



## **Charge Card Administration**

### **Accessing the Travel Card Cardholder Training in the Learning Management System (LMS)**

**Purpose:** This procedure instructs the user how to access the Travel Card Cardholder Training available in the Department of Human Resource Management (DHRM) Learning Management System (LMS).

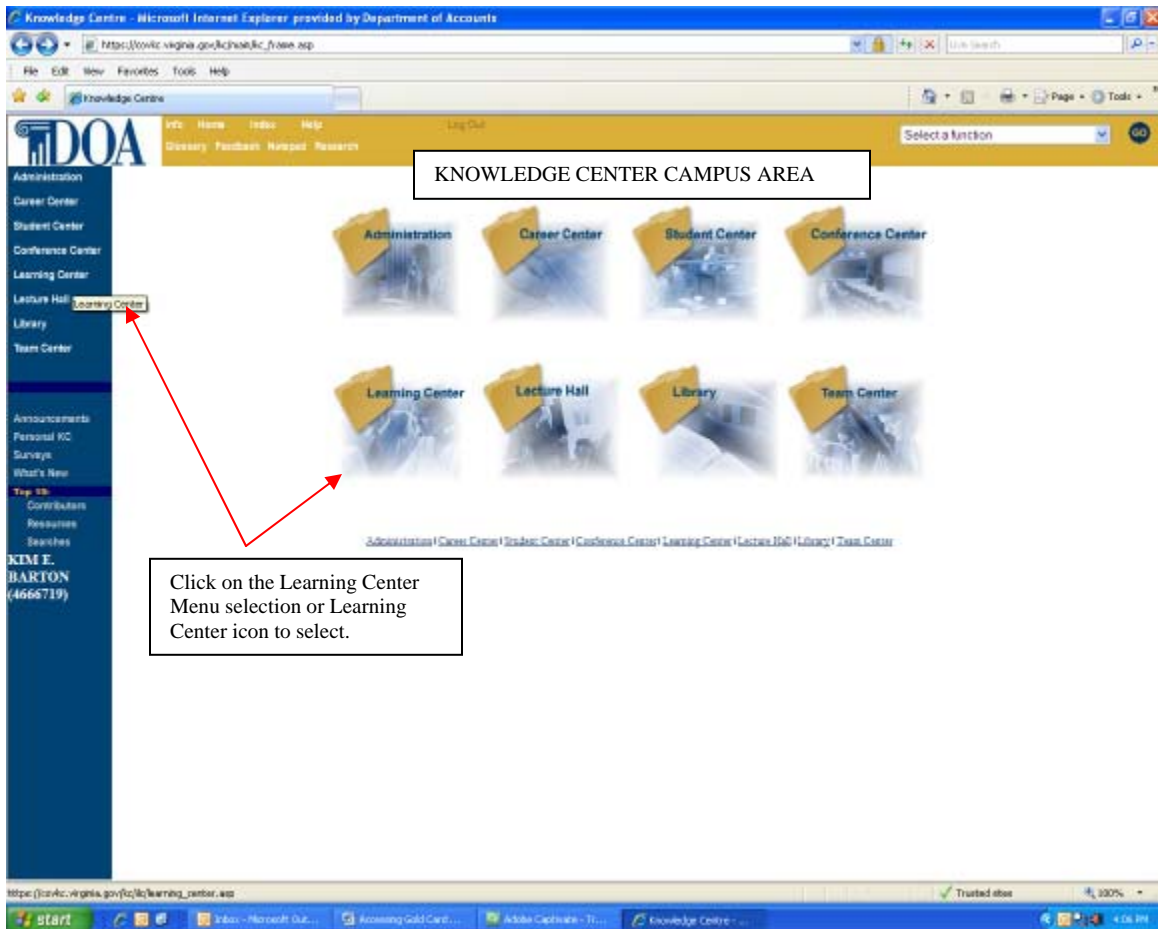
**Source:** Commonwealth of Virginia  
Department of Accounts - Charge Card Administration

Charge Card Administration  
Accessing the Travel Card Cardholder Training in LMS

