



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.

The screenshot shows the RANZCR Learning Portal interface. At the top, there is a header with the Royal Australian and New Zealand College of Radiologists logo and the text 'The Royal Australian and New Zealand College of Radiologists'. A green circle with the number '1' highlights the 'LMS' button in the top navigation bar. The navigation bar also includes 'LP Home', 'CPD', 'Notifications', and 'Preferences'. On the right, there is a 'Logout' button and the 'RANZCR LEARNING PORTAL' logo.

Welcome to the Learning Portal

The RANZCR Learning Portal is designed to assist:

- All Members and College Staff to...**
 - Access educational resources
 - Enrol in courses and/or workshops
 - Obtain course attendance details
- Fellows and Educational Affiliates to...**
 - Maintain your CPD
 - Obtain CPD point summaries
 - Submit evidence of CPD activity or event
- Trainees to...**
Available from Quarter 2, 2013
 - View your progress against assessments
 - Submit assessments online
 - Maintain an e-learning portfolio
- Directors of Training to...**
Available from Quarter 2, 2013
 - View your trainee's progress
 - Review your trainee's performance
 - Support development of your trainee's learning portfolio

Browser Requirements and Enabling Popups

For optimum performance with the College's online applications, the following minimum software requirements are recommended:

Operating System
Windows XP or 7 (32 bit only), Mac OSX

Internet Browser
Internet Explorer 8, Mozilla Firefox 6, Google Chrome 13 or Apple Safari 5 (all free to download from the internet)

Ensure that the Learning Portal website is set as a **trusted website**.

Ensure that **popups are enabled**.

Although RANZCR has made every effort to ensure the Learning Portal performs well, certain limitations due to specific computer settings may interfere with the normal running of this application. If you are experiencing difficulties, please contact the College via email: lms@ranzcr.edu.au.

Member Details

Member No. RANZCR 1234
Dr John Doe
Level 9, 51 Druitt St
Sydney 2000
Australia

Quick Links

- [Return to RANZCR website](#)

Support

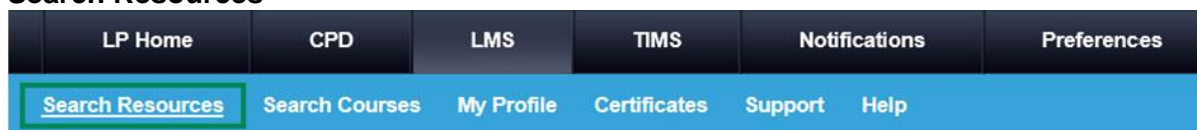
Support is available from the College during office hours via email or phone.

For **general enquiries**:
lms@ranzcr.edu.au
+61 02 9268 9748

For **CPD enquiries**:
cpd@ranzcr.edu.au
+61 02 9268 9708 or
+61 02 9268 9751

Getting to know the LMS layout

Search Resources



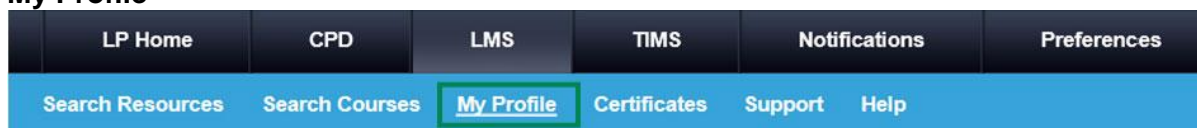
Search for educational resources in the medical expert areas or non-medical areas using a keyword or by filtering through the categories/subjects.

Search Courses



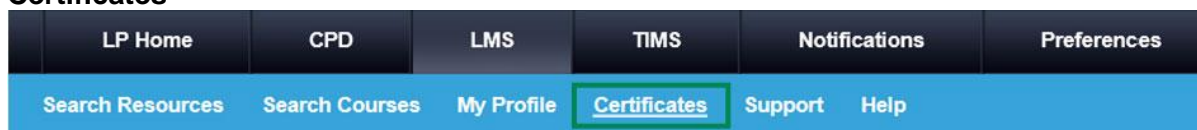
Search for RANZCR e-Learning courses in the medical expert areas or non-medical areas, or register for RANZCR face to face courses using a keyword or by filtering through the categories/subjects.

