

## LMS User Guide

Before you can book a course, you need to register onto the Learning Management System (LMS) which is an automated process. This system can be used to view course dates, availability and to book places. This guide will take you through the process of checking availability, booking and cancelling a course.

This LMS User Guide will provide you with step-by-step instructions for using the system **once you have registered**. For guidance on eligibility see:

<http://www.crnc.nihr.ac.uk/training/booking/eligibility>

### **Terms and Conditions of Booking and Cancelling Courses**

While our training is provided free of charge to those who meet our eligibility criteria, we have clear terms and conditions of booking and cancellation. These include a £75 charge for non-attendance of a taught course or non-completion of an online course. Please ensure you are aware of the full policy: <http://www.crnc.nihr.ac.uk/training/booking/cancellation>

### **Pop-ups**

The LMS requires the use of pop ups; web links which open in new windows are known as pop-ups. Please ensure you have pop ups allowed when using the LMS.

**Contact CRN Workforce Development:**

Email: [crnc.training@nihr.ac.uk](mailto:crnc.training@nihr.ac.uk) or phone: 0113 343 0406

## My Learning Plan

All the courses that you are eligible for will automatically appear in **My Learning Plan**. This can be accessed via the second tab on the red bar along the top of the screen.

*\*Please note that courses listed in your learning plan are not compulsory, simply available to you should you wish to access them.*

You will see that each course has your **status** next to it which will change depending on your activity with regards to that specific course. You can view, book and cancel courses in the learning plan as well as access course documentation.

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Expand All Collapse All Print

**GCP and the EU Directive in Primary Care** Status: Not started

GCP and the EU Directive in Primary Care Not started  
02/03/2010: London, MRC Booked  
01/07/2010 Waiting for approval

GCP and the EU Directive in Primary Care: Online Feedback Form Not started

**GCP Online** Status: Not started Last used: 01/01/2099

GCP Online Cancelled 01/01/2099 00:00

01/01/2099: ONLINE COURSE: AVAILABLE ONCE LOCAL APPROVAL IS GRANTED Cancelled

**Introduction to Cancer: Anatomy, Biology and Treatments** Status: Not started

Introduction to Cancer: Anatomy, Biology and Treatments Not started  
05/07/2010 Waiting for approval

Introduction to Cancer: Anatomy, Biology and Treatments Online Feedback Form Not started

**Introduction to Good Clinical Practice (GCP): A practical guide to ethical and scientific quality standards in clinical research** Status: Not started

Introduction to Good Clinical Practice (GCP): A practical guide to ethical and scientific quality standards in clinical research Not started  
21/05/2010: Manchester University Waiting list

Further details of a specific course may be viewed via the **Information** button.



A new window (pop-up) will appear with all the relevant details for the course. Course dates and details of places still available to book can be found at the bottom of this window.

12/03/2009: Liverpool, Alder Hey Children's NHS Foundation Trust Cancelled

**GCP and the EU Directive in Primary Care** Status: Not started

GCP and the EU Directive in Primary Care Not started  
02/03/2010: London, MRC Booked  
01/07/2010 Waiting for approval

GCP and the EU Directive in Primary Care: Online Feedback Form Not started

**GCP Online** Status: Not started

GCP Online Cancelled  
01/01/2099: ONLINE COURSE: AVAILABLE ONCE LOCAL APPROVAL IS GRANTED Cancelled

**Introduction to Cancer: Anatomy, Biology and Treatments** Status: Not started

Introduction to Cancer: Anatomy, Biology and Treatments Not started  
05/07/2010 Waiting for approval

Learning Management System - Mozilla Firefox

http://learning.nihr.ac.uk/learningtest/Controls/frmInformation.aspx?Object=LearningO...

**GCP Online**

**Information**

Code: [ICH\_GCP\_ONLINE\_CLASSROOM]  
This course is available to complete now, not in 2099

All CRN CC GCP and governance training is currently under review. This course is an interim replacement of our previous provision which will continue in the present format until at least September 2009, after which a six month interim course will be in place until we are in a position to move to an online course developed by CRN CC. The feedback we receive from participants and training providers over this interim period will contribute to the ongoing development of new GCP and governance training and we welcome all your comments and contributions. If you would like to get involved in the development or receive regular updates on our progress please email Judith Goldsborough: judith.goldsborough@nihr.ac.uk.

