Commonwealth of Kentucky

TEAM KENTUCKY®

CABINET FOR HEALTH AND FAMILY SERVICES

Commonwealth Offerings for Learning & Training (COLT) Learning Management System (LMS)

COLT LMS kynector Quick Reference Guide

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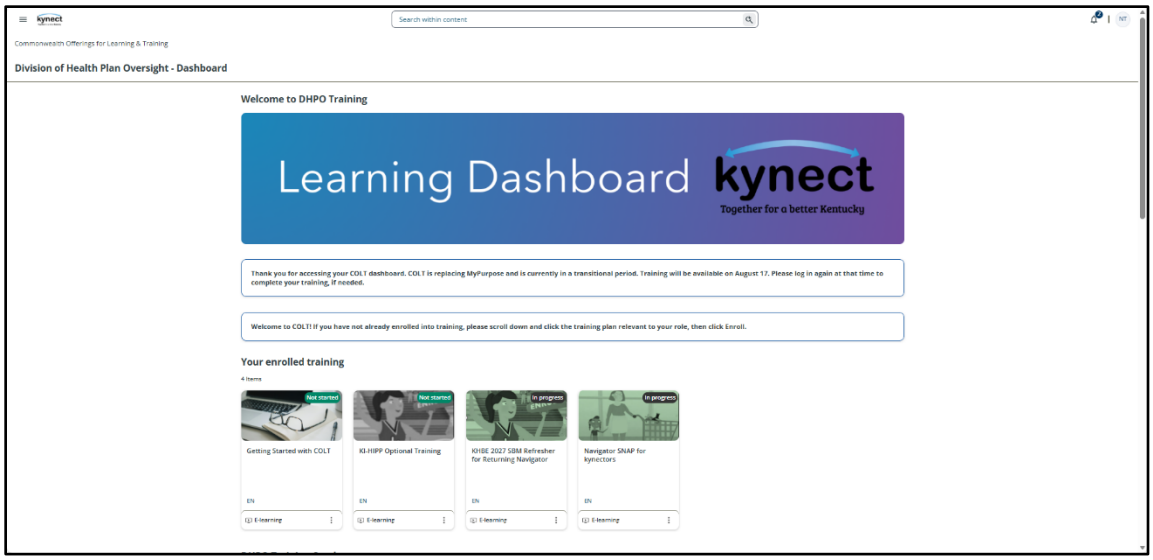
COLT LMS Dashboard Navigation

After signing into the COLT LMS, kynectors will see their Dashboard display. kynectors can select a course from the *Your Enrolled Training* section to begin training or enroll in additional courses through the *DHPO Training Catalog* section. Utilize the *Search Bar* to search for applicable training courses and content if needed.