My Profile



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

Certificates



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



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

Help



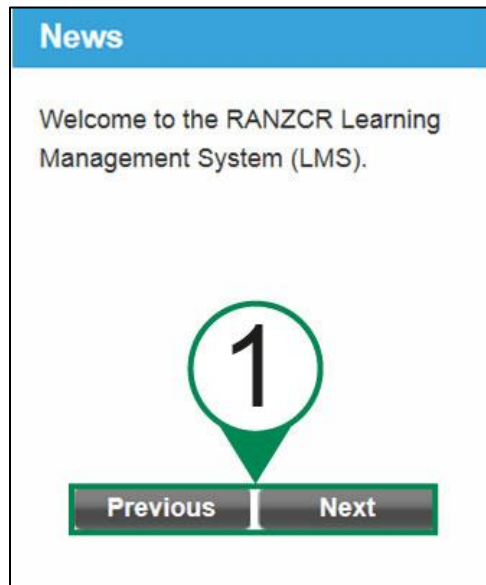
The **Help** page contains further resources to assist you in using LMS:

- 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.



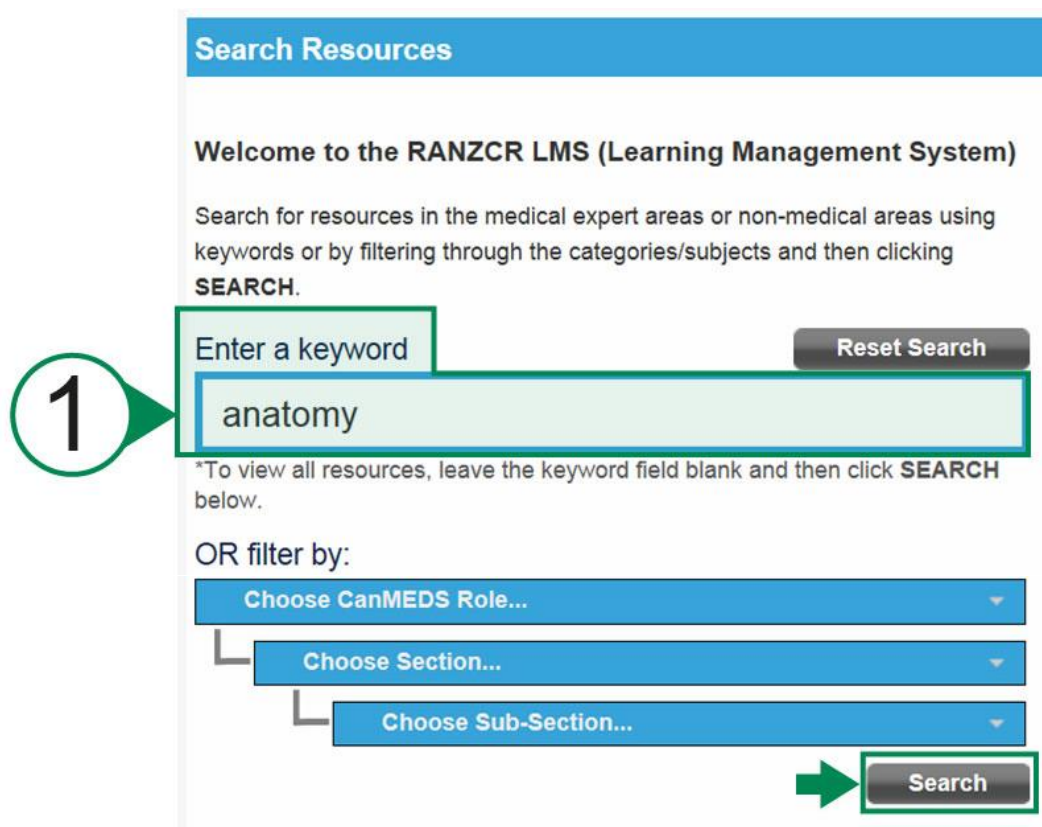
Resources: Search

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**'.



