The Royal Australian and New Zealand College of Radiologists®

Learning Portal: Learning Management System (LMS)

User Guide

Learning Portal: Learning Management System (LMS)

The RANZCR **Learning Portal** is a one-stop-shop for all things learning for the College, comprising of various systems to assist members in their learning experience. The **Learning Management System** (LMS) is one of the systems contained within the Learning Portal.

The LMS manages the administration and delivery of online learning (e-learning) courses and learning or training materials. It facilitates the enrolment of face-to-face events and blended learning, and at the same time tracks members' online learning progression.

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Accessing the LMS from the Learning Portal

Once you have logged into the Learning Portal, click the **LMS** button on the menu bar. This will take you to the **Search Resources** page of LMS.

Getting to know the LMS layout

Search Resources

LP Home	CPD	LMS	TIMS	Notifications	Preferences
Search Resources	Search Courses	My Profile	Certificates	Support	Help
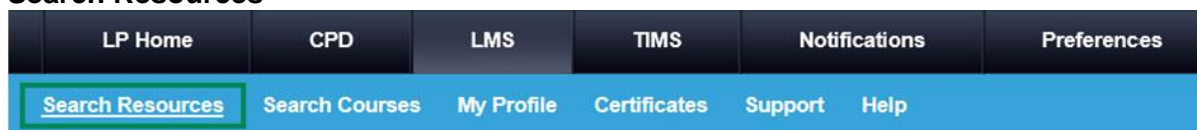
Search for educational resources in the medical expert areas or non-medical areas using a keyword or by filtering through the categories/subjects.

Search Courses

LP Home	CPD	LMS	TIMS	Notifications	Preferences
Search Resources	**Search Courses**	My Profile	Certificates	Support	Help

Search for RANZCR e-Learning courses in the medical expert areas or non-medical areas, or register for RANZCR face to face courses using a keyword or by filtering through the categories/subjects.

My Profile

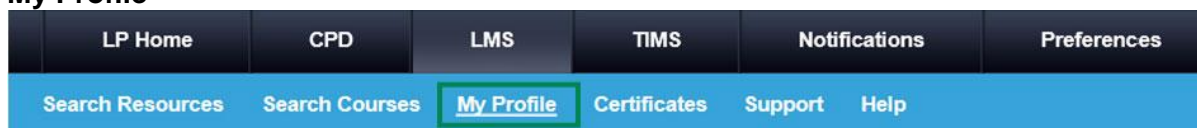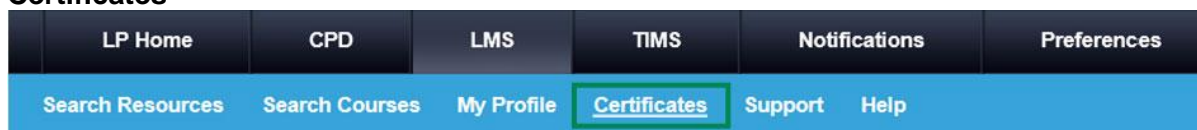| LP Home	CPD	LMS	TIMS	Notifications	Preferences
Search Resources	Search Courses	**My Profile**	Certificates	Support	Help

My Profile page displays all the courses that you are enrolled in, separated into courses 'In Progress' or 'Completed'.

Certificates

LP Home	CPD	LMS	TIMS	Notifications	Preferences
Search Resources	Search Courses	My Profile	**Certificates**	Support	Help

You will be able to obtain a certificate of completion for RANZCR online and face to face courses. A certificate for a face to face course will be available on this page 3 days after completion.

Support

LP Home	CPD	LMS	TIMS	Notifications	Preferences
Search Resources	Search Courses	My Profile	Certificates	**Support**	Help

You can quickly send a support message to the LMS Administrator via the Support page.

