

# WFP LMS Tutorials

System Overview

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- ❑ 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



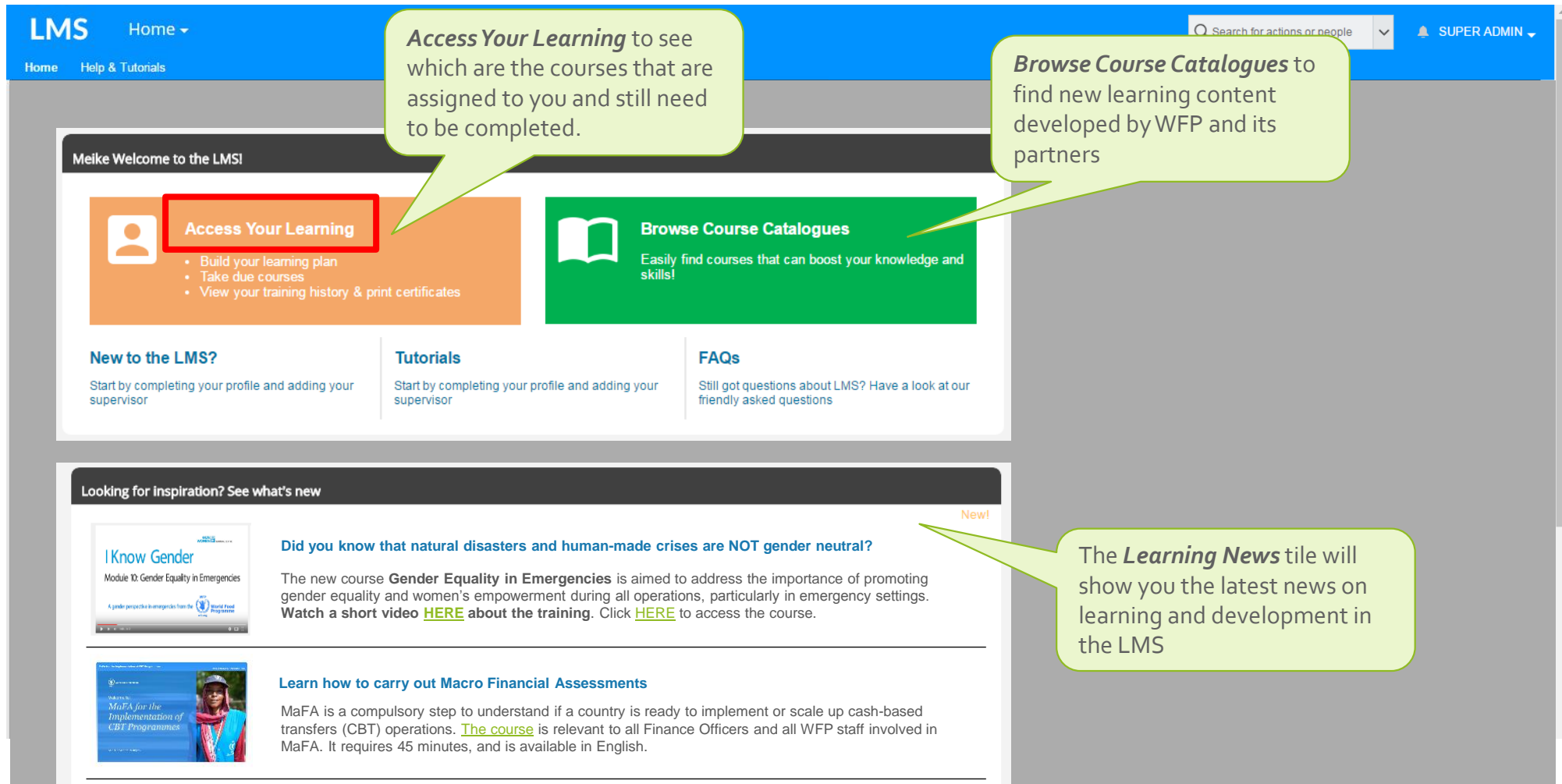
**videos**  
recorded sessions and  
presentations

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# LMS Home Page



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



The screenshot shows the LMS Home Page dashboard. At the top, there is a blue navigation bar with 'LMS Home' and a search bar. Below the navigation bar, a dark grey banner reads 'Meike Welcome to the LMS!'. The main content area features two large tiles: 'Access Your Learning' (orange) and 'Browse Course Catalogues' (green). Below these are three smaller tiles: 'New to the LMS?', 'Tutorials', and 'FAQs'. At the bottom, a section titled 'Looking for inspiration? See what's new' displays two news items. Callouts provide additional context for the 'Access Your Learning', 'Browse Course Catalogues', and 'Learning News' tiles.

**Access Your Learning** to see which are the courses that are assigned to you and still need to be completed.

- Build your learning plan
- Take due courses
- View your training history & print certificates

**Browse Course Catalogues** to find new learning content developed by WFP and its partners

Easily find courses that can boost your knowledge and skills!

