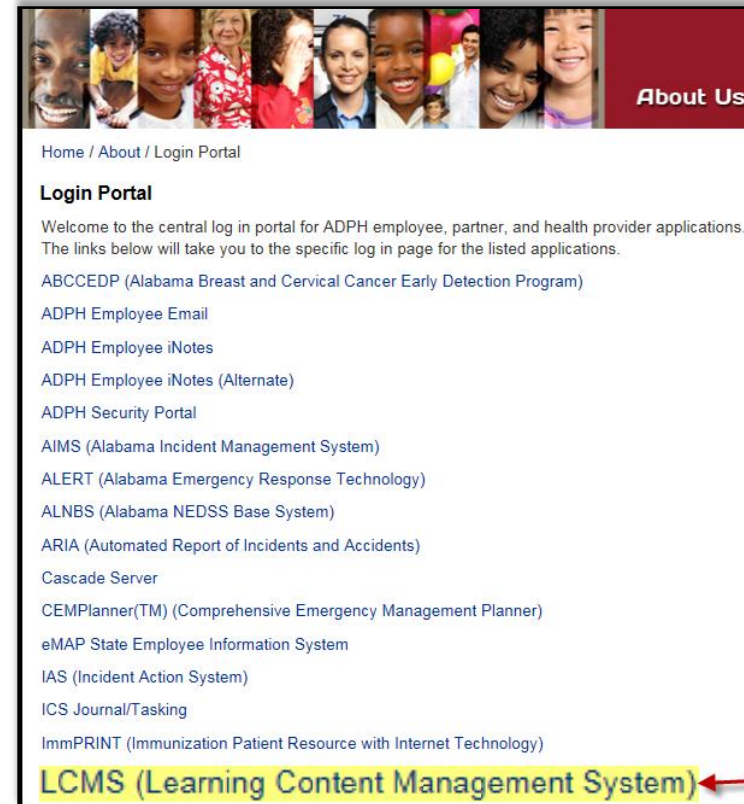
How to Access LCMS

Option 1: Access LCMS through the ADPH home page at www.alabamapublichealth.gov. Then select the “Login” link in the upper right portion of the web page.

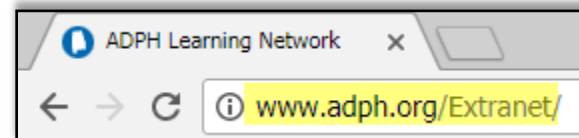


You will be directed to the central Login Portal for ADPH applications.

Locate and select the LCMS (Learning Content Management System) link.



Option 2: Access LCMS directly by entering: www.adph.org/extranet into your web browser address bar.



Choosing either option will direct you to the Training Opportunities page. This is the first page that you will see after accessing and before logging in to LCMS.

Overview of “Training Opportunities” Page



On the “Training Opportunities” screen, training courses are grouped into four searchable categories containing different links:

1. **Satellite Conferences/Webcasts**-Provides opportunities to register for and view upcoming and current satellite conferences/webcasts.
2. **On Demand Webcasts**-Were originally broadcast as live Satellite Conferences/ Webcasts, but now are available for viewing “on demand.” These webcasts are viewable via Windows Media Player or Real Player. Many of the “On Demand Webcasts” are required to be viewed by all ADPH employees.
3. **Program Area**-Contains training opportunities that are classified into groups according to subject matter such as: ADPH Employees, Home Health, Nursing, and Pharmacy
4. **ADPH Employees**-Contains required training specifically for department employees, interns, and volunteers.

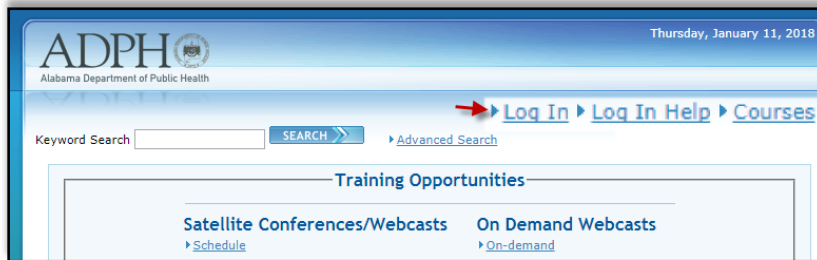
For example, the new employee orientation videos for Semi-Monthly, Contract, and Hourly department employees are located under this category heading, as well as the NIMS, State Personnel, and the Student Intern/Volunteer training.

Note: The user who creates a course in LCMS can control how the course is viewed on the “Training Opportunities” page through settings located in the “Courseware Management” module.

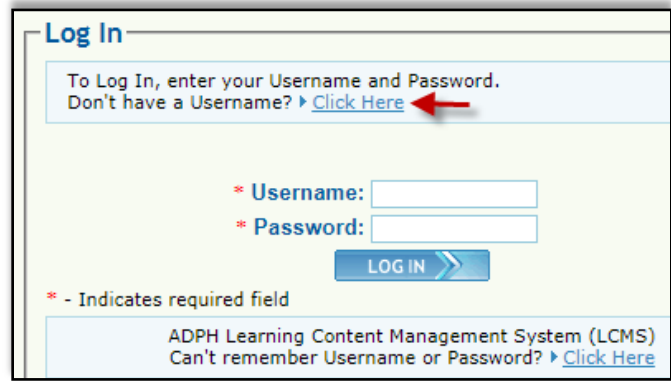
How to Navigate the LCMS Log In Page

Register for (Create) a New LCMS Account

Click the “Log In” link, which is located in the upper right portion of the “Training Opportunities” page.



To register for a new LCMS account, select the “Don’t have a Username ▶ [Click Here](#)” link on the Log In page. (Do not create more than one LCMS account.)



You will be directed to the “Registration Information” page.

Enter your information into each field on this page.

A screenshot of the LCMS Registration Information page. The title is 'Registration Information'. Below the title is a link: '▶ [Click here if you already have a Username and Password?](#)'. Below the link are several input fields: 'First Name: *', 'Last Name: *', 'Email: *', 'Username: *', 'Password: *', 'Password: *', and 'PIN: *'. To the right of the Username, Password, and PIN fields are instructions: 'Choose your unique Username', 'Choose a password, 4-12 characters', 'Confirm password', and 'Last 4 digits of SSN'. Below the input fields is a 'SUBMIT' button. At the bottom left, there is a note: '* - Indicates required field'.

Choose your unique LCMS username. If you are an ADPH employee, it is recommended that you use your Network ID as your username.

If you have any questions, contact LCMS Support.

Then click the “SUBMIT” button to finish creating your new LCMS account.

Registration Information

▶ [Click here if you already have a Username and Password?](#)

First Name: *

Last Name: *

Email: *

Username: * Choose your unique Username

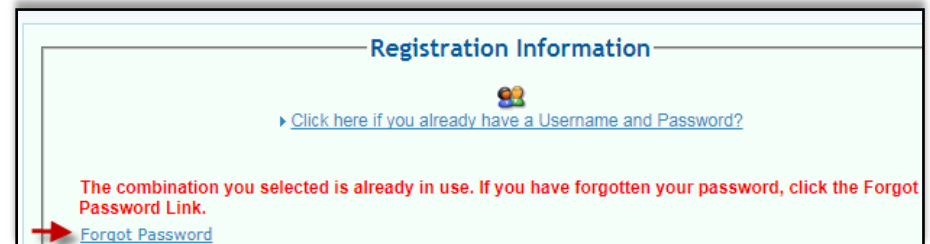
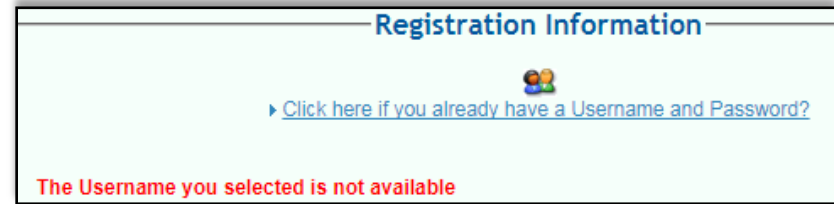
Password: * Choose a password, 4-12 characters

Password: * Confirm password

PIN: * Last 4 digits of SSN

* - Indicates required field

SUBMIT >>



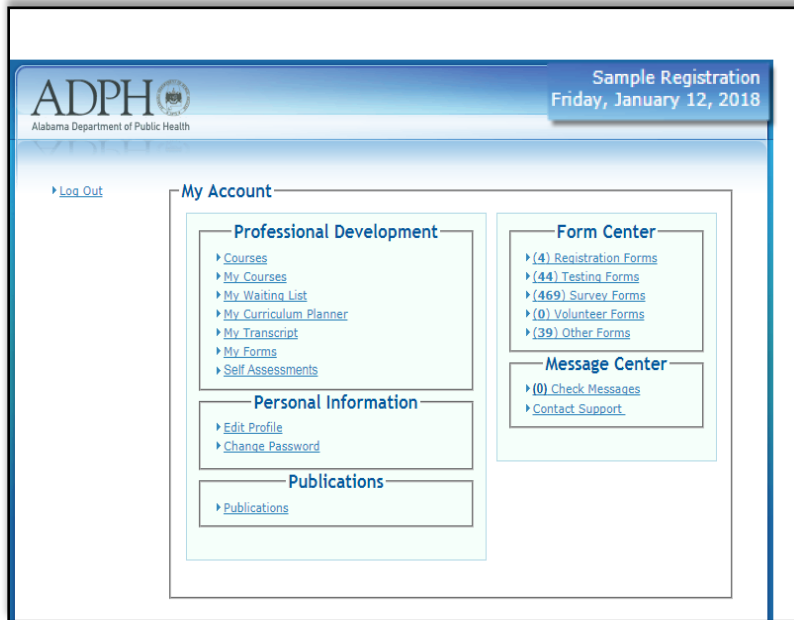
Register for (Create) a New LCMS Account > Handling Error Messages

If you receive a red error message after submitting the “Registration Information” page, it means that your attempt to create an LCMS account was not successful.

A message will appear when you enter a username or a combination of other information that is already associated with an existing LCMS account.

If you receive the following message: “The Username you selected is not available,” you should try to create an account again by entering a different username.

If you see the message that reads, “The combination you selected is already in use. If you have forgotten your password, click the Forgot Password Link,” you may already have an LCMS account. In this case, you can try to retrieve your password by selecting the “Can’t remember Username or Password link ▶ [Click Here](#)” link on the LCMS “Log In” page, or you can contact LCMSSupport@adph.state.al.us for assistance.



After successfully registering for an LCMS account, you will be directed to your “My Account” page. Your first and last name will appear above the current date in the top right corner and in the bottom left corner of your “My Account” page.

Account Registration Completed > Next Steps for New ADPH Employees

Once you register for an LCMS account, notify LCMS Support via email at lcmsupport@adph.state.al.us so that your new account can be linked to the ADPH Employees user group and to the appropriate department (District/Bureau/Office).

Please include your first name, last name, your department, and your LCMS username in the email that you send to LCMS Support.

As soon as your LCMS account is linked, you will be able to view all of the new ADPH employee orientation courses and other required training.

If LCMS Support is not notified, you will not be able to view any of the required courses in LCMS.

Retrieving your Username and Password

If you have forgotten your LCMS Username and/or Password, select “Can’t remember Username or Password ▶ Click Here” link.

Log In

To Log In, enter your Username and Password.
Don't have a Username? > [Click Here](#)

* Username:

* Password:

LOG IN >>

* - Indicates required field

ADPH Learning Content Management System (LCMS)
Can't remember Username or Password? > [Click Here](#)

Your User name will be displayed on the “Login Information” page. Notice that neither your password nor your complete email address is displayed.

Login Information

Review the Log In information below.

Sample Registration

User Name: Demonstrate

Send Log In information to this address: samxxx@adph.state.al.us

Email Now

Remember to change your password once you are logged into the system.

Enter your First Name, Last Name, and PIN on the “Forgotten Log In Information?” page. Then click the “SUBMIT” button to retrieve your LCMS user name.

Forgotten Log In Information?

Use the form below to retrieve your Log In information.

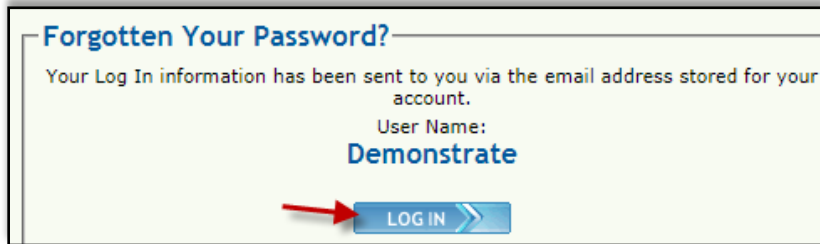
* First Name:

* Last Name:

* PIN: Last 4 digits of SSN

SUBMIT >>

For security reasons, you must click the “Email Now” link to have your password sent to the *Primary* E-mail address that you have provided in your LCMS “Contact Information.” If the email address displayed is incorrect, please contact LCMS Support.

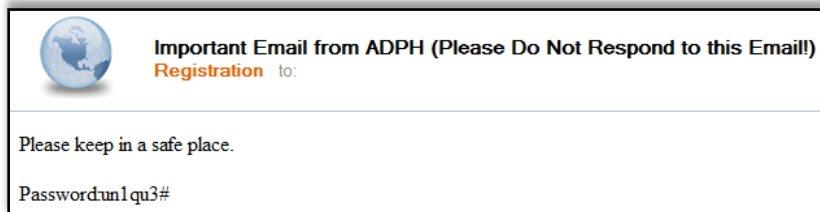


You will receive a notification on the “Forgotten Your Password?” page that your log in information (LCMS password) has been emailed.

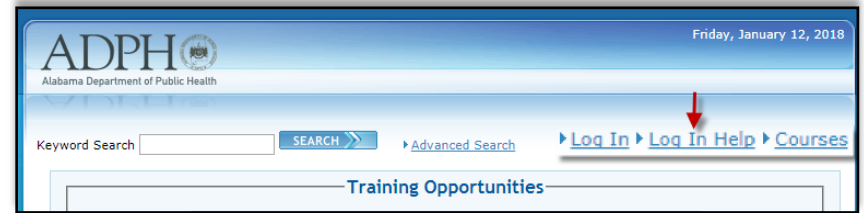
Check your email inbox for an email from “Registration”.



Your LCMS password will be listed in the email. You should change your password once you log in to the system.



These instructions are also available in the help guide when you access the “Log In Help” link on the LCMS “Log In” or “Training Opportunities” page.



The direct link to the LCMS help guide is provided below:

<http://www.adph.org/it/assets/help/ADPHLCMSLOGINHELPV1.pdf>

You may email LCMS support if you need additional assistance.

How to Search for and Register for a Course

(Note: You can either search for courses or training before logging in to LCMS or after you log into the System.)

Prior to logging into LCMS, you will only be able to view courses that are accessible to the public on the Training Opportunities page; however, you will always have to log in to be able to register for a course.

(This documentation shows how to search and register for a course after logging in to LCMS first.)

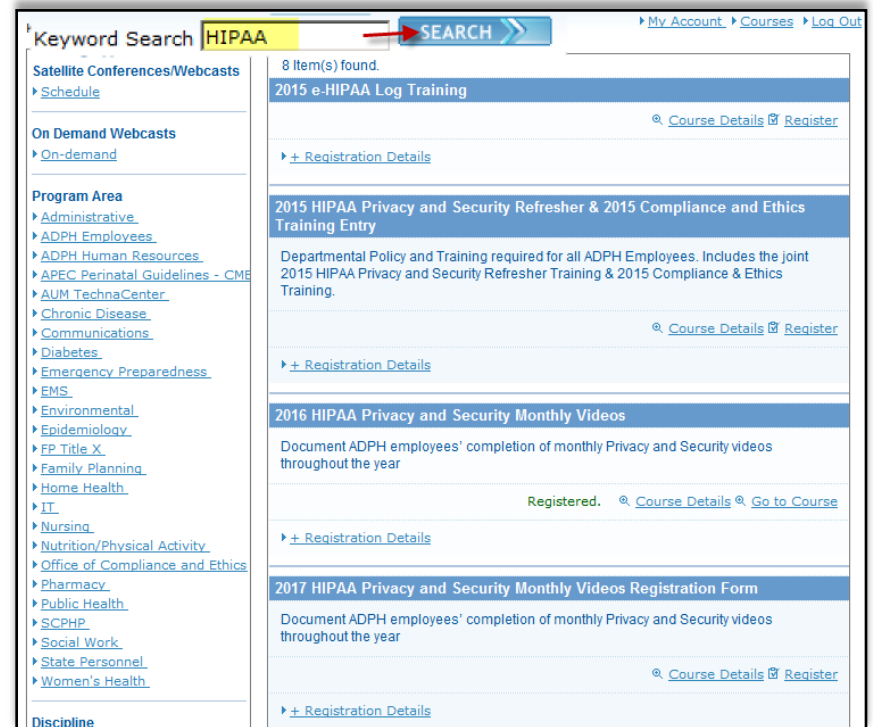
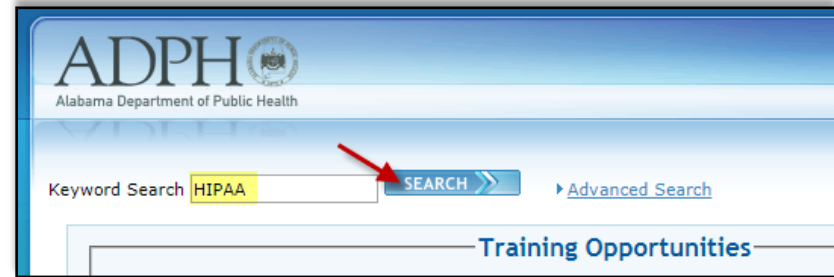


(Note: Individual “My Account” pages are customized according to the access level and permissions granted by the LCMS Administrator.)

Select the “Courses” link directly beneath the “Professional Development” heading on the “My Account” page. The “Courses” link redirects back to the “Training Opportunities” page.

Keyword Search

To search for training, enter a word into the “Keyword Search” field, and click the “Search” button.



A search for the keyword “HIPAA” returns all search results that contain “HIPAA” in the course title.

Register for a Course


After searching for and locating a course, click the “Register” link beneath the course title.



Complete the registration form, and click the “Submit” button.

A screenshot of the registration form. The title is "2017 HIPAA Privacy and Security Monthly Videos Registration Form". The form is from the "Office of Compliance and Ethics". The fields are: "First Name" (Jayne), "Middle Name" (Elizabeth), "Last Name" (Doe), "Bureau/Office/Area:" (Information Technology), "County" (Montgomery), "E-Mail Address" (jayne.doe@adph.state.al.us), and "Supervisor's Name" (Sample Supervisor). A "SUBMIT" button is at the bottom right.

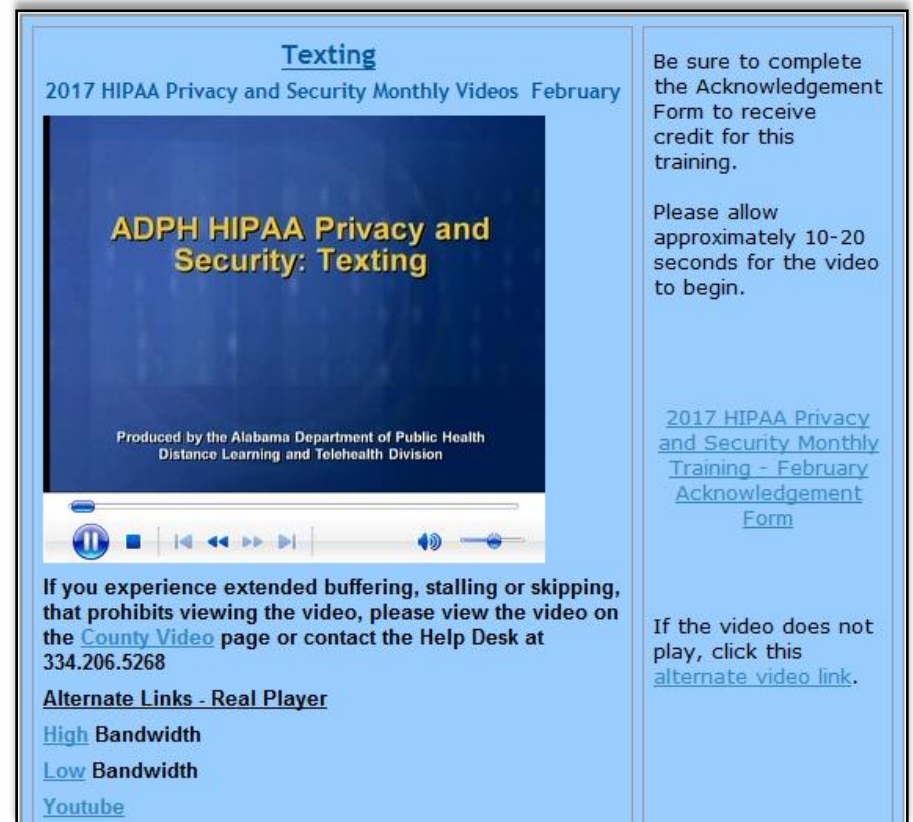
After you submit the course registration form, your web browser will redirect to the default course document (landing) page.



Office of Compliance and Ethics
2017 HIPAA Privacy and Security Monthly Videos

Select a video below. Be sure to complete the Acknowledgement Form after viewing the video training.

Video Training	Title
January	No Training Available
→ February	Texting



Texting
 2017 HIPAA Privacy and Security Monthly Videos February

ADPH HIPAA Privacy and Security: Texting

Produced by the Alabama Department of Public Health
 Distance Learning and Telehealth Division

Be sure to complete the Acknowledgement Form to receive credit for this training.

Please allow approximately 10-20 seconds for the video to begin.

[2017 HIPAA Privacy and Security Monthly Training - February Acknowledgement Form](#)

If the video does not play, click this [alternate video link](#).

If you experience extended buffering, stalling or skipping, that prohibits viewing the video, please view the video on the [County Video](#) page or contact the Help Desk at 334.206.5268

Alternate Links - Real Player

[High Bandwidth](#)

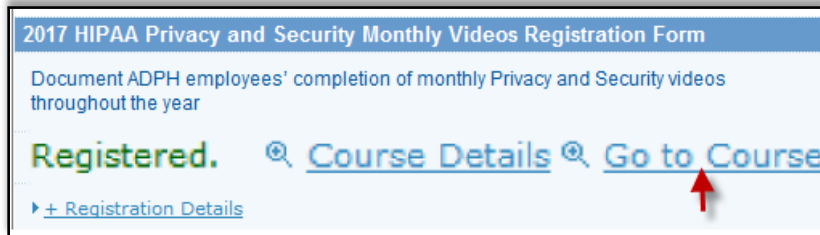
[Low Bandwidth](#)

[Youtube](#)

If you need to return to the course later on to finish it, exit the training.

When you are ready to resume training, log in to LCMS and click on the “Courses” link on your “My Account” page. Search

for and locate the course.

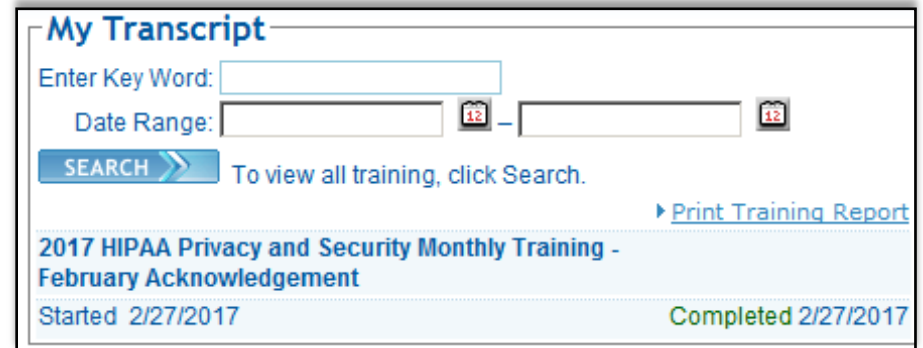


You should notice that the word “Registered” appears underneath the title of the course to the left of “Course Details.”

The “Go to Course” is a new link that appears in the same location as and in place of the “Register” link.

You can click the “Go to Course” link to return to the course page to complete the training.

After you have completed the video training, complete and submit the training acknowledgement form, so that the training will appear on your transcript.



Overview of the LCMS “My Account” Page

You will be directed to the “My Account” screen after logging in to LCMS.

Professional Development

Locate the “Professional Development” heading and its corresponding links on the upper left portion of the “My Account” screen. Each of the links associated with Professional Development will be explained next.

Courses

This link redirects to the “Training Opportunities” screen.

My Courses

Select this link in order to view the courses that you have registered for but have not yet completed.

My Waiting List

This link will direct users to view courses registered for and placed on a waiting list to take a training or course.

My Curriculum Planner

Choose this link to be able to view the Course Planner and Active Curriculum List screen.

My Transcript

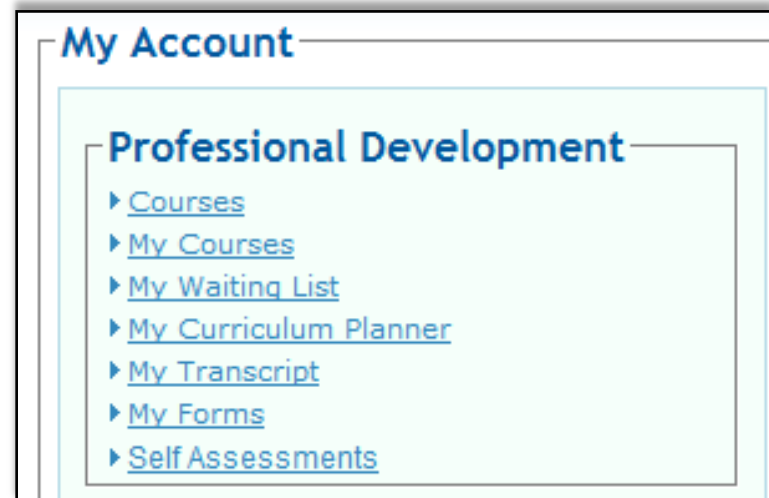
Select this link to view a record of all of the courses/training that you have registered for and completed via LCMS.

My Forms

Choose this link to view a list of forms that you have completed as of the current date.

