

WFP LMS Tutorials

System Overview

System Overview

INTRO



- ❑ The LMS is a platform where all WFP employees can **manage their learning** within the organization.
- ❑ The LMS includes an increasing number of learning solutions, managed by the Capability Development team, functional teams and field offices.
- ❑ In the LMS you can find:



e-learning courses
you can take at your
pace



classroom courses
you can enrol or be
invited to sessions



blended courses
A mix of instructor lead
and self paced learning



assessments
test your knowledge
of WFP policies and
procedures



software simulations
learn how to use WFP
systems



videos
recorded sessions and
presentations

System Overview

LMS Home Page



- ❑ From the LMS home page you have access to a dashboard with learning information and links to the learning tools

The screenshot shows the LMS Home Page dashboard with four main tiles: 'To Do', 'Quick links', 'Learning News', and 'Learning Facts'. Callouts provide detailed explanations for each tile.

To Do (Sort by Date | Type)

- Due Anytime (2)
- Complete online course SEC - Basic Security In The Field II [EN]
- Complete survey Standard Course Evaluation for course MGT - Leadership Development Programme: A Day in the Life of a Country Director [EN]
- Recently Completed (1)

Quick links

- MANAGE LEARNING
- MY LEARNING HISTORY
- HR WEB
- FIND HELP

Learning News

Welcome to the updated LMS

This upgrade is the first step of an evolution in the way WFP organises and manages development for its employees.

To start your new learning experience, click on **Manage Learning** icon in the box above.

To learn more about how to use the new system, please refer to the [on-line help section](#).

For any further assistance, please contact wfp.lms@wfp.org.

Learning Facts

Did you know that in 2015, **6,020** colleagues enrolled in a course in the LMS and **3,802** completed at least one course for a total of **8,959** completions this year?

The most popular course this year was the **Cash and Voucher Foundations** training with **869** completions.

The most active country office in 2015 was **Sudan**, with **1,259** completions!!!

The **To Do** tile will show you the courses that are assigned to you and still need to be completed. It will also show you actions that need to be taken on a particular course (request approval, take an exam, complete an assessment, etc...)

The **Learning News** tile will show you the latest news on learning and development in the LMS

Tip: you can drag and drop the tiles on the dashboard to better fit your screen and preferences

The **Quick Links** tile will give you access to the sections of the LMS – Manage Learning and My Learning History. It also contains links to HR's web site and to the LMS' online help

The **Learning Facts** tile will show you key statistics on the LMS and its usage at WFP

System Overview

Manage Learning



The '**My Learning Assignments**' tile shows your assigned courses. Some courses have due dates and some courses are mandatory. You can start the courses from here

My Learning Assignments

Sort By Date | Priority Filter

▼ DUE LATER

15/9/2015 | MANDATORY

START COURSE ▼

COM - Knowledge Sharing for Development - Part 3/8: Communities of practice [EN]

IT009 wfp_3988 rev.1 29/8/2011

Assigned by Mauro Lorenzoni Pellizzari

▼ NO DUE DATE

MANDATORY

START COURSE ▼

COM - Knowledge Sharing for Development - Part 1/8: Introduction to Knowledge Sharing and Knowledge Development [EN]

IT009 wfp_3973 rev.1 29/8/2011

Assigned by Mauro Lorenzoni Pellizzari

RECOMMENDED

START COURSE ▼

COM - Knowledge Sharing for Development - Part 2/8: Knowledge Sharing in Teams and with Partners [EN]

IT009 wfp_3977 rev.1 29/8/2011

Assigned by Mauro Lorenzoni Pellizzari

The '**Find Learning**' tile is the access to the course catalog. You can either search for a keyword to help you find a course or browse all courses in the catalog.

Find Learning

What do you want to LEARN today? Go

Browse all courses >

The '**History**' tile is the access to your learning history. Clicking on the tile will show recently completed courses. You can also View All of your completions.

Recommended

1

History

1

recently added

View

The '**Recommended**' tile shows courses that have been recommended to you by your supervisor or by your peers. You can choose to accept or discard the recommendation.

Links

Options and Settings

Find Help

FIND HELP

The '**Links**' tile will give you access to additional links which may vary depending on your role in the system.

The '**Find help**' tile gives you access to the LMS help documentation



Tester02 HRMTC ▾

Profile ▾

Take Action ▾

Personal Information

[Edit](#)

IMPORTANT: remember to select your supervisor

First Name Tester02

Middle Name

Last Name HRMTC

Gender

Email wfp.lms@wfp.org

Manager (Supervisor) Mauro Lorenzoni Pellizzari

Employee Id Tester02

Job Title

Grade

Functional Area

Division HRM

Org. Unit HRMTC Capability Development Branch

RB

Job Location ITA Italy

City

Time Zone Europe/Rome

Username Tester02

Learning History

Learning History

Curricula Status

Completion Date	Item Title	Type	Status
12/08/2015	FSA - WFP Basic Emergency Food Security Assessment (EFSA) E-learning [EN]	Learning	Completed

Viewing 1 of 1

Your profile page will display information about you. This information is read-only except for the Manager field. Make sure it contains the up-to-date information about who is your supervisor (refer to [this tutorial](#) to see how to update/change your supervisor)

Your profile page will display a summary of your learning history

System Overview

END

You reached the end of this tutorial

Thank you