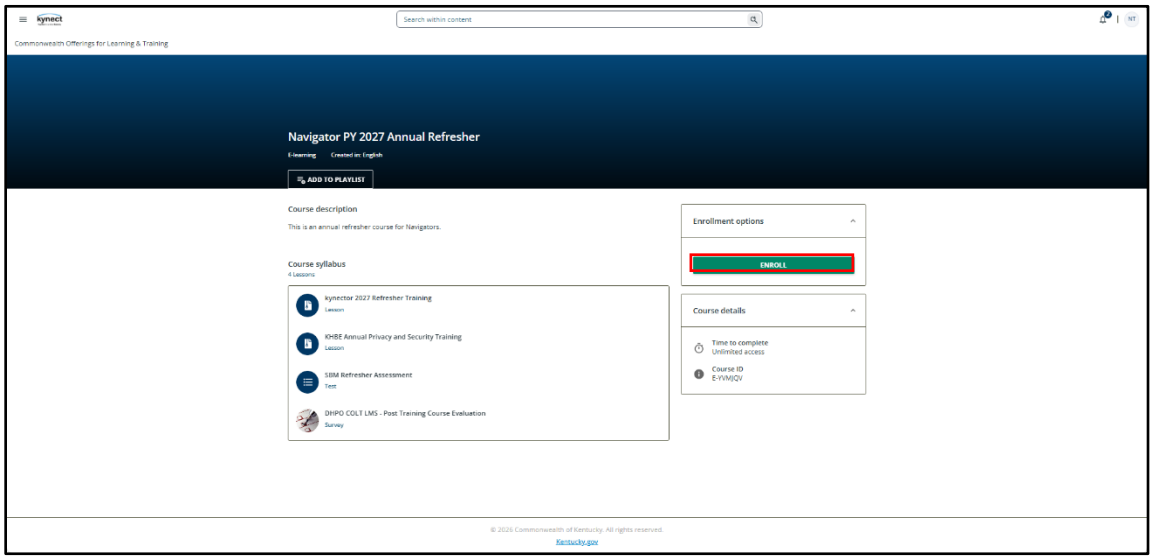
Your Enrolled Training

1. Under the *Your Enrolled Training* section, select the applicable **Course** then select **Start Learning Now** to begin training.



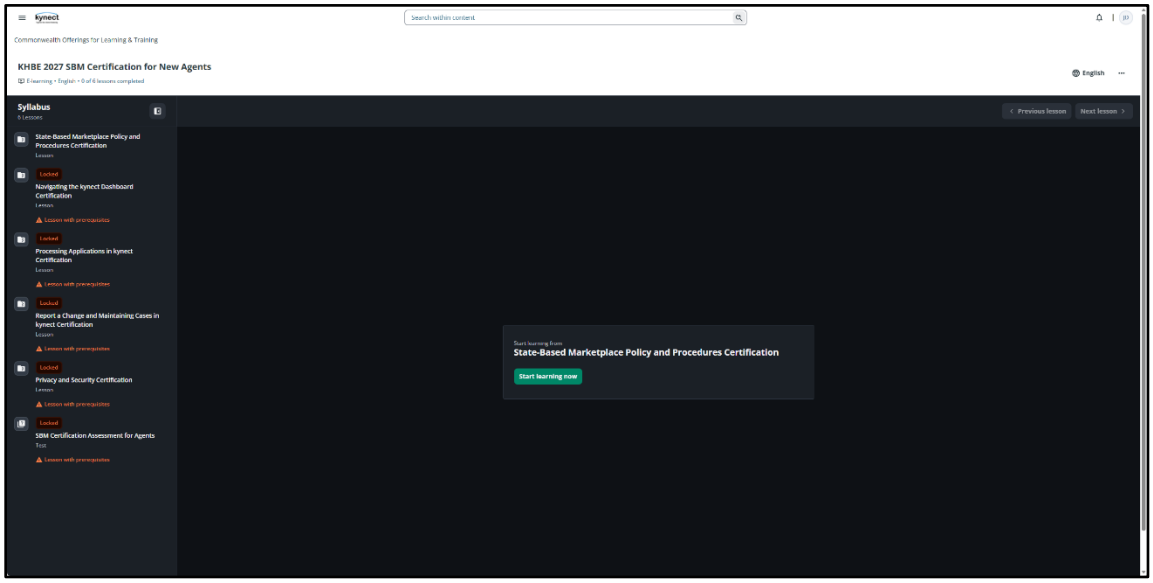
DHPO Training Catalog

1. If kynectors would like to take a course they are not currently enrolled in, select a **Course** from the *DHPO Training Catalog* section to view course details and select **Enroll**.