Self Assessments

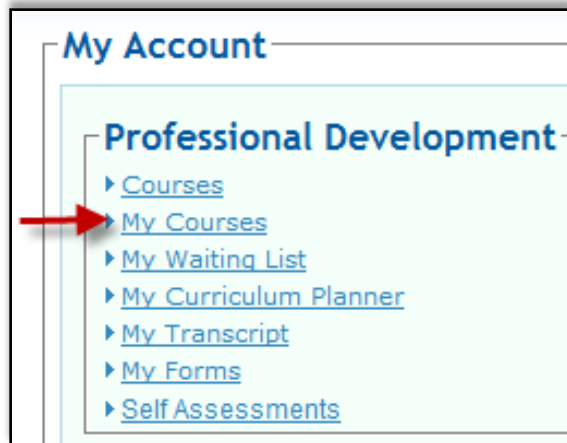
Select this link in order to view a list of assessments that help determine available courses.



Professional Development > My Courses

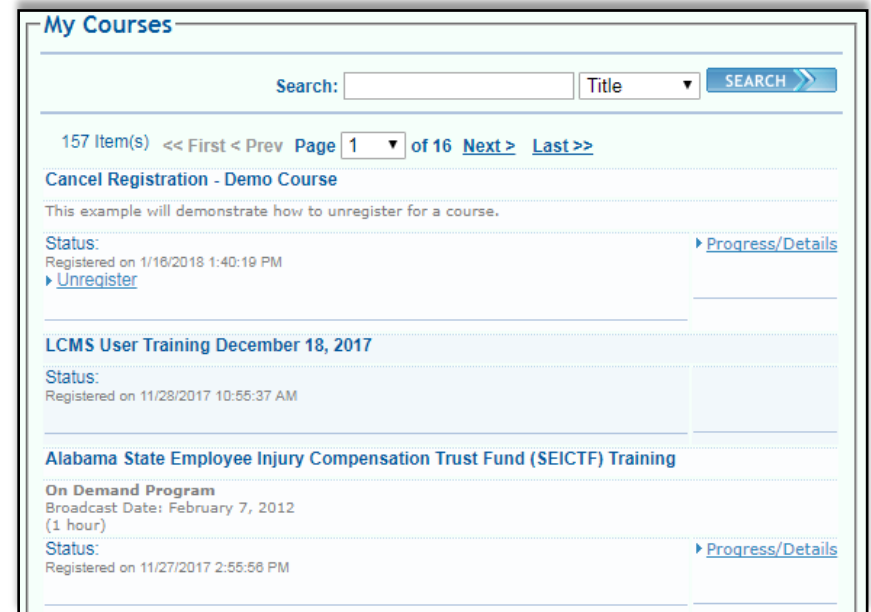
Progress/Details

Select the “My Courses” link beneath the “Professional Development” heading.



You will be directed to the “My Courses” page.. This page lists all of the courses that you have started but have not completed by order of the most recent registration date.

(Note: When you complete a course or unregister for a course, it will no longer be displayed as part of your “My Courses” listing.)



Your course list may span multiple pages. For your convenience, you can search for a particular course. Enter a keyword from the course title or enter the unique Course ID into the “Search” box on the “My Courses” page. (The course ID/form ID number is located at the end of the Form’s URL.)

Each course is listed according to the following format:

- Course Title
- Brief Program Description (Optional)
- Status

A “Progress/Details” link and/or an “Unregister” link may be present beneath the course’s title.

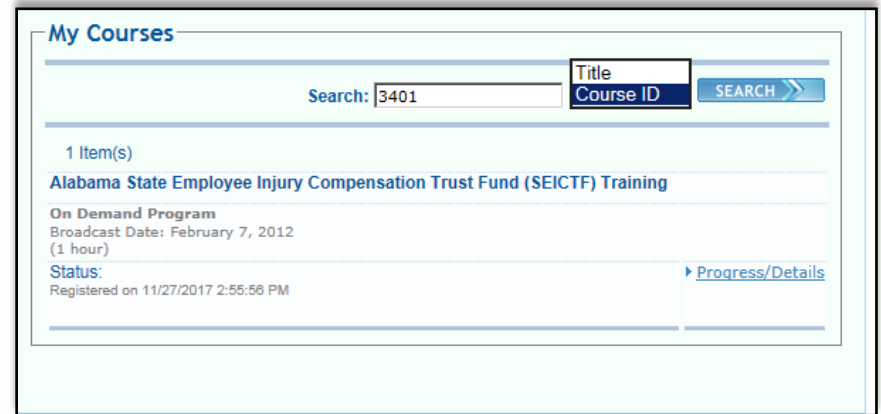
(The “Progress/Details link will be visible if there is an Assignment that is attached to the course. Assignments are added to the course by the course contact person in the “Instructor Area.”)

The owner of a course in LCMS can control whether or not users can cancel registration through the “Courseware Management” “Add/Edit Course” settings. The “Registration Form Options” property “Allow Cancel Registration” is selected by default. If this property is deselected, then users will be unable to cancel registration (unregister) for the course.

For instance, to search for the following course: “Alabama State Employee Injury Compensation Trust Fund (SEICTF) Training,” I can either enter one of the words in the course’s title (SEICTF) into the Search box, or I can enter the Course ID (3401), which is located at the end of the Course URL below:

<http://www.adph.org/Extranet/Forms/Form.asp?formID=3401>

Although either search method (Title or Course ID) will return the desired course, you can eliminate multiple items from your search results if you search by the unique course ID.



In this example, the “Progress/Details” link will be selected that corresponds to the course entitled: “Alabama State Employee Injury Compensation Trust Fund (SEICTF) Training.”

Next, the web browser will redirect from the “My Courses” list to the “Course Details” page. The course title is listed here, followed by a “Click here for more information” link, an optional course description, assignment(s), and the course registration dates.

(If the “Back to List” link is selected, the user will exit the “Course Details” page and return to “My Courses.”)

If you have not completed the course, you can return to the “Course Document” (Landing) page to finish watching the video and reviewing the handouts by selecting the “Click here for more information” link.

If you have finished the course, but have not completed the

training acknowledgement form, you can access it by selecting the “Click to complete survey” link. Once you submit the training acknowledgement form, the course will be added to your LCMS transcript.

Alabama State Employee Injury Compensation Trust Fund (SEICTF) Training

[Click here for more information](#)

On Demand Program
Broadcast Date: February 7, 2012
(1 hour)

Delivery Method : On-demand Webcasts

Assignments		
Title	Type	Status
Alabama State Employee Injury Compensation Trust Fund (SEICTF) Training Acknowledgement Form Click to complete survey	Survey	InComplete
Assignment		

Registration Dates
1/23/2015 - 2/8/2022

“Unregister” for a Course

My Courses

Search: 4553 Course ID SEARCH

1 Item(s)

Cancel Registration - Demo Course
This example will demonstrate how to unregister for a course.

Status:
Registered on 1/16/2018 10:35:44 AM

[Unregister](#)

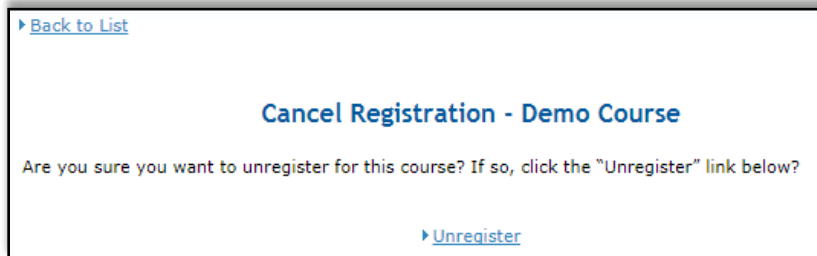
Return to the “My Courses” page.

To unregister or cancel my registration for the following: “Cancel Registration – Demo Course,” I can either enter one of the words in the course’s title (Cancel) into the Search box, or I can enter the Course ID (4553), which is located at the end of the Course URL below:
<http://www.adph.org/Extranet/Forms/Form.asp?formID=4553>.

Although either search method (Title or Course ID) will return the desired course, you can eliminate multiple items in your search results if you search by the unique form ID.

Locate the course that you would like to unregister (cancel registration) for in the Search Results. Click the “Unregister” link. This link can be found beneath the course title and its (Registration) “Status.”

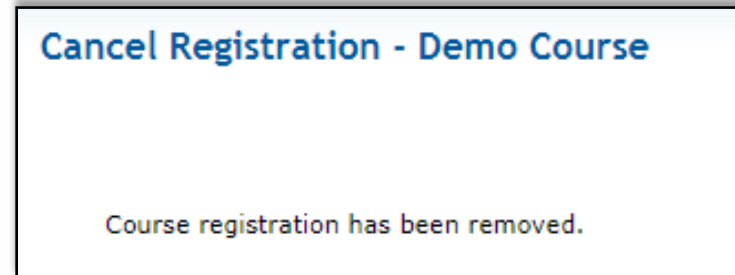
The next page will ask you to confirm the registration cancellation. You will see the following message beneath the course’s title: “Are you sure you want to unregister for this course? If so, click the “Unregister” link below?”



If you decide to not cancel your course registration, you can click the “Back to List” link to return to the “My Courses” page.

If you do want to go ahead and cancel your course registration, you will need to click on the “Unregister” link.

Once you click on the “Unregister” link, you will be directed to a page that includes the course title and the message, “Course registration has been removed.”



The course that you “unregister” for will no longer be visible in the search results of your “My Courses” page.

If you have already completed the course or one of its requirements, then you cannot cancel your registration.

Note: The person who creates a course in LCMS can control whether or not users can cancel registration through the “Courseware Management” “Add/Edit Course” settings. The “Registration Form Options” property “Allow Cancel Registration” is selected by default. If this property is deselected, then users will be unable to cancel registration (unregister) for the course.

Professional Development > My Waiting List

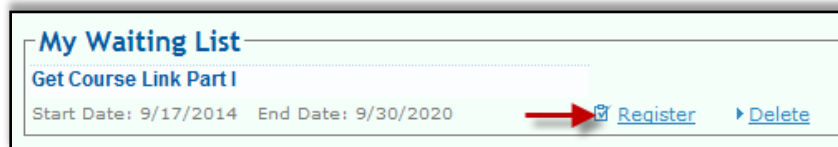
Select the “My Waiting List” link beneath the “Professional Development” Heading.



This link will direct users to view courses registered for and placed on a waiting list to take a training or course.

In the sample Waiting List to the below, one course is listed, “Get Course Link Part I”. The Start Date and End Date of this particular course are provided to show when the course will be available.

Select the “Register” link to register for the course when the course becomes open, or click the “Delete” link to remove your name from the Waiting List.



Professional Development > My Curriculum Planner



A. Select the “My Curriculum Planner” link beneath the “Professional Development” heading.

B. This link redirects to the “Course Planner” page. You will find your Active curriculum list. Your curriculum is determined by a System Administrator who has assigned your account to a specific group of Curricula.

For example, each ADPH Employee is responsible for completing the courses that are listed beneath the “All Employees” heading.

Likewise, New Employees are expected to view the videos beneath the “Employee Videos Checklist” heading.

Notice that courses are either marked “Completed” or “InComplete.”

You have the opportunity to register for courses on the “My Curriculum Planner-Course Planner” Page.

Professional Development > My Transcript

- A. Select the “My Transcript” link beneath the “Professional Development” heading.

Course Planner
Active curriculum list for Jayne Doe

NIMS For All ADPH Employees - Hide Details

All Employees

IS-100 Introduction to Incident Command System, I-100
Completed

IS-700 National Incident Management System (NIMS), An Introduction

New Employee Videos - Hide Details

Employee Videos Checklist

Required Video for New Employees: General Orientation for New Employees
Completed

Required Video for New Employees: Orientation to the Essentials of Public Health

- Hide View Progress/Details

Assignments

Title	Type	Status
Video Verification for Orientation to the Essentials of Public Health	Form	InComplete

Assignment

Required Video for New Employees: Community Partnerships and Perspectives

+ View Progress/Details **Register**

My Account

Professional Development

- ▶ Courses
- ▶ My Courses
- ▶ My Waiting List
- ▶ My Curriculum Planner
- ▶ **My Transcript**
- ▶ My Forms
- ▶ Self Assessments

- B. This link redirects to the “My Transcript” screen.
- You can Search by Key Word and Date Range
 - If you do not recall the name of the training that you want to find, select the “Search” button to pull all of the training you have completed. Print your Training Report by selecting the “Print Training Report” link.

Professional Development > My Transcript > Employee Training Report

The Employee Training Report can be printed as evidence that the employee received the appropriate orientation, education and training to promote his or her optimal job performance.

It provides a summary of orientation, education and training that the employee has received during evaluation periods.

The form should be printed and a copy placed in the employee's file, if required.

My Transcript

Enter Key Word:

Date Range: -

SEARCH >>> To view all training, click Search.

[Print Training Report](#)

2017 HIPAA Privacy and Security Monthly Videos Registration Form	
Registered 2/27/2017	Course Completed 2/27/2017
Credit: 0 + Show Details	
IS-100 Introduction to Incident Command System, IS-100	
Registered 8/15/2006	Course Completed 9/29/2006
Credit: 3 + Show Details	
IS-700 National Incident Management System (NIMS), An Introduction	
Registered 1/14/2008	Course Completed 9/26/2006
Credit: 3 + Show Details	
Required Videos for New Employees - 2013 HIPAA Privacy and Security Training	
Registered 9/13/2013	Course Completed 9/13/2013
Credit: 0 + Show Details	
Web Application Development Using ASP .NET Course #NE2014	
Registered 6/5/2008	Course Completed 6/13/2008
Credit: 0 + Show Details	
2017 HIPAA Privacy and Security Monthly Training - February Acknowledgement	
Started 2/27/2017	Completed 2/27/2017

**ADPH Learning Content Management System (LCMS)
EMPLOYEE TRAINING REPORT**

Use this form to list training the employees has been provided during the appraisal period. Place the form in the employee's worksite file and provide a copy to the employee.

Employee Name: LCMS Support		Employee ID: 123456
Job Classification:		Job Class Code:
Work Location (Area/County/Office/Bureau): EMERGENCY PREPAREDNESS CENTER		
Period Covered:	From:	TO:

Type or Title of Training	Date(s)
2017 HIPAA Privacy and Security Monthly Videos Registration Form	2/27/2017
IS-100 Introduction to Incident Command System, IS-100	9/29/2006
IS-700 National Incident Management System (NIMS), An Introduction	9/26/2006
Required Videos for New Employees - 2013 HIPAA Privacy and Security Training	9/13/2013
Web Application Development Using ASP .NET Course #NE2014	6/13/2008
2017 HIPAA Privacy and Security Monthly Training - February Acknowledgement	2/27/2017

By signing, employee states that he or she did receive/attend training listed.

Employee's Signature	Date

Rating Supervisor's Name (print)	Rating Supervisor's Signature

Original-Worksite Employee File
Copy-Employee

ADPH-HR-33/Rev. Nov 2014

Professional Development > My Forms

- A. Select the “My Forms” link beneath the “Professional Development” heading.



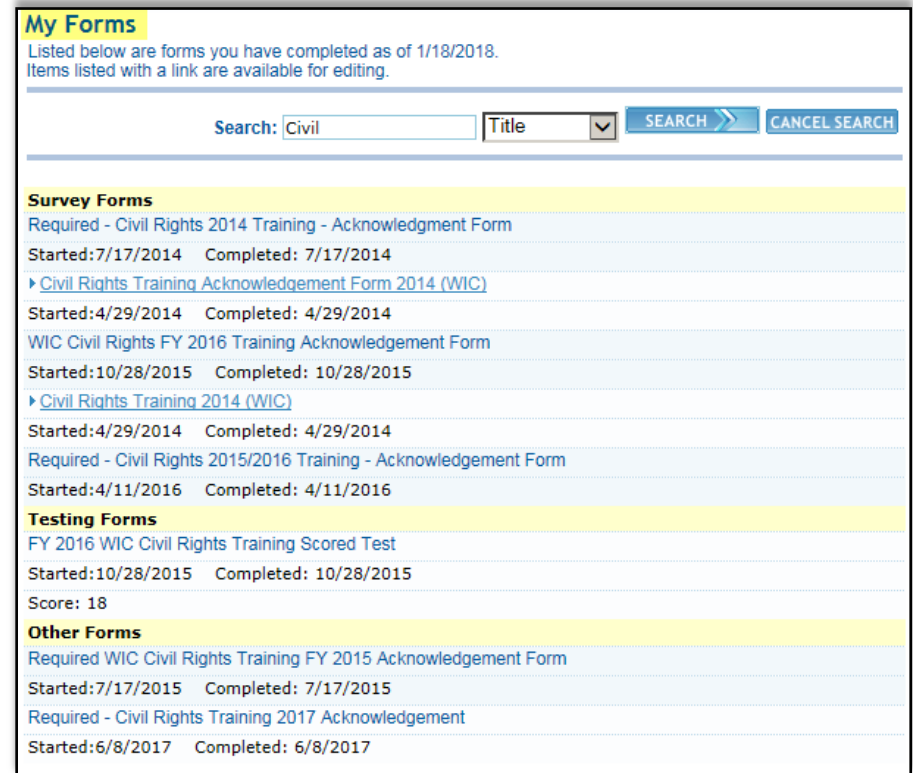
- B. The link redirects to the “My Forms” screen.

You will find forms listed that you have completed as of the current date.

These items are grouped by type of form:

- Registration Forms
- Other Forms
- Self Assessment Forms
- Survey Forms
- Testing Forms

You have the option of searching for a specific form by entering its Title or Description. Items listed with a link are available for editing.

A screenshot of the "My Forms" screen in the LCMS. The page title is "My Forms" and it includes a subtitle: "Listed below are forms you have completed as of 1/18/2018. Items listed with a link are available for editing." Below the subtitle is a search bar with the text "Civil" entered, a dropdown menu set to "Title", and buttons for "SEARCH" and "CANCEL SEARCH". The forms are grouped into three categories: "Survey Forms", "Testing Forms", and "Other Forms". Each form entry includes the form title, start date, and completion date. Some entries have a link icon (a small blue triangle) next to the title, indicating they are available for editing.

Form Title	Started	Completed	Available for Editing
Required - Civil Rights 2014 Training - Acknowledgment Form	7/17/2014	7/17/2014	Yes
Civil Rights Training Acknowledgement Form 2014 (WIC)	4/29/2014	4/29/2014	Yes
WIC Civil Rights FY 2016 Training Acknowledgement Form	10/28/2015	10/28/2015	Yes
Civil Rights Training 2014 (WIC)	4/29/2014	4/29/2014	Yes
Required - Civil Rights 2015/2016 Training - Acknowledgement Form	4/11/2016	4/11/2016	Yes
FY 2016 WIC Civil Rights Training Scored Test	10/28/2015	10/28/2015	No
Score: 18			
Required WIC Civil Rights Training FY 2015 Acknowledgement Form	7/17/2015	7/17/2015	Yes
Required - Civil Rights Training 2017 Acknowledgement	6/8/2017	6/8/2017	Yes

Professional Development > Self Assessments

- A. Select the "Self Assessments" link beneath the "Professional Development" heading.
- B. The link redirects to the "Self Assessments" screen.



A
B

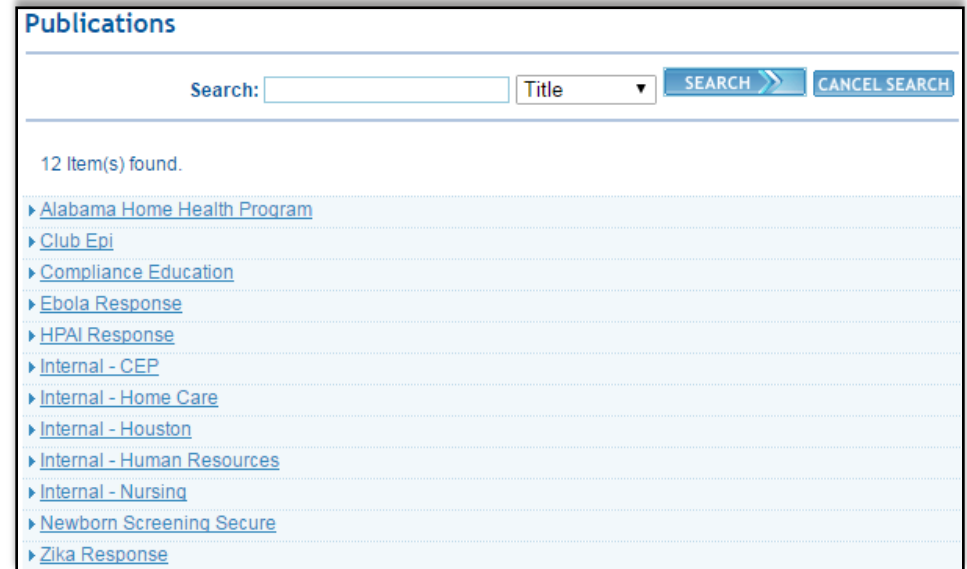
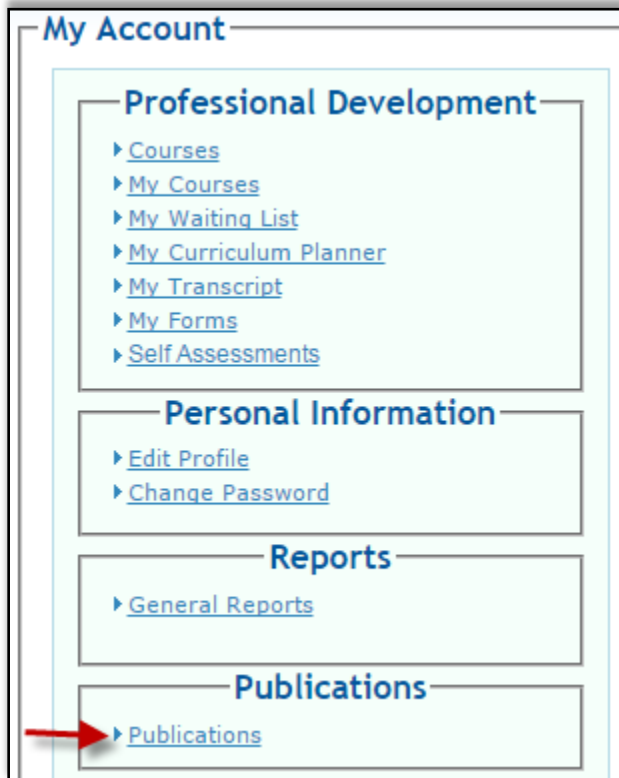
- The assessment title is a link. These assessments are listed to help determine available courses.
- The option of searching for a specific self assessment is available by entering its Title or Description.
- You also have the option to "Print Response" for self assessments marked "Completed."
- Assessments that are not marked "Completed" are available for editing.



Publications

Locate the “Publications” link under the “Publications” heading.

This module is generally used by the ADPH Digital Media group, but is available for users to view.



Search Publication items by Title or Description. Select an item link and you will be directed to the Program’s website.

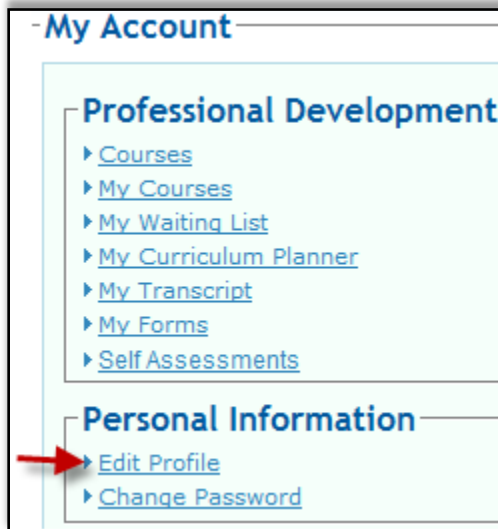
Personal Information

Personal Information > Edit Profile

After you create an LCMS account, you will need to complete your profile in LCMS. You will also need to update your profile if any of your contact information changes.

Find the “Personal Information” heading on the “My Account” screen.

Select “Edit Profile” - the first link beneath the “Personal Information” heading.



General Information” page.

You can navigate throughout your LCMS Profile pages using the different menu links that are located beneath your email address near the top of the page.

The screenshot shows the 'Contact Information' form for user TESTING ACCT. The form includes fields for First Name, Middle Initial, Last Name, and Suffix. The First Name field contains 'TESTING' and the Last Name field contains 'ACCT'. There are also fields for Post-nominal Letters, Date of Birth, and ADPH Employee ID. The PIN is 1234 and the Department is Information Technology. An 'UPDATE' button is at the bottom.

First Name *	Middle Initial	Last Name *	Suffix
TESTING		ACCT	

Post-nominal Letters Example: MD, RN, etc.	Date of Birth Format: 00/00/0000	ADPH Employee ID
		5555

PIN
1234

Department
Information Technology

* - Indicates required field

[UPDATE](#)

Your web browser will redirect to your “Contact Information/

Personal Information > Edit Profile

Contact Information/General Information:

Although you completed all of the required profile fields when you registered for your LCMS account, it is important to complete as many other profile fields as possible. Select “Update” once you are finished updating this page. Each time you update contact information on a profile page, you will receive the following message in red: “RECORD WAS UPDATED SUCCESSFULLY.”

TESTING ACCT

| TESTING@adph.state.al.us

[General Information](#) |
 [Addresses](#) |
 [Contacts](#) |
 [Profiles](#) |
 [Contact Support](#)

Contact Information

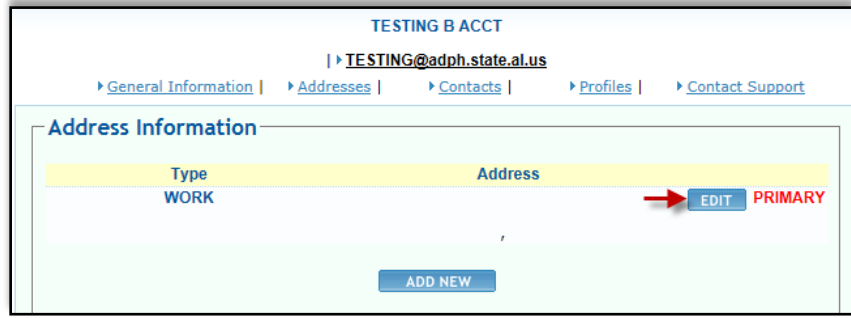
RECORD WAS UPDATED SUCCESSFULLY.

