



## **Charge Card Administration**

### **Accessing the Charge Card Supervisor/Reviewer Training in the Learning Management System (LMS)**

**Purpose:** This procedure instructs the user how to access the Charge Card Supervisor Reviewer Training available in the Department of Human Resource Management (DHRM) Learning Management System (LMS).

**Source:** Commonwealth of Virginia  
Department of Accounts - Charge Card Administration

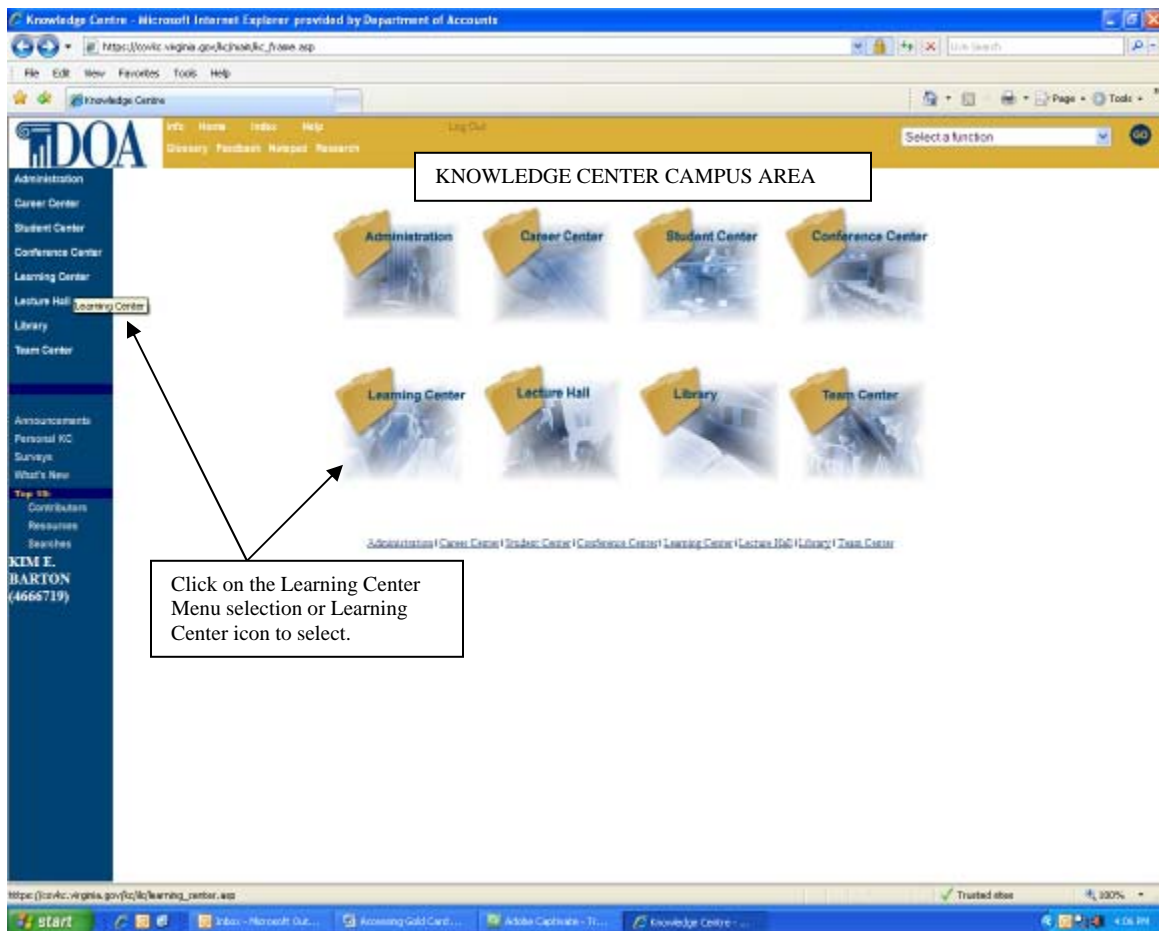
January 2009

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**Locating and Accessing Charge Card Supervisor/Reviewer Training**