**Locating and Accessing Travel Card Cardholder Training**

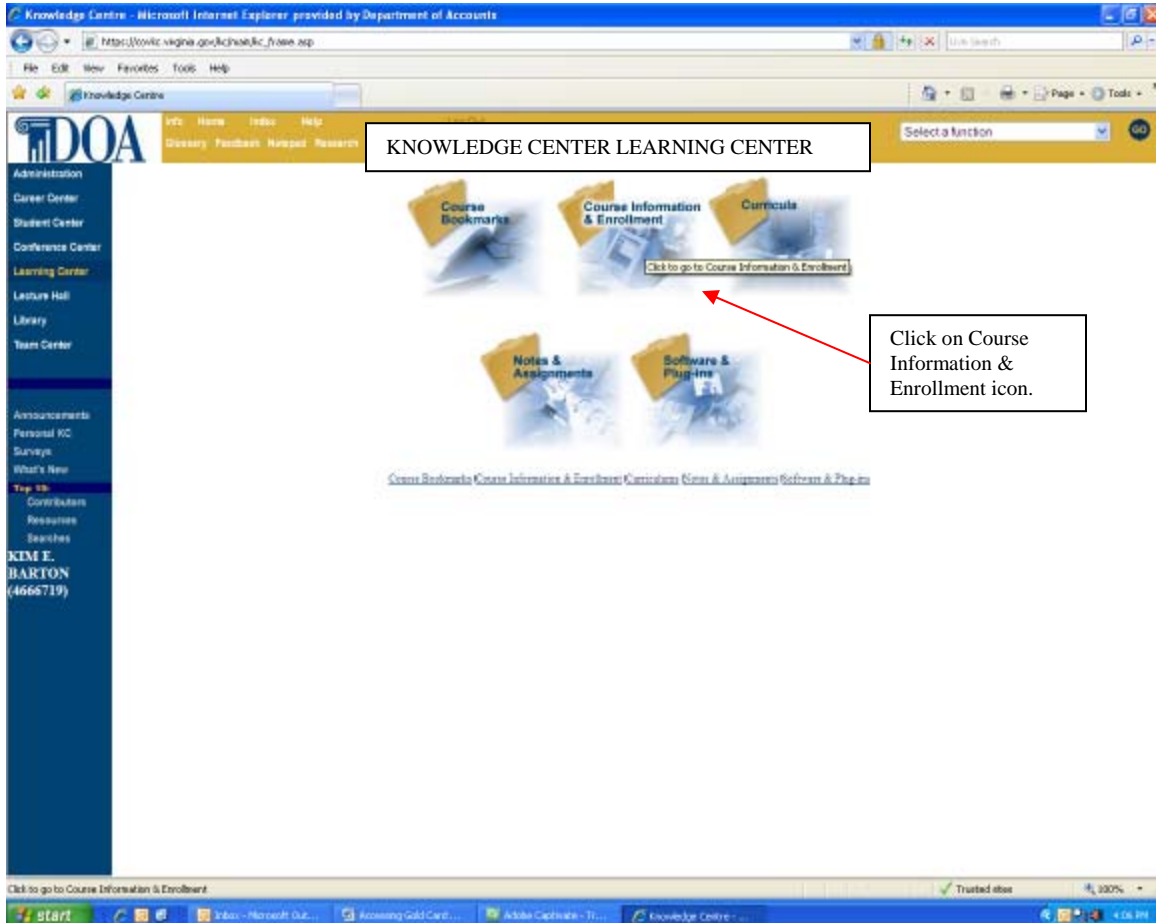
1. From the Knowledge Center Campus Area, enter the Learning Center by selecting ‘**Learning Center**’ from the menu on the left-hand side of the screen or by clicking on the Learning Center icon located in the Knowledge Center campus area.

**NOTE:** Your Knowledge Center Campus Area may have a different appearance but the selection choices will be the same.



## Charge Card Administration Accessing the Travel Card Cardholder Training in LMS

2. Click on the **'Course Information & Enrollment'** icon in the Learning Center to access course information and enroll in the course.