First Name *	Middle Initial	Last Name *	Suffix
TESTING	B	ACCT	
Post-nominal Letters Example: MD, RN, etc.	Date of Birth Format: 00/00/0000	ADPH Employee ID	
RN		5555	
PIN			
1234			
Department			
Information Technology			
* - Indicates required field			

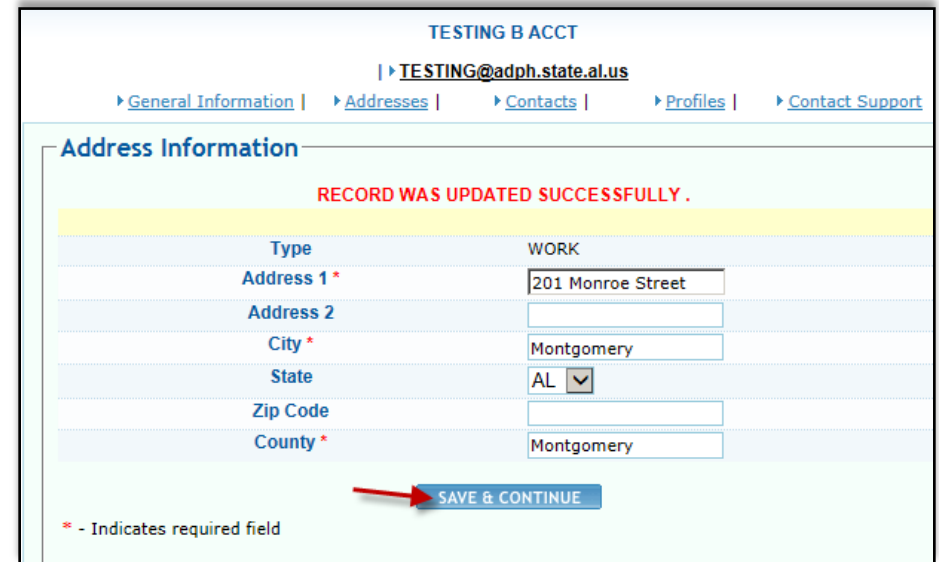
➔ UPDATE

Addresses:

Next, click the “Addresses” menu link. You will see the “Address Information” screen before and after a new Address is added.

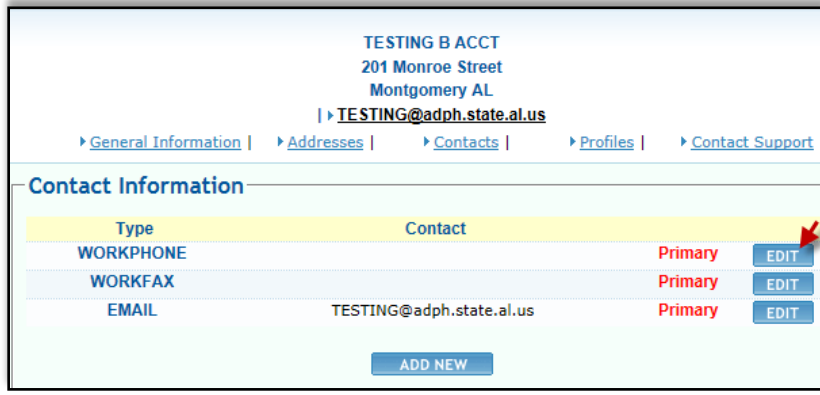


Click the “Edit” button to add your Work Address. Enter the required fields, and click “Save & Continue.” (If you click the “Add New” button, you have the option of adding your home address.)

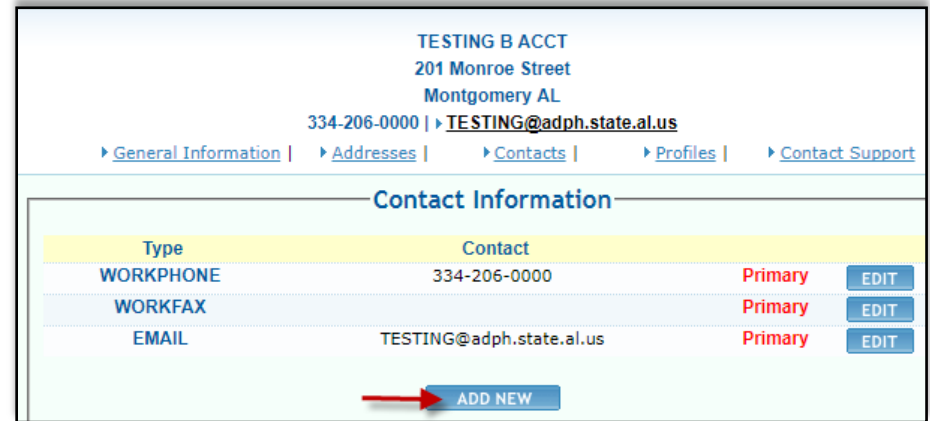


Contacts:

Click the “Contacts” link to add or edit your workphone, workfax, or email. (Click the “Add New” button if you choose to add your home phone, cell phone or personal email address as a secondary point of contact. Any password recovery emails will be sent to your Primary email address.)



Select the “Edit” button next to Workphone. Enter your work phone, and click the “Save & Continue” button. To modify a contact point, click the “Edit” button. Backspace until you have cleared the existing content. Next, enter the new information. Then, click the “Save & Continue” button.



To add more contact types, click the “Add New” button.



You may want to continue to “Edit” the contact information listed here, or you may want to “Add New” contact type information on the “Contact Information” page.

Then select the type of contact from the drop-down list. You can enter your Work Phone, Home Phone, Pager, Cell Phone, or Fax number. Enter the contact information for the contact type that you selected before clicking the “Save & Continue” Button.

The screenshot shows the 'Contact Information' form. At the top, there are navigation links: General Information, Addresses, Contacts, Profiles, and Contact Support. The form has a section for 'Primary Contact' with a checkbox 'Check to make this a primary contact'. Below this is a 'Type' dropdown menu currently set to 'Select One'. A dropdown list is open, showing options: Select One, WORK PHONE, HOME PHONE, EMAIL, PAGER, CELL PHONE, and FAX. A 'SAVE & CONTINUE' button is located at the bottom right of the form. A note at the bottom left states '* - Indicates required field'.

Click the “Contacts” menu link to return to the “Contact Information” list.

To delete contact information for a contact type that is not required, click the “Delete” button next to the contact information that you want to remove.

The screenshot shows the 'Contact Information' list for 'TESTING B ACCT'. At the top, there is contact information: 201 Monroe Street, Montgomery AL, 334-206-0000, and TESTING@adph.state.al.us. Below this is a table with columns 'Type' and 'Contact'. The table contains three rows: WORKPHONE (334-206-0000), WORKFAX (334-206-0000), and EMAIL (TESTING@adph.state.al.us). Each row has an 'EDIT' button and a 'DELETE' button. A red arrow points to the 'DELETE' button for the 'CELLPHONE' row. An 'ADD NEW' button is at the bottom.

Type	Contact	Primary	EDIT	DELETE
WORKPHONE	334-206-0000	Primary	EDIT	DELETE
WORKFAX	334-206-0000	Primary	EDIT	DELETE
EMAIL	TESTING@adph.state.al.us	Primary	EDIT	DELETE
CELLPHONE	334-000-0000		EDIT	DELETE

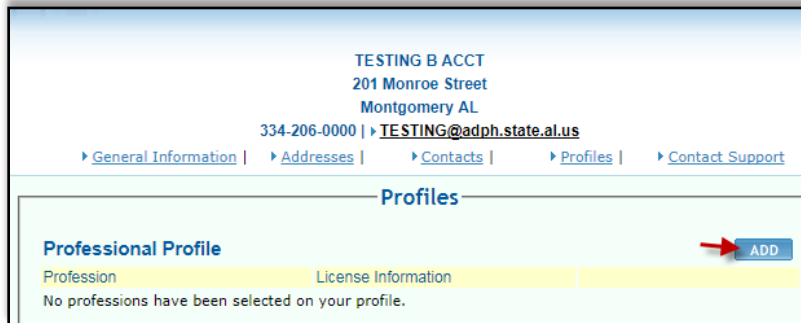
You will receive the following confirmation message: “Record was updated successfully.”

The screenshot shows the 'Contact Information' list after a successful update. A red arrow points to a confirmation message: 'RECORD WAS UPDATED SUCCESSFULLY.'. The table below shows the same contact information as the previous screenshot, but the 'DELETE' button for the 'CELLPHONE' row is no longer visible. An 'ADD NEW' button is at the bottom.

Type	Contact	Primary	EDIT
WORKPHONE	334-206-0000	Primary	EDIT
WORKFAX	334-206-0000	Primary	EDIT
EMAIL	TESTING@adph.state.al.us	Primary	EDIT

Profiles:

You have the option of adding your professional and license information to your “Professional Profile.” Click the “Add” button to begin.



TESTING B ACCT
201 Monroe Street
Montgomery AL
334-206-0000 | > TESTING@adph.state.al.us

> General Information | > Addresses | > Contacts | > Profiles | > Contact Support

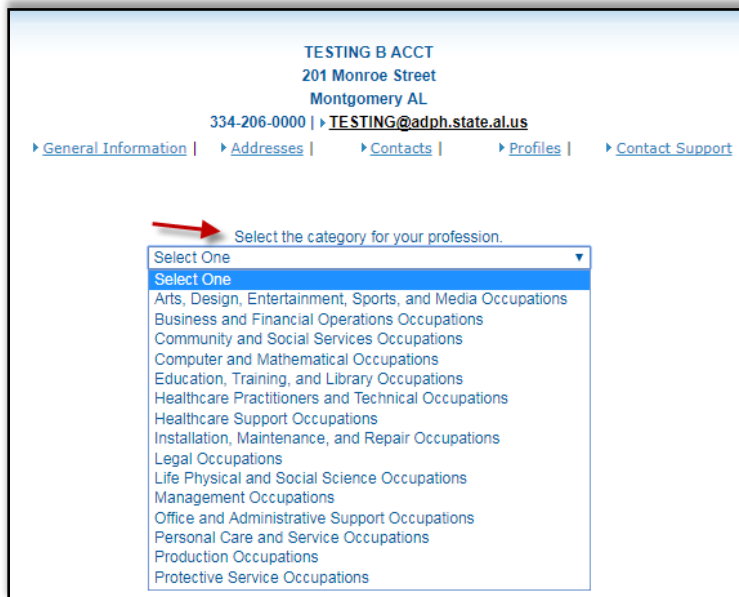
Profiles

Professional Profile ADD

Profession	License Information
No professions have been selected on your profile.	

Then, select your specific profession. Enter your “License/Certification” number, if required. Next, enter the “State of License” and its “Expiration Date.” After you have completed this page, click the “Save and Continue” button.

First, select the category for your profession.



TESTING B ACCT
201 Monroe Street
Montgomery AL
334-206-0000 | > TESTING@adph.state.al.us

> General Information | > Addresses | > Contacts | > Profiles | > Contact Support

Select the category for your profession.

- Select One
- Select One
- Arts, Design, Entertainment, Sports, and Media Occupations
- Business and Financial Operations Occupations
- Community and Social Services Occupations
- Computer and Mathematical Occupations
- Education, Training, and Library Occupations
- Healthcare Practitioners and Technical Occupations
- Healthcare Support Occupations
- Installation, Maintenance, and Repair Occupations
- Legal Occupations
- Life Physical and Social Science Occupations
- Management Occupations
- Office and Administrative Support Occupations
- Personal Care and Service Occupations
- Production Occupations
- Protective Service Occupations

TESTING B ACCT
201 Monroe Street
Montgomery AL
334-206-0000 | TESTING@adph.state.al.us

[General Information](#) |
 [Addresses](#) |
 [Contacts](#) |
 [Profiles](#) |
 [Contact Support](#)

Select the category for your profession.
 Healthcare Practitioners and Technical Occupations

Select your specific profession.
 Registered Nurses

Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Include advance practice nurses such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, and

License/Certification #: * Required field

State of License:

Expiration Date:

[SAVE & CONTINUE](#)

You can choose to “Add” more professions and their licenses, and “Edit” or “Delete” your existing professional information.

TESTING B ACCT
201 Monroe Street
Montgomery AL
334-206-0000 | TESTING@adph.state.al.us

[General Information](#) |
 [Addresses](#) |
 [Contacts](#) |
 [Profiles](#) |
 [Contact Support](#)

Profiles

Professional Profile [ADD](#)

Profession	License Information	
Registered Nurses	000000	EDIT DELETE

Volunteer Forms

General Volunteer Form [Please complete this form](#)

Contact Support

Choose "Contact Support" to notify the system administrators if you have questions about the LCMS System.

On the Contact Support page, complete of the required fields: Email Subject, Message Type, & Email Message.

Message Types

- Access Denied: Report if access is denied to the application.
- Report Error: Report an application error.
- Report content: Report content which should not be viewed by the public, etc.
- Account Information: Report login related issues.
- Other: represents all other reportable issues.

Contact Support

* Email Subject:
Access Needed

* Message Type:
Access Denied

* Email Message:
I cannot access the required training for new ADPH employees.

SUBMIT

* - Indicates required field
NOTICE: Check your Message Center for replies.

Select "Submit" once all required fields are completed.

The next page that you will see is a "Message Confirmation" that "Your message was sent successfully!"

Message Confirmation

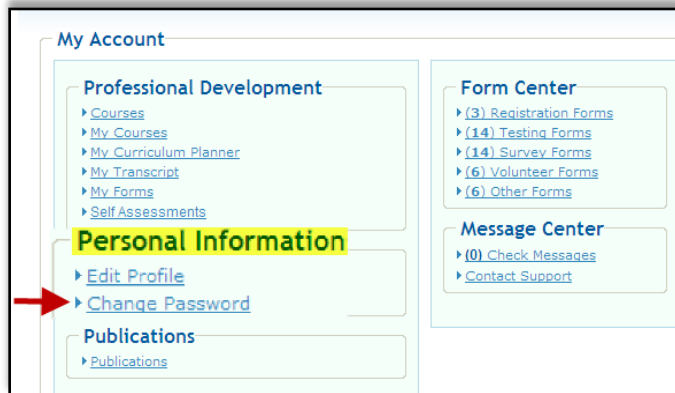
Your message was sent successfully!

Thanks,
Support Staff

NOTICE: Check your Message Center for replies.

Please check Message Center for replies from the LCMS Support Staff.

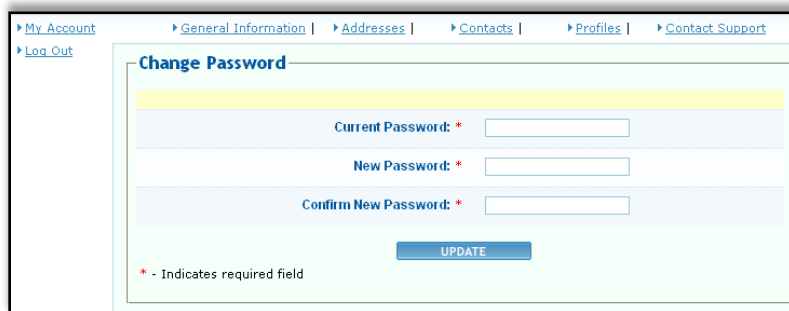
Personal Information > Change Password



Click the “My Account” link to return to the “My Account” page.

Find the “Personal Information” heading on the “My Account” screen and Select “Change Password”.

You will be directed to the “Change Password” screen.

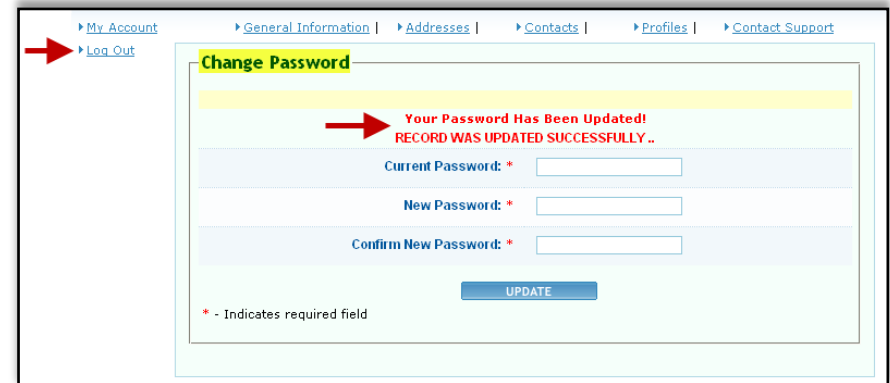


Password Requirements:

1. Passwords cannot be blank.
2. Passwords must contain between 4 and 12 letters or numbers.
3. Special characters (such as ?, !, &, etc.) are permitted.
4. Although new passwords cannot begin with a space, spaces are allowed in the remainder of the password.

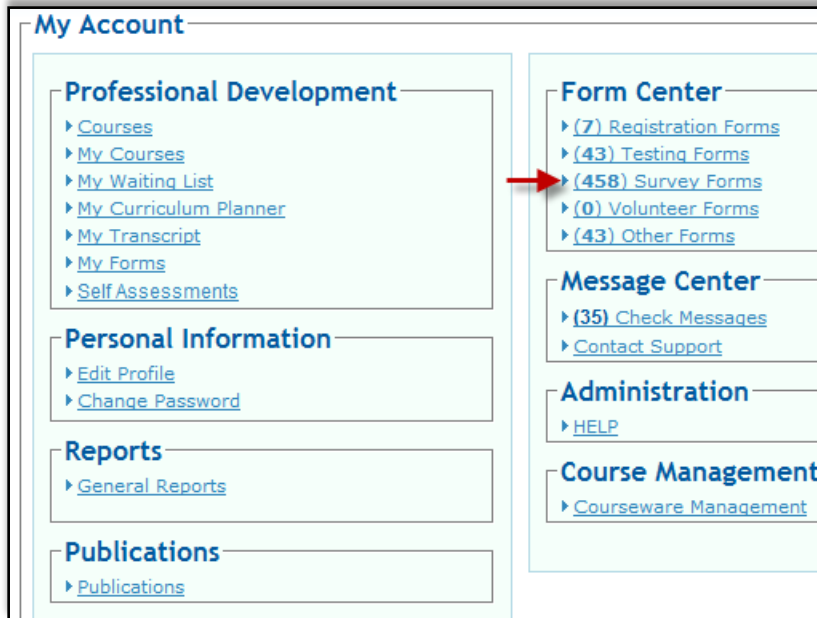


Select Update after entering the required the fields.



Enter your Current Password and New Password. Then, confirm your New Password in the “Confirm New Password” field.

Form Center > How to Complete a Form

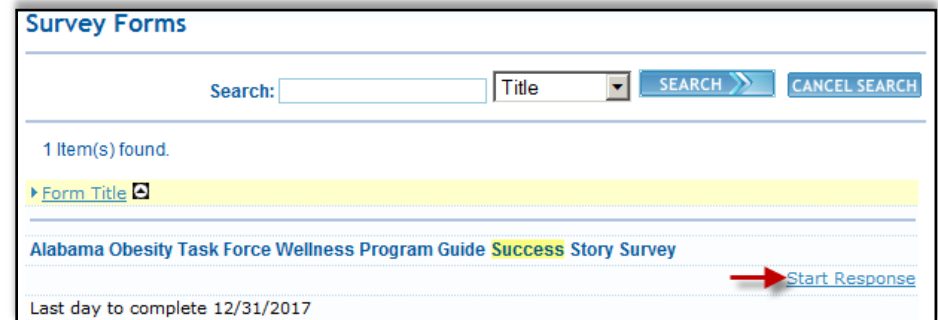
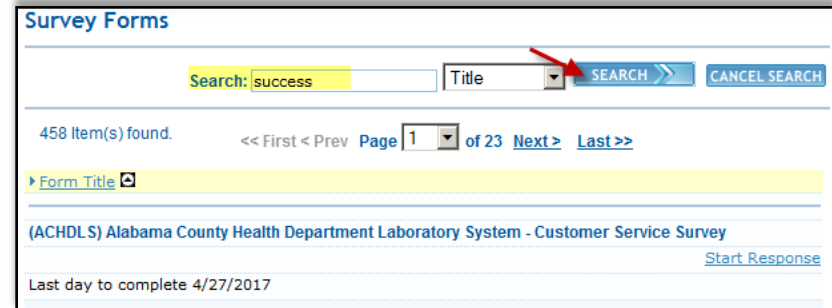


Select the category that includes the type of form that you are interested in searching for and finding.

Please note that the number in parentheses indicates how many forms of each type are available for your completion. Next, your web browser will redirect to a list of the forms that belong to the selected category.

In this example, the title "Survey Forms" is listed in the top left hand corner of the page.

You can enter one or more keywords in the Search field. You may search by Title or Description. Select "Search".



The LCMS System has returned one item, "Alabama Obesity Task Force Wellness Program Guide Success Story Survey," as the result of the keyword search for "Success." Select "Start or Continue Response" to complete the form. Ensure that you complete each required field on each page.

Either click “Save & Continue” to advance to the next page of the Form, or click the “Submit” button if it is only a one page form.

**Alabama Obesity Task Force Wellness Program Guide
Success Story Survey**

Business name:

City/location:

Business type:

Number of employees:

Contact person:

Contact person's telephone number:

Contact person's email address:

ADPH PORTAL
VOLUNTEER PERSONNEL

**Alabama Obesity Task Force Wellness Program Guide
Success Story Survey**

Thank you for taking the time to share information about your company's wellness program.

Click the “Submit” button to save and submit the information that you have entered.

Form Center > Understanding Form Status

“Form Status” indicates to users which stage of completion they have achieved in responding to a form.

Start Response - Each form in a user’s account that has not been modified is identified with a “Start Response” link, which is located to the right of the form title. Select this link to begin.

Continue Response - If you have begun a form, but have not completed it, a “Continue Response” link will appear to the right of the form title. Select this link to resume working towards completing the form.

Continue Response Started - (specific date and time)
If you do not finish a form on your second completion attempt, the “Continue Response” started on (specific date and time) text will appear beneath the “Continue Response” link to the right of the form title.

Completed - When you have finished a form, the “Completed on (Date and Time)” text will appear to the right of the form title.

If the “Edit Response” link appears above the “Completed on (Date and Time)” text, you can edit the form by selecting this link.

The screenshot displays the 'Survey Forms' interface. At the top, there is a search bar with a 'Title' dropdown and 'SEARCH' and 'CANCEL SEARCH' buttons. Below the search bar, it indicates '558 Item(s) found.' and a pagination control showing 'Page 3 of 28' with navigation links for 'First', 'Prev', 'Next', and 'Last'. The main content area lists several forms, each with a title and a corresponding action link. The forms listed are:

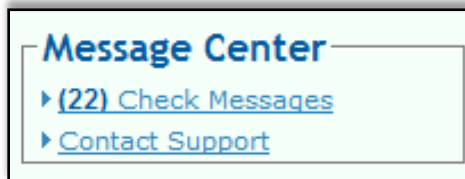
- AL Breastfeeding Initiative - Monthly Data**: Includes a 'Start Response' link.
- AL Breastfeeding Initiative - Monthly Data**: Includes a 'Continue Response' link and the text 'Continue response started 7/21/2015 2:49:02 PM'.
- AL Breastfeeding Initiative - Monthly Data**: Includes a 'Continue Response' link and the text 'Continue response started 7/21/2015 2:55:23 PM'.
- AL1208unk-2a FOODBORNE QUESTIONNAIRE**: Includes a 'Start Response' link and the text 'Last day to complete 1/1/2017'.
- Alabama Breastfeeding Initiative - Monthly Data**: Includes a 'Start Response' link and the text 'Last day to complete 12/30/2018'.
- Alabama Breastfeeding Initiative Baseline: Post-participation**: Includes an 'Edit Response' link and the text 'Completed on 5/14/2015 2:25:09 PM'.
- Alabama Breastfeeding Initiative Baseline: Pre-participation**: Includes an 'Edit Response' link and the text 'Completed on 5/14/2015 2:27:20 PM'.

Message Center

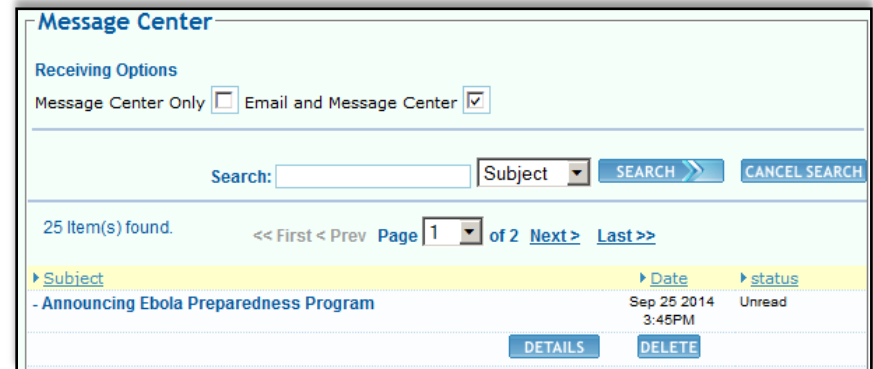
The “Message Center” portion of the “My Account” page has two functions, both of which are described below. One function of the “Message Center” is to provide a location for posting important messages sent from LCMS system administrators. It also serves as a searchable repository for both unread and read messages.

To the left of the phrase “Check Messages” is a number in parentheses. This number indicates how many new messages you have.

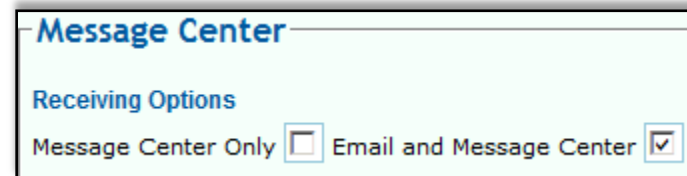
Select the “Check Messages” link to view message(s).



The web browser will redirect to the “Message Center” page. Users can select “Details” to view a message, or choose to “Delete” a message that has been read.



“Receiving Options” is located at the top of the page directly under the “Message Center” heading.



You may choose to select the “Message Center Only” checkbox to only receive messages through the LCMS message center.

However, if you select the “Email and Message Center,” checkbox, you will receive each LCMS system message at the email address that you specified in your user profile, as well as through the “Message Center.”

Message Center > Check Messages

A search field is located beneath “Receiving Options.” You have the option of searching according to “Subject” or “Message.”

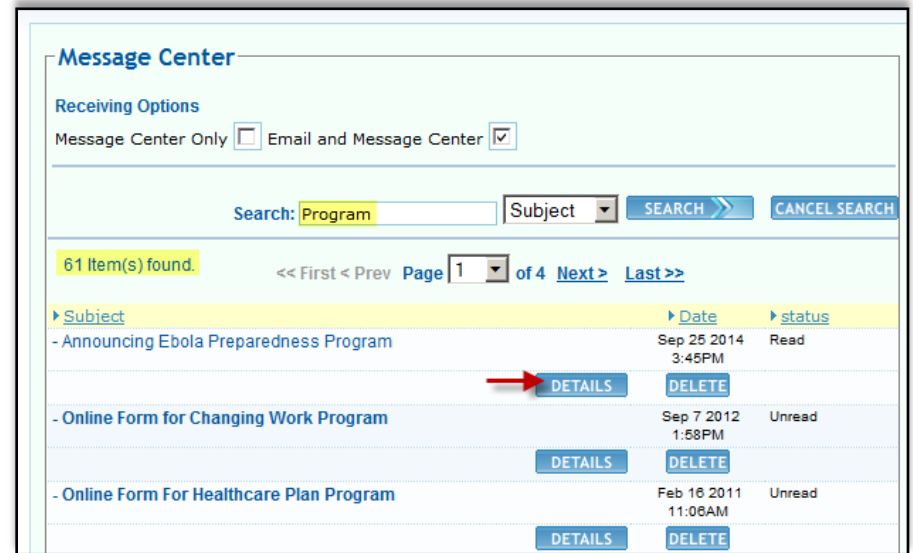
We will search using the keyword, “Program.”