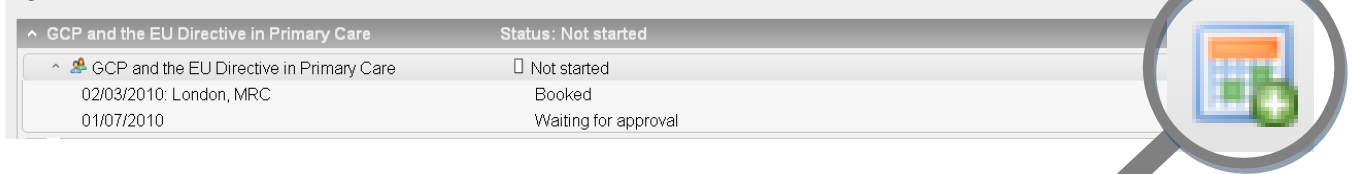
Level: Foundation

This course will give you an up-to-date and comprehensive guide to the basic principles of ICH Good Clinical Practice and covers all the new changes/amendments proposed in the EU Directive 2005/28/EC and the UK Regulations.

GCP course topics:

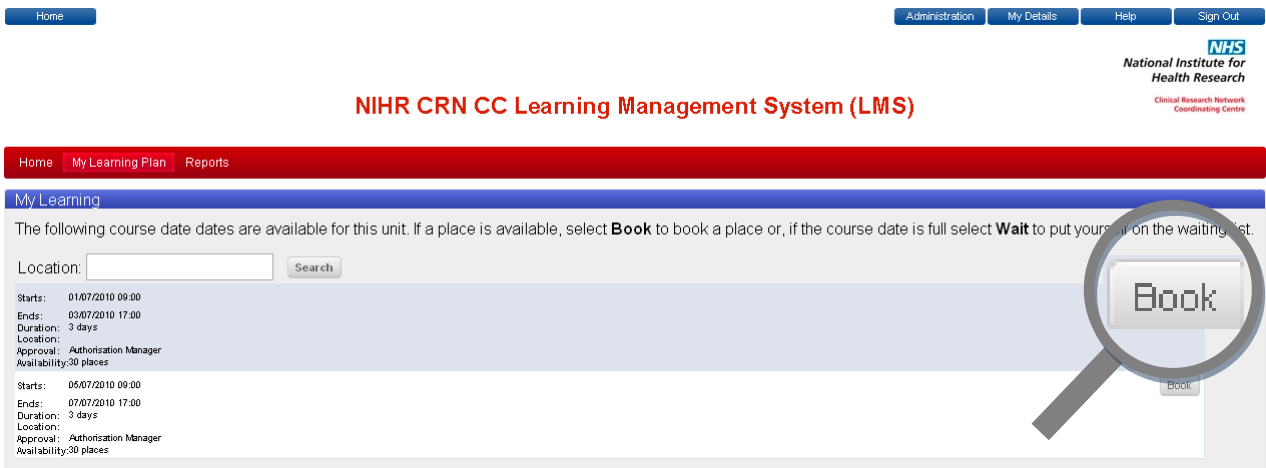
## How to BOOK a place on a course

After having read the information, you wish to book on this course, click the **Book** button to the right of the screen



GCP and the EU Directive in Primary Care		Status: Not started
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02/03/2010: London, MRC		Booked
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A new screen will appear showing details of all future course dates. Select the course date you wish to attend by clicking the **Book** button on the right hand side of the page. If the course is full, a **Wait** button will appear instead, which if clicked will place you on the waiting list for that course date.



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The following course date dates are available for this unit. If a place is available, select **Book** to book a place or, if the course date is full select **Wait** to put yourself on the waiting list.