# Charge Card Administration

## Accessing the Travel Card Cardholder Training in LMS

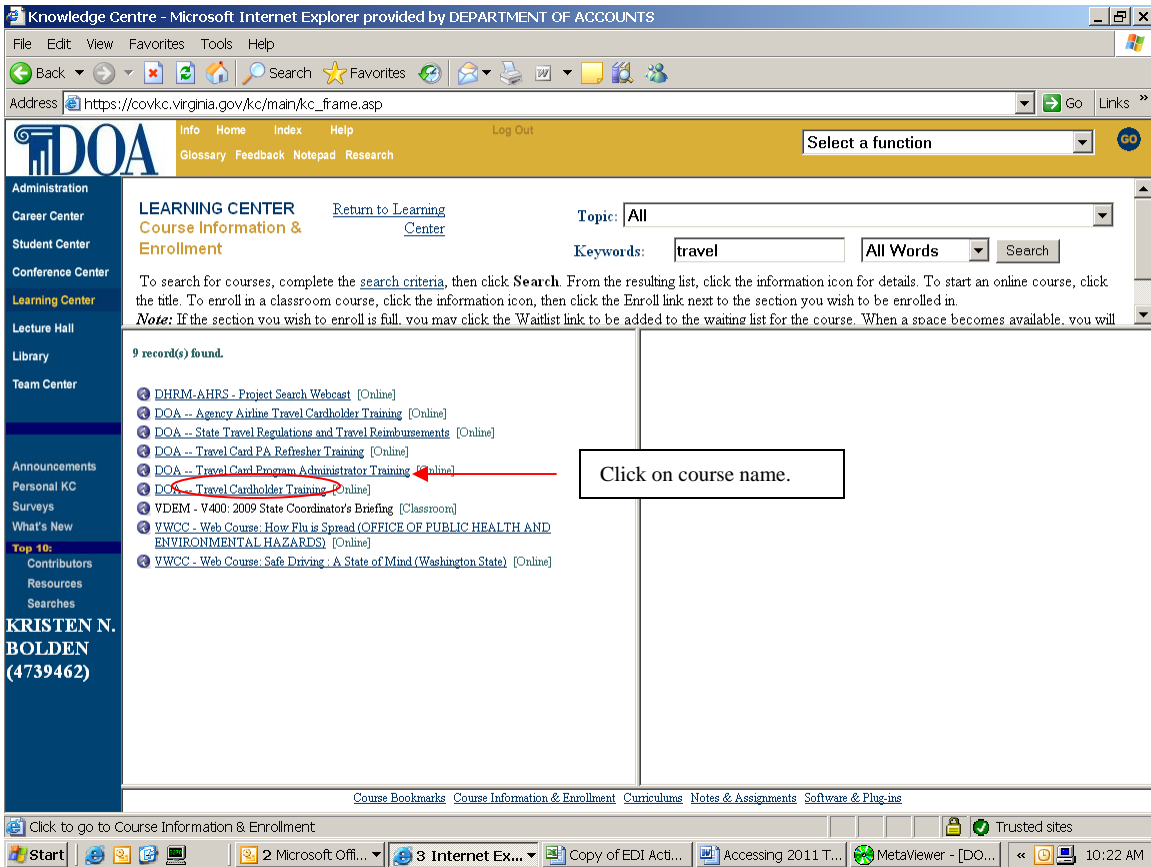
3. Enter **'Travel'**, for Travel Charge Card, in the 'Keywords' field.
4. Click on **'Search'** to pull up all DOA associated courses.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Knowledge Centre website. The address bar shows the URL: [https://covkc.virginia.gov/kc/main/kc\\_frame.asp](https://covkc.virginia.gov/kc/main/kc_frame.asp). The website header includes the DOA logo and navigation links like 'Info', 'Home', 'Index', 'Help', and 'Log Out'. A search bar is visible with the text 'Select a function' and a 'GO' button. The main content area is titled 'LEARNING CENTER Course Information & Enrollment'. It features a search interface with a 'Topic' dropdown set to 'All', a 'Keywords' input field containing 'travel', and a search button. Below the search bar, there is instructional text: 'To search for courses, complete the search criteria, then click Search. From the resulting list, click the information icon for details. To start an online course, click the title. To enroll in a classroom course, click the information icon, then click the Enroll link next to the section you wish to be enrolled in. Note: If the section you wish to enroll in is full, you may click the Waitlist link to be added to the waiting list for the course. When a space becomes available, you will...'. Two red arrows point from the search bar to the search button. Two callout boxes are present: one labeled '1) Enter Travel.' pointing to the 'travel' text in the keywords field, and another labeled '2) Click 'Search'.' pointing to the search button. A large callout box at the bottom center of the page reads 'COURSE INFORMATION AND ENROLLMENT'. The footer of the page contains links for 'Course Bookmarks', 'Course Information & Enrollment', 'Curriculums', 'Notes & Assignments', and 'Software & Plug-ins'. The taskbar at the bottom shows several open applications, including Microsoft Office, Internet Explorer, and MetaViewer, with the system clock showing 10:20 AM.

Charge Card Administration  
Accessing the Travel Card Cardholder Training in LMS

5. Click **“DOA – Travel Cardholder Training”** to review the course description and to take the course.

**NOTE:** If you do not see the course link, please contact your agency’s Knowledge Center Site Administrator. If you do not know who your agency’s Knowledge Center Site Administrator is, please contact your agency’s Human Resources area.



## Charge Card Administration Accessing the Travel Card Cardholder Training in LMS

6. Click on the **'Take course for credit'** box to receive credit for taking the course. **\*IMPORTANT\* - Please Read** - The **'Take course for credit'** box **MUST** be checked in order to **receive credit** for taking the course.

Note: If you ever need to take this course as a refresher or would like to use it as a reference it is not necessary to check the **'Take course for credit'** box.

7. Click on **'Take Course'** to access the course links.

The screenshot shows a web browser window displaying the Knowledge Centre interface. The page title is "DOA - Travel Cardholder Training". The course description reads: "Required training for all new Travel Cardholders. You must review the Training module and achieve 100% on the Quiz module to receive credit for the training." Below the description, there is a checkbox labeled "Take course for credit" which is checked. There are two buttons: "Take Course" and "Browse Course". A link below the buttons reads "Return to Course Information & Enrollment".