After entering one or more keywords, you will need to select “Search” to begin the process of finding items that match the keywords that you entered. There is also a “Cancel Search” option.

The number of items/messages found is located beneath the “Search” field. In this example, two items matched our search criterion of having the word “Program” included in the subject’s title.

Next, notice that the subject of each message is displayed alongside the date and time the message was sent. A status of “Read” or “Unread” is given.

Sort the messages in ascending order according to the subject of the message(s) by selecting the “Subject” link. If you select the “Status” link, you can sort the messages according to “Read” and “Unread.”

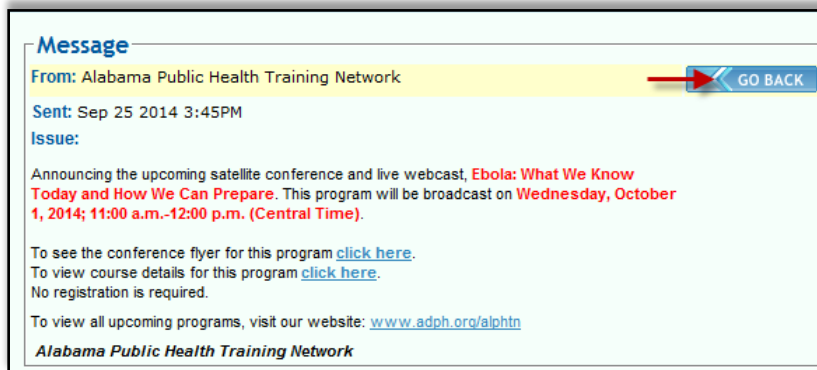


You can search for and find messages that contain a particular keyword. Sort by “Subject” A-Z, “Date”, and “Status”—“Read” or “Unread.” Select “Details” to view the message. In this example, the system returns sixty-one records containing the word “Program” in the subject.

Message Center > Check Messages

To view a message, you will need to select “Details” on the row beneath the subject of that particular message. Refer to the sample message below.

Sample Message



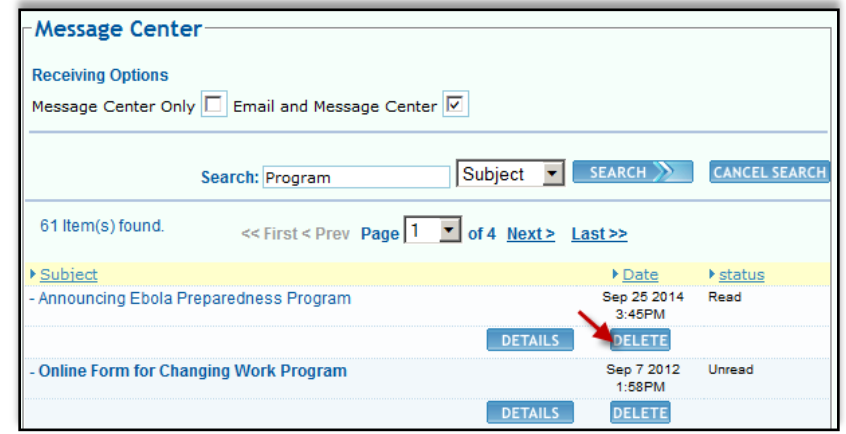
All messages received will follow the same format:

Message

From: Sender’s Name
 Sent: Date and Time
 Issue: Body of the Message

If the message contains instructions, users may choose to print the message for future reference by simultaneously pressing the “Ctrl+P” buttons on their computer keyboard.

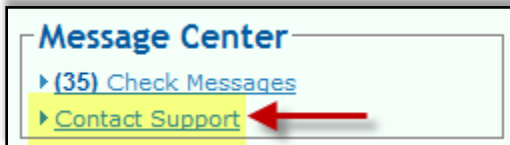
After reading the message, you can return to the list of messages posted to the “Message Center” by selecting the “Go Back” button. The status of the message will change to “Read.” At this point, you may decide to delete the message from your “Message Center” by clicking “Delete.”



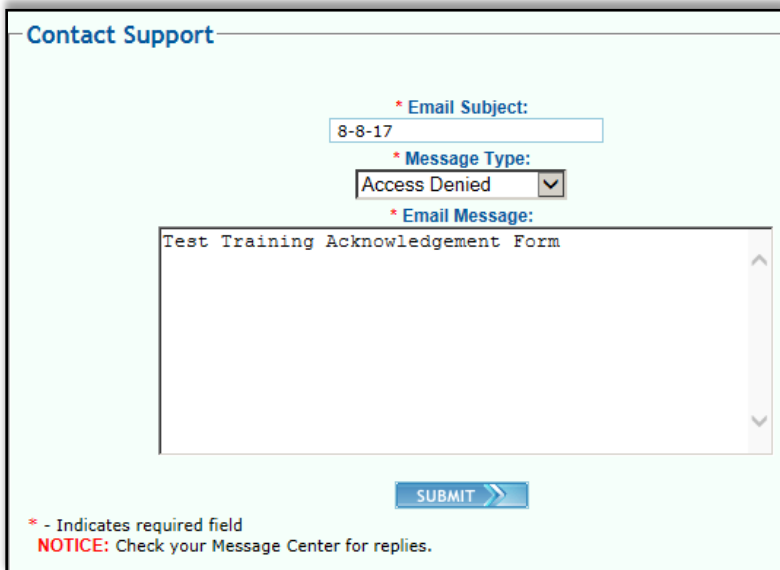
Message Center > Contact Support

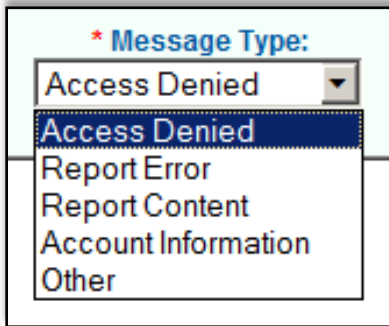
Locate and select the “Contact Support” link beneath the “Message Center” heading to be directed the “Contact Support” screen.

Note: You will need to check your “Message Center” using the “Check Messages” link under the “Message Center” heading for replies to your requests for assistance.



The “Contact Support” screen’s function is to provide users with the capability to send emails requesting assistance or more information from system administrators through a pre-determined email template.

A screenshot of the "Contact Support" form. The form has a light green background. At the top left, it says "Contact Support". Below that are three required fields: "* Email Subject:" with a text input containing "8-8-17"; "* Message Type:" with a dropdown menu showing "Access Denied"; and "* Email Message:" with a large text area containing "Test Training Acknowledgement Form". At the bottom right is a "SUBMIT >>" button. At the bottom left, there is a legend: "* - Indicates required field" and a red "NOTICE: Check your Message Center for replies."



Completing the Contact Support Screen

Enter the *Email Subject
Select the *Message Type

(Explanation of Message Types):

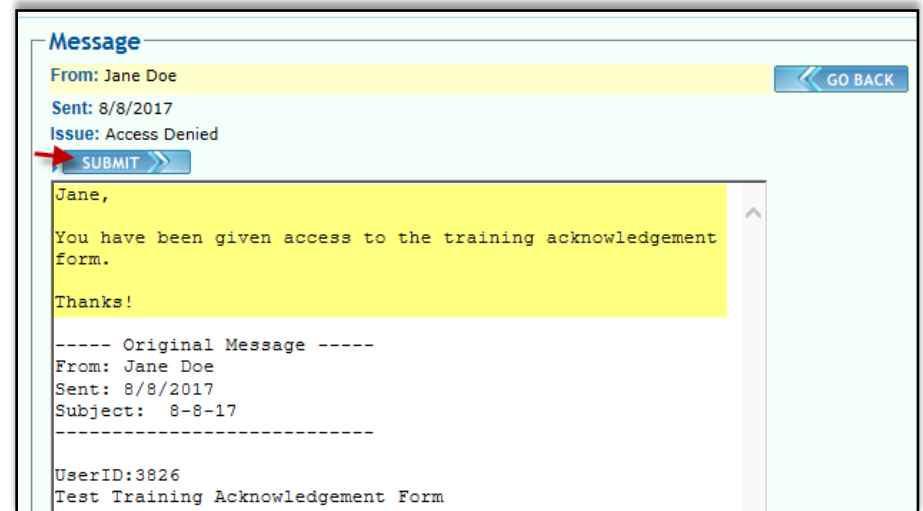
1. Access Denied - Occurs when a user cannot access an LCMS course or form.
2. Report Error - These errors consist of temporary technical errors.
3. Report Content - These errors consist of non-technical, substance-related errors. These may be as simple as grammatical errors or as complex as factual errors or errors in logic.
4. Account Information - Request that support staff provide more information or answer general questions regarding an LCMS account.
5. Other - Issues that cannot be classified by or grouped within the other four message types.

Enter your *Email Message. Check to make certain you have completed the entire screen. Select "Submit" to receive a "Message Confirmation."

Message Center > Replying to Requests for Assistance

If you are the contact person for an LCMS course or owner of a form, you may receive requests for assistance with the course or form through your Message Center.

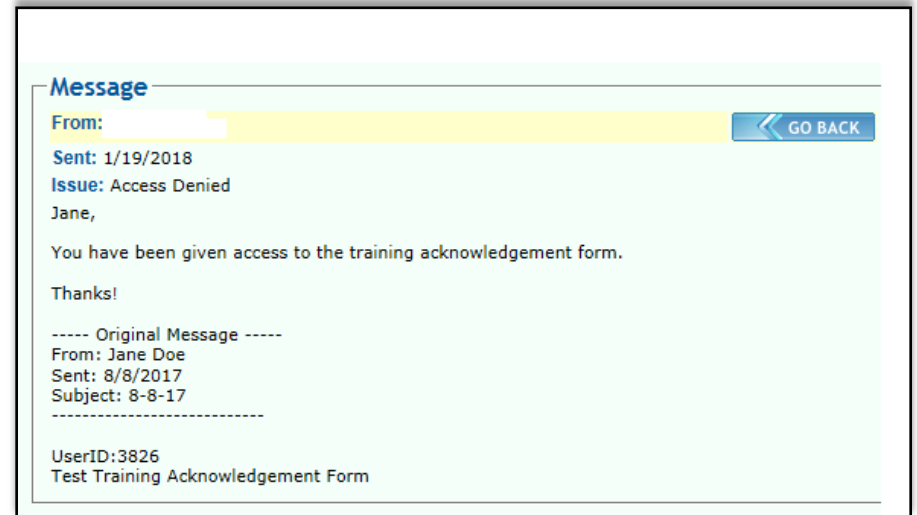
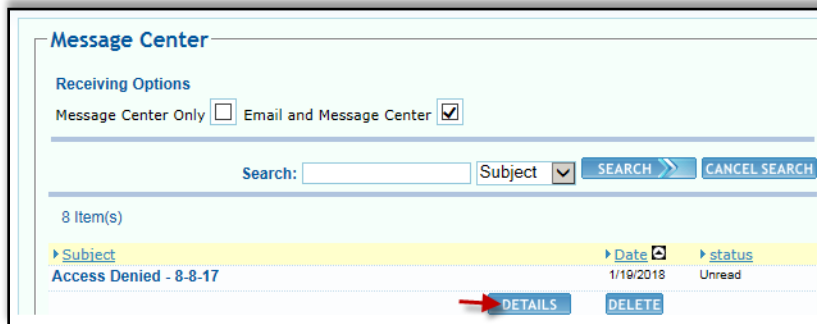
Open the message by clicking on the "Details" button. Enter your reply above the original message. Then, click "Submit."



You will receive the following confirmation message:
“Your message was sent successfully!”

The user who requested assistance will receive your reply in his or her “Message Center.”

This user can click the “Details” link to review your response.



Form Management (LCMS Admin Users)

Select the "Form Management" link located beneath the "Document Management" heading on the "My Account" page.

My Account

- Professional Development**
 - Courses
 - My Courses
 - My Waiting List
 - My Curriculum Planner
 - My Transcript
 - My Forms
 - Self Assessments
- Personal Information**
 - Edit Profile
 - Change Password
- Reports**
 - General Reports
- Publications**
 - Publications
- Form Center**
 - (7) Registration Forms
 - (44) Testing Forms
 - (460) Survey Forms
 - (0) Volunteer Forms
 - (41) Other Forms
- Message Center**
 - (38) Check Messages
 - Contact Support
- Administration**
 - HELP
- Course Management**
 - Courseware Management
 - Instructor Area
- Document Management**
 - Form Management

You will be directed to the "Manage Forms" screen.

Manage Forms

Select Form Type:

Search: Title

4542 Item(s) found. << First < Prev Page 1 of 228 Next > Last >>

Title	Owner	Response	Active	Starts	Ends	Actions	
Survey Form - 5337							
APHL/A2LA ISO/IEC 17025 Five Part Webinar Series: (588-72[1-5]-12)	Restricted	sl1eseal	4	Yes	11/19/2015	3/2/2018	<input type="button" value="MANAGE"/> <input type="button" value="COPY"/> <input type="button" value="DELETE"/>
Course Registration Form - 3324							
Personal Safety Tips for Home Visits - December 2011	Public	ALPHTN	200	Yes	12/1/2012	12/1/2019	<input type="button" value="MANAGE"/> <input type="button" value="COPY"/> <input type="button" value="DELETE"/>
Survey Form - 5326							
Webinar Training - "Managing Change Rather than Change Managing You" 2-Part Webinar Series	Restricted	sl1eseal	18	Yes	11/12/2015	3/4/2018	<input type="button" value="MANAGE"/> <input type="button" value="COPY"/> <input type="button" value="DELETE"/>

Manage Forms

Select Form Type:

4115 Item(s) f

- Registration Form
- Testing Form
- Course Registration Form
- Survey Form
- Volunteer Form
- Self Assessment Form
- Deployment Form
- Other Form

APHL/A2LA ISO/IEC 17025 Five Part Webinar S

Different Form Types

You can either search by form type or create a new form:

- **Registration Forms** require users to register for training opportunities or events.
- **Testing Forms** are learning assessment forms.
- **Course Registration Forms** are used to register for specific courses.
- **Survey Forms** are used to gather information regarding specific topics.
- **Volunteer Forms** are used to document user availability for deployment in emergency situations. (These are no longer used in LCMS.)
- **Self Assessment Forms** are personal assessments used to determine which LCMS training best meets your training needs.
- **Deployment Forms** are used to produce the documentation that is necessary to mobilize volunteers. (These are no longer utilized in LCMS.)
- **Other Forms** is a broad category that is used to classify forms that do not fit into any of the above categories.

See page 100 for Properties Options for Form Types.

Form Search

You have the option to search for testing forms by selecting a form type from the drop down box.

Next, select “Search.” All of the testing forms will appear in your search results.

You can narrow the search results by entering a keyword into the search field.

The search process works the same way regardless of the form type.

You can also search by the form’s “Title”, “Description”, “Form ID” or “User ID.”

Notice that the form type and form ID are listed above each form title.

The form ID is also contained within the form URL on the “Manage Form” page.

Manage Survey Forms

Select Form Type

Search:

176 Item(s) found. << First < Prev Page of 9 Next > Last >>

Title	Owner	Response	Active	Starts	Ends	Actions
Course Registration Form - 3324						
Personal Safety Tips for Home Visits - December 2011	Public	ALPHTN	200	Yes	12/1/2012 12/1/2019	<input type="button" value="MANAGE"/> <input type="button" value="COPY"/> <input type="button" value="DELETE"/>
Course Registration Form - 2672						
2010 Infection Control for Home Health Aides and Attendants	Registered Users Only	ALPHTN	132	Yes	9/3/2010 9/23/2015	<input type="button" value="MANAGE"/> <input type="button" value="COPY"/> <input type="button" value="DELETE"/>
Survey Form - 2671						
2010 Infection Control for Home Health Aides and Attendants Training Acknowledgement Form	Registered Users Only	ALPHTN	46	Yes	1/1/2010 12/29/2013	<input type="button" value="MANAGE"/> <input type="button" value="COPY"/> <input type="button" value="DELETE"/>

All Forms >> Personal Safety Tips for Home Visits - December 2011

Manage Form

General

Name: Personal Safety Tips for Home Visits - December 2011
 Owner: ALPHTN [+ Edit](#)
 Start Date: 12/1/2012
 End Date: 12/1/2019
 Items: 12
 Pages: 3

Status Active ([Deactivate](#))

Management

Results Responses: 200
[Delete Results](#)

Defined User Access Rights [Manage Form Security](#)
Editor Security [Manage Editor Security](#)
Custom Document Manager [Document Template](#)

Form URL <http://www.adph.org/Extranet/Forms/Form.asp?formID=3324>

Print PRINTABLE VERSION

Add a Form

Now we will demonstrate how to add a form. Adding a form works the same way regardless of the form type.

Select a “Form Type” from the drop down list on the “Manage Forms” page. Then, click the “New Form” button.

A screen capture of a blank “Add Form” screen is on the next page.

You must complete all of the required fields as indicated by a red asterisk.

It is only necessary to complete “Title” in the “Title/Description” section & the “Start Date” and “End Date.”

The Style Template should remain “ADPH.”

Leave “Basic Options” “as is” unless you are an advanced user.

In the “Response Options” section, you will need to set the “Start Date” no later than the current date, if you want to test your form immediately.

The form will no longer be accessible to users after the set “End Date”.

You can specify the number of respondents-Minimum and Maximum.

“Responses per User” is defined as how many times the form can be accessed and modified by the user.

Note: If this is a scored test, “Responses per User” must be set at “1.”

The “Reporting Options” section settings control the “privacy level” of form results and how the results are viewed in LCMS “General Reports”.

If you select the “User Info Available” checkbox, LCMS will show the user’s login account information in the form’s Reporting data.

The “Completion Options” section includes several different items:

If the form is a scored test or a training acknowledgement form, select the “Add to User(s) Transcript” checkbox. Doing so will ensure that registered/restricted users will receive credit on their transcript for completing the course. If the form is a scored test, the users’ test scores will appear on their transcript after they complete the form.

The screenshot displays the configuration interface for a form in LCMS, organized into four main sections:

- Response Options:** Includes fields for Start Date (September 1, 2016), End Date (January 1, 2020), Min Respondents, Max Respondents, and Responses Per User (set to 1).
- Reporting Options:** Includes a Privacy Level dropdown (set to All Results Private) and a checked checkbox for User Info Available.
- Completion Options:** Includes an unchecked checkbox for ADD TO USER(S) TRANSCRIPT, a text area for Display Message (containing "Thank you for registering for the conference..."), a text field for Redirect to URL, and a text field for Email Responses To (containing "jayne.doe@adph.state.al.us, john.doe@adph.state.al.us").
- Spell Check:** Includes a checked checkbox and a blue SUBMIT button.

The “Display Message” completion option enables you to include a completion message that users will see after they submit the form.

Users will be redirected to the web address entered into the “Redirect to URL” after they complete the form.

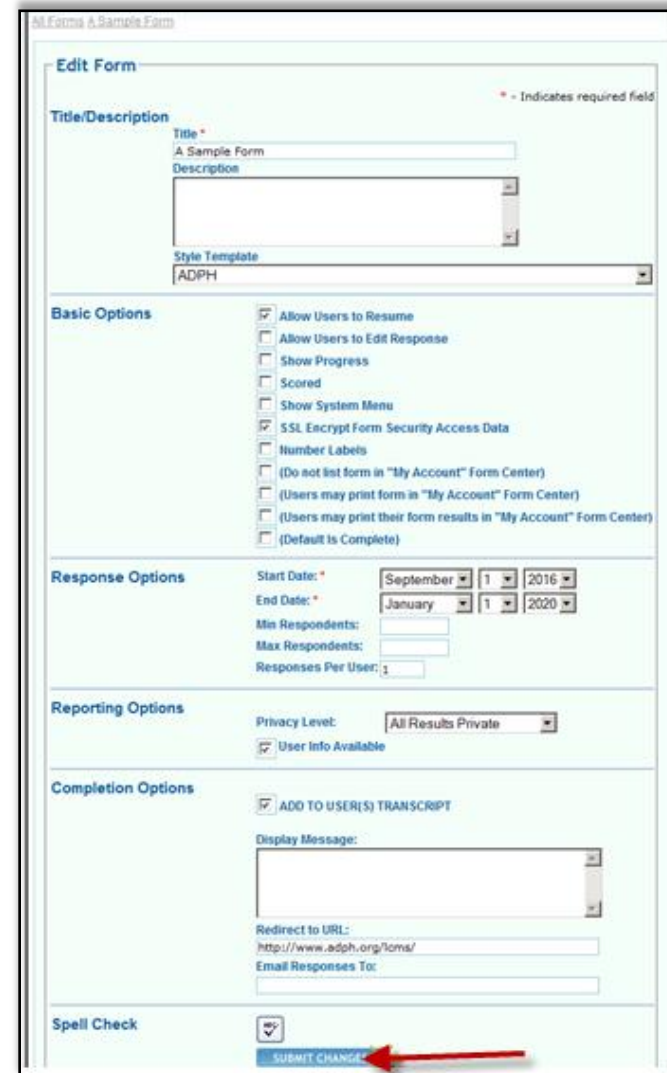
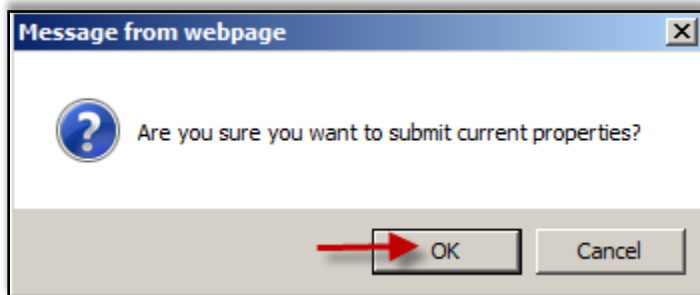
Please note that both the “Display Message” and the “Redirect to URL” cannot be used together.

You may choose to enter an e-mail address into the “Email Responses To:” field if you want to receive emails containing the form data that users submit. You can enter several different e-mail addresses into the “Email Responses To:” field. Separate multiple e-mail addresses with a comma. For example: jayne.doe@adph.state.al.us, john.doe@adph.state.al.us

The final section on the “Add Form” page is “Spell Check.” You may choose to click the “Spell Check” button to proofread your spelling.

Select the “Submit” button when you have completed the “Add Form” page.

Select the “OK” button when prompted “Are you sure you want to submit current properties?”



Add Items to and Otherwise Modify the Form

The page will redirect to the “Manage Form” page of the new form that you created.

Click the “Edit Form” button to begin to add items to the form.

All Forms >> A Sample Form

Manage Form

General	Name: A Sample Form Owner: sp1jjone + Edit Start Date: 9/1/2016 End Date: 1/1/2020 Items: 7 Pages: 2
Status	Active (Deactivate)
Management	EDIT FORM ← EDIT PROPERTIES DELETE FORM
Results	Responses: 0 Delete Results
Defined User Access Rights	Manage Form Security
Editor Security	Manage Editor Security
Custom Document Manager	Document Template
Form URL	http://www.adph.org/Extranet/Forms/Form.asp?formID=5955
Print	PRINTABLE VERSION

You can either add a pre-existing item from a question library by selecting the “Add From Library” button, or you can add one or more of the following new items by clicking its “Add” button: “Checkboxes,” “Header,” “Matrix Question,” “Radio Buttons,” “Date,” “Horizontal Line,” “Message,” “Single Line Text Field,” “Dropdown Menu,” “HTML,” and “Multiple Line Text Area.” A description of each item type is located under each “Add” button on the “Add Item to Form” page.

(An example of an existing item that is found in the “Library” is a drop down list of the counties in Alabama.)

In this example, we will click “Add” Radio Buttons.

Add Item to Form

Form contains no items. Please choose an item to add.

Existing Item

Add a pre-existing item from a question library. Question libraries are used to store questions that can be used in any form.

[ADD FROM LIBRARY](#)

New Item

ADD

Checkboxes

allows you to gather multiple answers to the same question. For example, the question could be "What activities do you enjoy?" and the answers could be "Reading, golfing, watching theater" etc. You can specify which answers are checked by default, and minimum and maximum number of answers the user can choose. Also, you can randomize the order in which the answers are displayed, and add number labels for each answer.

ADD

Date

allows users to enter a date value. You can specify default date, first date allowed, last date allowed, and whether or not a response is required

ADD

Dropdown Menu

allow users to choose from multiple answers without taking up much room on the page. These are especially useful for questions with a large number of potential answers, or pages with a large number or questions or other items. You can specify a which answer is selected by default, and whether an answer is required. Also, you can randomize the order in which the answers are displayed, and add number labels for each answer.

ADD

Header

displays a plain text header. "Header Text" displayed in large letters, and "Sub Text" is displayed in smaller letters.

ADD

Horizontal Line

displays a plain horizontal line across the screen

ADD

HTML

allows you to add freeform HTML. Take care to make sure the HTML is in good form, to avoid it affecting other HTML in the page

ADD

Matrix Question

question answers

a

b

c

Matrix questions are used to rank multiple items on the same scale. Another word for this is Likert Scale.

ADD

Message

message text is displayed in bold red letters

ADD

Multiple Line Text Area

allows you to gather freeform text from the user. An example of this is to ask "What are your thoughts on this product?"

ADD

Radio Buttons

allow the user to choose one answer from a list. These are ideal for questions with a small number of answers. You can specify whether the user can choose "other", and the text to display in that case. You can also choose which answer is selected by default, whether an answer is required, to label the answers with numbers, and to randomize the answer order.

ADD

Single Line Text Field

users can type in responses. You can specify answer format, minimum value, maximum value, and whether or not an answer is required

As soon as you select the item type to add to the form, the "Edit Item" page will open. An image of an incomplete "Edit Item" page is shown below:

Edit Item

Change Item Type

Item Type Description **Radio Buttons:** allow the user to choose one answer from a list. These are ideal for questions with a small number of answers. You can specify whether the user can choose "other", and the text to display in that case. You can also choose which answer is selected by default, whether an answer is required, to label the answers with numbers, and to randomize the answer order.