Help

| LP Home	CPD	LMS	TIMS	Notifications	Preferences
Search Resources	Search Courses	My Profile	Certificates	Support	**Help**

The **Help** page contains further resources to assist you in using LMS:
• Frequently Asked Questions (FAQs) document
• User Guide
• Resources Submission Form
• Disable Pop-Up Blocker User Guide

News and Announcements

The **News** and **Announcements** sections of the LMS contain information which may be important to you.

(1) Read all the **News** items using the **'Next'** and **'Previous'** buttons.
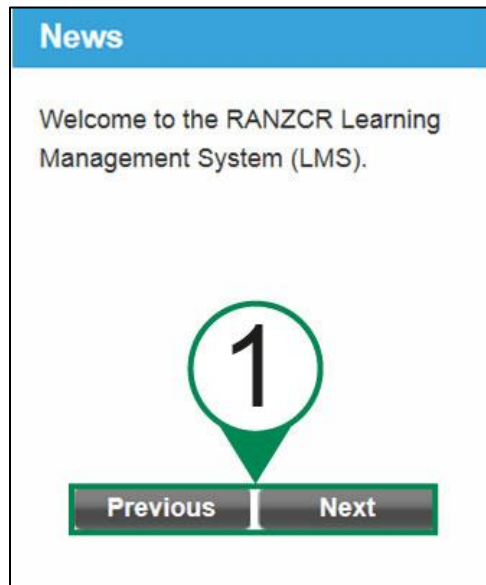
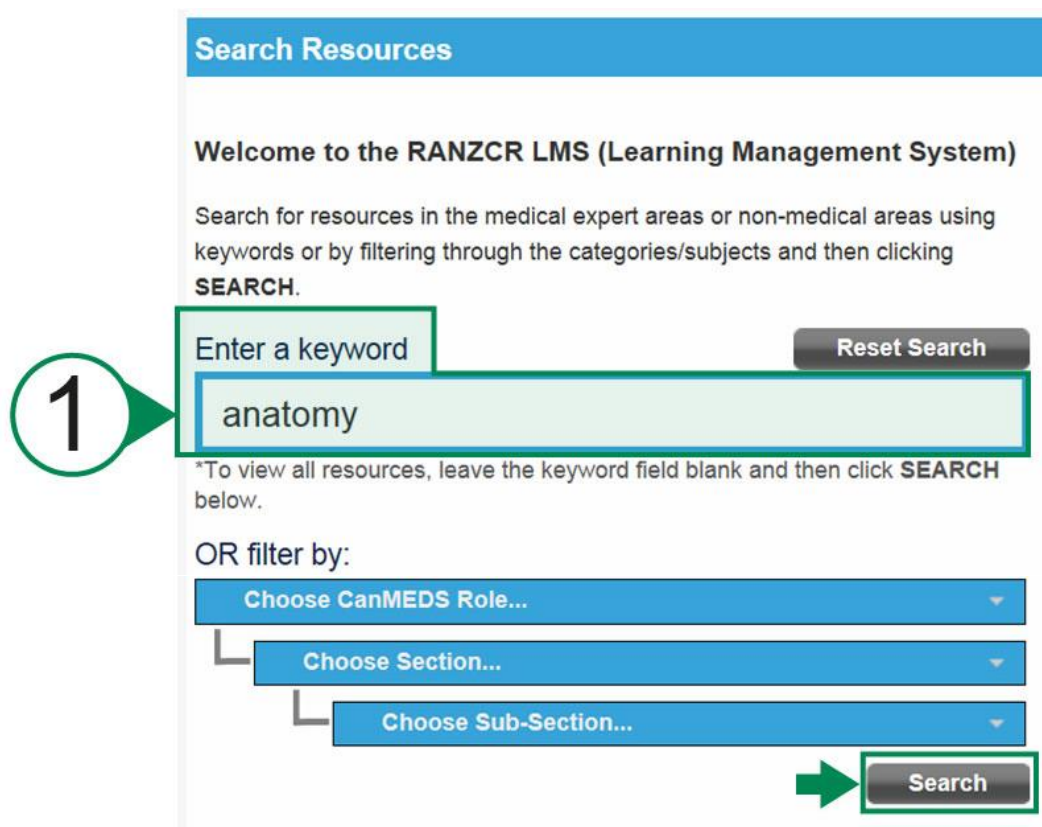**(2)** Read all the **Announcements** items using the **'Next'** and **'Previous'** buttons.