Search Resources

Welcome to the RANZCR LMS (Learning Management System)

Search for resources in the medical expert areas or non-medical areas using keywords or by filtering through the categories/subjects and then clicking **SEARCH**.

Enter a keyword Reset Search

anatomy

*To view all resources, leave the keyword field blank and then click **SEARCH** below.

OR filter by:

Choose CanMEDS Role... Choose Section... Choose Sub-Section...

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.

2

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.

Search Resources

Welcome to the RANZCR LMS (Learning Management System)

Search for resources in the medical expert areas or non-medical areas using keywords or by filtering through the categories/subjects and then clicking **SEARCH**.

Enter a keyword Reset Search

*To view all resources, leave the keyword field blank and then click **SEARCH** below.

OR filter by:

Choose CanMEDS Role... ▼

Choose Section... ▼

Choose Sub-Section... ▼

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.

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**'.

Search Resources

Welcome to the RANZCR LMS (Learning Management System)

Search for resources in the medical expert areas or non-medical areas using keywords or by filtering through the categories/subjects and then clicking **SEARCH**.

Enter a keyword

→

Reset Search

*To view all resources, leave the keyword field blank and then click **SEARCH** below.

OR filter by:

Choose CanMEDS Role...

Choose Section...

Choose Sub-Section...

3

Search

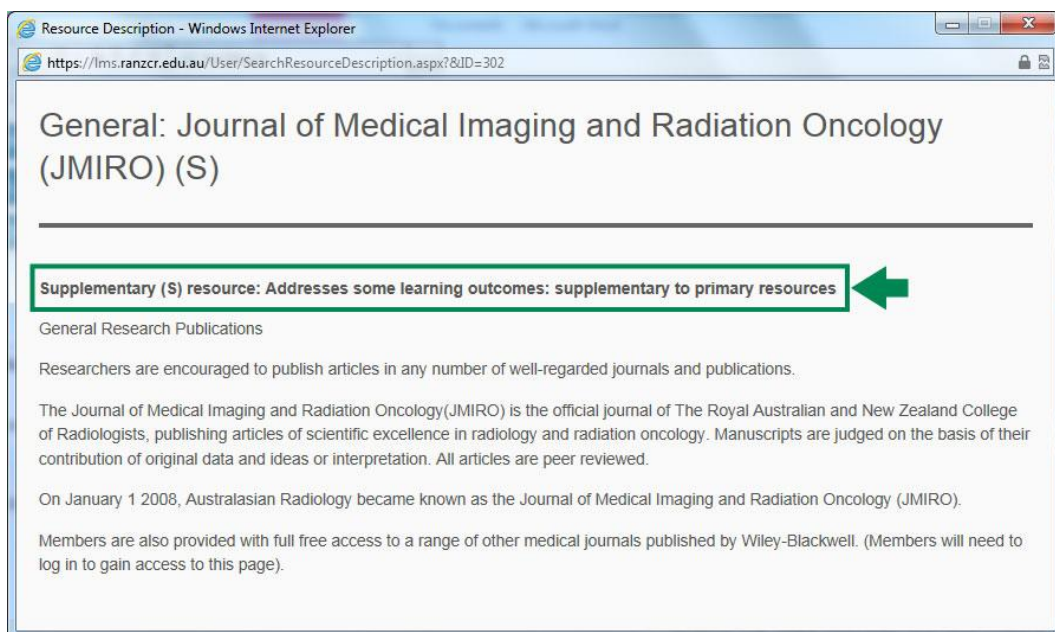
All the resources available on the LMS will now be displayed. Click '**View**' to open the resource.

