



## Learning Management System (LMS) HELP

### GLOSSARY

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#### A

**Account** – refers to your user profile account, it includes your user name, login, profile, and training records in the LMS

**Account Settings** – refers to the gear shaped icon in the upper right corner of each page; includes links to My Profile, My Transcripts, and Log Out.

**Active** – courses that are in progress

#### B

**Basic Emergency Management (BEM) Certificate** – This program provides a comprehensive training program balancing online and classroom course delivery. The certificate program is intended for those who are currently working in emergency management or have a role in emergency preparedness. Enrollment approval in this program is determined based on an individual's role in Emergency Management.

#### C

**Completed** – all courses that have been documented as finished

**Course Transcripts** – list of course information for courses within a Learning Path

**Clear Filter** – When “Filter” option is available on a page, Clear Filter removes the search categories and refreshes the search

**Critical Infrastructure Planner (CIP) Qualification Program** – This program is designed to introduce students to the current policies, plans, doctrine, and methods of protecting critical infrastructure. This training will provide guidance on vulnerability assessments, risk management techniques, security and resilience strategies, and threat and hazard identification.

#### D

**Director/Practitioner (DIR) Qualification Program** – a learning path specifically designed to enhance the emergency management skills for those who are currently working as Emergency Management Directors; enrollment approval in this program is determined based on an individual's role.

#### E

**E-Learning Courses** – online courses offered by HSEM

**Enroll** – to become registered in a Learning Path or a course

**External Courses** – classes conducted by other training providers such as FEMA or consortium providers; includes IS classes

**External Course Transcripts** – Listing of classes conducted by other training providers such as FEMA or consortium providers; includes IS classes.


## F


**FEMA Consortium Courses** – emergency management courses offered by FEMA and partner organizations such as the Center for Domestic Preparedness (CDP) and the Texas A&M Engineering and Extension Service (TEEX)

**FEMA Independent Study (IS) Courses** – Learners can access these FEMA-sponsored online courses from the FEMA Emergency Management Institute [website](https://training.fema.gov/is/crslist.aspx) (https://training.fema.gov/is/crslist.aspx). Also known as IS courses, these courses are listed in the Learning Path and also in the My External Courses tab.

**FEMA Student Identification Number (SID)** – To take the FEMA IS Courses and get credit, all Learners must have a FEMA Student ID (SID). Learners needing the SID can click [here](https://cdp.dhs.gov/femasid) (https://cdp.dhs.gov/femasid).

## H

**Help** – Under the navigation bar tab , *Help* refers to specific topics, definitions, and procedures for the HSEM LMS.

**Home** – The main page of the LMS includes registration access, login, account settings, navigation tabs to other pages, a search box, and helpful links to HSEM programs. Access Home from this icon  on any page.

**HSEM Open Courses**- courses that are part of a learning path, but have open seats made available to all learners once priority learners have had the opportunity to fill the class.

## I

**IS** – In the LMS, IS refers to FEMA Independent Study courses offered online by FEMA.

**Instructor-Led Courses** – Classes are conducted by HSEM and learners attend in-person. Course materials are downloaded by learners ahead of the class.

## L

**Learner** – a person with an approved LMS account

**Learning Paths** - A learning path is a collection of courses assembled to create an educational goal, such as Basic Emergency Management knowledge, or Radiological Emergency Preparedness. This tab contains information and an enrollment option for each of the learning paths offered in the LMS.

**Learning Path Transcript** – list of completed learning path information.

## M

**My Courses** – lists a learner’s e-learning and instructor-led HSEM courses in two separate tabs: *Active* (a class that is scheduled or in progress) or *Completed* (for those courses a learner has finished). Learners can resume working on an e-course from this page. Learners may also view details of a course such as time worked on and lesson title. Learners may sort the lists by categories using clickable radio buttons to the upper right of the list.

**My External Courses** - lists a learner's courses conducted by other training providers such as FEMA IS or consortium providers in two separate tabs:

- *Active* means a class that is part of a learning path and is scheduled or in progress. Learners may upload a certificate of completion for a selected course by clicking the *Open* button. After the upload, the course moves to the completed list. Clicking *Details* reveals the course description, the learner's status in the course, and the option to upload a document such as a certificate of completion.
- *Completed* (for those courses a learner has finished). External Courses that have been taken since creating an account in the LMS will appear in this list when documentation is uploaded.

**My Learning Paths** – This page shows the detailed information for each learning path a learner has chosen. The page offers an overview of the learning path, the learner's status in the path, a progress graph, a transcript option, and a list of required coursework in the learning path. (available to download). For some learning paths, this page allows the learner to upload certificates from FEMA independent study courses to verify completion.

**My Transcripts** – This page stores transcripts in four different tabs within the page:

- *Course Transcripts* - list of course information for courses within a Learning Path
- *Learning Path Transcripts* - list of completed learning path information
- *Activity Transcripts* – courses that have been completed by uploading certificates of completion into the learners profile.
- *External Training Transcripts* - list of courses or other training records uploaded by the learner for their own record-keeping purposes

**My Upcoming Events** – lists a learner's scheduled courses; can be downloaded to learner's default calendar (such as Outlook).

## N

**Navigation Bar** – this refers to the orange bar across the top of each page in the LMS containing various tabs for different pages.

## R

**Radiological Emergency Preparedness (REP)** - This training program focuses on areas of emergency management that emphasize Radiological Emergency Preparedness. It is useful to those who live within the fifty mile radius of Minnesota's two nuclear generating plants.

## T

**Training Programs** – emergency management training course and course groups offered by HSEM and training partners such as FEMA and consortium providers.

**Transcript** – a record of training courses

**TRT** – Training and Registration Tracking system – the former training database of HSEM