Resources: Search

You can search for a resource using three different methods: by keyword, by filter or by displaying all.

(1) **Method 1: Search for a resource using a keyword**

Type a keyword into the 'keyword' text field and then click **'Search'**.

The result of your search will be displayed. Click **'View'** to open the resource.

If you are unable to find resources using this method, please try again using alternate methods.

Method 2: Search for a resource by filtering

You can search for a resource either by 'CPD Category' (*available only for those in the College CPD Program*) or by the 'CanMEDS Role'. Once you have selected the filter, click **'Search'** to show the results.

The result of your search will be displayed. Click **'View'** to open the resource.

If you are unable to find resources using this method, please try again using alternate methods.

③ Method 3: Search for a resource by displaying all

To easily view all the resources available in the LMS, leave the keyword text field and filter menu blank or click **'Reset Search'** to refresh the search page, and then click **'Search'**.
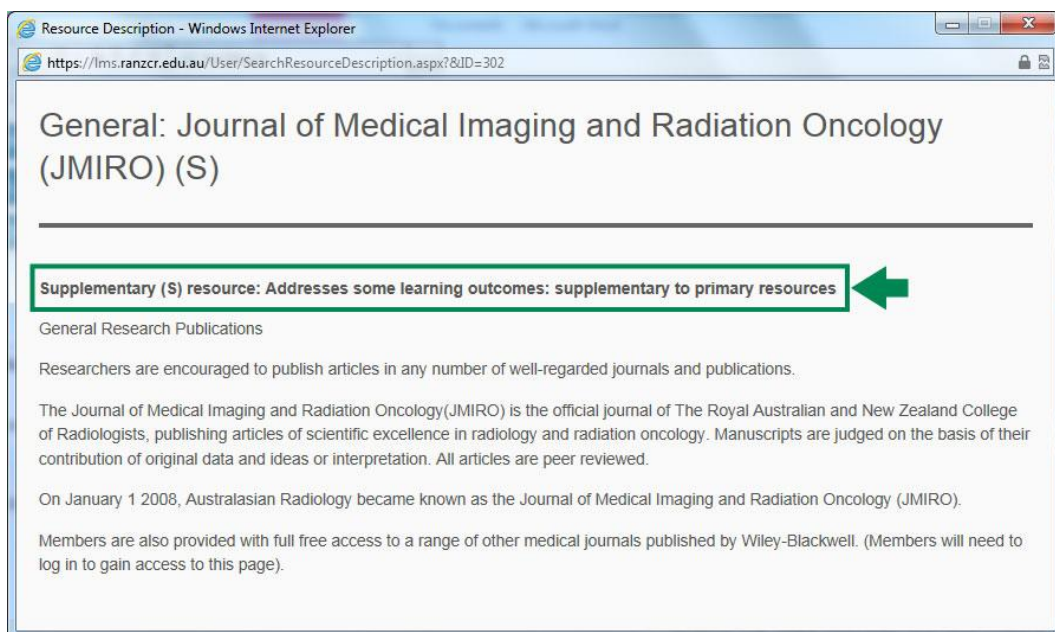

All the resources available on the LMS will now be displayed. Click **'View'** to open the resource.

Resources: More information

For more information about the resources, click on the different icons available next to the resource title.

Clicking this icon will display more **information** about the resource.

The text highlighted above shows the type of resource relevant for members of the College Training program (for both Radiodiagnosis and Radiation Oncology).

This icon indicates that the resource contains information relating to the **medical expert** area in the RANZCR Learning and Development Framework.

These icons indicate that the resource contains information relating to **non-medical expert** area(s) in the RANZCR Learning and Development Framework.