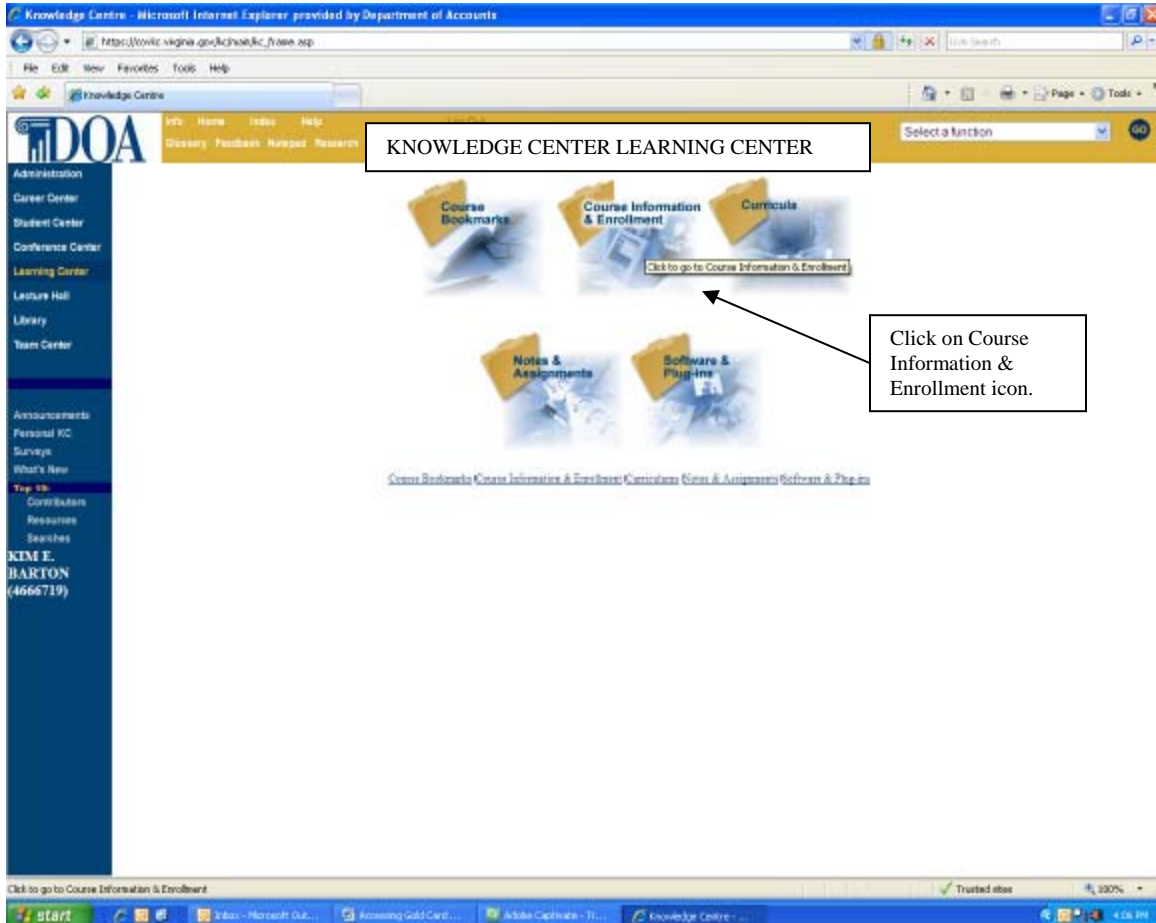
1. From the Knowledge Center Campus Area, enter the Learning Center by selecting **'Learning Center'** from the menu on the left-hand side of the screen or by clicking on the Learning Center icon located in the Knowledge Center campus area.

