

# Learning Management User Guide

---

## **Non-FDA Learner**



## Revision History

This document was prepared by:

<b>Date</b>	<b>Document Version</b>	<b>Document Revision Description</b>	<b>Document Author</b>
01.20.2022	01	First draft for FDA OTED review	Taylor Horrocks
6.29.2022	02	Second draft	Taylor Horrocks
7/14/2022	03	Third draft with updates	Sam Dillener

## Table of Contents

Revision History .....	2
<b>Non-FDA Learner System Overview.....</b>	<b>4</b>
<b>ORA Learned: Glossary .....</b>	<b>5</b>
<b>Request an ORA Training Account.....</b>	<b>7</b>
<b>Recognize Your Navigation Bar.....</b>	<b>11</b>
<b>Use Global Search.....</b>	<b>14</b>
<b>Access Your User Guides.....</b>	<b>16</b>
<b>Access Your Transcript.....</b>	<b>18</b>
<b>Complete Your Training.....</b>	<b>20</b>
<b>Access Your Certificate of Completion.....</b>	<b>22</b>
<b>Review Your Completed Training.....</b>	<b>23</b>
<b>Download/Print Your Transcript.....</b>	<b>25</b>
<b>View Your Scheduled Sessions.....</b>	<b>27</b>
<b>View Session Details.....</b>	<b>29</b>
<b>Search for Training.....</b>	<b>31</b>
<b>Add External Training.....</b>	<b>34</b>
<b>Create and Follow Playlists.....</b>	<b>36</b>
<b>Take a Test.....</b>	<b>40</b>
<b>Navigate the Cornerstone Q&amp;A Community.....</b>	<b>43</b>
<b>Frequently Asked Questions.....</b>	<b>46</b>

## Non-FDA Learner System Overview

**This section provides a brief introduction to your role in ORA LearnED.**

This system stores & tracks your training. You will log into the portal by navigating to <https://fdaoted.csod.com> and clicking on the button "Request an ORA Training Account." You will then need to choose from three options: 1) State, Local, Tribal, Territorial Regulator; 2) Non-ORA FDA Centers; or 3) Government, Non-FDA. After you make your selection, you will be redirected to your anonymous browsing page in ORA LearnED. From here, you can browse for training, view the Events Calendar, and register for an account.

Once you have an account, you can navigate to your Transcript, which includes your completed training records as well as all the training you are currently taking. You will be assigned training through this system, which will also appear on your Transcript. You can access and launch mandatory online training from your Transcript within ORA LearnED. You will also see the training classes for which you are currently registered. You can search for training that has been made available to you through this system. Finally, you will be able to access & launch any pre-work associated with upcoming training sessions.

## ORA LearnED: Glossary

This section provides definitions of common ORA LearnED terminology.

<b>1. Curriculum</b>	A <b>Curriculum</b> is a <b>Learning Object</b> which is made up of an association of other <b>Learning Objects</b> .
<b>2. Event</b>	An <b>Event</b> is a <b>Learning Object</b> which represents Instructor-Led Training (ILT) or Virtual Instructor-Led Training (vILT), given to users with credit tracked in the system.
<b>3. Learning Object</b>	A <b>Learning Object</b> is an individual unit of training; <b>Online Class, Material, Session, Event, Video, Test, or Curriculum</b> . A <b>Curriculum</b> can contain multiple <b>Learning Objects</b> (LOs) in a specific order for users to take.
<b>4. Material</b>	A <b>Material</b> LO is a basic <b>Learning Object</b> type which can be used to represent acknowledgement & requires users to mark them complete. <b>Materials</b> can support PDFs, Word Documents, Powerpoint Decks, & URLs to external sites.
<b>5. Online Course</b>	An <b>Online Course</b> is a SCORM package which surrounds the interactive learning content. This allows the LMS (ORA LearnED) & the user to engage with the content in new and more meaningful ways.
<b>6. Session</b>	A <b>Session</b> is a scheduled occurrence of an <b>Event</b> .
<b>7. Subject</b>	A <b>Subject</b> is any topic or item of interest. Users can choose from a pre-determined list and add <b>Subjects</b> to their <b>Universal Profile Bio About</b> page. These <b>Subjects</b> are searchable in <b>Learning Search</b> . <b>Subjects</b> added to your <b>Universal Profile Bio About</b> page also inform suggested training.
<b>8. Statuses</b>	Training on your <b>Transcript</b> can be in several statuses, including " <b>Registered</b> ", " <b>In Progress</b> ", " <b>Past Due</b> ", and " <b>Completed</b> ". These refer to the state of a particular item of training on your <b>Transcript</b> with regard to your progress in completing it. A " <b>Registered</b> " status indicates that you have been assigned the training but have yet to begin taking it. " <b>Past Due</b> " refers to the due date associated with the <b>LO</b> . When training is in " <b>Completed</b> " status, it is moved automatically from your <b>Active Transcript</b> to your <b>Completed Transcript</b> , providing a separate record for all of your completed training.