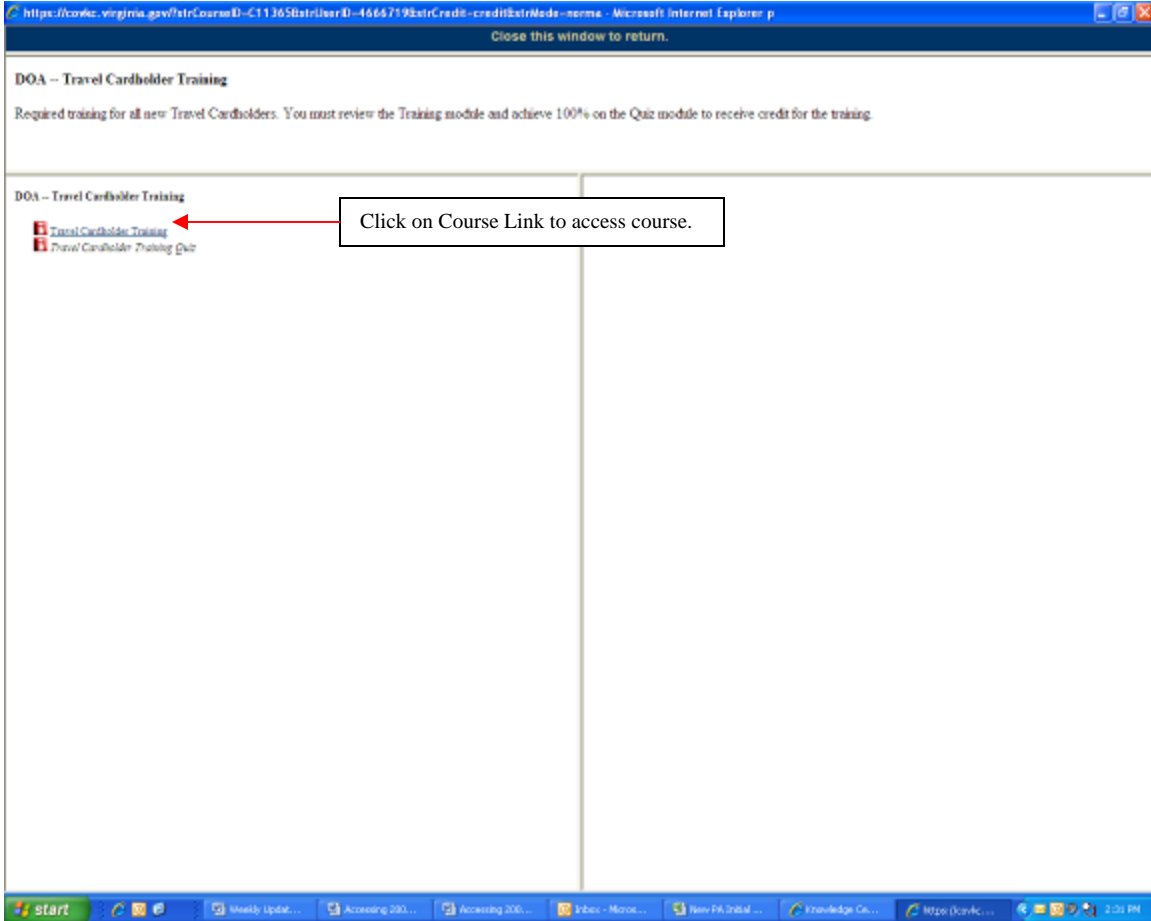
Annotations on the screenshot include:

- A box labeled "Course Name" with an arrow pointing to the course title "DOA - Travel Cardholder Training".
- A box labeled "Course Description" with an arrow pointing to the description text.
- A box labeled "1) Check box to receive credit." with an arrow pointing to the "Take course for credit" checkbox.
- A box labeled "2) Click 'Take Course'." with an arrow pointing to the "Take Course" button.

Charge Card Administration  
Accessing the Travel Card Cardholder Training in LMS