**NOTE:** Your Knowledge Center Campus Area may have a different appearance but the selection choices will be the same.



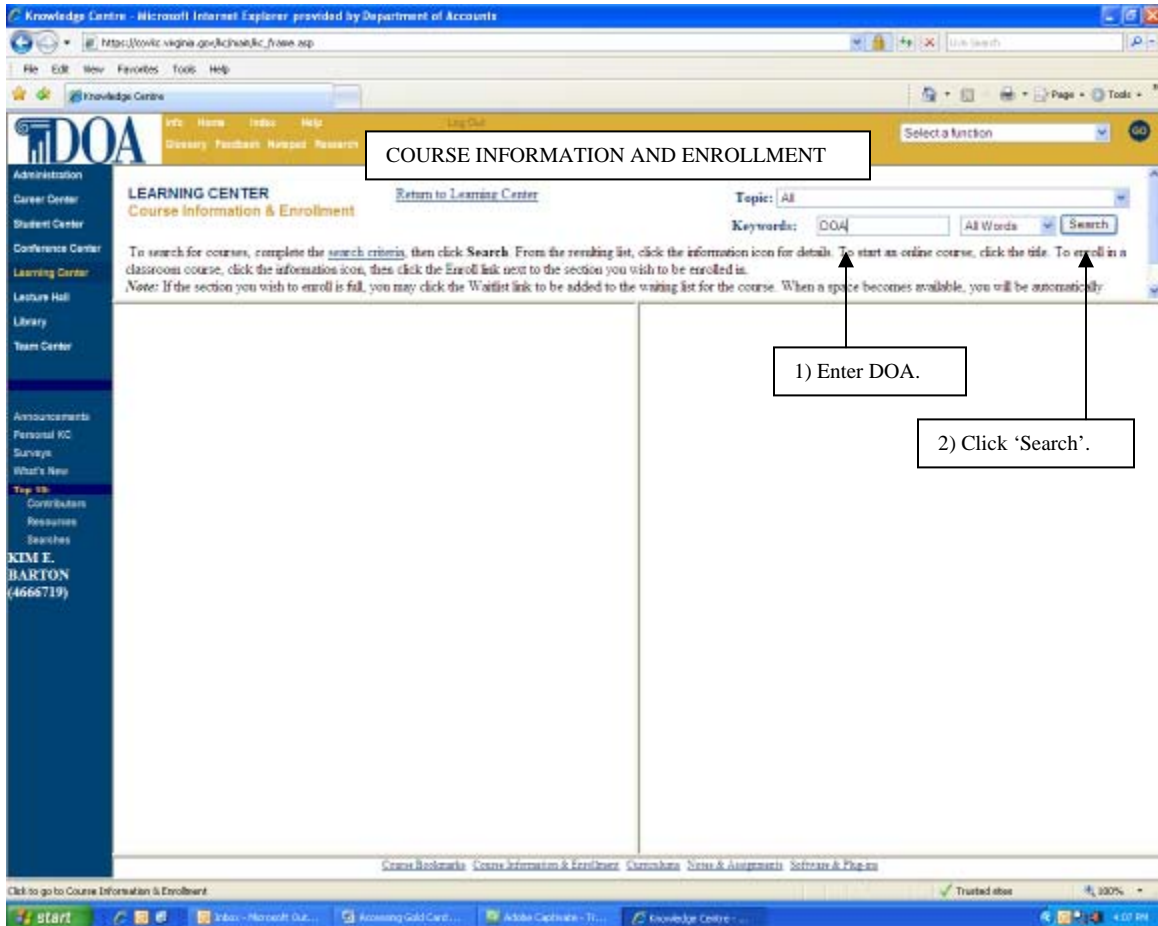
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2. Click on the '**Course Information & Enrollment**' icon in the Learning Center to access course information and enroll in the course.



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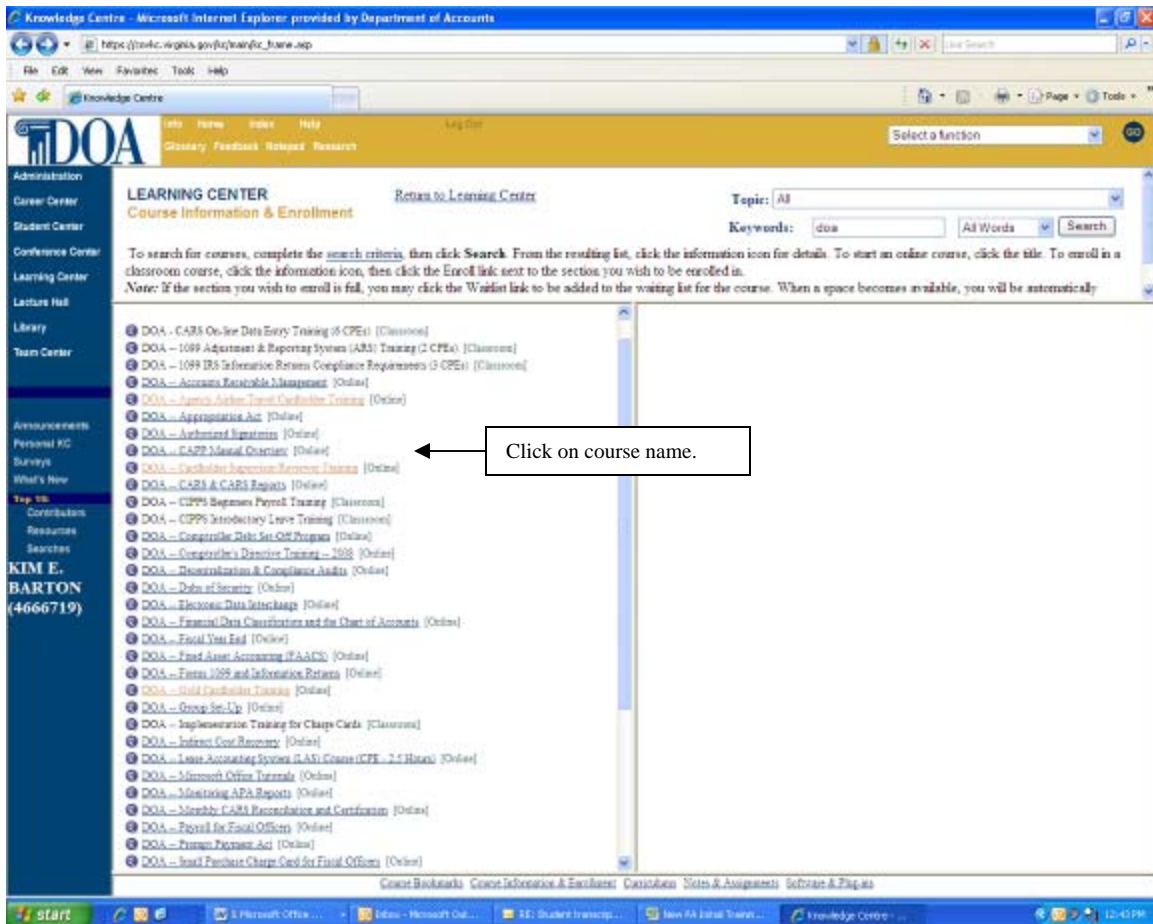
3. Enter **'DOA'**, for Department of Accounts, in the **'Keywords'** field.
4. Click on **'Search'** to pull up all DOA associated courses.