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**'.

Search Courses

Welcome to the RANZCR LMS (Learning Management System)

Search for courses in the medical expert areas or non-medical areas using keywords or by filtering through the categories/subjects and then clicking **SEARCH**.

Enter a keyword Reset Search

1

*To view all courses, leave the keyword field blank and then click **SEARCH** below.

OR filter by:

Choose CanMEDS Role...
Choose Section...
Choose Sub-Section...

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.

Search Courses

Welcome to the RANZCR LMS (Learning Management System)

Search for courses in the medical expert areas or non-medical areas using keywords or by filtering through the categories/subjects and then clicking **SEARCH**.

Enter a keyword
Reset Search

*To view all courses, leave the keyword field blank and then click **SEARCH** below.

OR filter by:

Choose CanMEDS Role...

Choose Section...

Choose Sub-Section...

➔
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.

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**'.

Search Courses

Welcome to the RANZCR LMS (Learning Management System)

Search for courses in the medical expert areas or non-medical areas using keywords or by filtering through the categories/subjects and then clicking **SEARCH**.

Enter a keyword



Reset Search

*To view all courses, leave the keyword field blank and then click **SEARCH** below.

OR filter by:

Choose CanMEDS Role...

Choose Section...

Choose Sub-Section...

3

Search

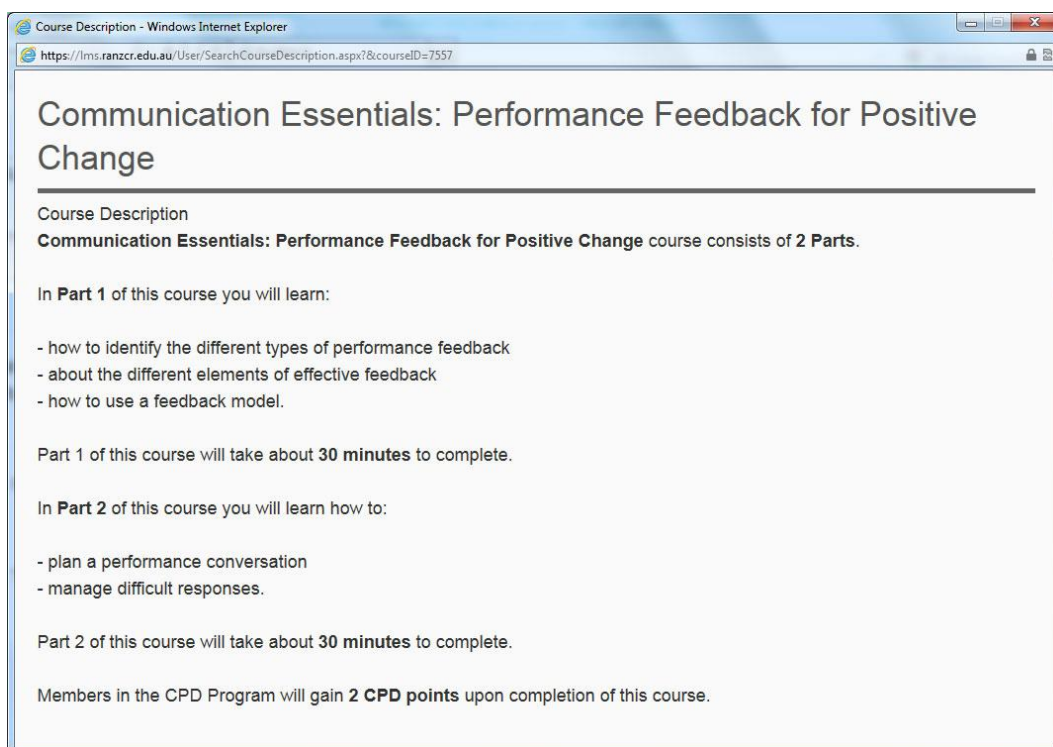
All the courses available on the LMS will now be displayed. You can now enrol into a course and either launch an e-Learning course or register for a RANZCR face to face course. You can find more information in the **Course: Enrol and Launch** section of this document.