Communicator	Professional
Team Work/Collaborator	Researcher/Scholar
Manager	Patient Support/Health Advocate

Courses: Search

You can search for a course using three different methods: by keyword, by filter or by displaying all.

① **Method 1: Search for a course using a keyword**

Type a keyword into the 'keyword' text field and then click **'Search'**.

The result of your search will be displayed. You can now enrol into a course and either launch an e-Learning course or register for a RANZCR face to face course. You can find more information in the **Course: Enrol and Launch** section of this document.

If you are unable to find a course using this method, please try again using alternate methods.

(2) Method 2: Search for a course by filtering

You can search for a course by the 'CanMEDS Role', in the Medical Expert or non-Medical Expert areas. Once you have selected the filter, click **'Search'** to show the results.

The result of your search will be displayed. You can now enrol into a course and either launch an e-Learning course or register for a RANZCR face to face course. You can find more information in the **Course: Enrol and Launch** section of this document.

If you are unable to find a course using this method, please try again using alternate methods.

③ Method 3: Search for a course by displaying all

To easily view all the courses available in the LMS, leave the keyword text field and filter menu blank or click **'Reset Search'** to refresh the search functions, and then click **'Search'**.


All the courses available on the LMS will now be displayed. You can now enrol into a course and either launch an e-Learning course or register for a RANZCR face to face course. You can find more information in the **Course: Enrol and Launch** section of this document.

Courses: More information

For more information about the course, click on the different icons available next to the course title.

Clicking this icon will display more **information** about the course.
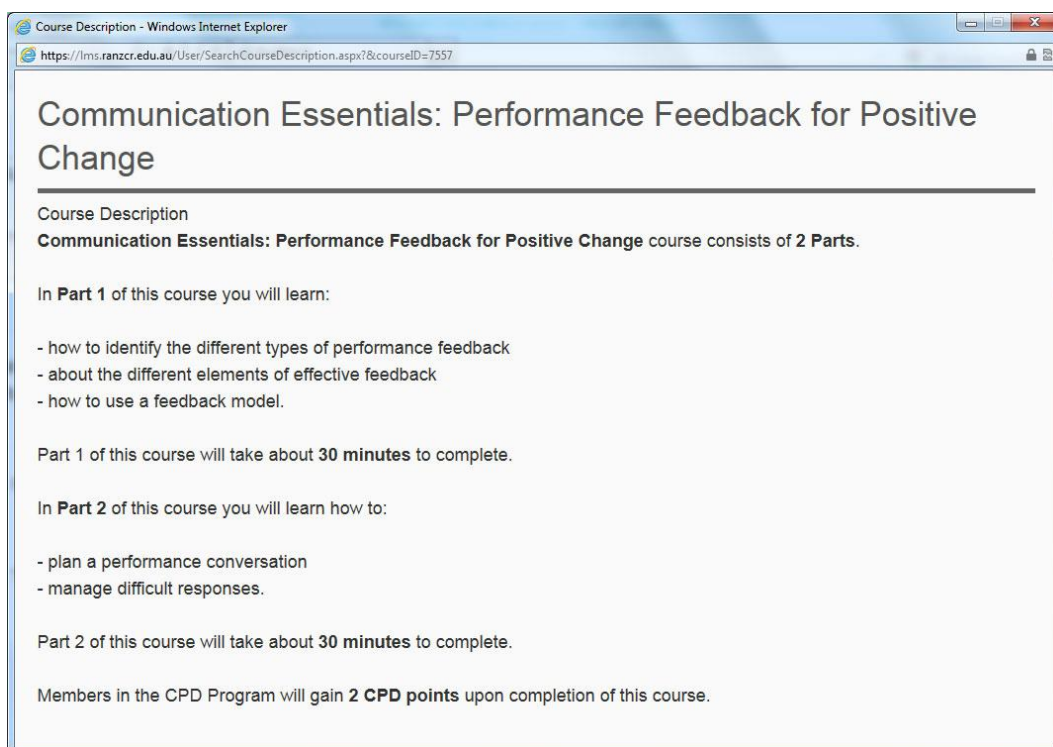
This icon indicates that the course content relates to the **medical expert** area in the RANZCR Learning and Development Framework.