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5. Click on the appropriate course name (**DOA – Cardholder Supervisor/Reviewer Training**) to review the course description and to take the course.

**NOTE:** If you do not see the course link, please contact your agency's Knowledge Center Site Administrator. If you do not know who your agency's Knowledge Center Site Administrator is, please contact your agency's Human Resources area.



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6. Click on the **'Take course for credit'** box to receive credit for taking the course. **\*IMPORTANT\* - Please Read** - The **'Take course for credit'** box **MUST** be checked in order to **receive credit** for taking the course.

Note: If you ever need to take this course as a refresher or would like to use it as a reference it is not necessary to check the **'Take course for credit'** box.

7. Click on **'Take Course'** to access the course links.

The screenshot shows a web browser window displaying the LMS interface. The page title is "DOA - Cardholder Supervisor/Reviewer Training". The description reads: "Required training for Cardholders' Supervisors or Reviewers -- anyone who sign off on a cardholders log". Below the description, there is a checkbox labeled "Take course for credit" which is checked. There are two buttons: "Take Course" and "Browse Course". A link "Return to Course Information & Enrollment" is also visible. Annotations with arrows point to the "Course Name" and "Course Description" at the top, the "Take course for credit" checkbox, and the "Take Course" button. A sidebar on the left contains navigation links like "Administration", "Career Center", "Student Center", etc. The bottom of the page shows a taskbar with several open applications.

Course Name

Course Description

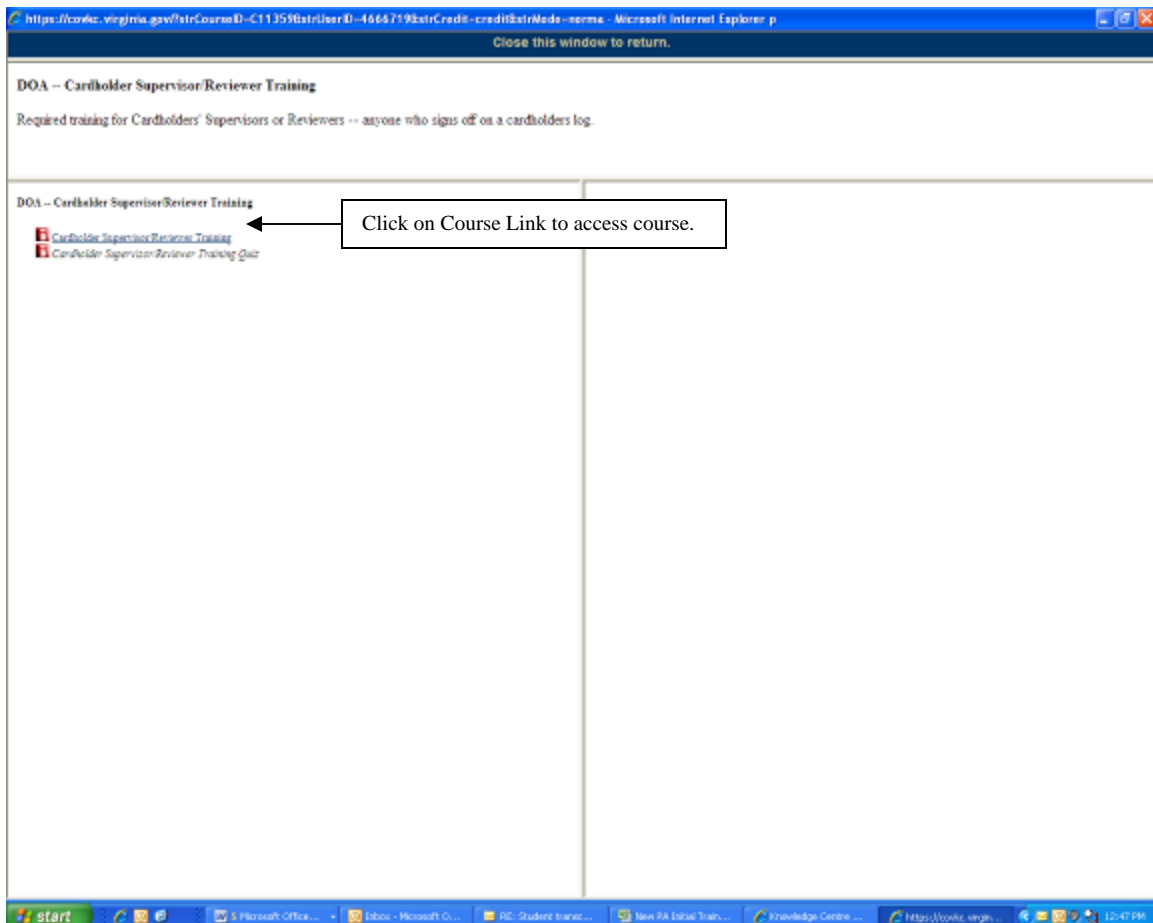
1) Check box to receive credit.