<p><b>9. Test</b></p>	<p>A <b>Test</b> is a <b>Learning Object</b> in the system which captures an assessment of certain questions or exercises. This is an examination completed online in ORA LearnED which will then provide a record of completion on your <b>Transcript</b>.</p>
<p><b>10. Transcript</b></p>	<p>Every user has a personalized <b>Transcript</b> which enables the user to manage their training. The <b>Transcript</b> displays the status of each <b>Learning Object (LO)</b> requested by, assigned to, or required of the user, which allows the user to determine if the training is pending, approved, denied, or many other potential statuses. Depending on the training status, users can register, launch, and perform a variety of other training functions directly from the <b>Transcript</b>.</p>
<p><b>11. Video</b></p>	<p><b>Videos</b> are supported as <b>LOs</b> in ORA LearnED, either as a URL or an uploaded file.</p>
<p><b>12. Universal Profile</b></p>	<p>Every user has a <b>Universal Profile</b>, representing the central user interface within the system. You can access all areas of your profile from this page.</p>
<p><b>13. Welcome Page</b></p>	<p>The <b>Welcome Page</b> is your landing page when you first access the system. It has widgets and tools to give you easy access to the different areas of the portal that you may frequent. You can always return to this page by clicking on the FDA logo in the top left corner of the screen.</p>

# Request an ORA Training Account

This section shows a non-FDA learner how to register for an account in ORA Learned .

First, you will need to land on the correct browsing site. From <https://fdaoted.csod.com>, click on the button "Request an ORA Training Account."

Welcome to the  
FDA Office of Regulatory  
Affairs Training System  
Managed by ORA/Office of Training,  
Education and Development (OTED)

State/Local/Tribal/Territorial/Non-FDA Gov - Use your  
email address and password, then select Login.

Email Address

Password

Login

FDA: PIV Card Login

Request an ORA Training Account

Forgot password?

Need help? Click here to email Appsdesk@fda.hhs.gov



Choose the option that best represents your affiliation.