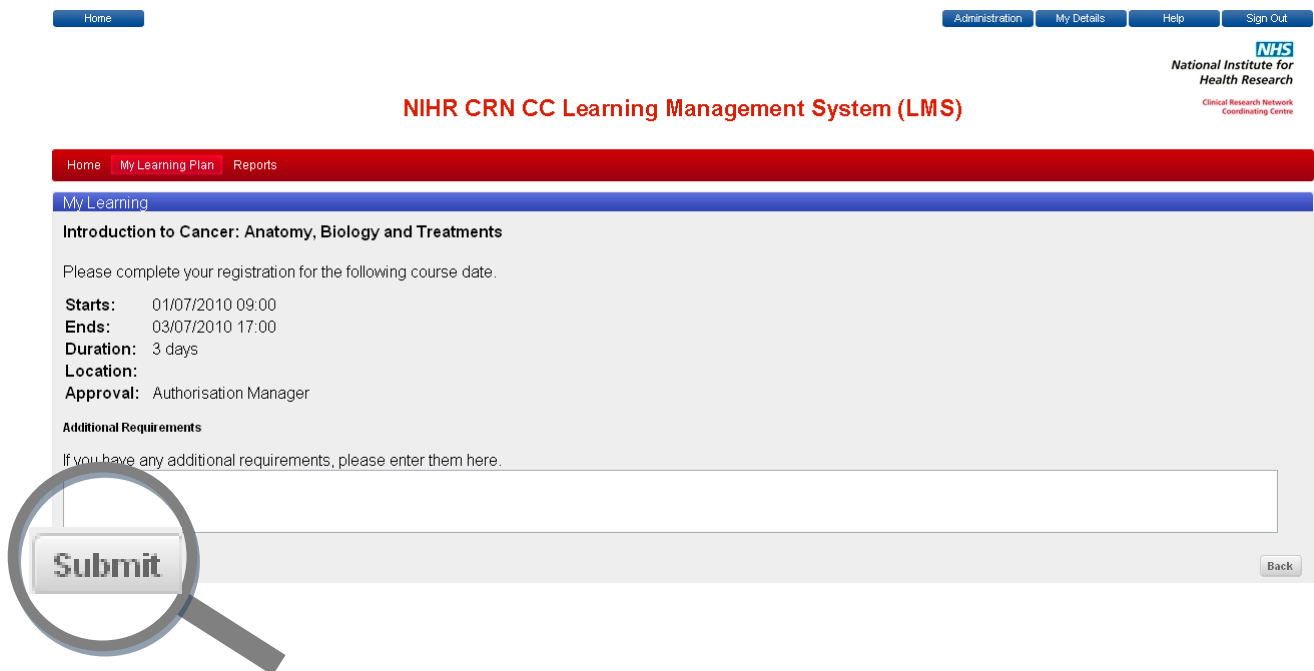
Location:  Search

Starts: 01/07/2010 09:00  
Ends: 03/07/2010 17:00  
Duration: 3 days  
Location:  
Approval: Authorisation Manager  
Availability: 30 places

Starts: 05/07/2010 09:00  
Ends: 07/07/2010 17:00  
Duration: 3 days  
Location:  
Approval: Authorisation Manager  
Availability: 30 places

Book

A summary screen will appear, confirming the course and the course date you are booking a place on. If you have any additional requirements for the course i.e. dietary or learning support needs, please type this into the **Additional Requirements** box underneath the course details. Then, to submit your booking request, click **Submit**.



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Introduction to Cancer: Anatomy, Biology and Treatments

Please complete your registration for the following course date.

Starts: 01/07/2010 09:00  
Ends: 03/07/2010 17:00  
Duration: 3 days  
Location:  
Approval: Authorisation Manager

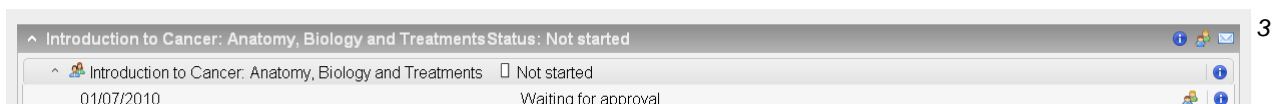
Additional Requirements

If you have any additional requirements, please enter them here.

Submit

Back

Once submitted, you will be re-directed back to your Learning Plan. Expand your courses once again and you will see that your status for this course is 'Waiting for Approval'.



Introduction to Cancer: Anatomy, Biology and Treatments		Status: Not started
Introduction to Cancer: Anatomy, Biology and Treatments		Not started
01/07/2010		Waiting for approval

Once your booking has been approved by your Authorisation Manager, your status will change to 'Booked'.