2) Click 'Take Course'.

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8. Click on the **'Cardholder Supervisor Reviewer Training'** course link to access the course module.

**\*IMPORTANT\* - Please Read** – There are two module associated with this course. The first module that you must complete is the course module. This module consists of the training presentation. The second module that you must complete is the course quiz module. This module consists of a quiz on the material presented in the training presentation. Both modules **MUST** be successfully completed in order to receive credit for taking the training.



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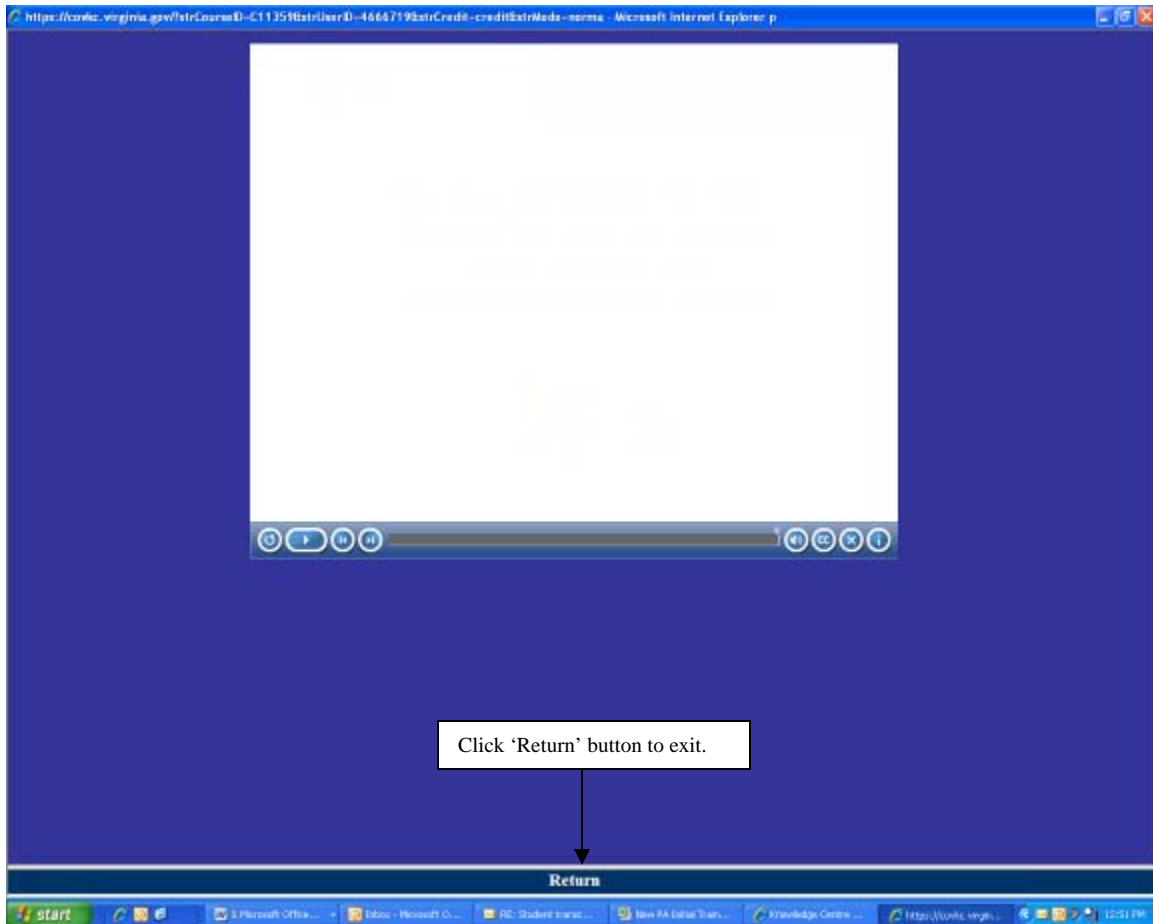
9. Enjoy the **Charge Card Supervisor/Reviewer Training** presentation. Course slides will automatically advance, unless otherwise stated on the slide.