These icons indicate that the course content relates to **non-medical expert** area(s) in the RANZCR Learning and Development Framework.

Communicator

Professional

Team Work/Collaborator

Researcher/Scholar

Manager
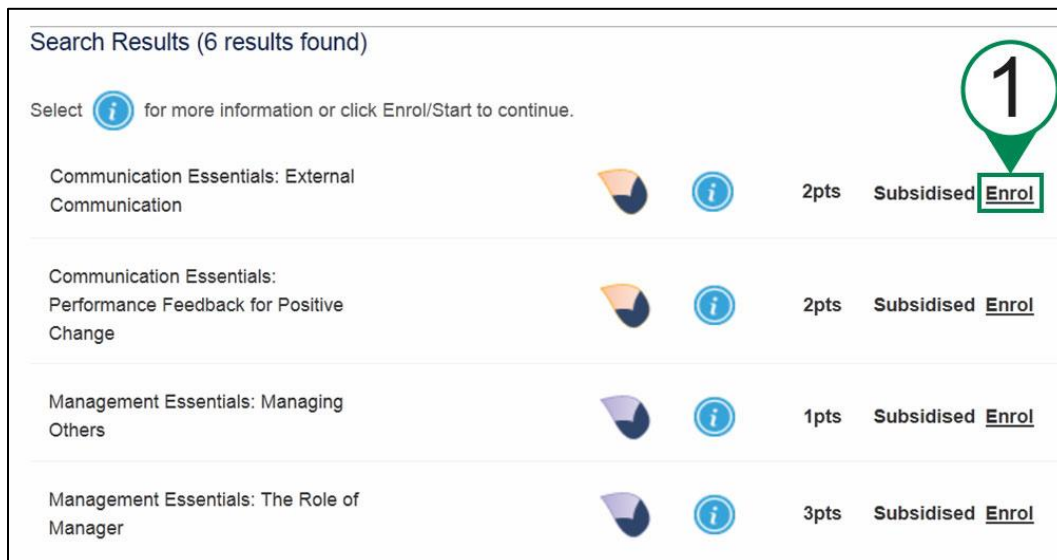
Patient Support/Health Advocate

Courses: Enrol and Launch

You can self-enrol to RANZCR e-Learning courses and RANZCR face to face courses via the LMS. As there are currently no RANZCR face to face courses available on the LMS, the following information will apply only for RANZCR e-Learning courses.

(1) Once you have located the course on the **Search Courses** page, click **'Enrol'**. You will receive a message to confirm your enrolment. Click **'OK'**.

(2) After you enrol, the 'Enrol' button is replaced with a 'Start' button. Click **'Start'** to continue.

You will also be able to start courses you have enrolled into from the **My Profile** page by clicking on the course name, which will open the course **Summary** page.

③ On the course **Summary** page, you can view the complete structure of the e-Learning course. Click **'Launch'** to begin the course.