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

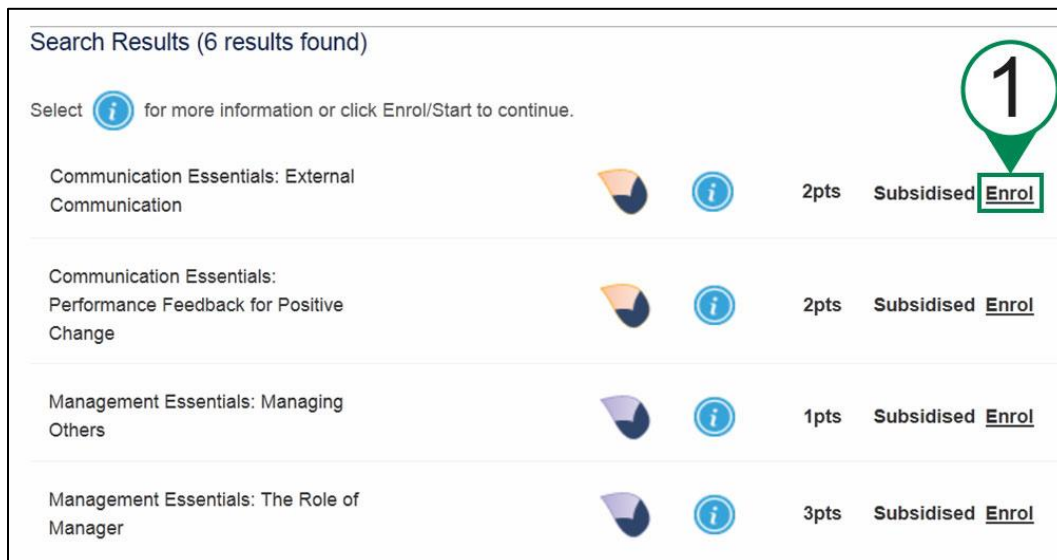



Patient Support/Health Advocate









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**'.






The screenshot shows the 'Search Results (6 results found)' page. At the top, it says 'Select  for more information or click Enrol/Start to continue.' Below this is a table of search results. The first row is highlighted. A green callout bubble with the number '1' points to the 'Enrol' button in the first row.

Course Name	Icon	Info	Credits	Fee Type	Action
Communication Essentials: External Communication			2pts	Subsidised	Enrol
Communication Essentials: Performance Feedback for Positive Change			2pts	Subsidised	Enrol
Management Essentials: Managing Others			1pts	Subsidised	Enrol
Management Essentials: The Role of Manager			3pts	Subsidised	Enrol

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



The screenshot shows the 'Search Results (6 results found)' page. At the top, it says 'Select  for more information or click Enrol/Start to continue.' Below this is a table of search results. The first row is highlighted. A green callout bubble with the number '2' points to the 'Start' button in the first row.