Note: Please allow up to five minutes for the course content to load. Loading progress will be indicated by the bar within the cylinder on the Adobe Captivate screen.



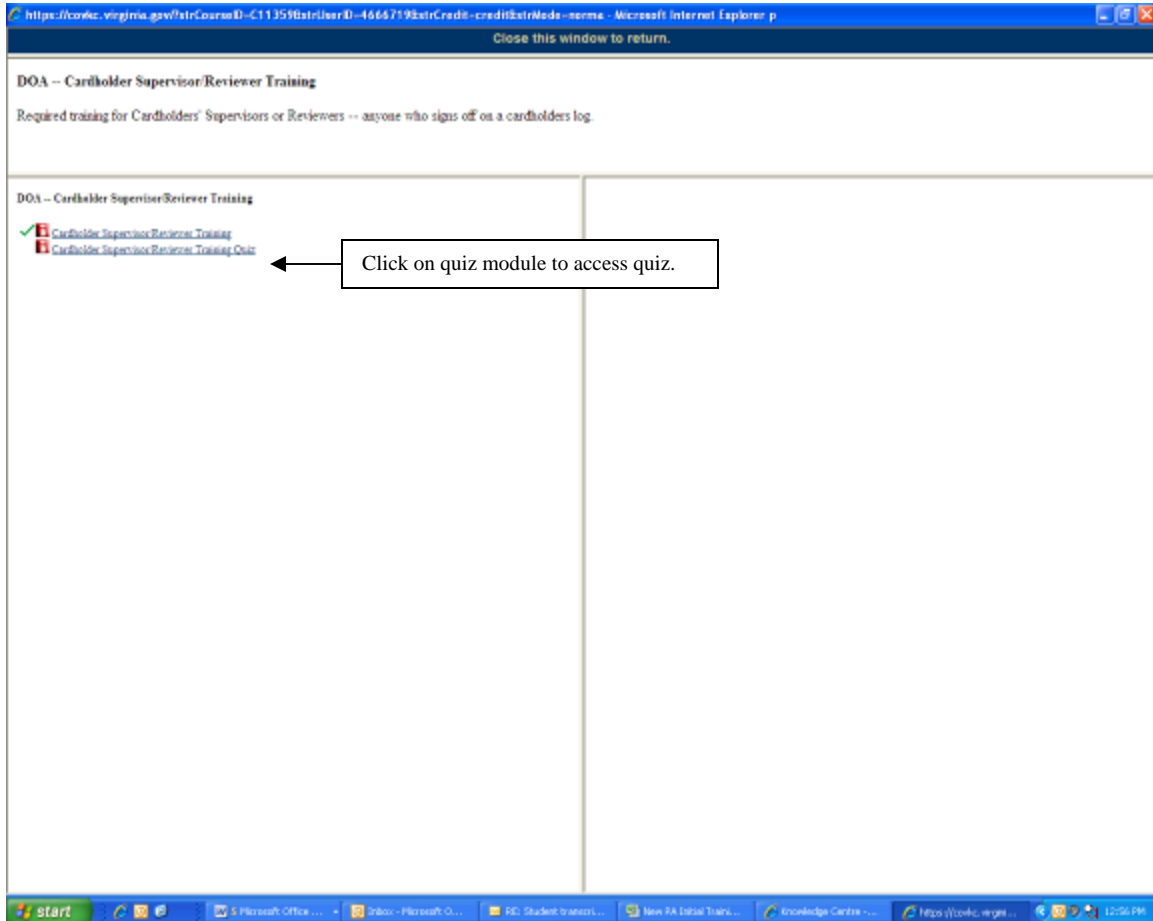
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10. Once you've successfully completed the course module, be sure to exit the module by clicking on the **'Return'** button at the bottom of the course screen. If you use the 'x' in the top right corner the system will not give you credit for finishing the course.