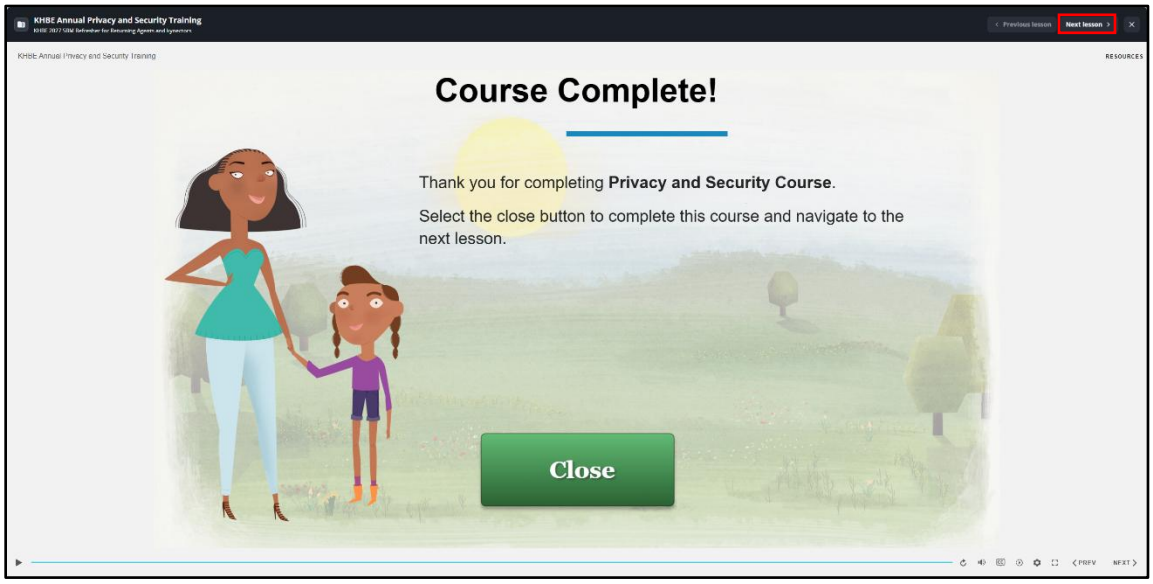
Please note: Completing training for a program (such as SNAP or Presumptive Eligibility) does not automatically grant you access to that program. Access and role assignments are managed separately by those programs. Please contact the Administrators of those programs to request access before completing the required training.

2. Select **Start Learning Now** to begin the course instruction.

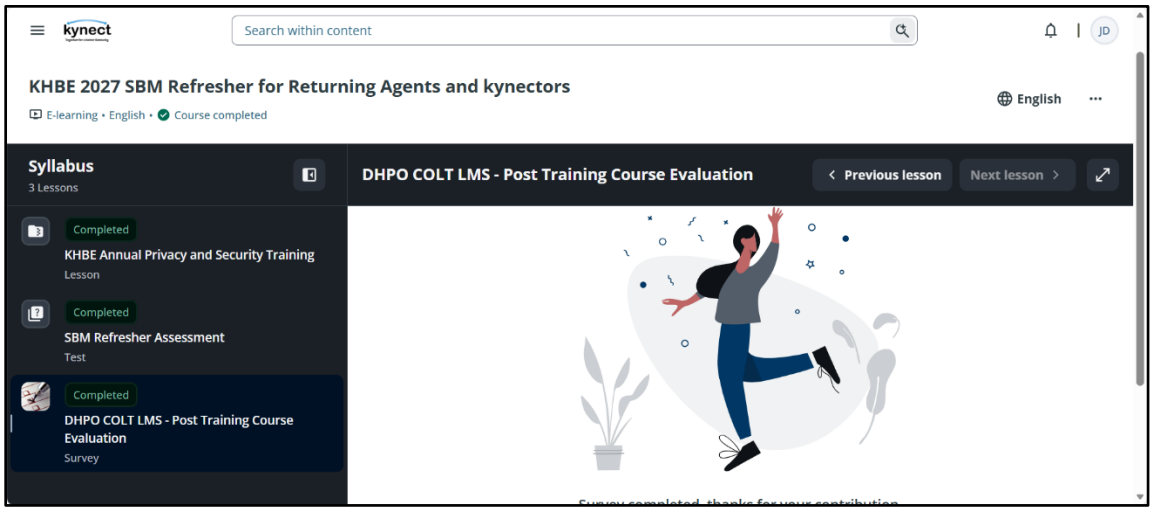


Please note: Course lesson(s) will display under the left-hand *Course Syllabus* section. Courses may be locked if sequential navigation is required. Select **Close Course Syllabus** to collapse the Course Syllabus, if desired.

3. If the course contains multiple lessons, select **Next Lesson** to proceed to the next lesson within the selected course.