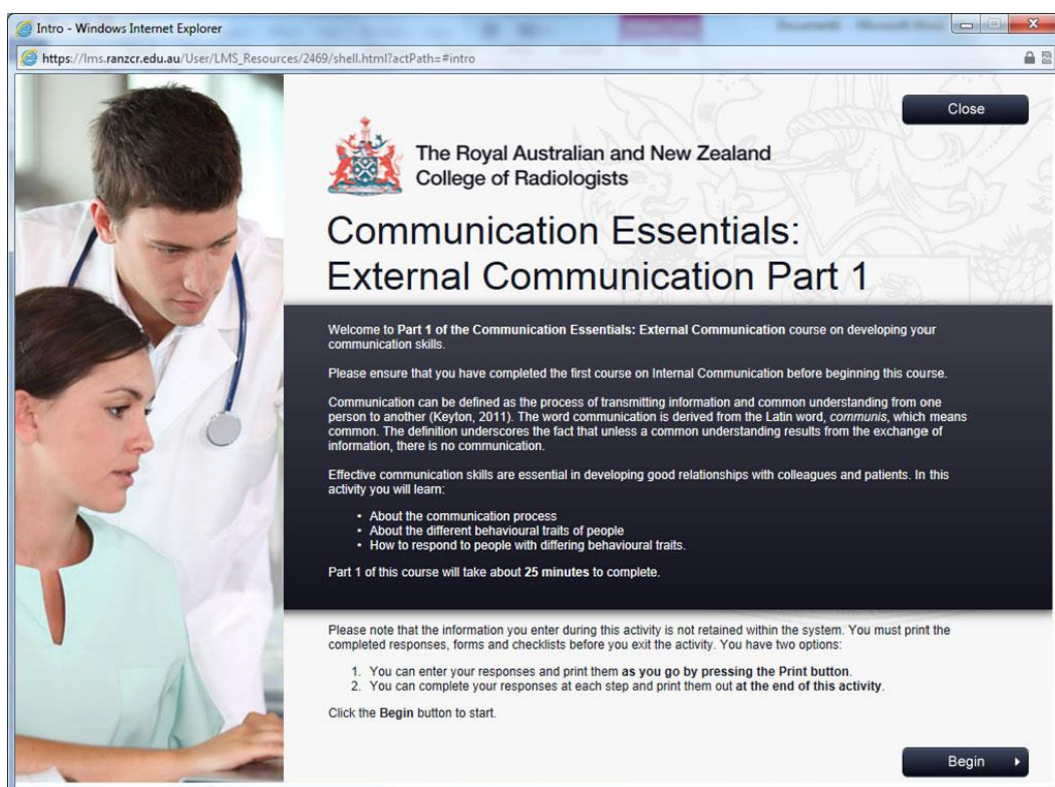
Course Name	Icon	Info	Credits	Fee Type	Action
Communication Essentials: External Communication			2pts	Subsidised	Start

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.

Communication Essentials: External Communication		
Summary		
Stage 1 : Communication Essentials: External Communication		
3	Launch	External Communication - Part 1 Not Started
	Prereq Required	External Communication - Part 2 Not Started
	Prereq Required	Your feedback Not Started

- 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'.

Communication Essentials: External Communication		
Summary		
Stage 1 : Communication Essentials: External Communication		
Launch	External Communication - Part 1	Completed
Launch	External Communication - Part 2	Completed
Launch	Your feedback	Not Started

1

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.

Communication Essentials: External Communication		
Summary		
Stage 1 : Communication Essentials: External Communication		
Launch	External Communication - Part 1	Completed
Launch	External Communication - Part 2	Completed
Launch	Your feedback	Completed

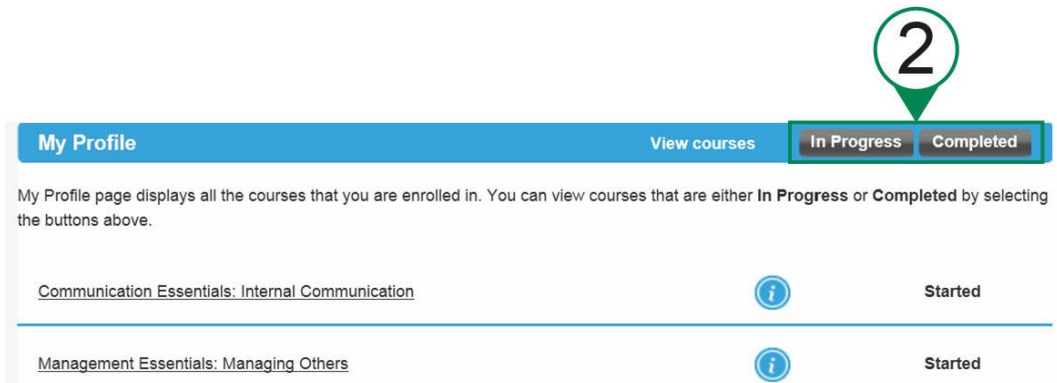
2

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 the **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.