Form Options **Number answer inputs:** [CHANGE](#)

Question/Sub Text

Question Text:

Sub Text: (Instructional or other text to appear below the question)

Alias:(Short alias for the question that can be used to make reports easier to view)

Enter Answers	Enter Answers:	Default?	Alias
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	

OR

Same Answers As:

Required? **Answer is Required**

Other Options

Allow "other"? "Other" text

Randomize Answer Order

Number Labels (e.g. 1,2,3.)

Answer Layout Style

Spell Check:

[SUBMIT CHANGES](#)

An example of an image of a completed “Edit Item” page is shown below:

A brief description of each field on the Edit Item page is listed on the next page.

Change Item Type-modifies the type of the item. For example, you can change Radio Buttons to Checkboxes.

Form Options-You can change the number of answer inputs by entering a different number into this field and then clicking the “Change” button. (Do this before entering your question text and answer choices.) The default number of answer inputs is 10.

Question/Sub Text- Enter the question. Sub Text can be entered if applicable.

Aliases-You may choose to use Question Aliases and Answer Aliases to make reports easier to view. Aliases must be used throughout the form, not just for one question or answer. Aliases are optional.

Enter Answers-Enter the answer choices. Checking “Default?” next to an answer choice will cause it to be pre-selected. You can also change the order of the answer choices by clicking the arrow buttons.

Click the “X” button beside an answer choice to remove it.

You can copy the answer choices from a previous question to a new question by completing the “Same Answers As:” drop

down list in the “Enter Answers” section. (This becomes available after page 1 of your form has been created.)

Required?-If you click the “Answer is Required” checkbox, the user will not be able to submit the form without providing an answer to the question.

Form Options Number answer inputs:

Question/Sub Text

Question Text:

Sub Text: (Instructional or other text to appear below the question)

Alias:(Short alias for the question that can be used to make reports easier to view)

Enter Answers

Enter Answers:	Default?	Alias
<input type="text" value="Yes"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="No"/>	<input type="checkbox"/>	<input type="text"/>

OR

Same Answers As:

Required? Answer is Required

Click the checkbox to place number labels on the questions in the form.

You can select the “Answer Layout Style”:
Horizontal or Vertical.

You may choose to click the “Spell Check” button to have the LCMS review the accuracy of your spelling.

Other Options

Allow "other"? "Other" text

Randomize Answer Order

Number Labels (e.g. 1.,2.3.)

Answer Layout Style

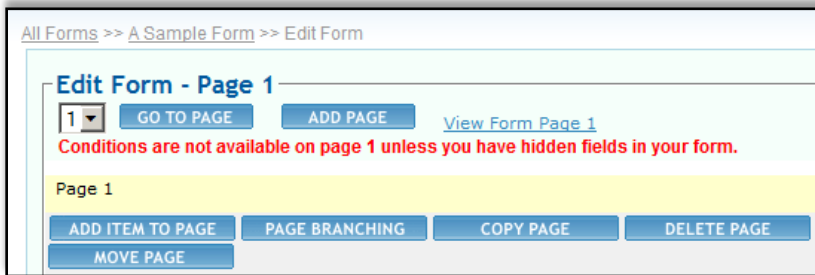
Spell Check:

As soon as you edit the item and click the “Submit Changes” button, you will be directed to the “Edit Form” page.

You can choose to do the following: “Add Item to Page,” “Page Branching,” “Copy Page,” “Delete Page,” or “Move Page.”

Other Options-If you click the Allow “Other” checkbox, users must complete the “Other:” textbox.

Click the checkbox to randomize the answer choice order.

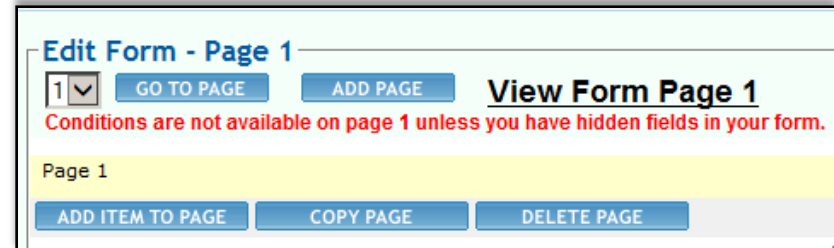


If you have multiple pages in the form, the “Page Branching” button will appear. The page branching feature in LCMS allows you to show and hide fields or questions based on a user’s response to previous questions. It ensures that you keep your forms concise and that you only capture the data that you need.



To copy a page, click the “Copy Page” button. The new page will be placed at the end of the form.

If you choose “Delete Page” the page will be permanently deleted from your form.



All conditions (both the pages and items) are maintained when copying and moving pages.

If a page is deleted using the “Delete Page” button, the remaining pages will shift to reflect the new order of the form.

You will need to select “Manage Form Security” on the “Manage Form” page and set a “Form Security Access Type,” before activating the form.

Search for and Edit an Existing Form

(Note: If there is data already associated with an existing form that has gone “live” and has responses attached, changing the form items (such as adding questions, removing questions, changing answer choices) will cause your report data to be inaccurate.)

To find an existing form, you will need to select the form type and/or use the Search feature.

The screenshot shows the 'Manage Survey Forms' interface. At the top, there's a dropdown for 'Select Form Type' set to 'Survey Form'. Below that are buttons for 'NEW FORM', a search input field containing 'Sample', and a 'SEARCH' button. A message indicates '19 Item(s) found.' Below this is a table with columns: Title, Owner, Response, Active, Starts, Ends, and Actions. Two forms are listed: one titled '(ISO) Webinar: GOOD Samples: Guidance on Obtaining Defensible Decisions' and another titled 'A Sample Form'. The 'A Sample Form' row is highlighted in yellow. Its details are: Restricted, owner sp1jjone, 0 responses, No active status, start date 9/1/2016, end date 1/1/2020, and buttons for MANAGE, COPY, and DELETE.

After you locate the form, you can either “Manage,” “Copy,” or “Delete” the form. Please know that it is not advisable to delete a form. If you delete a form, the form and its associated report data will not be retrievable.

We will click the “Manage” button next to the sample form.

This is a close-up of the 'A Sample Form' row from the previous screenshot. It shows the form's status as 'Restricted', owner 'sp1jjone', 0 responses, 'Yes' active status, start date '9/1/2016', and end date '1/1/2020'. A red arrow points to the 'MANAGE' button, with 'COPY' and 'DELETE' buttons also visible.

The web browser will redirect to the “Manage Form” page.

This page contains a “General” section that provides: the form name, owner, the start and end date of the form’s availability, the number of items on the form, and the number of pages that the form contains.

The default “Status” of a new form is “Not Active.”

When you are ready for your form to be available, update the “Status” from “Not Active” to “Active” by clicking the “Activate” link.

The “Management” section of the “Manage Form” page allows you to “Edit Form,” “Edit (Form) Properties,” or “Delete the Form.”

The “Results” section shows the number of responses for the form. If you select the “Delete Results” link, you will delete *all* responses your form.

Go to “General Reports,” search for your form, and delete individual responses as needed.

All Forms >> A Sample Form

Manage Form

General	Name: A Sample Form Owner: sp1jjone + Edit Start Date: 9/1/2016 End Date: 1/1/2020 Items: 7 Pages: 2
Status	Not Active (Activate)
Management	EDIT FORM EDIT PROPERTIES DELETE FORM
Results	Responses: 0 Delete Results
Defined User Access Rights	Manage Form Security
Editor Security	Manage Editor Security
Custom Document Manager	Document Template
Form URL	http://www.adph.org/Extranet/Forms/Form.asp?formID=5955
Print	 PRINTABLE VERSION

The “Defined User Access Rights” section enables you to “Manage Form Security.”

“Public Access” forms allow access to anyone in the public. You do not have to have an LCMS account in order to access and complete the form.

“Registered Users only” forms allow access to all users in LCMS.

“Restricted” forms only allow specific LCMS users and LCMS user groups to have the permissions necessary to access the form. The owner of the form must give the specific user(s) and user group(s) the ability to access the form.

You must add individual accounts first before you add groups.

Click the “Update” button, and then click the form name link to return to the “Manage Forms” page.

All Form Security Access >> A Sample Form >> Form Security

Form Security Access

Selecting a user or user group will allow the user general view access to A Sample Form.

Form Security Access Type

Public - Allows anyone access
 Registered Users Only - Allows all users in the system access
 Restricted - Allows only users and groups with permission access

[UPDATE](#)

Access List [ADD USERS](#) [ADD GROUPS](#)

Allow	Deny	Name	Actions
<input type="checkbox"/>	<input type="checkbox"/>		

[UPDATE](#)

All Form Security Access >> A Sample Form >> Form Security

Form Security Access

Selecting a user or user group will allow the user general view access to A Sample Form.

Form Security Access Type

Public - Allows anyone access
 Registered Users Only - Allows all users in the system access
 Restricted - Allows only users and groups with permission access

[UPDATE](#)

Access List [ADD USERS](#) [ADD GROUPS](#)

Allow	Deny	Name	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	User jane3	REMOVE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	User jdoe5	REMOVE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	User jessdoe	REMOVE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	User sp1jjone	REMOVE

[UPDATE](#)

All Forms >> A Sample Form

Manage Form

General

Name: A Sample Form
Owner: sp1jjone [+ Edit](#)
Start Date: 9/1/2016
End Date: 1/1/2020
Items: 7
Pages: 2

Status Not Active ([Activate](#))

Management [EDIT FORM](#)
[EDIT PROPERTIES](#)
[DELETE FORM](#)

Results **Responses:** 0
[Delete Results](#)

Defined User Access Rights [Manage Form Security](#)
Editor Security [Manage Editor Security](#)
Custom Document Manager [Document Template](#)

Form URL <http://www.adph.org/Extranet/Forms/Form.asp?formID=5955>

Print PRINTABLE VERSION

“Manage Editor Security” allows you to select the users who will be able to edit the form.

All Form Security >> A Sample Form >> Editing Security

Editor Security

Selecting a user or user group will allow selected users access to edit this form.

Access List ADD USERS

Allow	Deny	Name	Actions
<input type="radio"/>	<input type="radio"/>	User: jdoe5	REMOVE

UPDATE

The “Form URL” is the unique link to the form. It contains the form ID number, which can be used to search for the form in “Manage Survey Forms” and in “General Reports.”

Form URL <http://www.adph.org/Extranet/Forms/Form.asp?formID=5955>

Print PRINTABLE VERSION

All Forms >> A Sample Form

Manage Form

General	Name:	A Sample Form
	Owner:	sp1jjone + Edit
	Start Date:	9/1/2016
	End Date:	1/1/2020
	Items:	7
	Pages:	2
Status	Not Active (Activate)	

If the form status is “Active,” you can paste the URL into your web browser to access the form.

When you are ready to change the form status from “Not Active” to “Active”, select the “Activate” link to make the form accessible.

Manage Survey Forms

Select Form Type:

[NEW FORM](#) Search:

1 Item(s) found.

Title	Owner	Response	Active	Starts	Ends	Actions
Survey Form - 5955						
A Sample Form	Restricted	sp1jjone	0	No	9/1/2016	1/1/2020

You can return to the “Manage Survey Forms” screen and search by the “Form ID” to locate the form.

You can also locate the form in “General Reports” by searching for by the “Form ID.”

General Reports

File Location: (Active) (Archive) (All Files) By Year:

Key Word / ID:

Date Range: -

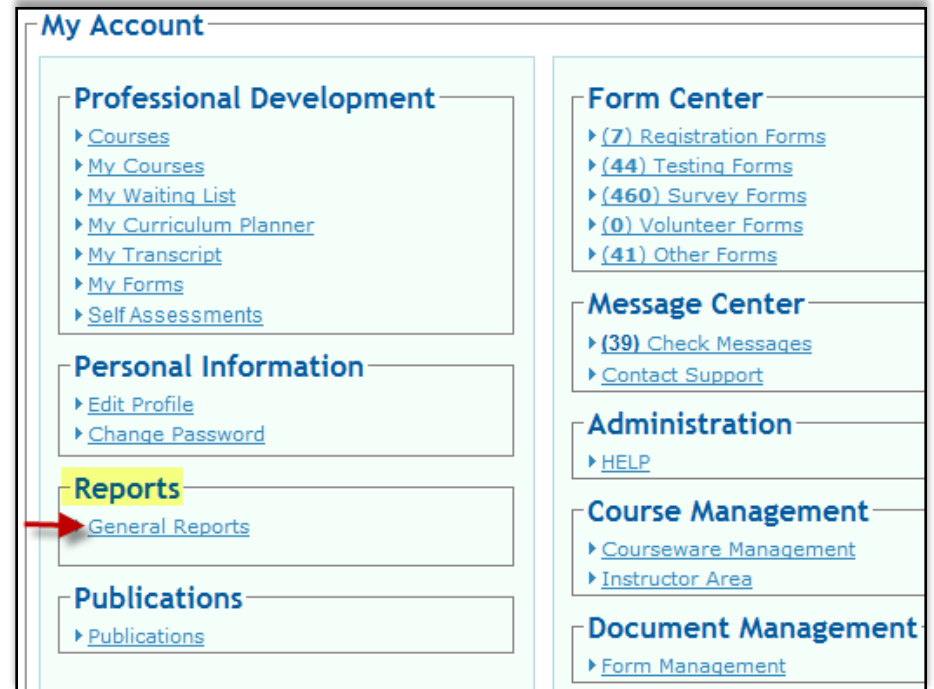
1 Item(s) found.

Form Title	Responses	Active?	View
Survey Form - 5955			
A Sample Form	0	No	<input type="button" value="SUMMARY"/>

General Reports

Starting from the “My Account” page, select the “General Reports” link located directly beneath the “Reports” heading.

The purpose of “Reports” is to retrieve LCMS course and form data submitted by users.



The screenshot displays the 'My Account' page with several sections. The 'Reports' section is highlighted in yellow, and a red arrow points to the 'General Reports' link. The sections and their contents are as follows:

- Professional Development**
 - ▶ [Courses](#)
 - ▶ [My Courses](#)
 - ▶ [My Waiting List](#)
 - ▶ [My Curriculum Planner](#)
 - ▶ [My Transcript](#)
 - ▶ [My Forms](#)
 - ▶ [Self Assessments](#)
- Personal Information**
 - ▶ [Edit Profile](#)
 - ▶ [Change Password](#)
- Reports**
 - ▶ [General Reports](#)
- Publications**
 - ▶ [Publications](#)
- Form Center**
 - ▶ [\(7\) Registration Forms](#)
 - ▶ [\(44\) Testing Forms](#)
 - ▶ [\(460\) Survey Forms](#)
 - ▶ [\(0\) Volunteer Forms](#)
 - ▶ [\(41\) Other Forms](#)
- Message Center**
 - ▶ [\(39\) Check Messages](#)
 - ▶ [Contact Support](#)
- Administration**
 - ▶ [HELP](#)
- Course Management**
 - ▶ [Courseware Management](#)
 - ▶ [Instructor Area](#)
- Document Management**
 - ▶ [Form Management](#)

Reports

General Reports

File Location: (Active) (Archive) (All Files) By Year:

Key Word / ID:

Date Range: -

SEARCH **CANCEL SEARCH**

Search By:

File Location (Only the files accessible to your account will be visible to you.)

- Active - Current, Updated files
- Archive - Older, Dated files
- All Files - All files regardless of either Active or Archive location

By Year

- Select a Year: 2003-2020

Enter Key Word/ID: Search by Key Word or by Form ID

- Selecting “Search” without specifying any criteria returns all forms.

Date Range

- Use the calendar pop-ups to specify the date range.
- You cannot enter the date into the date range fields.

General Reports

File Location: (Active) (Archive) (All Files) By Year:

Key Word / ID:

Date Range: -

SEARCH **CANCEL SEARCH**

1 Item(s) found.

Form Title	Responses	Active?	View
A Sample Form	0	No	SUMMARY

DETAILS **EXPORT** **USER PERMISSIONS**

View Reports

Click the “Summary” button next to the report that you choose.

General Reports

File Location: (Active) (Archive) (All Files) By Year:

Key Word / ID:

Date Range: -

SEARCH **CANCEL SEARCH**

1 Item(s) found.

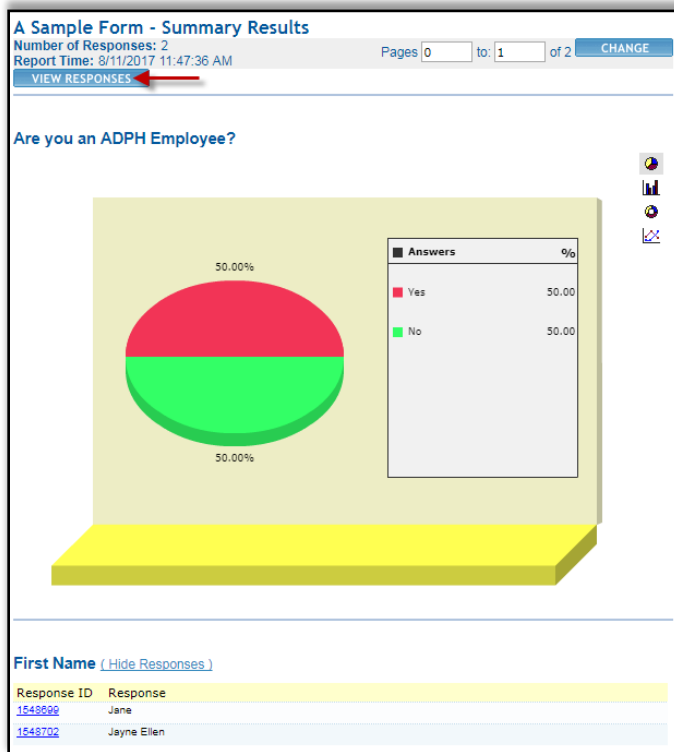
Form Title	Responses	Active?	View
A Sample Form	2	Yes	SUMMARY

DETAILS **EXPORT** **USER PERMISSIONS**

The following is the “Summary Results” screen.

Select the “View Responses” button.

By selecting “View Responses,” you will have the option to “Edit”, view “Details” or in some cases “Delete” answer responses. The “Edit” and “Details” links are below each of the usernames that are listed.



General Reports >> Return

A Sample Form
 Number of Responses: 2
 Report Time: 8/11/2017 11:49:53 AM

Search: LastName SEARCH CANCEL SEARCH

GRAPH RESULTS

respID	usrID	usrName	Name	Date	Delete?
1548699	3826	jane3	JANE DOE	8/11/2017	<input type="checkbox"/>
1548702	30017	jdoe5	JAYNE DOE	8/11/2017	<input type="checkbox"/>

EDIT >>> SUBMIT >>>

Reports > Edit Response

Change the response to the appropriate question(s), and then click the “Save & Continue” button if the form has multiple pages. Remember to click the “Submit” button on the last page of the form.

ALABAMA DEPARTMENT of PUBLIC HEALTH - Google Chrome
www.adph.org/Extranet/Forms/Form.asp?formID=5955&editResponseID=1548699&adminEditing=true

VOLUNTEER PERSONNEL

A Sample Form

1 GO TO PAGE Save changes before switching pages!

* Are you an ADPH Employee?
 Yes No

* First Name

* Last Name

* Phone Number (XXXXXXXXXX)

* Email Address

SAVE & CONTINUE

Next, click the “Details” link to view the changes.

General Reports >> Return

A Sample Form

Number of Responses: 2
Report Time: 8/11/2017 11:49:53 AM

Search: LastName

GRAPH RESULTS

respID	usrID	usrName	Name	Date	Delete?
1548699	3826	jane3	JANE DOE	8/11/2017	<input type="checkbox"/>
1548702	30017	jdoe5	JAYNE DOE	8/11/2017	<input type="checkbox"/>

Return

Response Details A Sample Form

Description:
 ResponseID: 1548699
 User: jane3
 Name: Jane Doe
 Location: ADPH IT Test Account Montgomery AL

Time Started: 8/11/2017 11:41:40 AM
 Time Completed: 8/11/2017 11:42:47 AM
 Total Time: 1 Minute(s)

Question	Answer
Are you an ADPH Employee?	Yes
First Name	Jane
Last Name	Doe-Dear
Phone Number (XXXXXXXXXX)	3345551234
Email Address	jane.doe-dear@adph.state.al.us
Bureau/Office/Area:	Clinical Laboratories
Languages:	English

Reports > Export

Select “Export” located next to a course on the “General Reports” page.

General Reports

File Location: (Active) (Archive) (All Files) By Year: Select Year ▼

Key Word / ID: A Sample Form

Date Range: [] - []

SEARCH >>> CANCEL SEARCH

1 Item(s) found.

Form Title	Responses	Active?	View
A Sample Form	2	Yes	SUMMARY

DETAILS EXPORT USER PERMISSIONS

Choose one or more of the 5 Export Options. “Detailed Response Info” is selected by default.

Return

A Sample Form - Export Results

Export Options

- Detailed Response Info?
- Detailed User Info?
- Checkboxes in One Column
- Export Open-Ended Questions
- Export Aliases

RUN REPORT

After you have made your selections, click “Run Report.” All of the export options except “Export Aliases” were selected. (You should only check “Export Aliases” if you consistently

utilized the “Aliases” option throughout your form for the entire question and answer choices.)

ResponseID	Username	Date Started	Date Completed	Total Time (Minutes)	User IP	UserID	EMP	FirstName	LastName
1	1548699	jane3	8/11/2017 11:41	8/11/2017 11:42	1	216.226.176.2	3826	0	Jane Doe
2	1548702	jdoe5	8/11/2017 11:43	8/11/2017 11:45	2	216.226.176.2	30017	1	Jayne Doe

The file will open in Excel. A partial screen capture of the file exported to Excel appears above.

Return to the “General Reports” page. If you have more advanced account privileges, you will see a “User Permissions” button in addition to the “Summary” “Details” and “Export” button.

Next, we will select “User Permissions” on the “General Reports” screen.

General Reports

File Location: (Active) (Archive) (All Files) By Year: Select Year ▼

Key Word / ID: A Sample Form

Date Range: [] - []

SEARCH >>> CANCEL SEARCH

1 Item(s) found.

Form Title	Responses	Active?	View
A Sample Form	2	Yes	SUMMARY

DETAILS EXPORT USER PERMISSIONS

Reports > Reporting Permissions

From the “Reporting Permissions” screen, you can “Add/Remove Users” to the “Access List” to “Allow” or “Deny” access, and then “Update” Reporting Permissions.

Click the “Add Users” button.

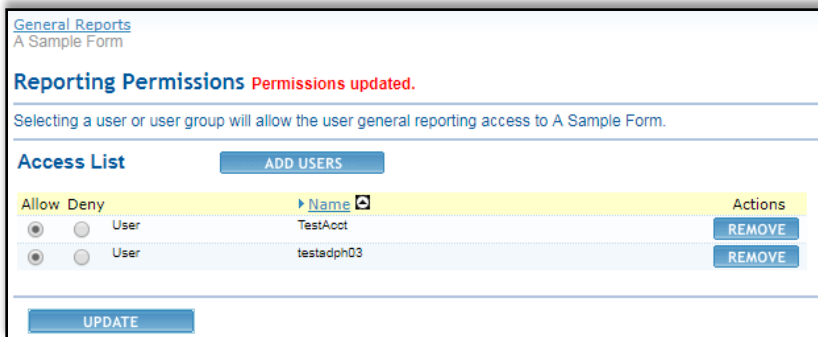
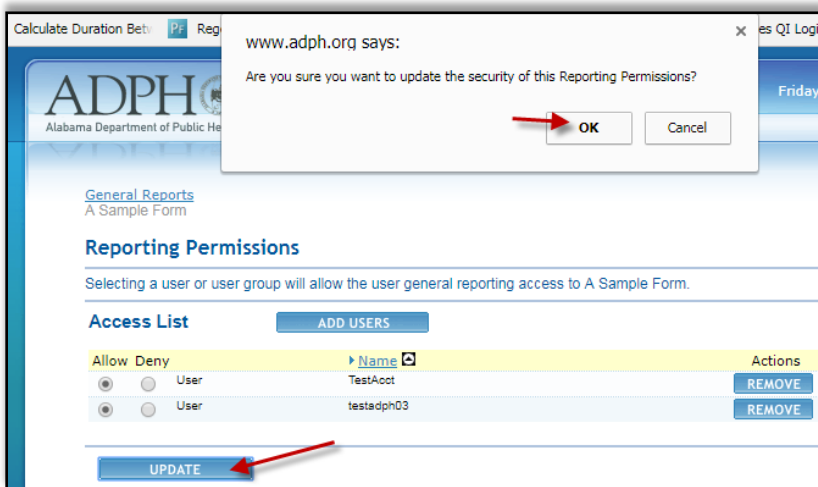
Allow	Deny	Username	First Name	Last Name	DeptID
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TestAcct	ADPH	TEST	Test Single-Sign on
<input checked="" type="checkbox"/>	<input type="checkbox"/>	testadph03	ADPH03	TEST	General Account

Search for the LCMS account. Either check “Allow” or “Deny” report access to. Then click the “Submit” button at the bottom of the page.

When you are finished you will need to select “OK” to confirm that you are sure you want to change these permissions.

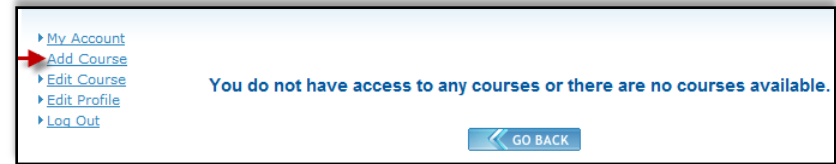
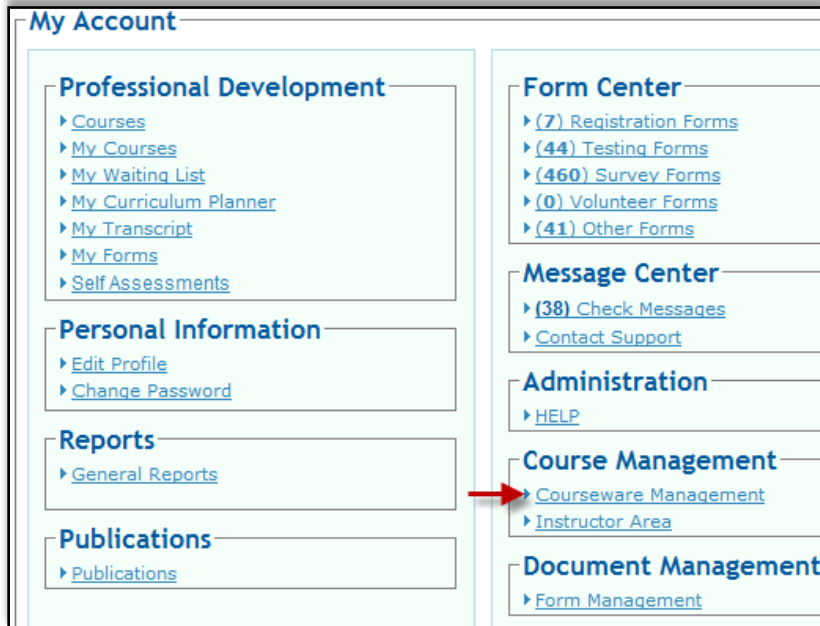
You will receive the following confirmation message, “User permissions successfully edited.”