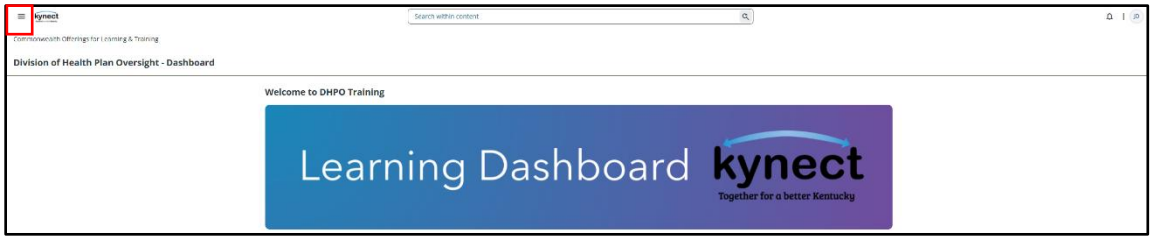


4. After completing all applicable lessons within the course, select **Collapse Lesson Preview** to exit the Course Player, then select the **kynect logo** to return to your Dashboard.

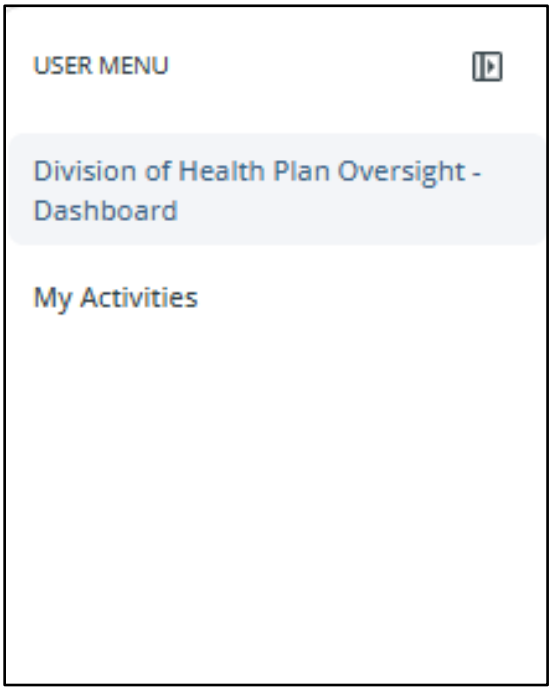


User Menu

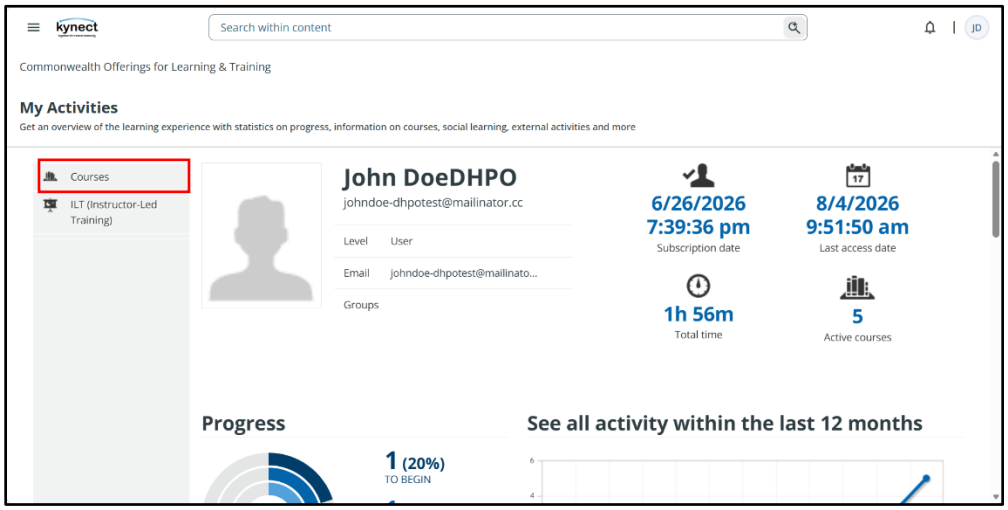
1. Select the **Hamburger Menu** located in the top-left of your Dashboard to access the *User Menu* section.