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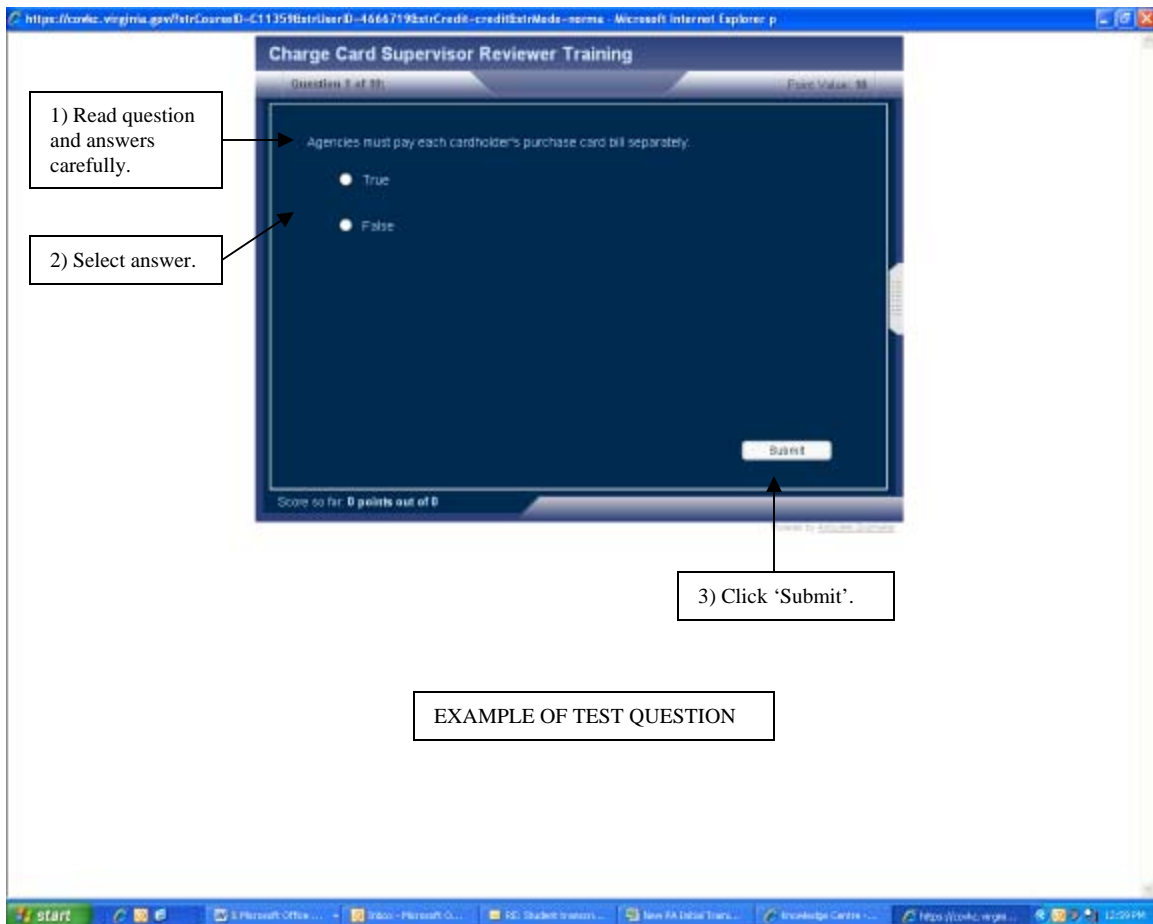
11. Click on the **'Cardholder Supervisor Reviewer Training Quiz'** quiz link to access the course quiz module.



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**12. Answer 10 quiz questions** correctly in order to successfully complete the module.

You will be asked to answer 10 test questions in this module which will be randomly drawn from a pool of Multiple Choice and True or False questions. Select the best answer for each question then press **'Submit'**. You will receive immediate feedback letting you know if your answer was correct or not. You will be given two chances to answer each question correctly. You must answer all of the questions correctly in order to receive credit for taking the training.



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13. Upon completing all test questions a slide will appear displaying your score. You must receive a test score of 100% in order to pass and receive credit for taking the training. You may review each quiz question by clicking on the **'Review Quiz'** button or to exit the quiz module click on the **'Finish'** button. If you use the 'x' in the top right corner the system will not give you credit for finishing the quiz.

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Quiz Results

Your Score :	100% (100 points)
Passing Score :	100% (100 points)

Result :

Congratulations, you passed. Once you exit the quiz, your certificate will be available in the Knowledge Center under "Personal KC", "My Portfolio", and "Developmental Record".

NOTE: CLICK 'FINISH' BELOW TO EXIT THE QUIZ.