④ The e-Learning course will appear in a new window.
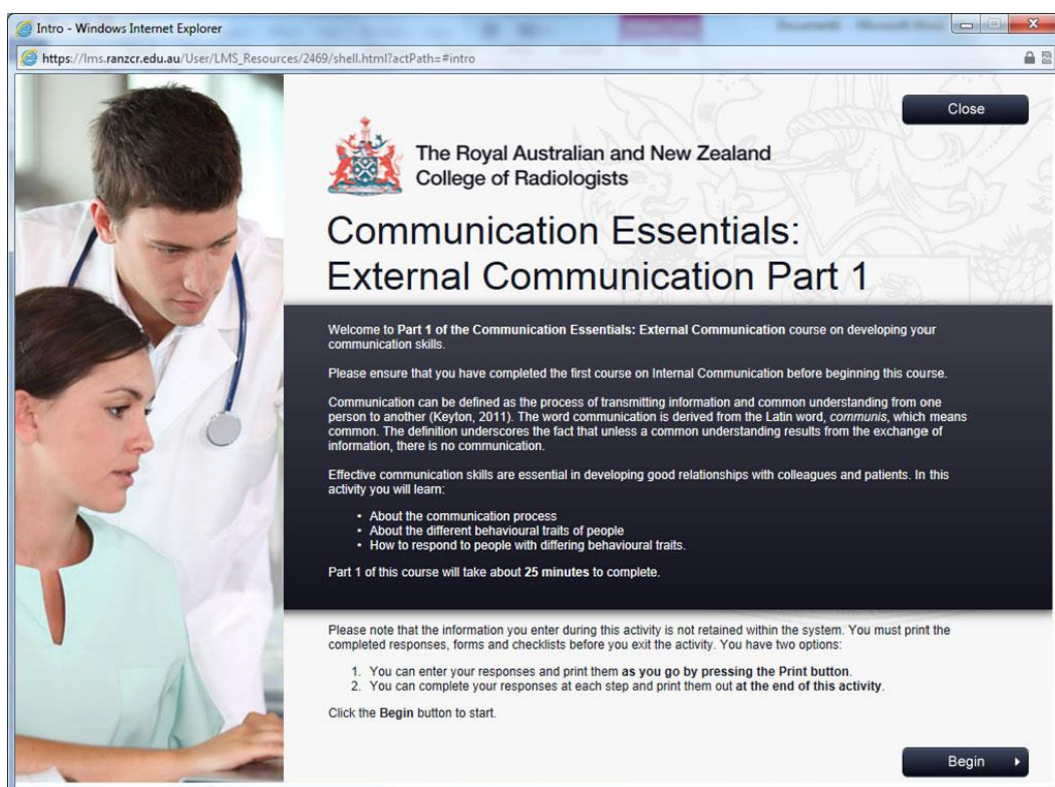
For more information on how to complete a course, please read the **Course: Completion** *section of this document.*

Courses: Completion

To complete a course, you must make sure you have:

1. Completed all the **Parts** within a course.
2. Completed the **Your Feedback** evaluation.

① **Completing course parts**

When you have completed parts of an e-Learning course, the status on the course **Summary** page will change from 'Not Started/Not Completed' to 'Completed'.

② **Completing Your Feedback**

The 'Your Feedback' evaluation will be enabled once you have completed all the parts within a course. There are 5 short questions in the evaluation activity, and you must answer ALL questions before submitting.
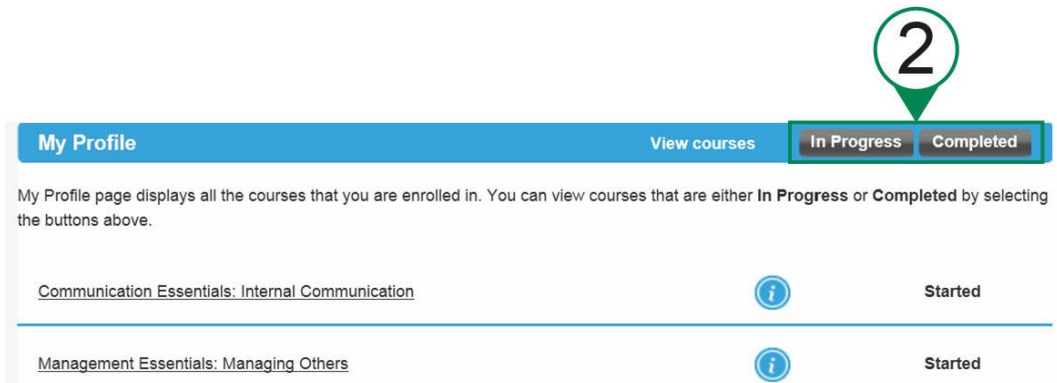

Once you have completed a RANZCR course, you will be able to get a certificate of completion from the **Certificates** page.