**Request an ORA Training System account by clicking on one of the links below that best represents your affiliation:**

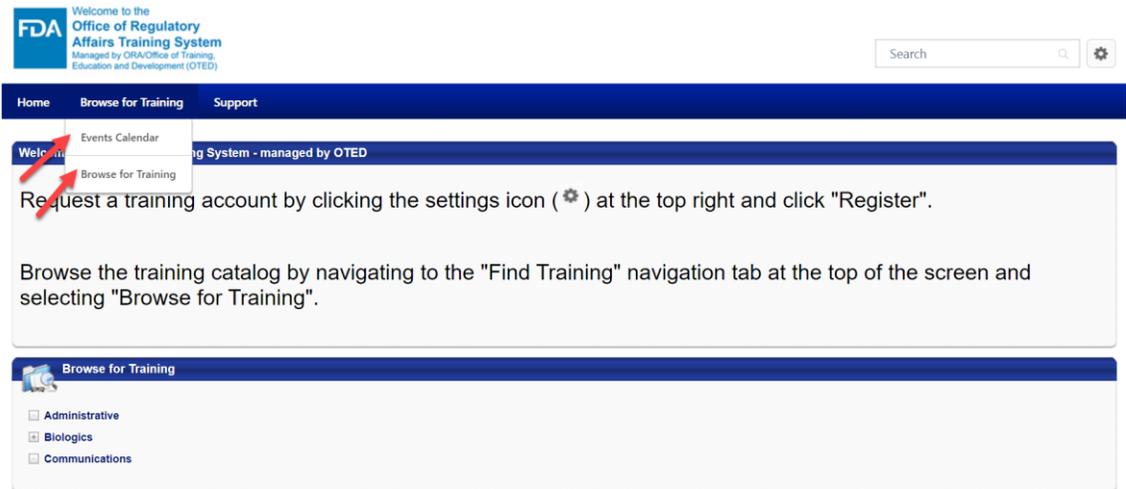
State, Local, Tribal, Territorial Regulator-  
Click [Here](#)

Government, Non-FDA - Click [Here](#).

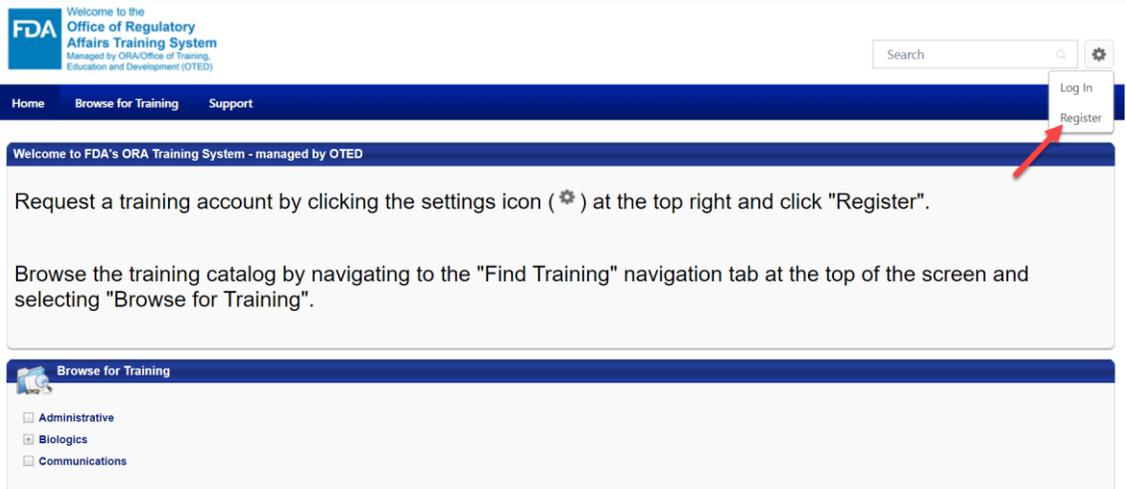
FDA Non-ORA Centers - Click [Here](#).



1. Before creating a profile, you can browse for training if you would like. Hover over the tab **Browse for Training** and select **Events Calendar** (to view scheduled **Sessions**) or **Browse for Training** (to view other types of training).



2. To request an account, hover over the gear icon in the top right corner and select **Register**.



3. On the first page, enter your first and last name and your email address, then click **Next**.



4. Fill out all required fields on the second page. Remember, in the **User ID** field, enter your **email address**.

\* Required Field

Please enter your email address as your User ID.