Click the “Update” button. Then click the “OK” button when prompted.



You will receive a "Permissions updated" confirmation message.

Courseware Management



Click the “Add Course” menu link on the “Courseware Management” page.

Locate the “Course Management” section on your “My Account” page, and click on the “Courseware Management” link.

To the right is a blank “Add Course” page. Each section of this page will be described next.

“Select a directory for this item” defaults to the Department that is associated with your LCMS Account.

The Title/Description part of “Add Course” is described below:

ADD Course * - Indicates required field

Select a directory for this item.
1990 Departments

Title/Description

Title *
Sample Course

Description
This is the course that will be demonstrated in the LCMS User Guide.

Style Template
ADPH

Style Template

- ADPH
- Accreditation
- ADPH
- AL-SIP Registration
- Alabama Environmental Health Association Annual Educational Conference
- ALL Kids

The title is required. Enter a title for your course. You may choose to enter a description for your course. Select a Style Template from the drop down list. The Style Template determines the appearance of your course, such as the banner graphics that will be included on each page. It helps the user associate the course with the program.

ADD Course * - Indicates required field

Select a directory for this item.
1990 Departments

Title/Description

Title *

Description

Style Template
Accreditation

Registration Form Options

- Allow Users to Resume
- Allow Users to Edit Response
- Show Progress
- Scored
- Show System Menu
- SSL Encrypt Form Security Access Data
- Allow Cancel Registration
- Number Labels

Response Options

Start Date: * [] [] [] []

End Date: * [] [] [] []

Min Respondents: []

Max Respondents: []

Responses Per User: 1

Reporting Options

Privacy Level: All Results Private

User Info Available

Completion Options

ADD TO USER(S) TRANSCRIPT

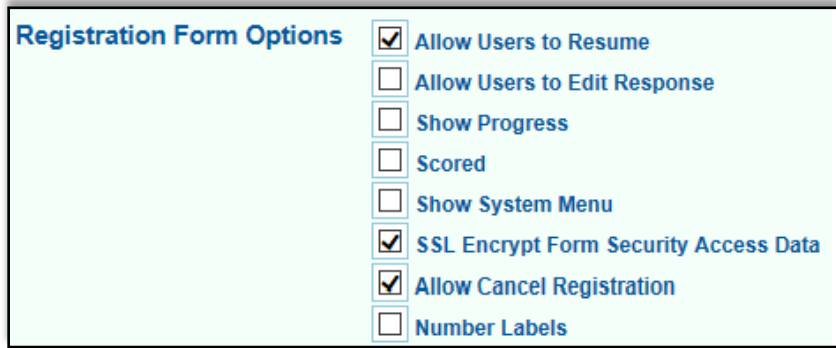
Display Message:

Redirect to URL: []

Email Responses To: []

Spell Check [ABC]

SUBMIT



Option	Status
Allow Users to Resume	Checked
Allow Users to Edit Response	Unchecked
Show Progress	Unchecked
Scored	Unchecked
Show System Menu	Unchecked
SSL Encrypt Form Security Access Data	Checked
Allow Cancel Registration	Checked
Number Labels	Unchecked

user's transcript next to the course. For scored items, only one response per user is available.

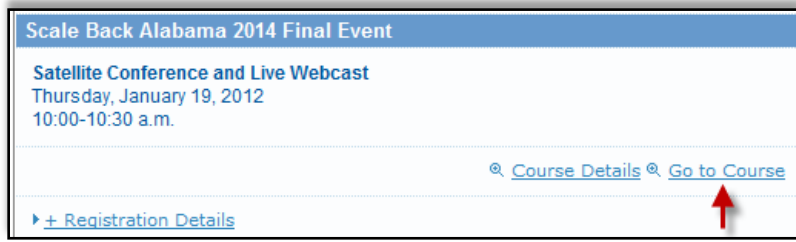
“Show System Menu”-Shows the LCMS menu.

“SSL Encrypt Form Security Access Data” (https://) - This option secures data that the user enters.

“Allow Cancel Registration” – Enables LCMS users who have registered for a course to remove themselves (unregister) from the course.

“Number Labels”-Orders items by putting a number in front of the label.

“Allow Users to Resume” – Users may return to the course once they have registered for it. They can search for the course and click on the “Go to Course” link to resume the course, instead of having to complete the entire course at one time.



Scale Back Alabama 2014 Final Event

Satellite Conference and Live Webcast
Thursday, January 19, 2012
10:00-10:30 a.m.

[Course Details](#) [Go to Course](#)

[+ Registration Details](#)

“Allow Users to Edit Response” – Users can change their responses.

“Show Progress” – Users can see where they stand in terms of completing the form.

“Scored” -This gives a percentage of correct answers when a user completes a course. This percentage also appears on a

“Response Options”:



Response Options

Start Date: * January 12 2017

End Date: * December 31 2019

Min Respondents:

Max Respondents:

Responses Per User: 1

Both the “Start Date” and the “End Date” are required fields.

The “Start Date” determines the date that the form becomes active.

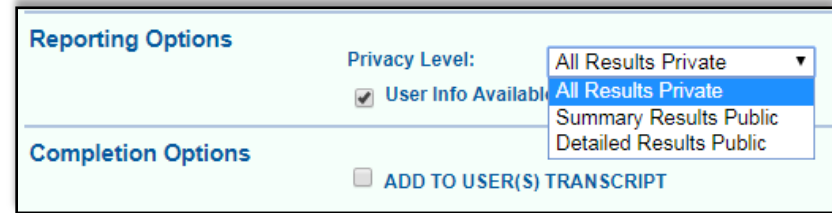
The “End Date” determines the expiration date of the form.

“Min Respondents” determines the minimum number of users who can respond to the form.

“Max Respondents” determines the maximum number of users who can respond to the form.

A “Min/Max” number of Respondents is applicable if there is a waiting list for a course.

The “Responses Per User” determines how many times a single user can respond to the form



Reporting Options

Privacy Level: All Results Private

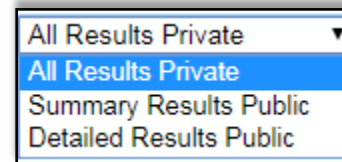
User Info Available

Completion Options

ADD TO USER(S) TRANSCRIPT

“Reporting Options”:

Privacy Level determines how the course results are displayed in “General Reports.”



All Results Private

All Results Private

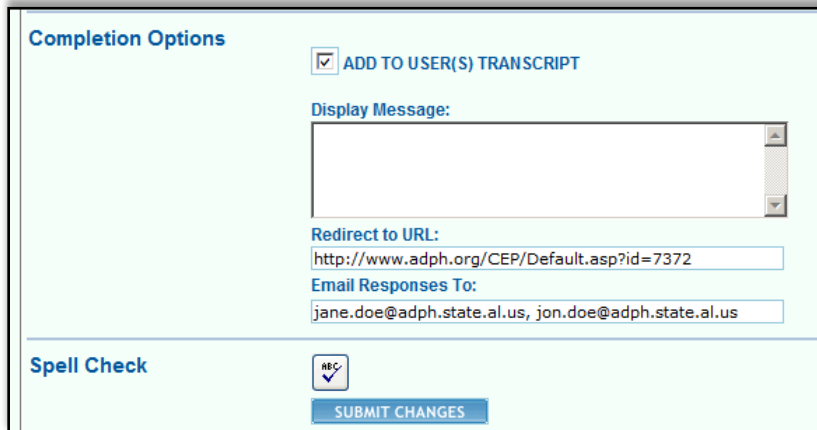
Summary Results Public

Detailed Results Public

All Results Private restricts who can view the course results. Summary Results Public allows anyone with access to General Reports to view the overall response results. Detailed Results Public allows anyone with access to General Reports to view a user’s individual detailed response.

The “User Info Available” checkbox collects the user’s LCMS username, First Name, Last Name, and other identifiers when the user registers for the course.

“Completion Options:”



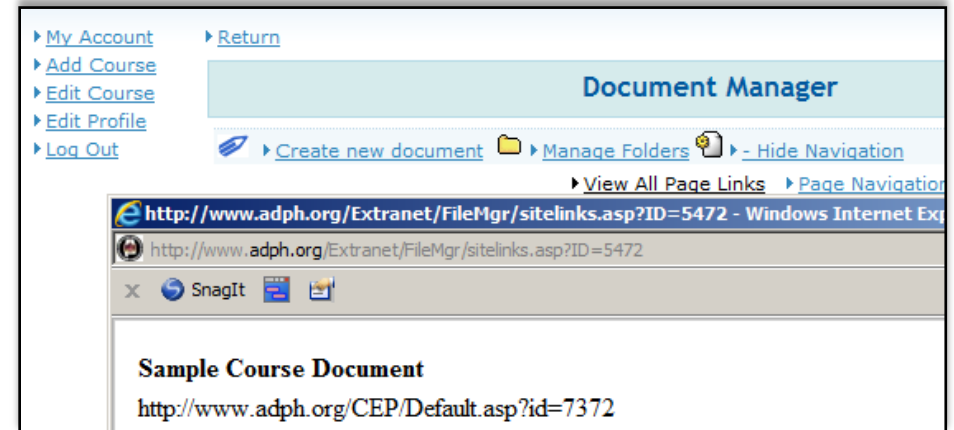
Select the “Add to User(s) Transcript” checkbox to include the course on the user(s) transcript.

“Display Message” is the message that a user will see immediately after completing the course.

“Redirect to URL” will redirect the user to the web page for the specified URL as soon as the user completes the registration page. For this functionality to work properly, you must put the URL of the course document in this field.

To get the course document URL, go to “Document Manager” and click the “Show Navigation” link. Next click the “View All Page Links.” You will see the name of the course and its link. Copy and paste the document URL into the “Redirect to URL”

field on the “Edit Course” page.



Note: If “Dev” appears in the URL, then the Course Document has not been checked in and published. You must set a default document, and publish it before the Course document will become accessible to users.

“Email Responses To” sends the course results to the person(s) specified here.

Multiple email addresses should be separated by a comma. For example: jane.doe@adph.state.al.us, jon.doe@adph.state.al.us

“Spell Check”:

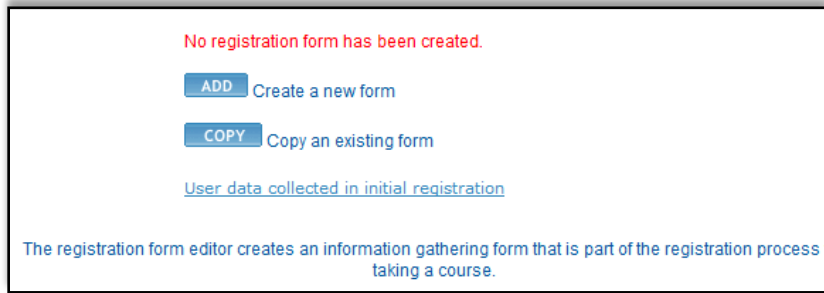
Click the “ABC” button to check your spelling.

Click the “Submit” button to save the changes that you made to the “Add Course” page.

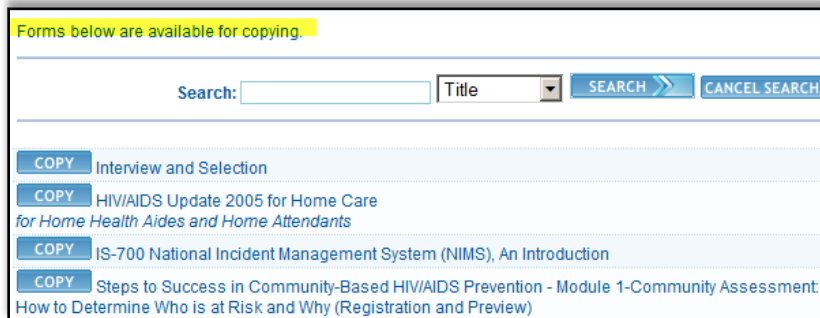
You will receive a confirmation message, “Are you sure you want to submit current properties?” Click the “OK” button.

Registration Settings:

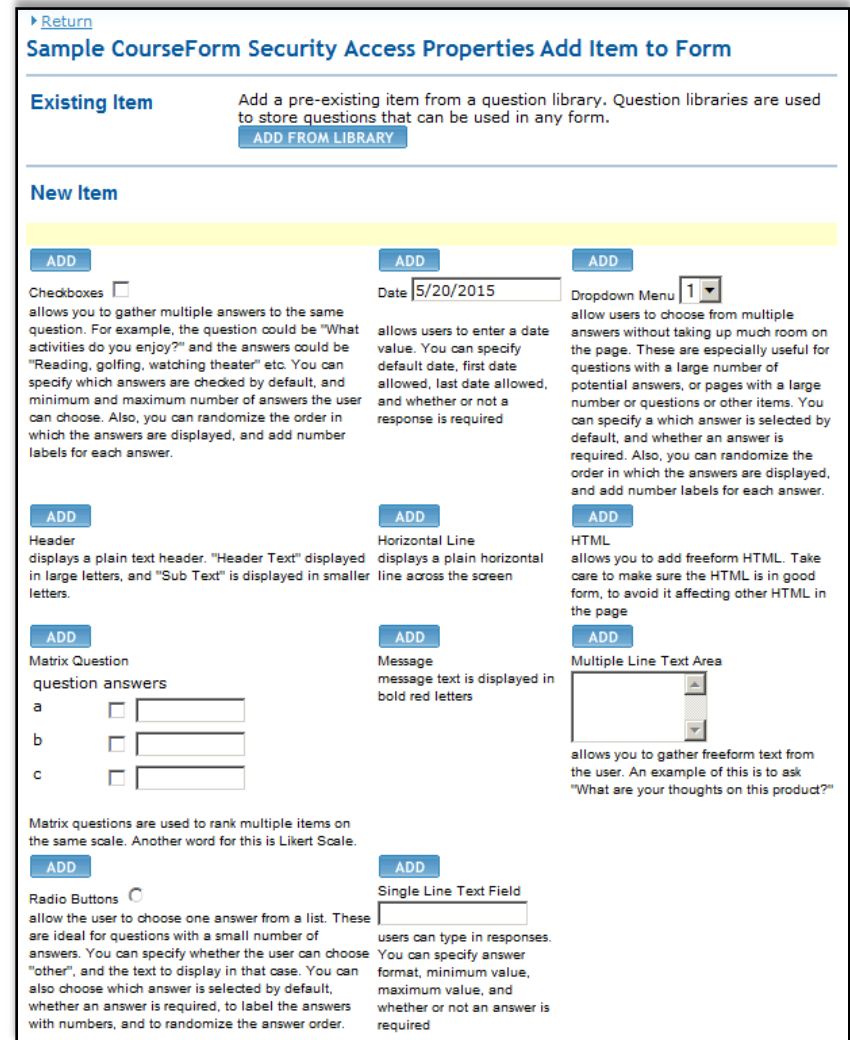
You can click the “Edit” button to make changes to the Course Registration Settings attributes that you set on the “Add Course” page.



As part of the “Registration Settings,” users have the option to either “Copy” an existing registration form or “Add” a new registration form to include with the course.



Click the “Add” button to create a new course registration form.



You can add items to the form on this page.

Edit Form >> Edit Item

Edit Item

Change Item Type Single Line TextField

Item Type Description Single Line Text Field: users can type in responses. You can specify answer format, minimum value, maximum value, and whether or not an answer is required

Question/SubText

Question Text:
First Name

Sub Text:
(Instructional or other text to appear below the question)

Alias:(Short alias for the question that can be used to make reports easier to view)

Required? Answer is Required

Other Options

Required Answer Format: None

Size: 50

Minimum Value:

Maximum Value:

Default Value:

Spell Check:

SUBMIT CHANGES

A single line text field has been added. Then, click the “Submit Changes” button.

Click the “Add Item to Page” button and continue to add items to your course registration form until it is complete. Click the “Return” at the top of the page to go back to “Course Administration.”

[Return](#)

Course Registration Form

Edit Form - Page 1

1 GO TO PAGE ADD PAGE **View Form Page 1**

Conditions are not available on page 1 unless you have hidden fields in your form.

Page 1

ADD ITEM TO PAGE COPY PAGE DELETE PAGE

* First Name EDIT ITEM
DELETED ITEM
MOVE TO PAGE
COPY ITEM

* Last Name EDIT ITEM
DELETED ITEM
MOVE TO PAGE
COPY ITEM

* Bureau/Department EDIT ITEM
DELETED ITEM
MOVE TO PAGE
COPY ITEM

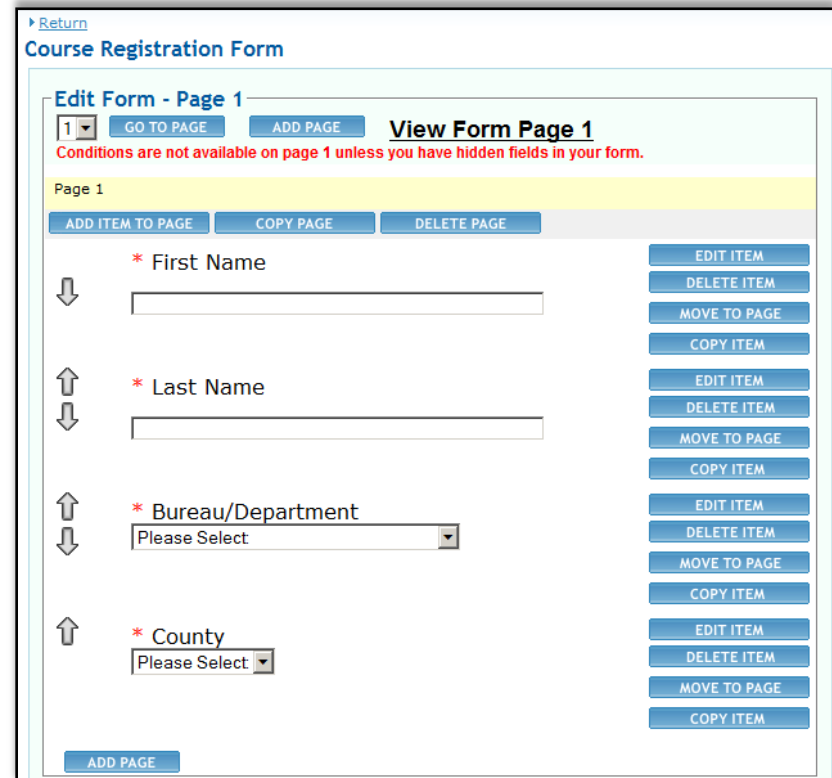
* County EDIT ITEM
DELETED ITEM
MOVE TO PAGE
COPY ITEM

ADD PAGE



The following will appear on the Course Administration page:
 "Registration form has been created."

You may choose to click the "Edit" button to make changes to the registration form.



Please refer back to page 42 for more information on how to modify a form.

Course Administration

Sample Course

[Registration Settings](#)
[Format](#)
[Security](#)
[Documents](#)
[Prerequisites](#)
[Requirements](#)

[Course Settings](#)
[Registration Approval](#)
[Course Approval](#)
[Group Registration](#)
[Waiting List](#)

[Course Certificate](#)

* - Indicates required field

Discipline: Not set Delivery Method: Not set
 Program Areas: Not set
 Fee: \$0
 User Classifications: Not set

[EDIT](#)

The course format section sets the discipline, program area, user classification, delivery method and fee amount for the course. The options selected on the “Course Format” page will control how the course is viewed on the LCMS home page.

Click the “Edit” button.

Hold down the Ctrl key to select multiple items in the drop down lists. Click the “Update” button when complete. Completing the “Format” section is optional.

[Return](#)

Course Format

(Hold down Ctrl key to select multiple items)

The options selected below will control how the course is viewed on the home page.

Discipline

New Employee Orientation Semi-Monthly
 New Employee Orientation Contract
 New Employee Orientation Hourly
 NIMS

Program Area

Administrative
 ADPH Employees
 ADPH Human Resources
 APEC Perinatal Guidelines - CME

User Classification

OTHER
 Licensed Professional Counselors
 Associate Licensed Counselors
 Licensed Bachelor Social Worker

Delivery Method

Select One
 Required Videos
 Live WebCast
 Classroom

Fee Amount \$

[UPDATE](#)

Course Administration

Sample Course

[Registration Settings](#) | [Format](#) | **Security** | [Documents](#) | [Prerequisites](#) | [Requirements](#)
[Course Settings](#) | [Registration Approval](#) | [Course Approval](#) | [Group Registration](#) | [Waiting List](#)
[Course Certificate](#)

* - Indicates required field

Current Registration Security
 Registered Users

Course Editors

[EDIT](#)

[EDIT](#)

“Current Registration Security” sets the access level for taking a course.

Public security is open for all to view.

Registered Access requires registration before viewing.

Restricted access is limited to registered users who are selected by the course administrator.

[Return](#)
Sample Course

Form Security Access

Selecting a user or user group will allow the user general view access to Sample Course.

Form Security Access Type

Public - Allows anyone access
 Registered Users Only - Allows all users in the system access
 Restricted - Allows only users and groups with permission access

[UPDATE](#)

[Return](#)
Sample Course

Form Security Access Permissions updated.

Selecting a user or user group will allow the user general view access to Sample Course.

Form Security Access Type

Public - Allows anyone access
 Registered Users Only - Allows all users in the system access
 Restricted - Allows only users and groups with permission access

[UPDATE](#)

Access List [ADD USERS](#) [ADD GROUPS](#)

Allow	Deny	Name	Actions
<input checked="" type="radio"/>	<input type="radio"/>	Group LCMSSupportTeam	REMOVE
<input checked="" type="radio"/>	<input type="radio"/>	User jane3	REMOVE
<input checked="" type="radio"/>	<input type="radio"/>	User jdoe5	REMOVE
<input checked="" type="radio"/>	<input type="radio"/>	User jessdoe	REMOVE
<input checked="" type="radio"/>	<input type="radio"/>	User Johndoe	REMOVE
<input checked="" type="radio"/>	<input type="radio"/>	User LCMSSupport	REMOVE

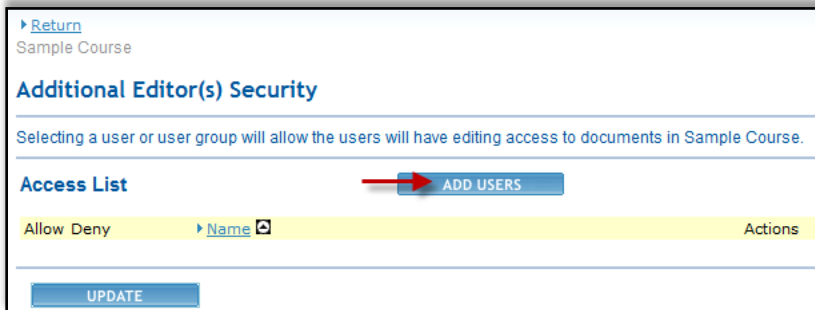
[UPDATE](#)



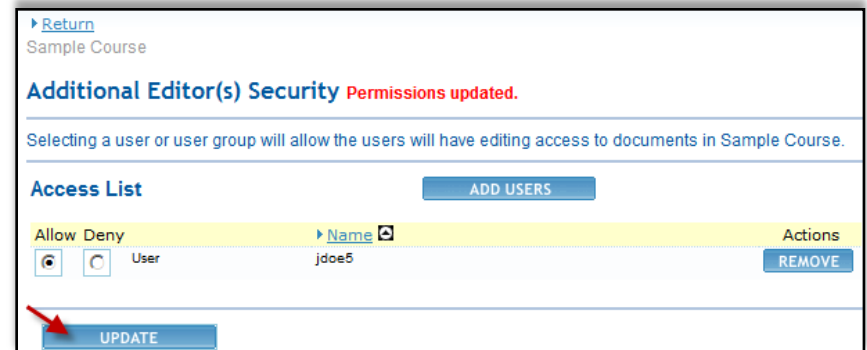
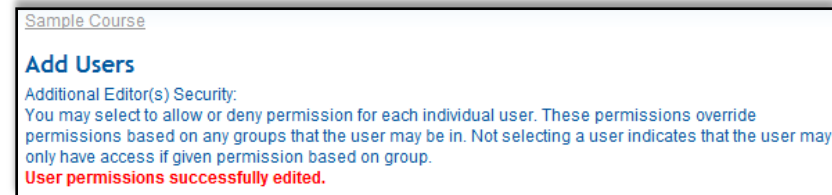
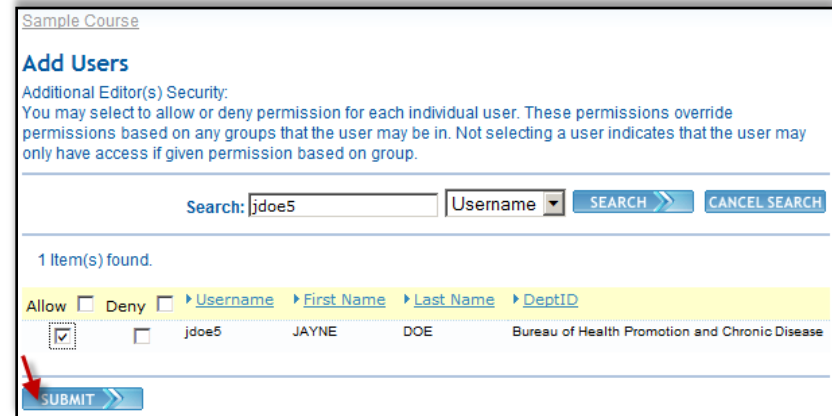
Click the “Edit” button beneath “Course Editors.”

“Additional Editor(s) Security”:

You may select to allow or deny permission for each individual user. These permissions override permissions based on any groups that the user may be in. Not selecting a user indicates that the user may only have access if given permission based on group.