*For members in the CPD Program, you will be able to gain CPD points for completing RANZCR courses in the LMS. For more information, read the0 **LMS and CPD online** section of this document.*

My Profile: Courses in progress or completed

1 Courses you have enrolled in are listed on the **My Profile** page, and separated into:

- Courses In Progress
- Courses Completed

2 You can toggle between viewing courses **In Progress** or **Completed** by selecting the appropriate buttons.

Certificates

(1) You will be able to obtain a certificate of completion for RANZCR online and face to face courses. A certificate for a face to face course will be available on the Certificates page 3 days after completion.

Click the '**Certificates'** menu button to go to the **Certificates** page.

(2) All the courses you are enrolled in are listed on the page and you can determine if there is a certificate attached to the course by the icon located to the far right to the course title.

The 'certificate' icon will only appear once you have completed the course and when there is a Certificate of Completion for the course.

The 'x' icon appears by default when you have not completed the course or if there is **no** Certificate of Completion available for the course.

(3) Click on the **'certificate'** icon to view your **Certificate of Completion** (PDF). You can then save or print the document.

LMS and CPD online

For members of the CPD program

When you complete a RANZCR e-Learning course or a RANZCR face to face course, you may be able to claim CPD points. An activity in CPD online will automatically be created, and the points transferred from the LMS to CPD online.

Please note that a short delay may occur with the processing of data from the LMS to CPD online.

① You can check the CPD points you have accumulated from completing RANZCR courses on the LMS by clicking on the '**CPD'** button on the Learning Portal menu bar. And then selecting '**My Activities'** on the CPD menu bar.
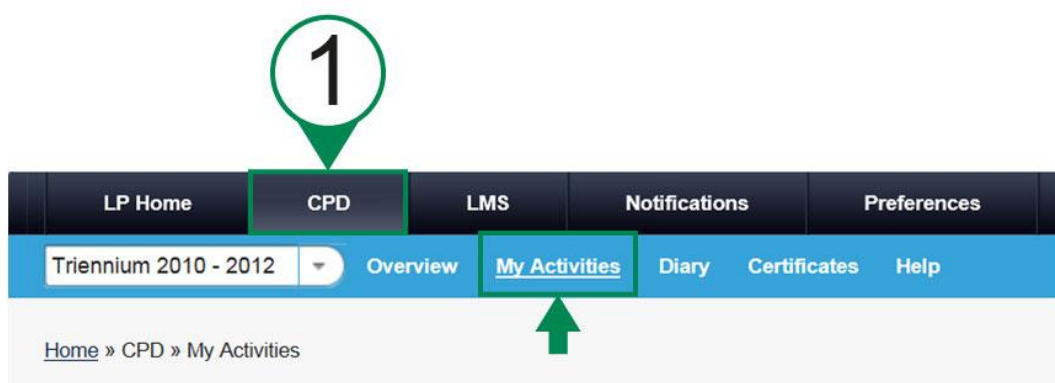
② Find the LMS activity either by clicking the page number and checking the list of activities or using the 'Search' function. LMS activities are marked with an icon under the 'Type' column.
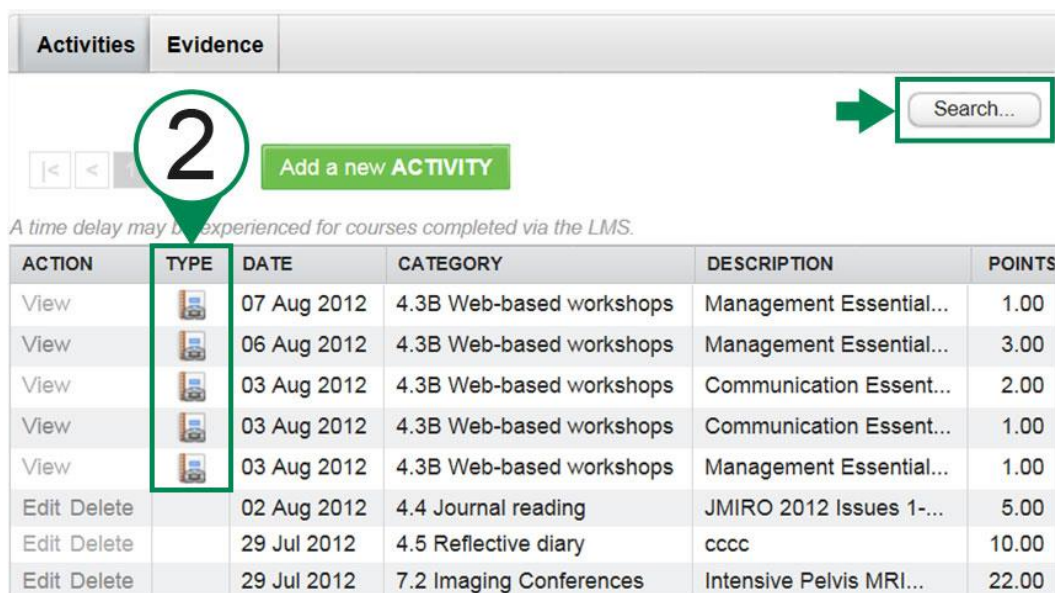
Support