\* User ID:

Occupational Series   
Code:

\* Position Title

\* Organization: **Colorado**  

\* Employer Type: **Military**  

Location: 

\* Address Line 1:

Address Line 2:

\* City:

State:

\* Zip:

5. Once you have filled out all fields, choose a password. Click **Submit**.

LMS Privacy Act Statement [Click here for the LMS Privacy Statement](#)

\* Passwords must contain both upper and lower case letters.  
\* Passwords must be 8 - 20 characters.  
\* Passwords cannot have leading or trailing spaces.  
\* Passwords cannot be the same as the Username, User ID, or email address.  
\* Passwords must contain at least one special character.

\* New password

\* Confirm password

Already a user? [Login here](#)  
Return to Browsing? [Click here](#)

6. Finally, you will see this message confirming that your request has been submitted. Once your account request is approved, you will be able to log in using the same email address and password at: <https://fdaoted.csd.com>.

Check your registered email account for an approval email. If your account is denied, you will also be notified.



**Instructions:** Please fill out the following fields to create a profile with the FDA ORA Training System. If you receive an error message that your email is already in use, email [Appsdesk@fda.hhs.gov](mailto:Appsdesk@fda.hhs.gov).

**Note:** Please choose an Occupational Series Code that is similar to your Position Title.

Thank you for taking time to enter your information. Once your registration has been approved, an email will be sent to you.

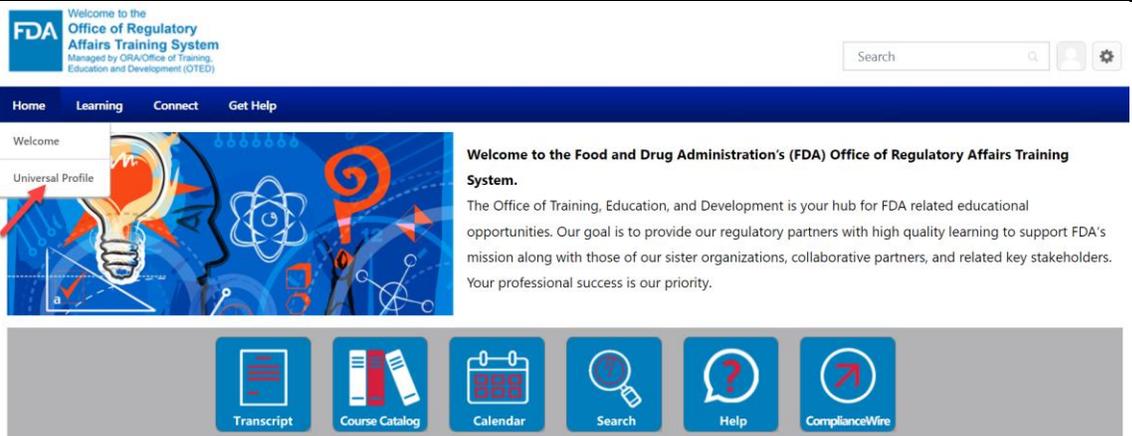
# Recognize Your Navigation Bar

This section shows a learner how to navigate to different pages in the system.

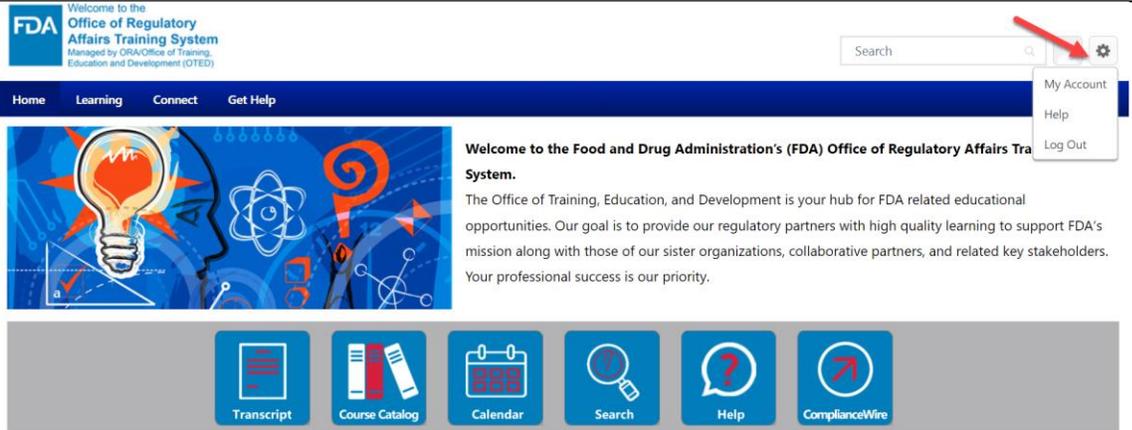
7. The **Navigation Menu** runs along the top of the page, regardless of where you are in the Portal. It will always be available.