8. Click on the **‘Travel Cardholder Training’** course link to access the course module.

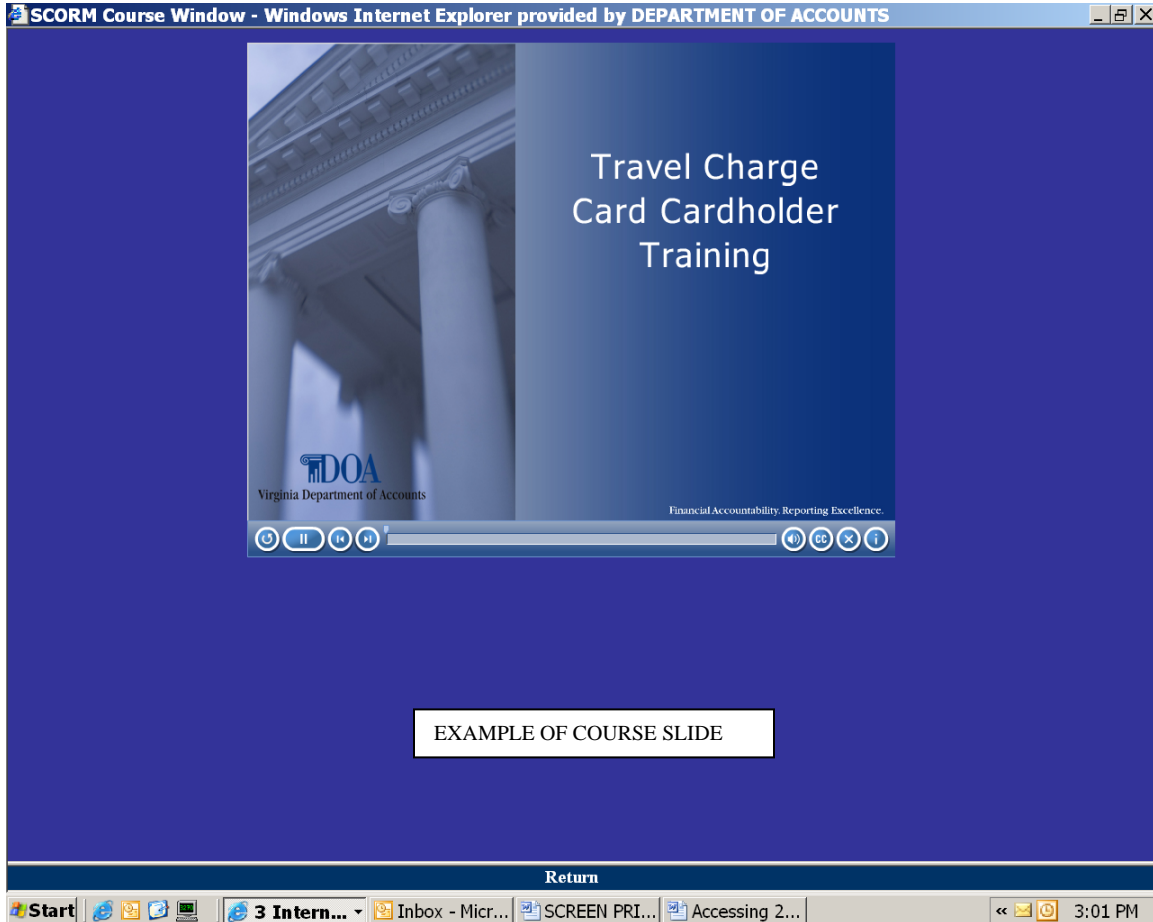
**\*IMPORTANT\* - Please Read** – There are two module associated with this course. The first module that you must complete is the course module. This module consists of the training presentation. The second module that you must complete is the course quiz module. This module consists of a quiz on the material presented in the training presentation. Both modules **MUST** be successfully completed in order to receive credit for taking the training.



Charge Card Administration  
Accessing the Travel Card Cardholder Training in LMS

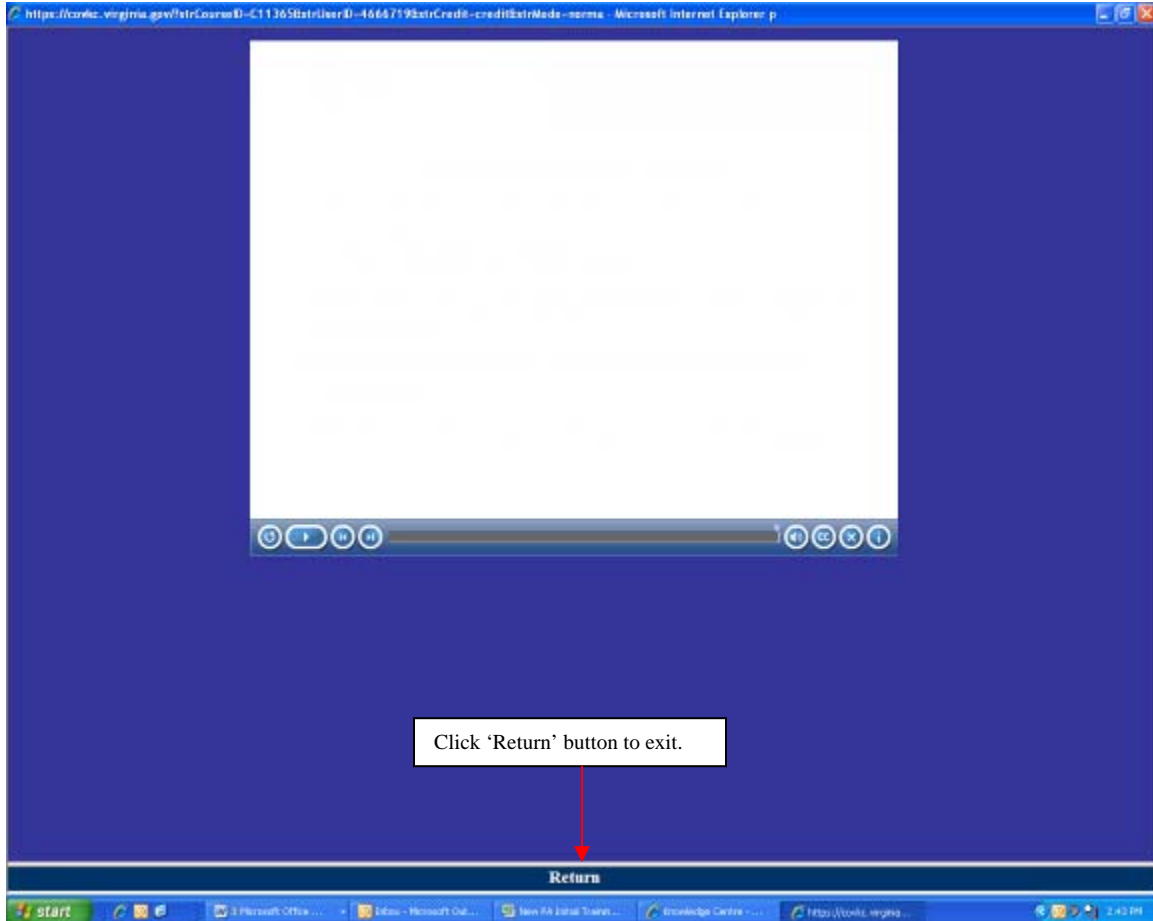
9. Enjoy the **Travel Charge Card Cardholder Training** presentation. Course slides will automatically advance, unless otherwise stated on the slide.