**New to the LMS?**  
Start by completing your profile and adding your supervisor

**Tutorials**  
Start by completing your profile and adding your supervisor

**FAQs**  
Still got questions about LMS? Have a look at our friendly asked questions

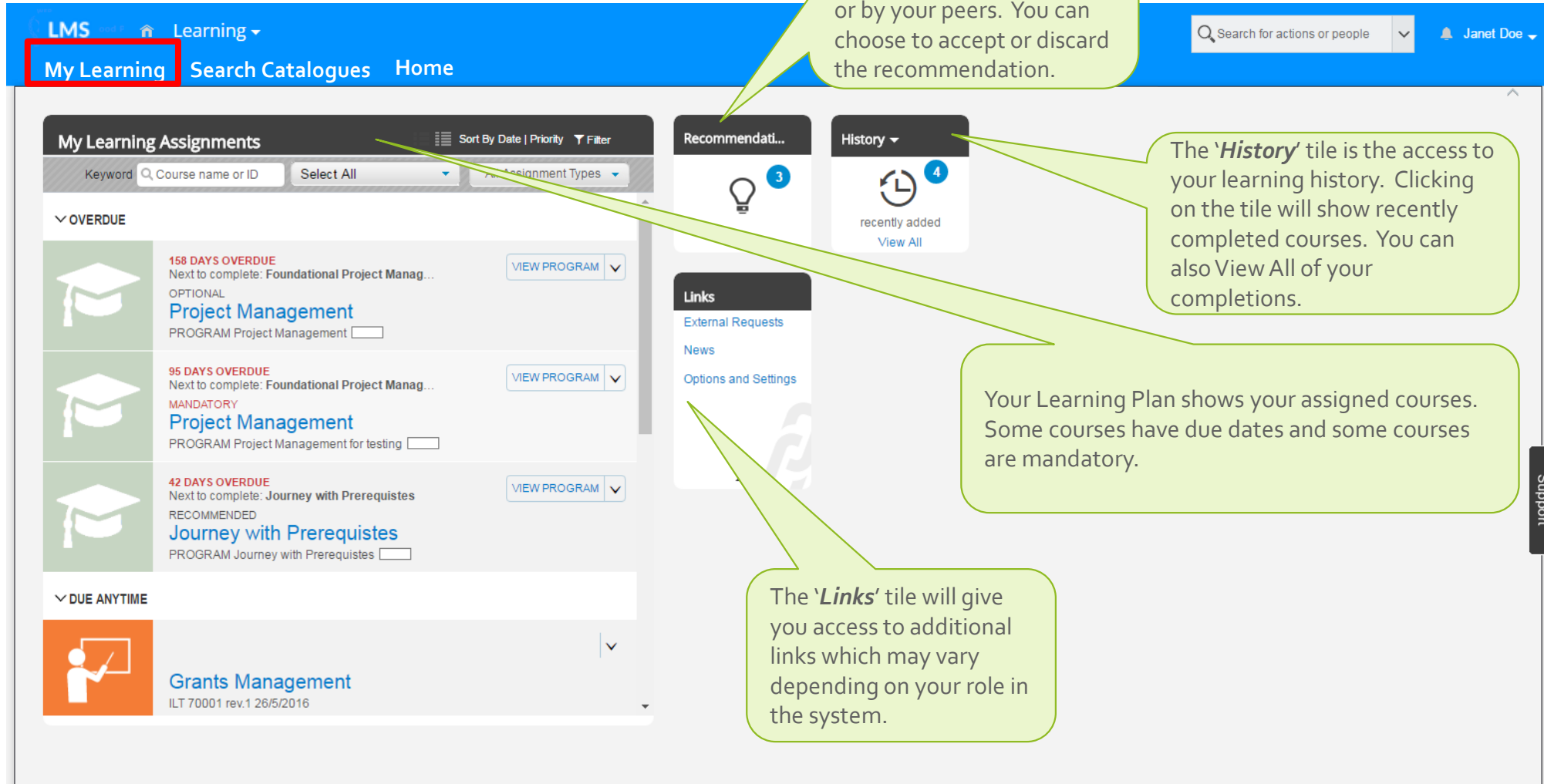
Looking for inspiration? See what's new

**I Know Gender**  
Module 10: Gender Equality in Emergencies  
A gender perspective to emergency from the United Nations World Food Programme

**Did you know that natural disasters and human-made crises are NOT gender neutral?**  
The new course **Gender Equality in Emergencies** is aimed to address the importance of promoting gender equality and women's empowerment during all operations, particularly in emergency settings. Watch a short video [HERE](#) about the training. Click [HERE](#) to access the course.

**Learn how to carry out Macro Financial Assessments**  
MaFA is a compulsory step to understand if a country is ready to implement or scale up cash-based transfers (CBT) operations. [The course](#) is relevant to all Finance Officers and all WFP staff involved in MaFA. It requires 45 minutes, and is available in English.

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



The screenshot shows the 'My Learning' dashboard. The top navigation bar includes 'LMS', 'Learning', 'My Learning', 'Search Catalogues', and 'Home'. A search bar and user profile 'Janet Doe' are on the right. The main content area is divided into several sections:

- My Learning Assignments:** A table listing courses with due dates and status. It is divided into 'OVERDUE' and 'DUE ANYTIME' sections. The 'OVERDUE' section includes:
  - 158 DAYS OVERDUE: Next to complete: Foundational Project Manag... (OPTIONAL) **Project Management** (PROGRAM Project Management)
  - 95 DAYS OVERDUE: Next to complete: Foundational Project Manag... (MANDATORY) **Project Management** (PROGRAM Project Management for testing)
  - 42 DAYS OVERDUE: Next to complete: Journey with Prerequisites (RECOMMENDED) **Journey with Prerequisites** (PROGRAM Journey with Prerequisites)The 'DUE ANYTIME' section includes:
  - Grants Management** (ILT 70001 rev.1 26/5/2016)
- Recommendations:** A tile with a lightbulb icon and a '3' badge, indicating recommended courses.
- History:** A tile with a circular arrow icon and a '4' badge, indicating recently completed courses.
- Links:** A tile with a link icon, providing access to 'External Requests', 'News', and 'Options and Settings'.

Callouts provide further details:

- Recommendations:** The 'Recommendations' 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.
- History:** 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.
- Links:** The 'Links' tile will give you access to additional links which may vary depending on your role in the system.
- Assignments:** Your Learning Plan shows your assigned courses. Some courses have due dates and some courses are mandatory.



# System Overview

**END**



You reached the end of this tutorial

Thank you