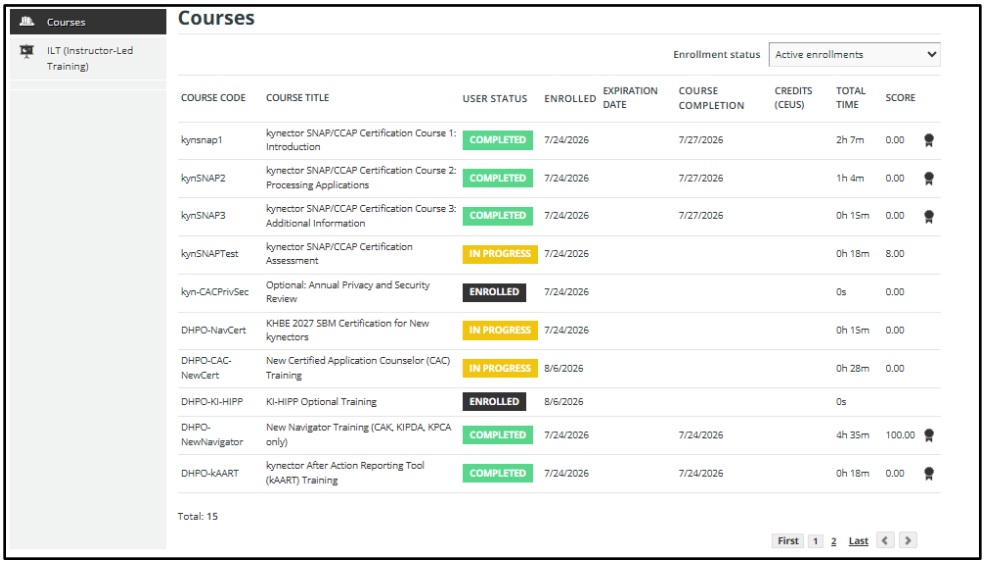
2. Select **My Activities** to view a snapshot of training activities.



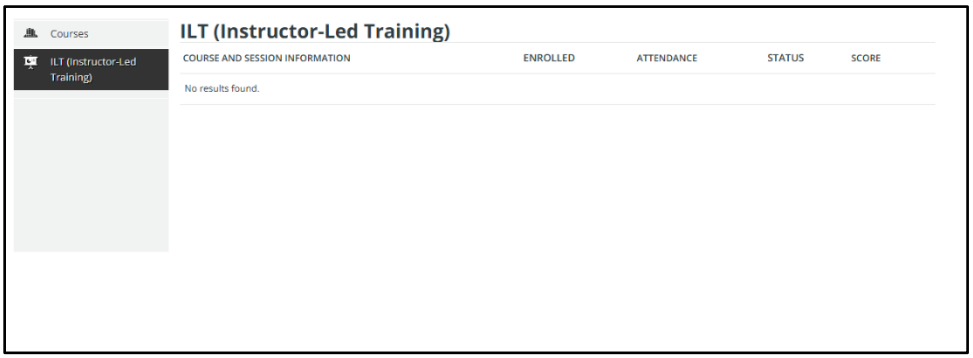
3. The **My Activities** screen displays an overview of a user's learning history, including total time spent in training, enrolled courses, progress of enrolled courses, and more. Select **Courses** to view information related to enrolled, in progress, or completed training courses and to download course certificates.



4. The **Courses** screen displays details related to a user's enrolled courses including *User Status, Enrolled Date, Expiration Date, Course Completion Date, Total Time,* and *Score*. Select the **Certificate** icon to download course certificates. The certificate will open in a new browser window on your computer.
5. Select **ILT (Instructor-Led Training)** to view details related to ILT courses, if applicable.



6. The **ILT (Instructor-Led Training)** screen displays details related to a user's enrolled ILT courses including *Enrolled, Attendance, Status,* and *Score*. These are courses that are hosted virtually or in-person with a live instructor.