The screenshot shows the 'My Profile' page interface. At the top, there is a blue header bar with 'My Profile' on the left, 'View courses' in the center, and two buttons on the right: 'In Progress' (highlighted with a green callout bubble containing the number 2) and 'Completed'. Below the header, a text box explains that the page displays all enrolled courses and can be filtered by the buttons above. A table below lists the courses:

Course Name	Icon	Status
Communication Essentials: Internal Communication		Started
Management Essentials: Managing Others		Started

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.

[Home](#) » [LMS](#) » Certificates

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.

Communication Essentials: External Communication	
Communication Essentials: Internal Communication	X
Management Essentials: Managing Others	X



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.



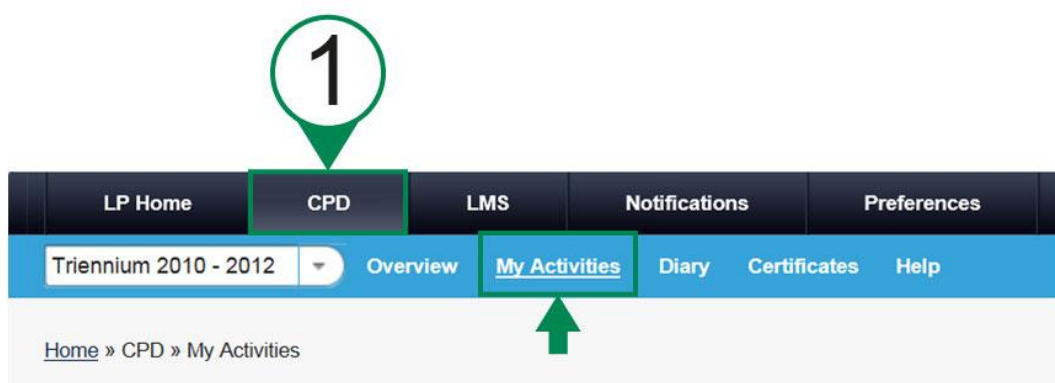
LMS and CPD online

For members of the CPD program

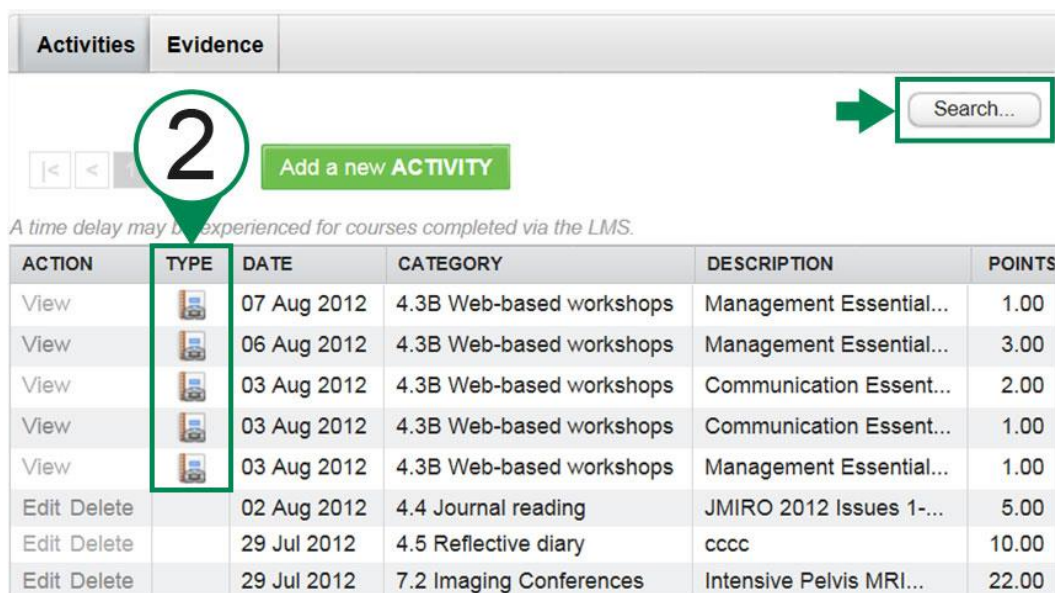
When you complete a RANZCR e-Learning course or a RANZCR face to face course, you may be able to claim CPD points. An activity in CPD online will automatically be created, and the points transferred from the LMS to CPD online.