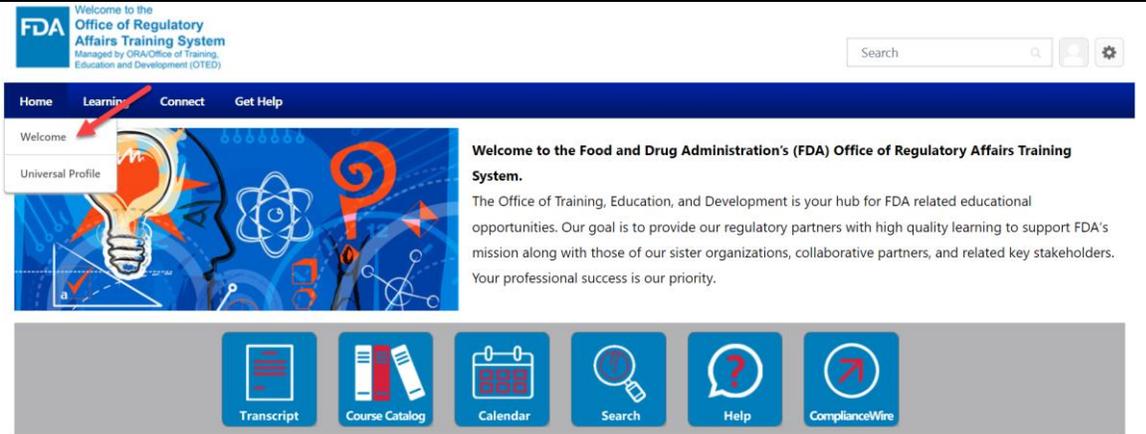
8. You can access your profile by hovering over **Home** and clicking on **Universal Profile**.



9. By clicking on the **"Gear"** icon, you can navigate to **Online Help** and **My Account**, and **Log Out**.



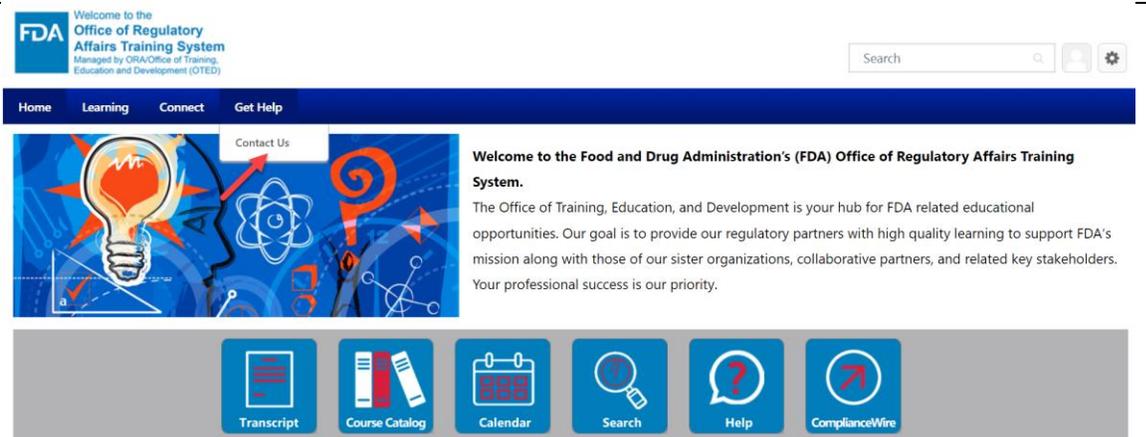
10. Under **Home**, you can return to the **Welcome Page**.