Review Quiz      Finish

Test Score

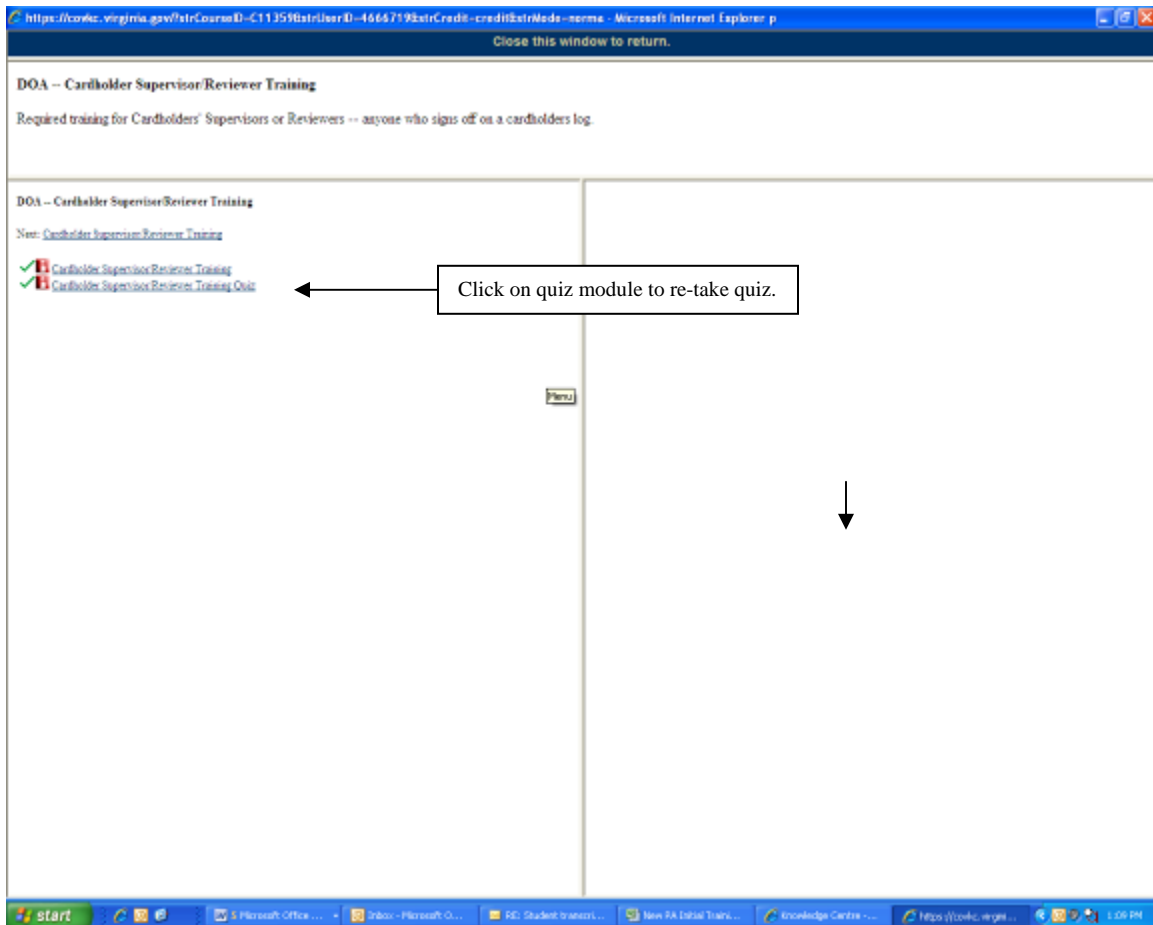
Click 'Review' to review quiz.

Click 'Finish' to exit.

EXAMPLE OF SCORE SLIDE

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14. If you receive a score of **100%** on the test, you will have **successfully completed** the course. If you do not receive a score of 100% on the test, you will have to take the quiz module over again until you pass. Click on the **‘Cardholder Supervisor Reviewer Training Quiz’** quiz module (see page 10) to re-take the quiz.



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15. Once you've successfully completed both the course module and the quiz module, be sure to exit the course and the LMS system.

By utilizing LMS we no longer require "secret" words to be sent to the CCA Team in order for you to receive credit for completing your training. We now track your training completion and obtain your training test score through LMS.

**If you do not pass the quiz with 100% you will not receive credit.**

Please Note:

- If you did not check the 'Take course for credit' box (see page 6) you will not receive credit for taking the course.
- If you did not exit the course module using the 'Return' button at the bottom of the screen (see page 9) you will not receive credit for taking the course.
- If you did not exit the quiz module using the 'Finish' button at the end of the quiz (see page 12) you will not receive credit for taking the course.
- If you did not successfully complete both the course module and the quiz module you will not receive credit for taking the course.
- If you did not receive a test score of 100% on the quiz module you will not receive credit for taking the course
- If you would like to use this course as a reference later, please uncheck the 'Take course for credit' box and click on the 'Browse Course' button instead of the 'Take Course' button (see page 6).