## Accessing Course Information

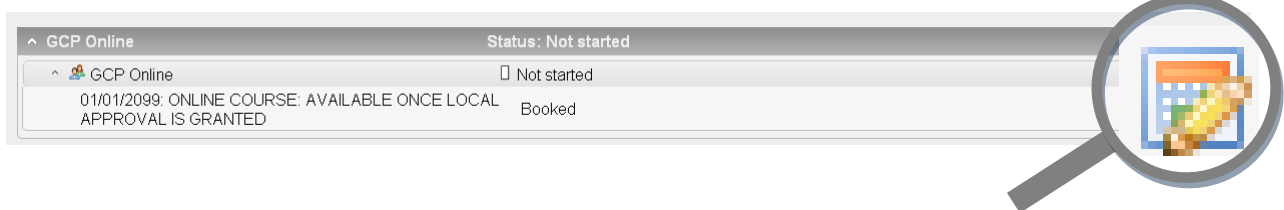
Once your place is authorised and confirmed you will be able to access course related information:

- The **Information** button directly to the right of where it says 'booked' takes you to all the supporting documents you will need for the course, i.e. Map, Transport details etc

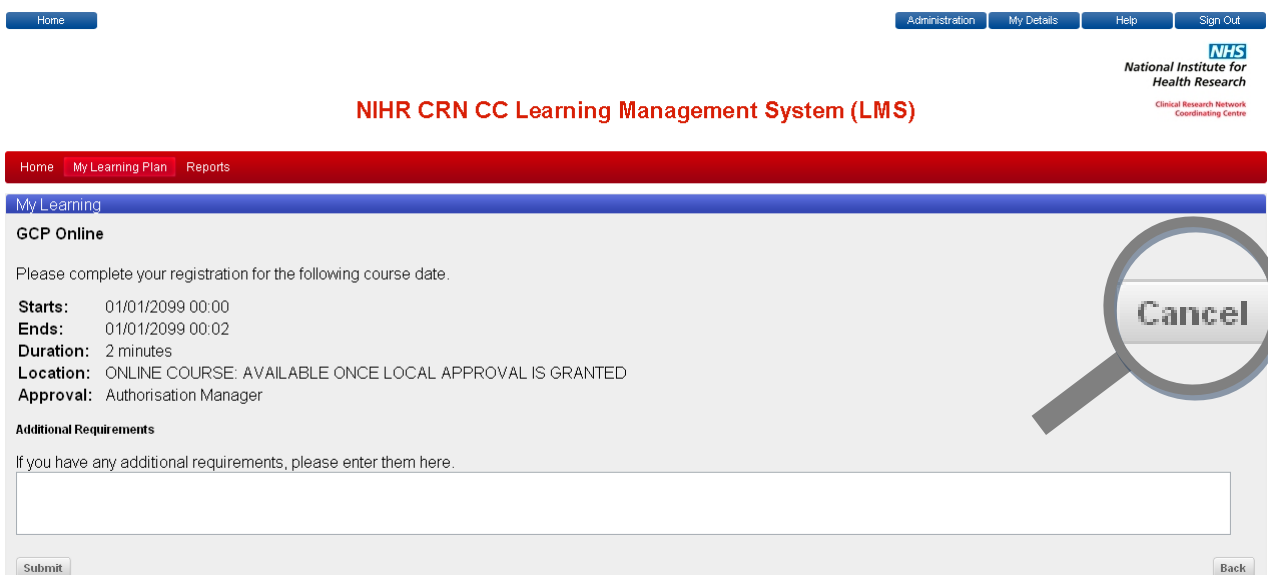
## How to CANCEL a course booking

Note: You are only able to cancel a course once you have been approved and your status has changed to **Booked**. Should you wish to cancel a booking before your request has been authorised, contact us to cancel your place: email [crncc.training@nhr.ac.uk](mailto:crncc.training@nhr.ac.uk) or call 0113 343 0406.

In order to cancel a course, select the appropriate course and click on the **Edit** button.



A new screen will appear summarising your course booking. Select the **Cancel** button on the right hand side of the page.



A pop-up screen will appear to confirm that you definitely wish to cancel your booking. If are sure you wish to cancel click **OK**.



You will be re-directed back to your Learning Plan and you will see that your status for this course is **Cancelled**.