11. Under **Learning**, you can access **My Dashboard**, find training using **Learning Search**, create **Playlists**, **View Your Transcript**, browse the **Events Calendar**, and **Add External Training**.



12. Under **Get Help**, you can view a **“Contact Us”** custom page, which displays OTED contact information and some frequently asked questions.



13. To easily access ComplianceWire, click on that button on the Welcome Page.

Welcome to the  
**FDA** Office of Regulatory Affairs Training System  
Managed by ORA/Office of Training, Education and Development (OTED)

Home Learning Connect Get Help

**Welcome to the Food and Drug Administration's (FDA) Office of Regulatory Affairs Training System.**

The Office of Training, Education, and Development is your hub for FDA related educational opportunities. Our goal is to provide our regulatory partners with high quality learning to support FDA's mission along with those of our sister organizations, collaborative partners, and related key stakeholders. Your professional success is our priority.

Transcript Course Catalog Calendar Search Help ComplianceWire

# Use Global Search

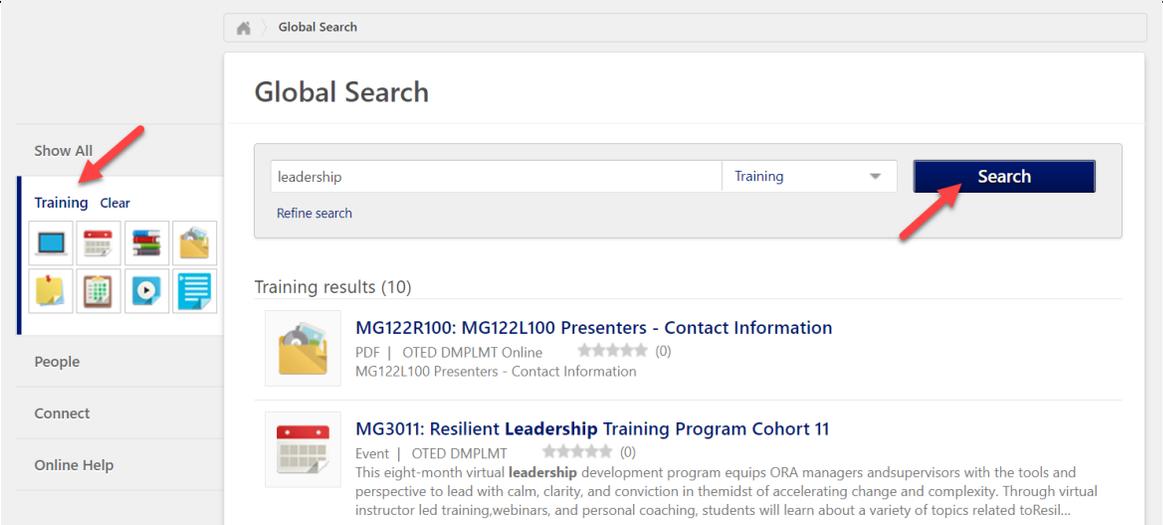
This section shows a learner how to search for postings and training using Global Search.

1. The search bar in the top right corner of your screen is called **Global Search**. You will see it on every page in ORA LearnED.



2. You can use **Global Search** to find training. Enter the title or keywords, then press enter or click on the **Search** button. Make sure to select the **Training** tab on the lefthand side.

You can filter your search to specific **Learning Object** types by selecting a thumbnail image on the lefthand side.