Note: Please allow up to five minutes for the course content to load. Loading progress will be indicated by the bar within the cylinder on the Adobe Captivate screen.



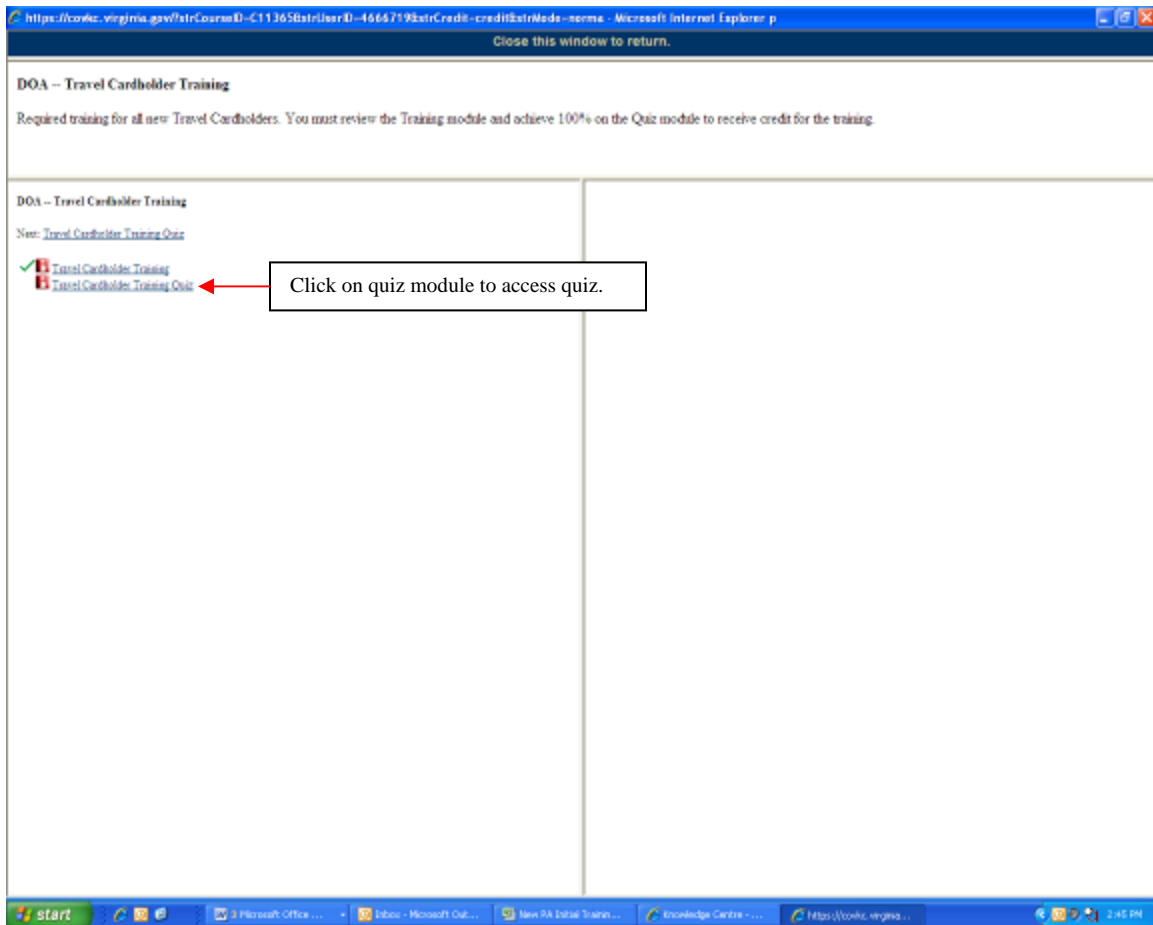
Charge Card Administration  
Accessing the Travel Card Cardholder Training in LMS

10. Once you've successfully completed the course module, be sure to exit the module by clicking on the **'Return'** button at the bottom of the course screen. If you use the 'x' in the top right corner the system will not give you credit for finishing the course.