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.

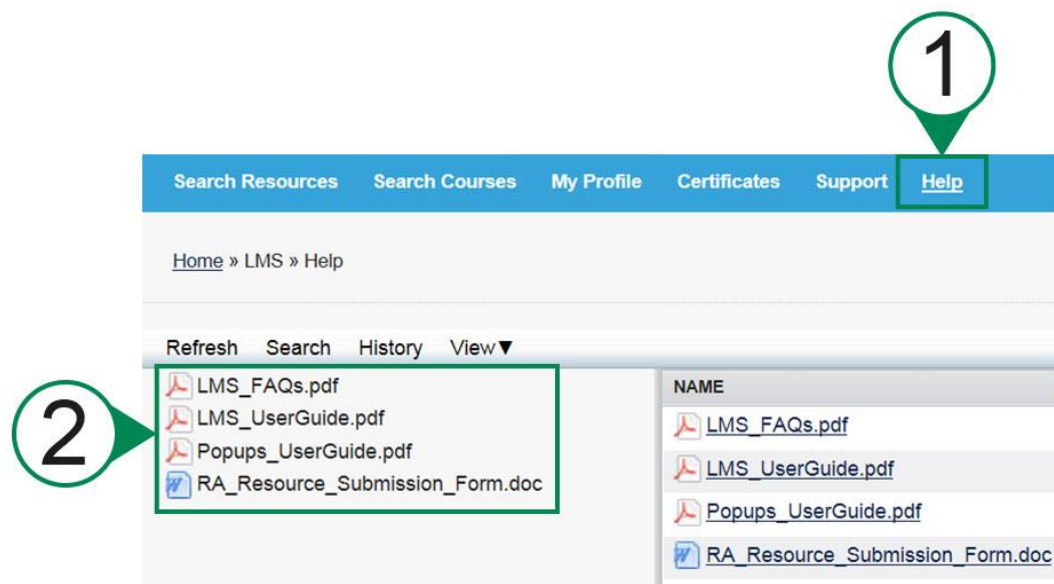
- 1 Click the '**Support**' menu button to open the **Support** page, type in your query and contact details in the text box
- 2 Click '**Submit**' to send your query to the LMS Administrator. Details of your browser settings will also be sent along with your message, which may assist the LMS Administrator in answering your query.

The screenshot shows the LMS interface. At the top, a blue navigation bar contains links: Search Resources, Search Courses, My Profile, Certificates, **Support** (highlighted with a green box and a callout '1'), and Help. Below this, a breadcrumb trail reads 'Home » LMS » Support'. A blue header bar below the breadcrumb says 'Support Page'. The main content area has the text 'Enter your issue in the text field below and press SUBMIT'. Below this is a large, empty text input field. To the left of the input field is a green arrow pointing right. Below the input field is a 'Submit' button, which is highlighted with a green box and a callout '2'.

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:

Irine Lui
Senior Education Officer, Learning & Development
Ph: +61 2 9268 9748
Email: lms@ranzcr.edu.au