3. You can also search for postings in **Communities** that you are part of. Enter a keyword, then press enter or click on the **Search** button. Make sure to select the **Connect** tab on the lefthand side.

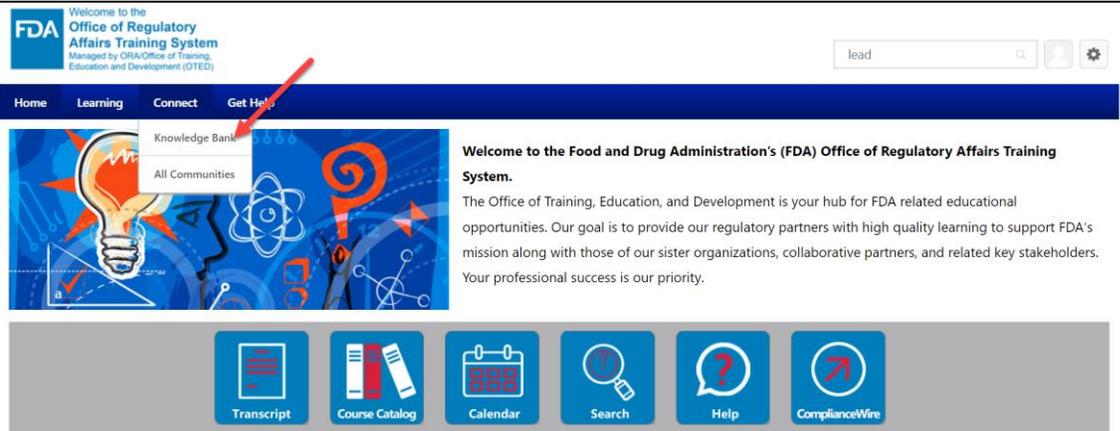
You can filter your search to specific types of postings by selecting a thumbnail image on the lefthand side.

The screenshot displays the 'Global Search' interface. On the left, a sidebar contains navigation options: 'Show All', 'Training', 'People', 'Connect', and 'Online Help'. The 'Connect' option is selected and highlighted with a blue bar, and a red arrow points to it. Below 'Connect' are four icons representing different content types: a speech bubble, a person, a question mark, and a lightbulb. The main search area has a search bar containing the text 'launch', a dropdown menu set to 'Connect', and a blue 'Search' button with a red arrow pointing to it. Below the search bar, the results are titled 'Connect results (2)'. The first result is a discussion titled 'I am having trouble launching an online course. Can anyone help?' by Lauren Wittstadt. The second result is a file titled 'How to Launch Training from Transcript' by Taylor Horrocks. Both results include relevant hashtags like #Featured, #cornerstone, #transcript, and #help.

# Access Your User Guides

This section shows a learner how to access user guide documents relevant to their role.

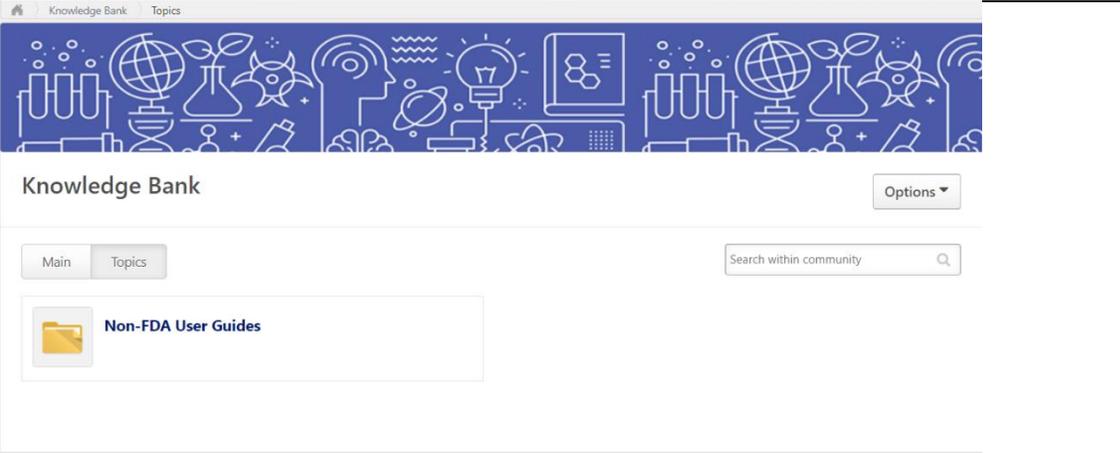
1. On the **Navigation Bar**, hover over **Connect** and select **Knowledge Bank**.