The **Support** page is one of the resources available to you should you need assistance in using the LMS.

① Click the **'Support'** menu button to open the **Support** page, type in your query and contact details in the text box

② Click **'Submit'** to send your query to the LMS Administrator. Details of your browser settings will also be sent along with your message, which may assist the LMS Administrator in answering your query.

Help

Should you need further assistance, please refer to these support resources.

1 Click the **Help** menu button.

2 Select a document name to download the document.
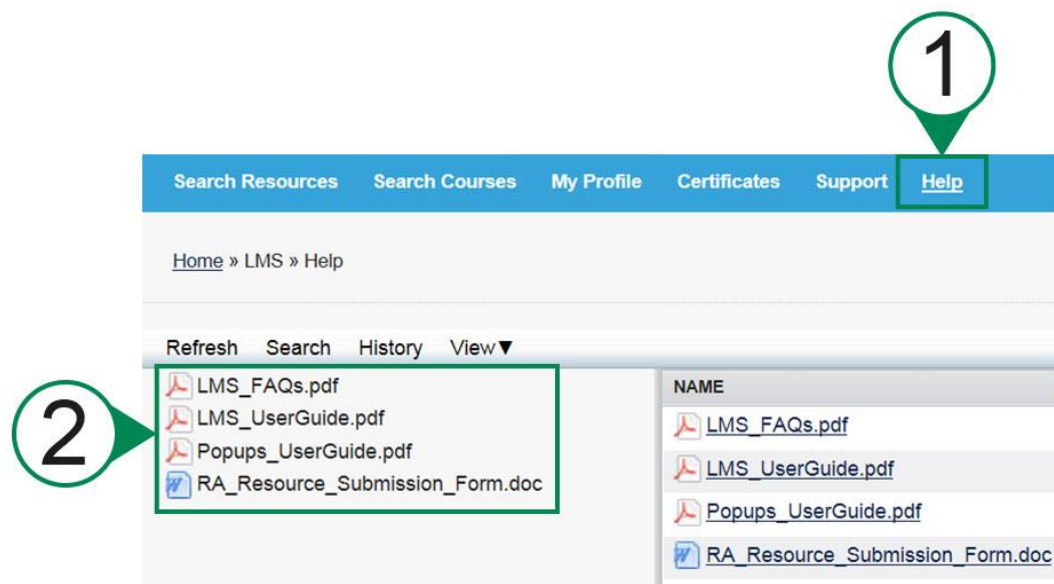
Please note that for larger documents, it may take some time to download the document.

LMS support contact

If you have questions or need assistance in using the LMS, please contact during office hours:

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