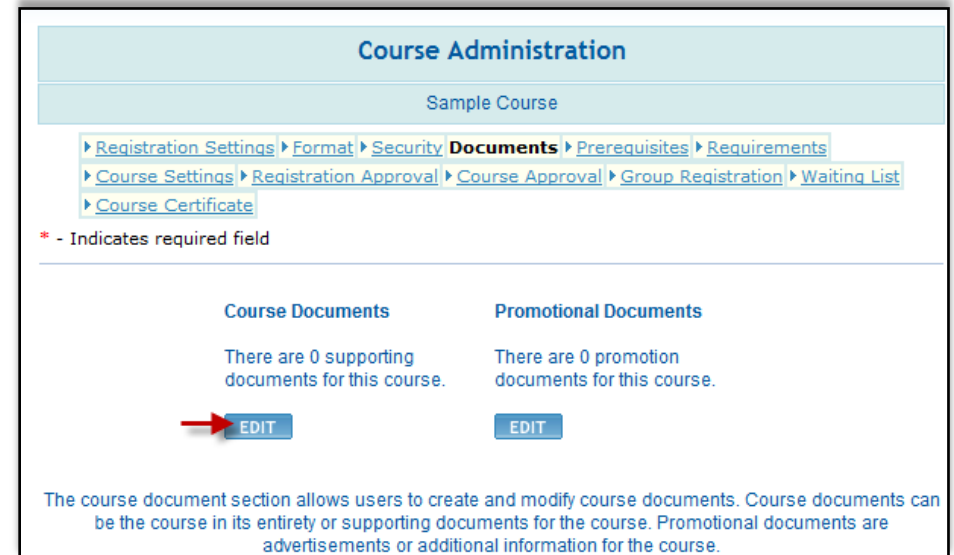


Search for the user. Select “Allow” next to the additional editor that you would like to add. Then click the “Submit” button.



“Documents”

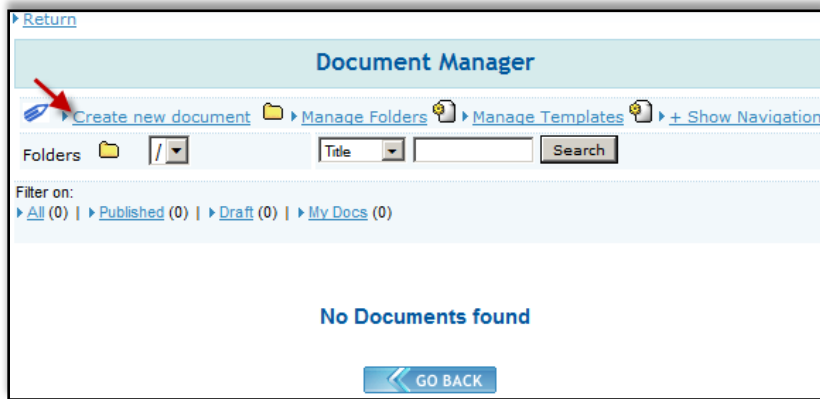
The course document section allows users to create and modify course documents.



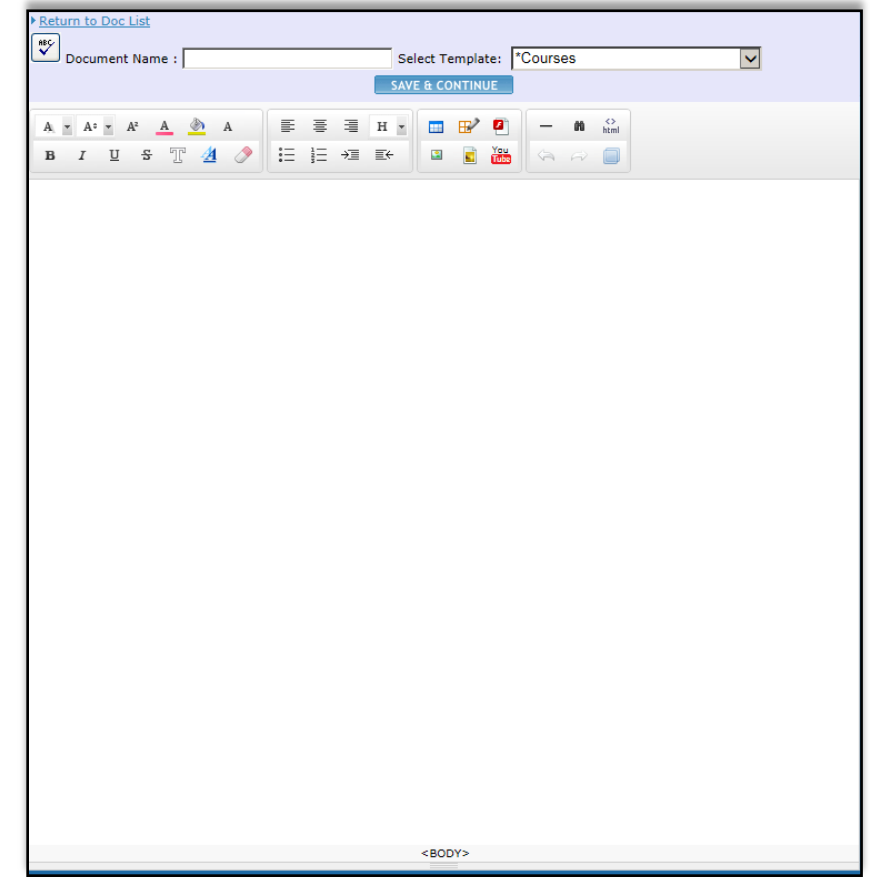
Course documents can be the entire course or supporting documents for the course.

Promotional documents are advertisements or additional information about the course.

When you click on the “Edit” button under “Course Documents,” the “Document Manager” screen appears.



Click the “Create a new document” link.



Above is an example of a blank Course Document.

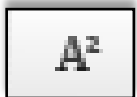
“Course Document Toolbar Buttons Defined”



-Font Name – Arial, Times New Roman, etc.



-Font Size – Size 1 (smallest) to Size 7 (largest)



- Superscript – Inserts a letter or number above the line of text.



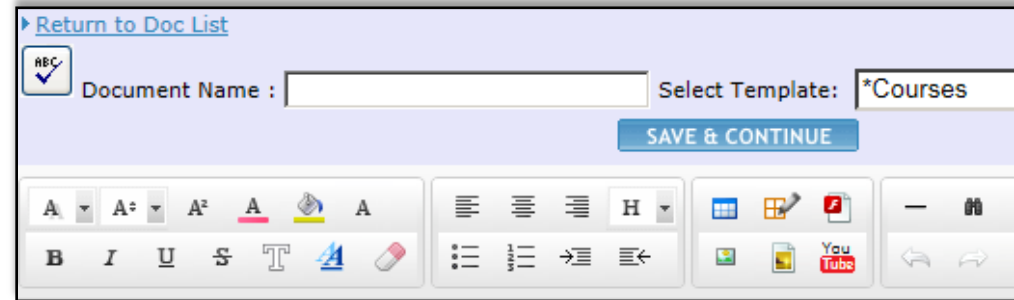
- Foreground Color- Changes the color of the text itself.



-Background Color – Changes the background color (highlights) the text using the color you selected.



- Fonts – Select from Google fonts and basic fonts.



-Bolds text



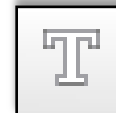
- Formats text in italics



- Underlines text



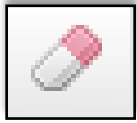
-Strikes through text



-Text-Functionality includes adding or modifying font properties (font names, colors, alignments, etc.) font sizes, shadows, paragraph headers, and listings (ordered and unordered lists, such as lists with Roman numerals and those with bullet points.)



- Style Selection – Selects a stylesheet for the course document.



- Removes formatting of the selected text.



- Left justifies text.



- Center justifies text.



- Right justifies text.



- Set Paragraph text– Heading 1 (largest) to Heading 6 (smallest), Preformatted text, Normal Paragraph, and Normal (div) text.



- Bullet points



-Numbering



- Right Indent



-Left Indent



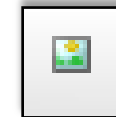
- Insert Table



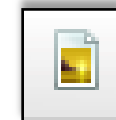
- Insert, Modify, Format, Delete a Table



- Insert a Flash object



- Upload an internal image file and add it to the course document page.



-Object – Upload a pdf file to include a link to in the course document page.



- Insert a YouTube video into the course document page.



- Insert a horizontal line



- Search & Replace



- HTML Editor



- Undo

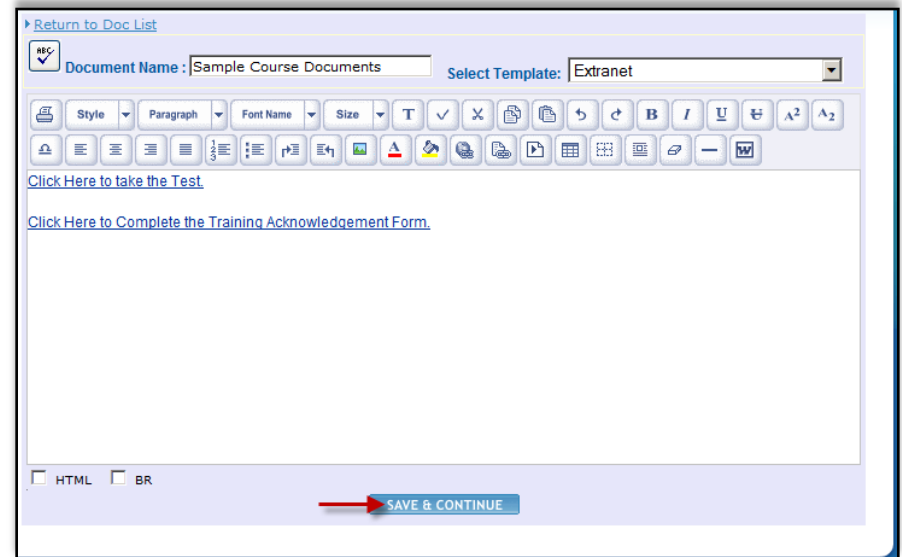


- Redo



- Full Screen-Once in “Full Screen” mode, you will need to minimize the screen before you can “Save & Continue.” Click the Full Screen button again to save your changes.

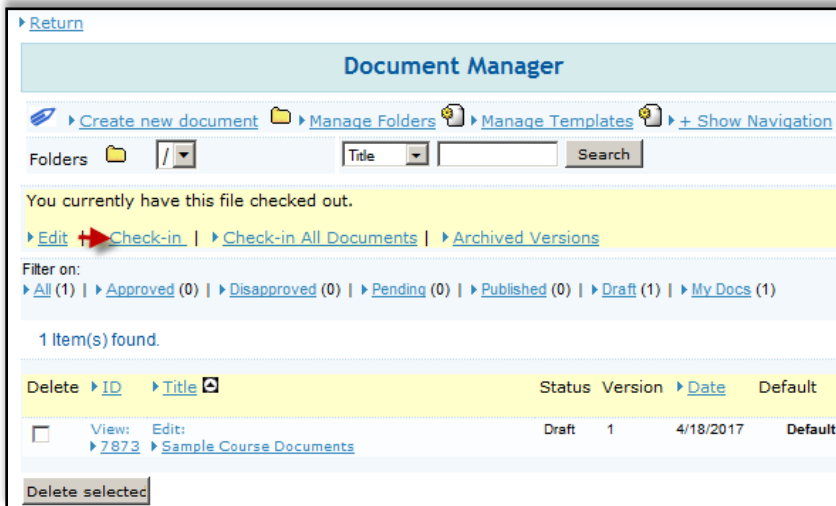
An example of a completed Course Document is shown on the below:



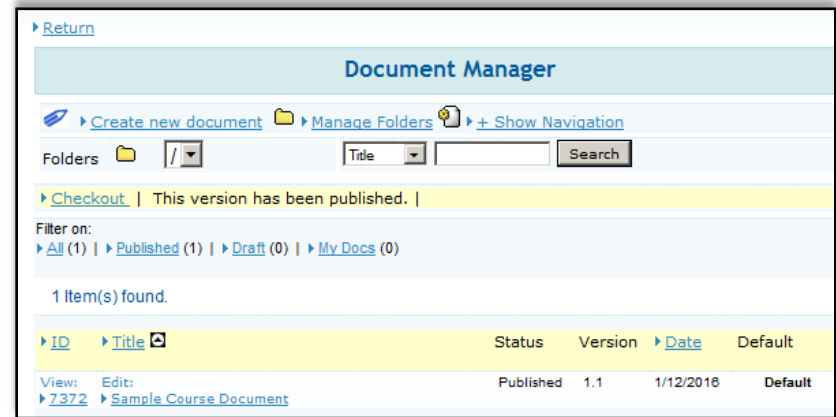
Course documents (landing pages) can contain links to videos, and they can contain embedded videos. You can also provide links to external web sites, and links to training acknowledgement forms or tests in LCMS on the course document pages.

Click the “Save & Continue” button after making changes to this document.

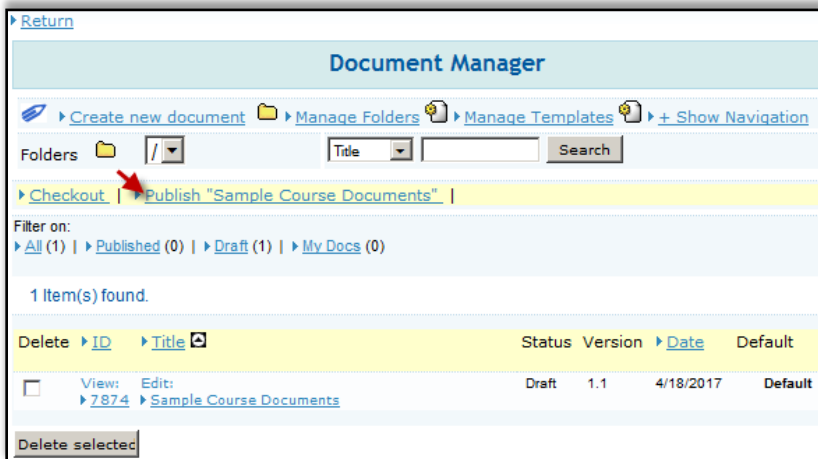
Click the “Return to Doc List” link when you have completed the document.



You must "Check-in" and "Publish" the course document.



The same process used for "Course Documents" applies for adding "Promotional Documents."



“Course Prerequisites”

Course prerequisites are courses, forms, or other requirements that a user must have completed before they may register for the course. Adding a prerequisite will add the item to the “Current Prerequisites in “Course Administration” and in the online requirements and assignments list in the Instructor Area.

Course Administration
Sample Course

[Registration Settings](#) | [Format](#) | [Security](#) | [Documents](#) | **Prerequisites** | [Requirements](#)
[Course Settings](#) | [Registration Approval](#) | [Course Approval](#) | [Group Registration](#) | [Waiting List](#)
[Course Certificate](#)

* - Indicates required field

Course prerequisites are courses, forms, or other requirements that a user must have completed before they may register for the course.

No Prerequisites have been assigned

Prerequisite Type:

Click add to assign a Prerequisite

Personal Safety Tips for Home Visits - December 2011	Active	Add
*92815 Test Course HTML in Fail Test Parameters	Active	Add

Course Administration
Sample Course

[Registration Settings](#) | [Format](#) | [Security](#) | [Documents](#) | **Prerequisites** | [Requirements](#)
[Course Settings](#) | [Registration Approval](#) | [Course Approval](#) | [Group Registration](#) | [Waiting List](#)
[Course Certificate](#)

* - Indicates required field

Course prerequisites are courses, forms, or other requirements that a user must have completed before they may register for the course.

Current Prerequisites	Status	Prerequisite Parameters
*92815 Test Course HTML in Fail Test Parameters	Active	Remove Add Parameters

Parameters add conditions to prerequisites and requirements to extend their qualifications.

Course Administration

Sample Course

[Registration Settings](#) | [Format](#) | [Security](#) | [Documents](#) | [Prerequisites](#) | [Requirements](#)
[Course Settings](#) | [Registration Approval](#) | [Course Approval](#) | [Group Registration](#) | [Waiting List](#)
[Course Certificate](#) | [Activate Course](#)

* - Indicates required field

Course prerequisites are courses, forms, or other requirements that a user must have completed before may register for the course.

Current Prerequisites	Status	Prerequisite Parameters
*92815 Scored Test	Active	Remove View Parameters

ParameterID	Value	Parameter Condition	Parameter Type		
64	70	<	score	View	Remove

Parameter ID: 64
Set parameters for the ""92815 Scored Test" of course "Sample Course"

Score Score/Date =Fail

Check to auto delete response if score = Fail

Enter a message to the user stating the reason the parameter has not been met:

You must have earned at least a "C-70" on the "Scored Test" to take the "Sample Course."

Users must have made at least a "C" on the prerequisite course in order to take the new course.

"Course Requirements"

Course Administration

Sample Course

[Registration Settings](#) | [Format](#) | [Security](#) | [Documents](#) | [Prerequisites](#) | [Requirements](#)
[Course Settings](#) | [Registration Approval](#) | [Course Approval](#) | [Group Registration](#) | [Waiting List](#)
[Course Certificate](#) | [Activate Course](#)

* - Indicates required field

Course requirements are courses, forms, or other items that a user must accomplish in order to complete the course. Selected items will be available in the Assignments section under Add Course Requirements.

No Requirements have been assigned to this course.

Requirement Type:

Click add to assign a Requirement

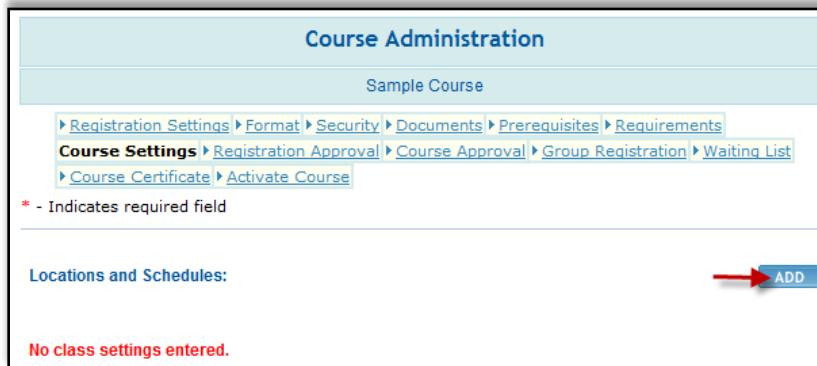
(BT) Select Agent Training for Employees without Access - 2015 Test	Active	Add
(ISO) APHL/A2LA webinar (588-721-12) - Introduction of the 17025 Laboratory Management System Requirements (handout only) - EXAM	Active	Add
(ISO) APHL/A2LA webinar (588-723-12) - Complaints, Feedback, Root Cause Analysis, and Corrective Action (handout only) - EXAM	Active	Add

Course requirements are courses, forms, or other items that a user must accomplish in order to complete the course.

Requirements for a Course should be set in the Instructor Area.

Click the “Add” button to create “Course Settings.”
The course cannot become active unless a “Contact Person” is selected.

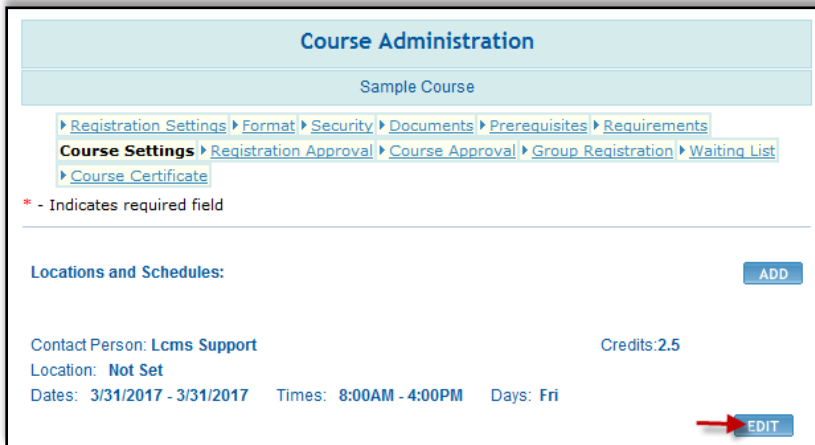
Only the people who have been selected as contact persons for a course will be able to see the course in the Instructor Area.



When you have completed the “Course Settings,” click the “Submit” button.

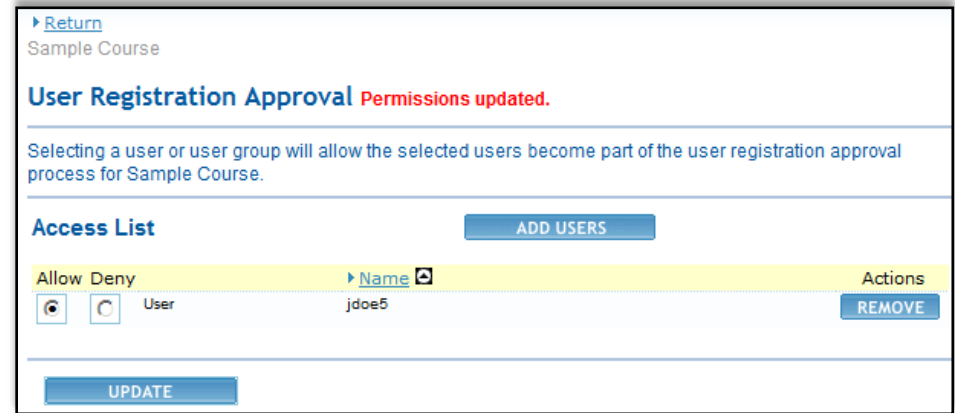
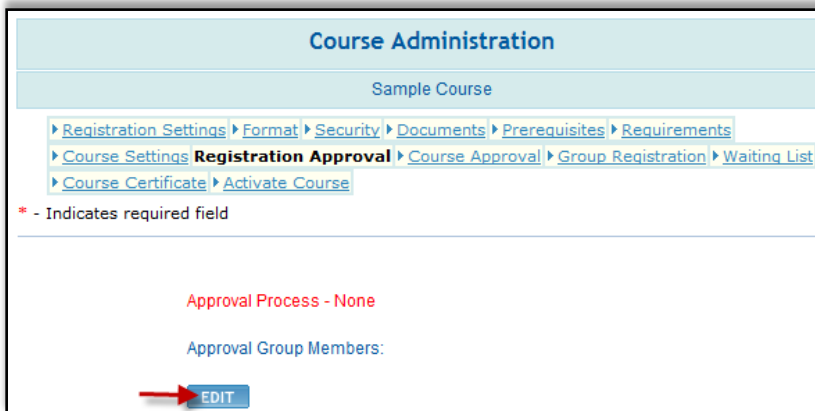
This is a detailed view of the 'Course Administration' form. It includes the following sections and fields:

- Course Administration** (Header)
- Sample Course** (Sub-header)
- Navigation Menu:**
 - Registration Settings
 - Format
 - Security
 - Documents
 - Prerequisites
 - Requirements
 - Course Settings** (Active)
 - Registration Approval
 - Course Approval
 - Group Registration
 - Waiting List
 - Course Certificate
 - Activate Course
- * - Indicates required field**
- Contact Person: *** (Dropdown menu)
- Credits:** (Text input field)
- Location/Details:** (Text input field with scrollbars)
- Class Dates:**
 - Start Date:** (Text input field with calendar icon)
 - End Date:** (Text input field with calendar icon)
- Days of Week:**
 - Sunday
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
- Class Times:**
 - Time selection: [Hour] : [Minute] [AM/PM]
 - to
 - Time selection: [Hour] : [Minute] [AM/PM]
- Buttons:**
 - SUBMIT >>
 - << GO BACK



You may click the Edit button to add additional contact persons.

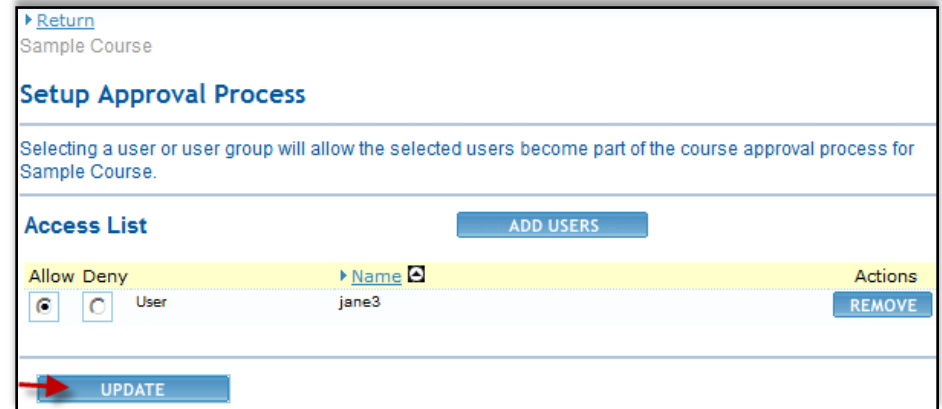
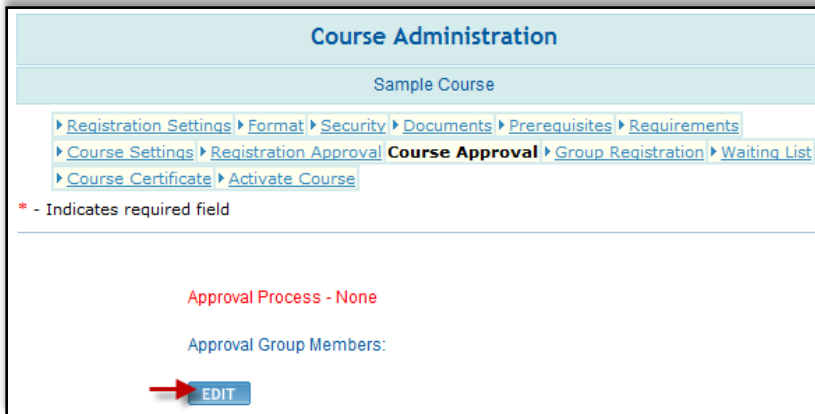
The registration approval process section adds selected registered users to be the final approving authority for approving users to take a course.



You can allow the selected users to become part of the user registration approval process for the Course.

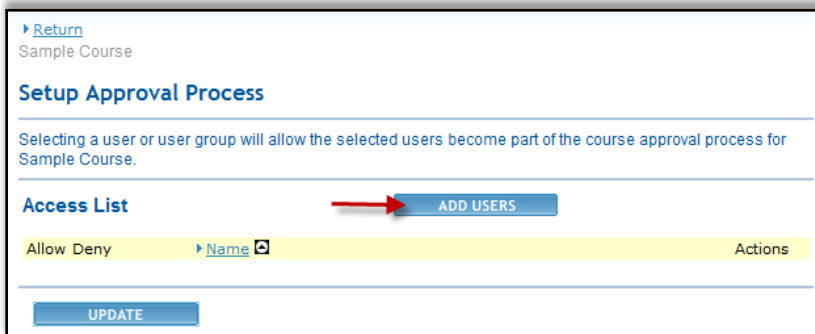
User Registration Approval: Enables you to choose whether or not to allow or deny permission for each individual user.