Charge Card Administration  
Accessing the Travel Card Cardholder Training in LMS

11. Click on the **'Travel Cardholder Training Quiz'** quiz link to access the course quiz module.



Charge Card Administration  
Accessing the Travel Card Cardholder Training in LMS

**12. Answer 10 quiz questions** correctly in order to successfully complete the module.

You will be asked to answer 10 test questions in this module which will be randomly drawn from a pool of Multiple Choice and True or False questions. Select the best answer for each question then press **'Submit'**. You will receive immediate feedback letting you know if your answer was correct or not. You will be given two chances to answer each question correctly. You must answer all of the questions correctly in order to receive credit for taking the training.

The screenshot shows a web browser window titled "SCORM Course Window - Windows Internet Explorer provided by DEPARTMENT OF ACCOUNTS". The main content area displays a quiz titled "Travel Card Program Cardholder Training Quiz" with a point value of 10. The question is: "If you allow your travel card to become delinquent, your agency will be reported in the quarterly compliance report issued by the Department of Accounts." The options are "True" and "False". A "SUBMIT" button is at the bottom right of the question box. The score is "0 points out of 0".

Three instructional boxes with arrows point to the quiz interface:

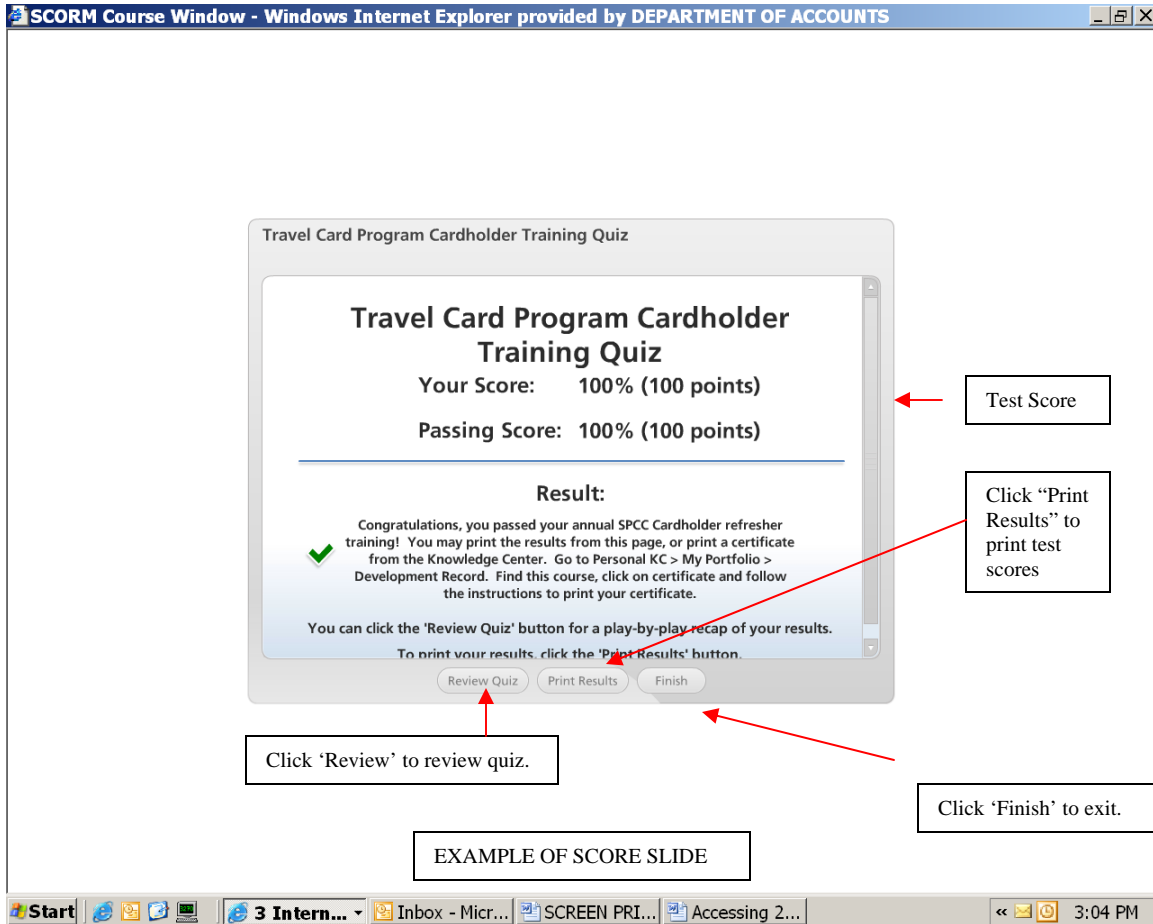
- Box 1: "1) Read question and answers carefully." points to the question text.
- Box 2: "2) Select answer." points to the radio button for the "True" option.
- Box 3: "3) Click 'Submit'." points to the "SUBMIT" button.

A central box at the bottom of the screenshot contains the text "EXAMPLE OF TEST QUESTION".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "3:07 PM".