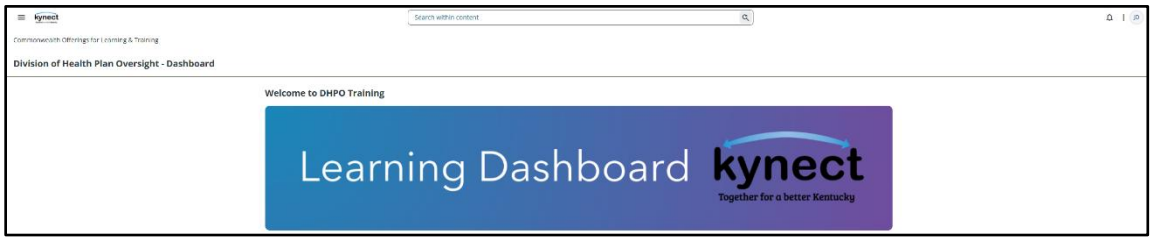


Please note: KHBE does not currently have any assigned ILT courses.

Notifications

Notifications help kynectors stay informed on training-related updates.

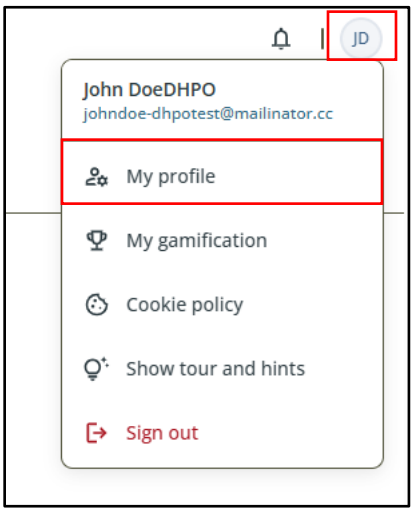
1. Select the **Bell Icon** in the top-right corner to view recent system notifications. When selected, the *Notifications Panel* opens on the right side of any COLT LMS screen. kynectors may view all notifications, filter unread notifications, or mark all notifications as read.



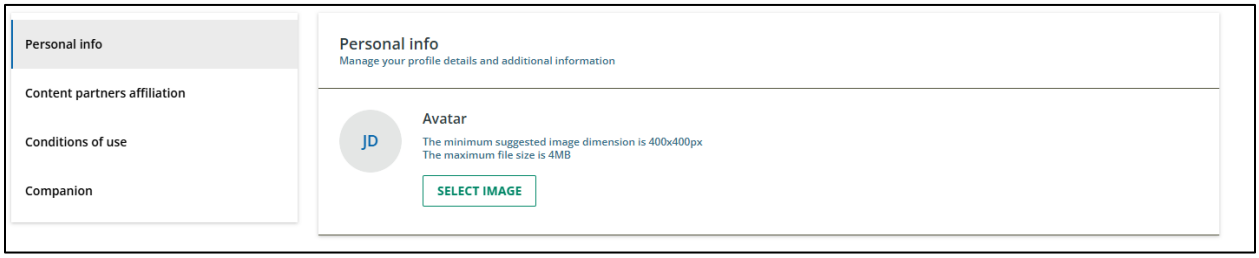
My Profile

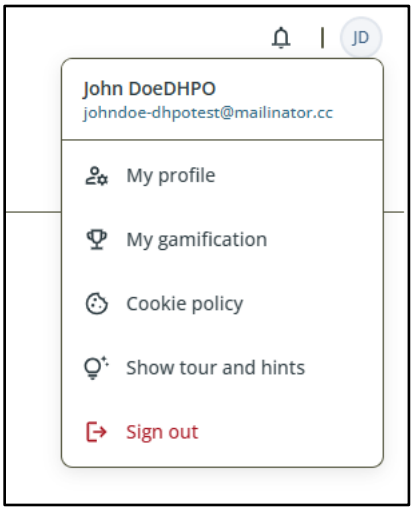
The *My Profile* section is where kynectors may access account details or sign out of the COLT LMS.

1. Select your **Initials** to access related functions, then select **My Profile** to access account details



2. Select **Select Image** to upload a profile avatar for your COLT LMS account. Select the applicable **Image** from your local device then select **Open** to apply the image.



Please note: The COLT LMS uses KYID/KOG account information to link and manage personal information. If a user wants to update personal information, they must update their KYID/KOG account.

3. To sign out of the COLT LMS, select **Sign Out** to navigate to the COLT LMS **Sign in** screen.