Then click the "Submit" button.



Then click the "Update" button on the "Setup Approval Process" page.

Click "Return" to go back to the "Course Admin." Page.



The course approval section allows selected registered users to be the final approving authority over the creation of all course settings and course documents. A course cannot be activated until the course is approved by the approval group.

In the "Setup Approval Process," selecting a user will allow the selected users to become part of the course approval process. Search for, and click on the appropriate checkbox to "Allow" or "Deny" the users that you select.

Course Administration

Sample Course

[Registration Settings](#) | [Format](#) | [Security](#) | [Documents](#) | [Prerequisites](#) | [Requirements](#)
[Course Settings](#) | [Registration Approval](#) | [Course Approval](#) | **Group Registration** | [Waiting List](#)
[Course Certificate](#) | [Activate Course](#)

* - Indicates required field

Approval Process - None

Bulk Registration Members:

[EDIT](#)

The Bulk Registration allows for bulk registration of Groups to Courses.

Return> **Course Registration Access**

Selecting a user or user group will allow the user(s) registration for Demonstration.

Access List [ADD GROUPS](#)

Allow Deny	Name	Actions
<input type="checkbox"/>		

[UPDATE](#)

The Group Registration allows for bulk registration of Groups to Courses.

Selecting a user group will allow the users in the group to register for the course.

Demonstration

Make a selection from group categories dropdown.

Access Security Forms/Courses (can view forms and courses)

Select a group in the left box and press > to add to current groups.
Press CHANGE before selecting another category from dropdown.

Available User Groups	Current Groups
ADPH Employees	Hospitals
Area 1 EP Team Report Group	Surveillance Nurses
Area 10 EP Team Report Group	
Area 11 EP Team Report Group	
Area 2 EP Team Report Group	
Area 3 EP Team Report Group	
Area 4 EP Team Report Group	
Area 5 EP Team Report Group	
Area 6 EP Team Report Group	
Area 7 EP Team Report Group	
Area 8 EP Team Report Group	
Area 9 EP Team Report Group	
Bulk Email Manager	
Epidemiology	
Epidemiology	
Hospital Engineers	
Immunization	
JJTEST	

[CHANGE](#)

Select a group, and click the “>” button. Then click the “Change” button.

Return> **Course Registration Access** **Group permission given.**

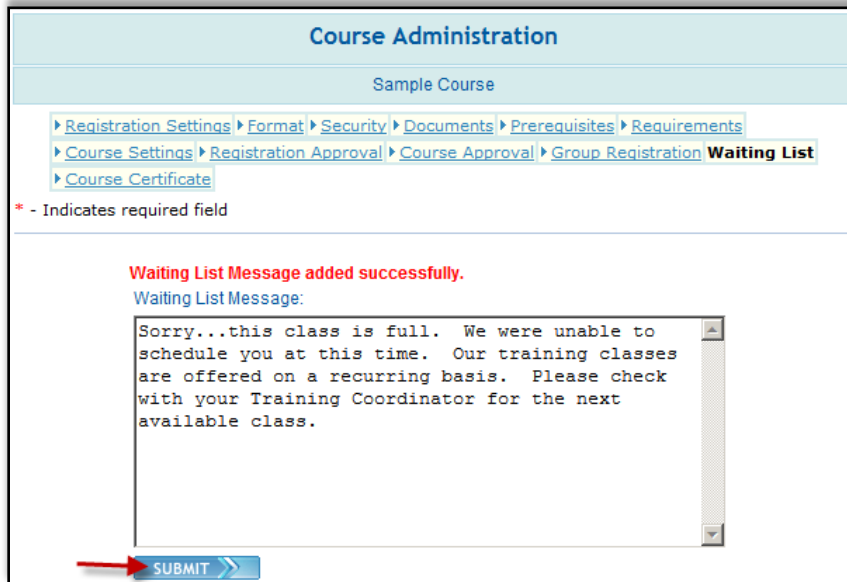
Selecting a user or user group will allow the user(s) registration for Demonstration.

Access List [ADD GROUPS](#)

Allow Deny	Name	Actions
<input checked="" type="radio"/> <input type="radio"/>	Group Hospitals	REMOVE
<input checked="" type="radio"/> <input type="radio"/>	Group Surveillance Nurses	REMOVE

[UPDATE](#)

Click “Return” to go back to the “Course Admin” Page.
Currently the Course Registration Access feature is not being utilized.



The screenshot displays the 'Course Administration' page for a 'Sample Course'. A navigation menu includes links for Registration Settings, Format, Security, Documents, Prerequisites, Requirements, Course Settings, Registration Approval, Course Approval, Group Registration, and Waiting List. A red asterisk indicates required fields. A message box shows 'Waiting List Message added successfully.' Below this, a text area contains the message: 'Sorry...this class is full. We were unable to schedule you at this time. Our training classes are offered on a recurring basis. Please check with your Training Coordinator for the next available class.' A red arrow points to the 'SUBMIT' button at the bottom left.

If the Maximum Number of Students for a Course is exceeded, the remaining course registrants are placed on a Waiting List.

Enter the “Waiting List Message” that you would like users to see.

Click the “Submit” button after entering your message.

Contact LCMS Support if you would like us to create a “Course Certificate” for you.

If no problems are indicated in the “Course Activation Check List”, click the “Activate” button.

If problems are found, make the necessary changes and try again.

The course cannot be activated without a “Contact Person” being selected in “Course Settings.”

After the course is activated, users will not have access to the course before the specified start date on the “Add Course” page.

To edit the course form, you must go to the “Courseware Management” section on the “My Account” page.

Course Administration

Sample Course

[Registration Settings](#) | [Format](#) | [Security](#) | [Documents](#) | [Prerequisites](#) | [Requirements](#)
[Course Settings](#) | [Registration Approval](#) | [Course Approval](#) | [Group Registration](#) | [Waiting List](#)
[Course Certificate](#) | **Activate Course**

* - Indicates required field

Course Activation Check List

Course Documents

✔ Course Documents: 1
Documents Published: 1

Contact Person

✔ No problems found..

Promotion Documents

⚠ No promotional documents have been published.

Course Format

✔ No problems found.

Course Security

✔ No problems found.

Registration Form

✔ Registration form has been created.

Requirements

✔ All course Requirements have been activated.

Course Approval

⚠ No Course Approval Process set for this course

Registration Approval

⚠ No Registration Approval Process set for this course

▶ ACTIVATE

Search for the course and click the “Manage” button to make the necessary changes.

Courseware Management

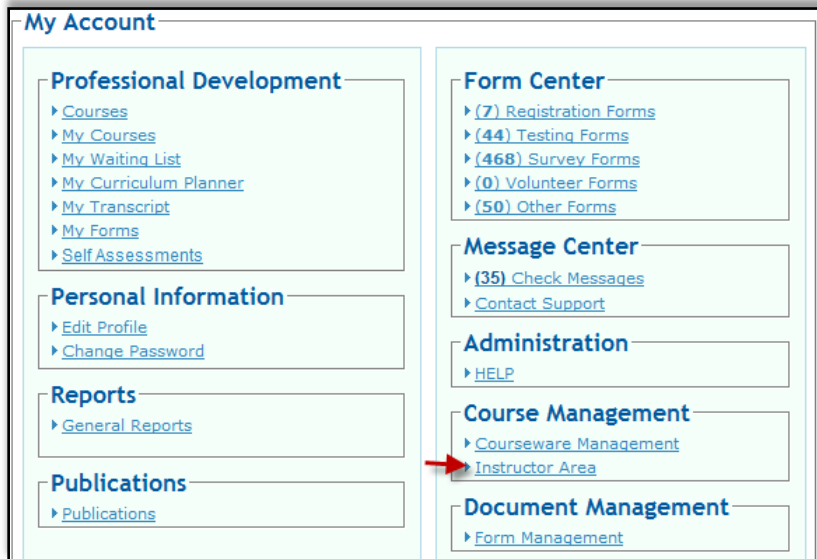
Search: Title [Advanced Search](#)

1 Item(s) found.

▶	Title		
	Sample Course	Active - Approval Process - None (Deactivate)	
	Registered User(s) 0	MANAGE	
	Registration dates: 1/12/2015 to: 12/31/2018		

1 Item(s) found.

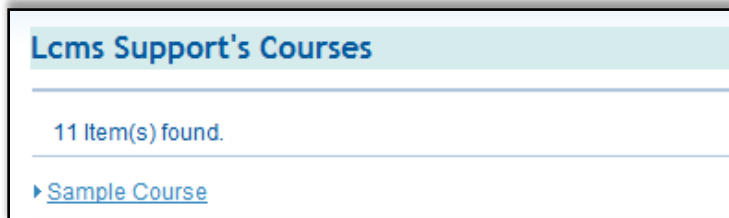
Instructor Area



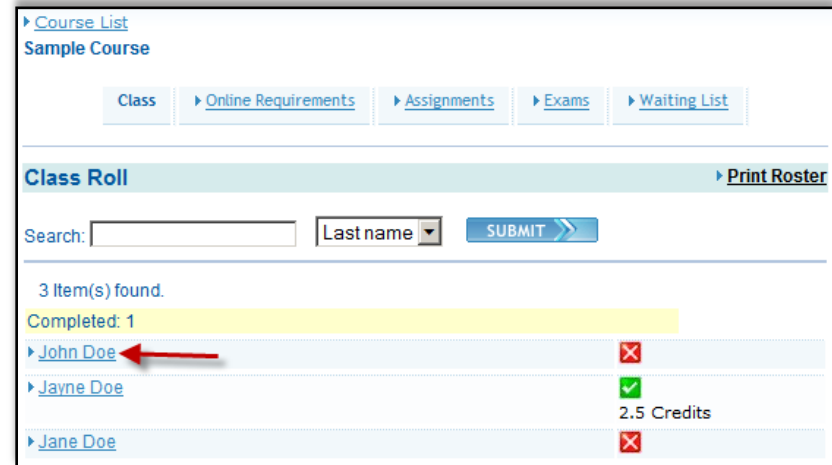
Return to your “My Account” page. Click the “Instructor Area” link located beneath the “Course Management” link.

A list of courses that are associated with your account will appear.

Click on a course listing.



“Class” or “Class Roll” is the first tab that you will see. The names of the people who have registered for the class will appear.



Click on a user’s name for more details.

[Course List](#)
Sample Course

[Class](#) | [Online Requirements](#) | [Assignments](#) | [Exams](#) | [Waiting List](#)

Class Roll [Print Roster](#)

Search: **Last name**

3 Item(s) found.

Completed: 2

[John Doe](#)

Date Completed [Edit Credits](#)

Online Assignment	Sample Test	Score <input type="text" value="40"/>
	<input type="checkbox"/> Date Completed	<input type="text" value="9/6/2016"/> <input type="text" value="9/6/2016"/>
Online Assignment	Sample Training Acknowledgement Form	Score <input type="text"/>
	<input type="checkbox"/> Date Completed	<input type="text"/>

Jayne Doe	<input checked="" type="checkbox"/>	2.5 Credits
Jane Ellen Doe	<input checked="" type="checkbox"/>	2.5 Credits

The next tab is “Online Requirements”.

You must add the requirements in the Instructor Area instead of in the Course itself.

Click the “Add Parameter” link to create a new parameter. The parameters for a failing test score are set in the Instructor Area’s Online Requirements tab. You may choose the “Check to auto delete response if score=Fail” option, so that users can retake the test until they make a passing score.

The parameters for the passing test score is set in the “Scoring Messages” of the test form.

If applicable, click the “View Parameters” link to see the set parameter.

Based on your score: Actual Score
Congratulations, you passed the "Sample Test"!

Update Scoring Message

Show points in messages and transcripts etc.

Min Points:

Max Points:

Message:

[Course List](#)
Sample Course

[Class](#) | [Online Requirements](#) | [Assignments](#) | [Exams](#) | [Waiting List](#)

Course requirements are courses, forms, or other items that a user must accomplish in order to complete the course. Selected items will be available in the Assignments section under Add Course Requirements.

Current Requirements	Status	Requirement Parameters
Sample Test	Active	Remove View Parameters
Sample Training Acknowledgement Form	Active	Remove Add Parameters

ParameterID	Value	Parameter Condition	Parameter Type	
65	80	<	score	View Remove

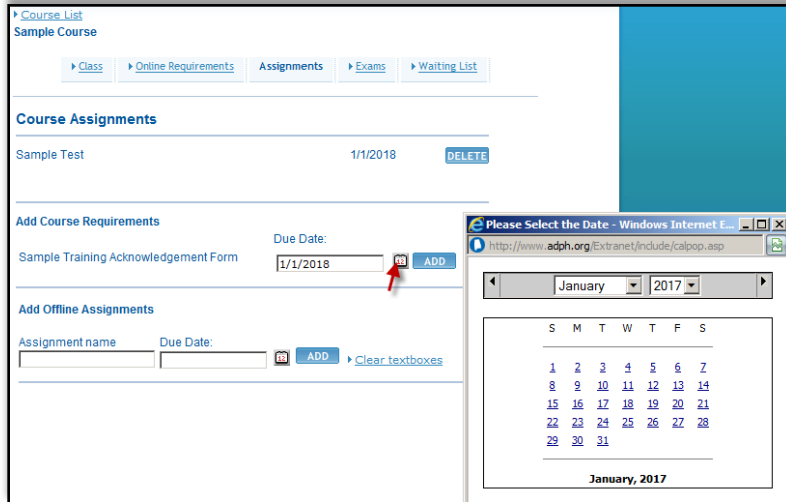
Parameter ID: 65
Set parameters for the "Sample Test" of course "Sample Course"

Score: Score/Date: =Fail

Check to auto delete response if score = Fail

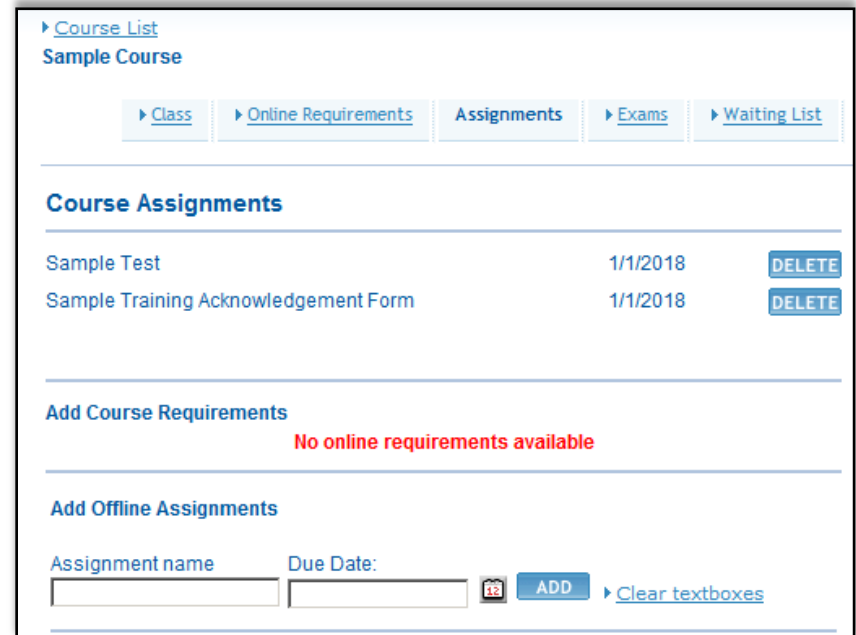
Enter a message to the user stating the reason the parameter has not been met:

The next tab is “Assignments.”



Click the calendar icon to set a “Due Date” for the Course Assignments. Then click the “Add” button to add each course requirement to the “Course Assignments” list.

The assignments for a specific course that were set in the Instructor Area will appear in the search results on the Training Opportunities page in the “Course Details” section.



To return to the course, the user can search for it on the training opportunities page or in “My Courses.” On the course details page, users will be allowed access to the form that you added to assignments in the event that they exit the form without completing it. Users can access the form again by selecting the “Click to complete form” link.

Sample Course

This is the course that will be demonstrated in the LCMS User Guide.

Delivery Method : Classroom
 Discipline : Clerical
 Program Areas :
 User Classifications : OTHER

Prerequisites		Type	Status
Title	*92815 Test Course HTML in Fail Test Parameters	Course	Complete

Prerequisite

Assignments		Type	Status
Title	Sample Test	Test	InComplete

Assignment

▶ [Click to complete test](#)

Registration Dates
 1/12/2015 - 12/31/2018

Course Waiting List

Admin Side: Return to the “Courseware Management” section of your “My Account” page.

Create the course first. Uncheck “SSL Encrypt Form Security Access Data” in the “Registration Form Options” on the “ADD Course” Page.

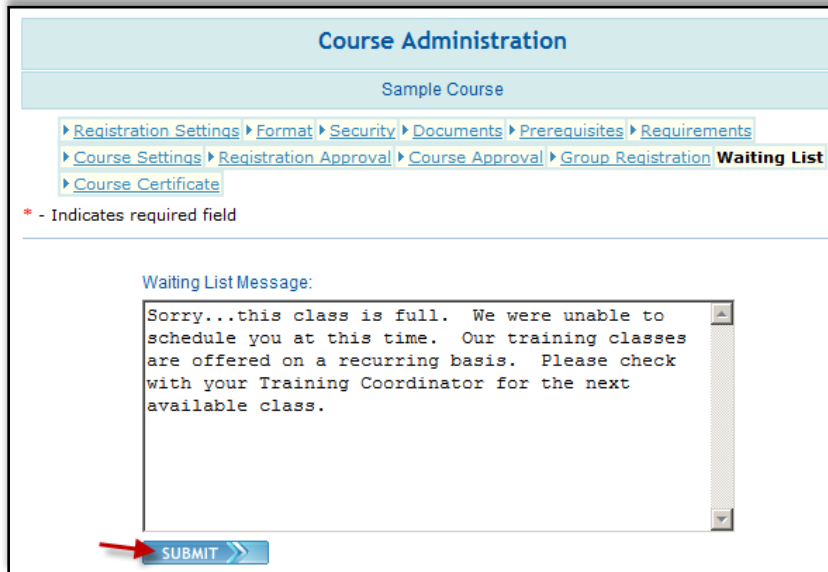
For Response Options, enter a “Max Respondents” number, and enter the number 1 for “Responses Per User.”

After you have finished entering the information, click the “Submit” button.

Registration Form Options

- Allow Users to Resume
- Allow Users to Edit Response
- Show Progress
- Scored
- Show System Menu
- SSL Encrypt Form Security Access Data
- Allow Cancel Registration
- Number Labels

Next enter your own “Waiting List” message, and click the “Submit” button. You may use HTML to format your Waiting List Message.



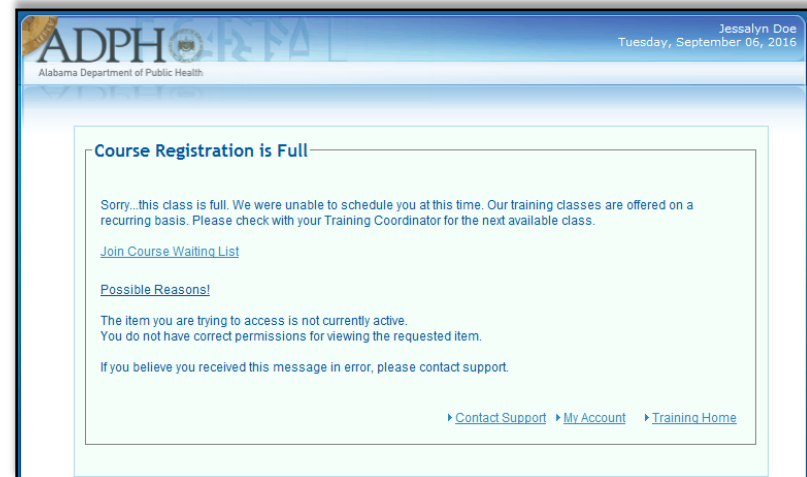
How the Waiting List works:

When setting up a course, you can set the max number of respondents in the course settings as shown below:

Response Options	
Start Date: *	January 12 2015
End Date: *	December 31 2018
Min Respondents:	1
Max Respondents:	3
Responses Per User:	1

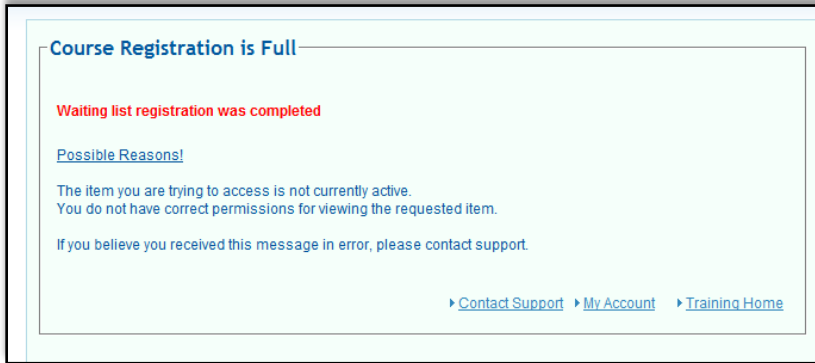
(To return to this screen after entering the waiting list message, click “Registration Settings” to return to the “Course Admin” page. Then, click the “Edit” button located beneath the course’s end date.)

If the number of people who register for the course exceeds the number of “Max Respondents”, then the additional users will see the following screen when they attempt to register for the course that has already been filled.

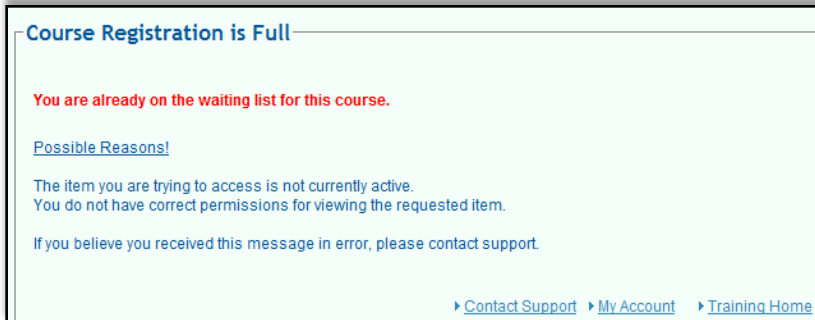


The user can be added to the waiting list by clicking the “Join Course Waiting List” link. The following confirmation message will appear, “Waiting list registration was completed.”

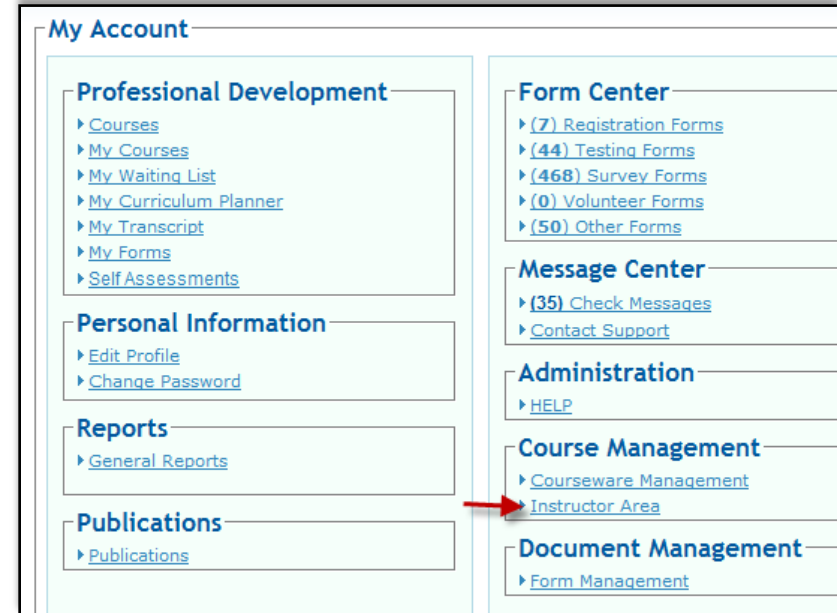
The next step is to manage the users on the waiting list.



If the user tries to register for the course after they have been placed on the waiting list, the user will see the following message:



“Course Registration is Full: You are already on the waiting list for this course.”



Once you click the “Instructor Area” link, you will be directed to a page where all of the instructor’s courses are listed. Click the appropriate course.



To view all users who are on the waiting list, click the “Waiting List” link as shown above.

At this point, the instructor can delete the user from the waiting list, or can send them an email with instructions or further information pertaining to the course.

Course List
Sample Course

Class Online Requirements Assignments Exams Waiting List

Waiting List

Search: Last name

1 Item(s) found.

User	Date	Email Address	
Jessalyn Doe	9/6/2016 3:03:00 PM	jessa.doe@adph.state.al.us	Click to send messages

[Delete](#)

In this example, I will select the “Click to send messages” link.

I will enter a message to the users on the waiting list, and then click the “Send to All” button.

All

Sample Course Waiting List

Enter message to users.

This course will reopen October 1, 2017.

Notice has been sent to all users on the Waiting List for this Course!

All

Sample Course Waiting List

Enter message to users.

This course will reopen October 1, 2017.

The following confirmation message will appear: “Notice has been sent to all users on the Waiting List for this Course!”

Then, the user will receive an email from the Course Instructor.

LCMS Support Sample Course

Sample Course
LCMS Support to: jessa.doe@adph.state.al.us

This course will reopen October 1, 2017.

Properties Option for Form Types

	Registration	Test	Other	Course Registration	Survey	Volunteer	Self Assessment	Deployment
Allow Users to Resume	X	X	X	X	X	X	X	X
Allow Users to Edit Response	X		X	X	X	X	X	X
Show Progress	X	X	X	X	X	X	X	X
Scored		X						
Show System Menu	X	X	X	X	X	X	X	X
SSL Encrypt Form Security Access Data	X	X	X	X	X	X	X	X
Number Labels	X	X	X	X	X	X	X	X
(Do not list form in "My Account" Form Center)	X	X	X	X	X	X	X	X
(Users may print form in "My Account" Form Center)	X	X	X	X	X	X	X	X
(Users may print their form results in "My Account" Form Center)	X	X	X	X	X	X	X	X
(Default is Complete)		X	X		X			
Allow Cancel Registration				X				

Contact Information

For assistance, please e-mail LCMSSupport@adph.state.al.us, or call 334-206-5027.

For information about LCMS, visit <http://www.alabamapublichealth.gov/LCMS>.