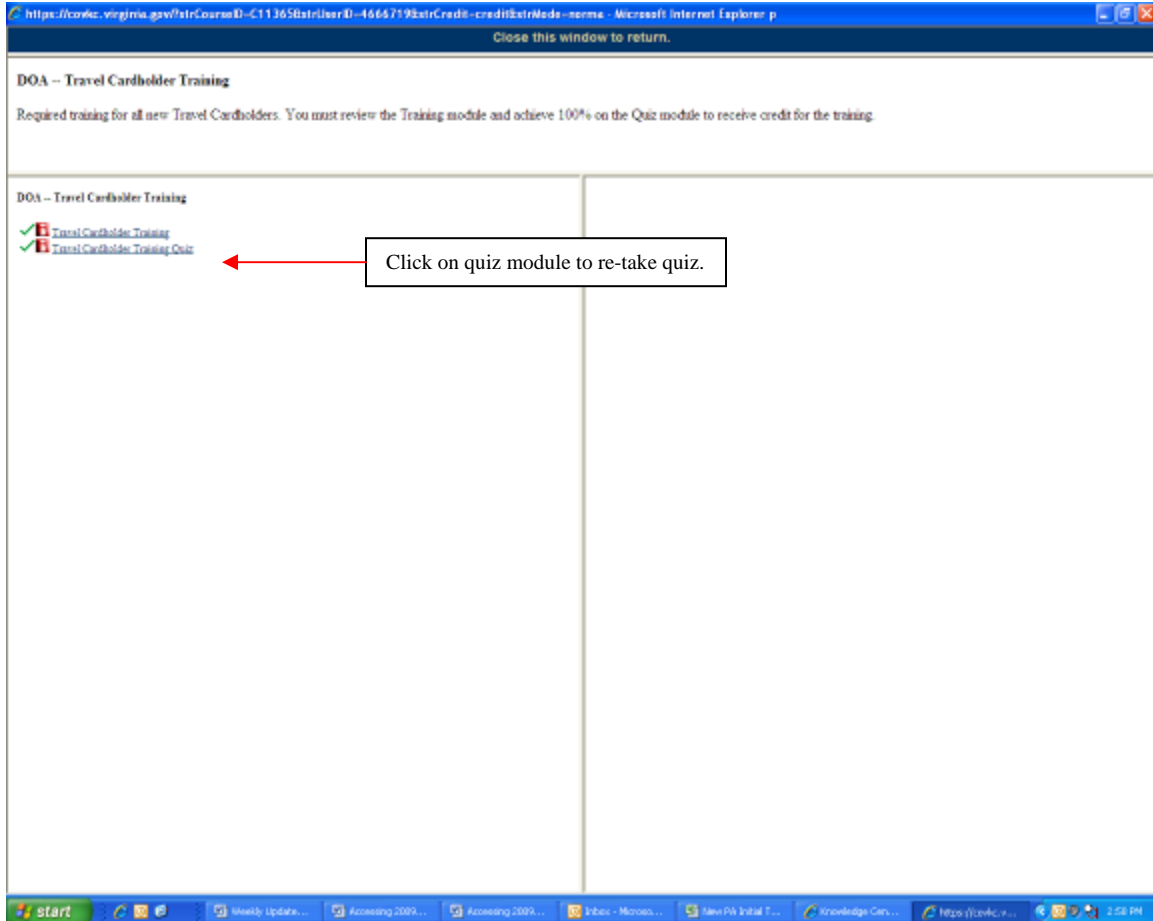
Charge Card Administration  
Accessing the Travel Card Cardholder Training in LMS

13. Upon completing all test questions a slide will appear displaying your score. You must receive a test score of 100% in order to pass and receive credit for taking the training. You may review each quiz question by clicking on the **'Review Quiz'** button or to exit the quiz module click on the **'Finish'** button. If you use the 'x' in the top right corner the system will not give you credit for finishing the quiz.



Charge Card Administration  
Accessing the Travel Card Cardholder Training in LMS

14. If you receive a score of **100%** on the test, you will have **successfully completed** the course. If you do not receive a score of 100% on the test, you will have to take the quiz module over again until you pass. Click on the **'Travel Cardholder Training Quiz'** quiz module (see page 10) to re-take the quiz.



Charge Card Administration  
Accessing the Travel Card Cardholder Training in LMS

15. Once you've successfully completed both the course module and the quiz module, be sure to exit the course and the LMS system.

By utilizing LMS we no longer require "secret" words to be sent to the CCA Team in order for you to receive credit for completing your training. We now track your training completion and obtain your training test score through LMS.

**If you do not pass the quiz with 100% you will not receive credit.**

Please Note:

— If you did not check the 'Take course for credit' box (see page 6) you will not receive credit for taking the course.

—If you did not exit the course module using the 'Return' button at the bottom of the screen (see page 9) you will not receive credit for taking the course.

— If you did not exit the quiz module using the 'Finish' button at the end of the quiz (see page 12) you will not receive credit for taking the course.

— If you did not successfully complete both the course module and the quiz module you will not receive credit for taking the course.

— If you did not receive a test score of 100% on the quiz module you will not receive credit for taking the course

—If you would like to use this course as a reference later, please uncheck the 'Take course for credit' box and click on the 'Browse Course' button instead of the 'Take Course' button (see page 6).