2. In the **Knowledge Bank**, click on **Topics**. Then, click on the topic called "ORA Learned User Guides."



3. Click on the subtopic called "Non-FDA Learner".



4. To open a user guide, click on the name of the posting. Then, within the posting, click on the name of the file. It will download to your desktop.

The screenshot shows a web interface for a Knowledge Bank topic. At the top, there is a blue header with the text 'Knowledge Bank Topics Non-FDA User Guides' and a decorative banner with various scientific icons. Below the header, the topic name 'Non-FDA User Guides' is displayed, along with 'Manage Topic' and 'Create Posting' buttons. A sub-section titled 'Non-FDA Learner' includes a search box and a 'Sort by Latest Reply' dropdown. A table lists the posts:

Postings	Author	Replies	Views	Likes
Non-FDA Learner Guide	COURTNEY GEORGE 6/13/2022 8:50 PM	0	3	0

5. You can access these user guides at any time by navigating back to the **Knowledge Bank**.

The screenshot shows the homepage of the FDA Office of Regulatory Affairs Training System. The header includes the FDA logo and the text 'Welcome to the Office of Regulatory Affairs Training System Managed by ORA/Office of Training, Education and Development (OTED)'. A navigation menu has 'Home', 'Learning', 'Connect', and 'Get Help'. A red arrow points to the 'Knowledge Bank' link in the 'Get Help' dropdown menu. The main content area features a large graphic with a lightbulb and a magnifying glass, and a welcome message: 'Welcome to the Food and Drug Administration's (FDA) Office of Regulatory Affairs Training System. The Office of Training, Education, and Development is your hub for FDA related educational opportunities. Our goal is to provide our regulatory partners with high quality learning to support FDA's mission along with those of our sister organizations, collaborative partners, and related key stakeholders. Your professional success is our priority.' At the bottom, there is a row of six icons: Transcript, Course Catalog, Calendar, Search, Help, and ComplianceWire.

# Access Your Transcript

This section shows a learner how to navigate to their Transcript.

1. On the **Welcome Page**, click on the **Transcript** button.

Welcome to the **Office of Regulatory Affairs Training System**  
Managed by ORA/Office of Training, Education and Development (OTED)

Home Learning Connect Get Help

Welcome to the **Food and Drug Administration's (FDA) Office of Regulatory Affairs Training System.**

The Office of Training, Education, and Development is your hub for FDA related educational opportunities. Our goal is to provide our regulatory partners with high quality learning to support FDA's mission along with those of our sister organizations, collaborative partners, and related key stakeholders. Your professional success is our priority.

Transcript Course Catalog Calendar Search Help ComplianceWire

2. You can also get to your **Transcript** from the **Navigation Menu** by hovering over **Learning** then clicking on **"View Your Transcript"**.

Welcome to the **Office of Regulatory Affairs Training System**  
Managed by ORA/Office of Training, Education and Development (OTED)

Home Learning Connect Get Help

My Dashboard  
Learning Search  
Playlists  
View Your Transcript  
Events Calendar  
Add External Training

Welcome to the **Food and Drug Administration's (FDA) Office of Regulatory Affairs Training System.**

The Office of Training, Education, and Development is your hub for FDA related educational opportunities. Our goal is to provide our regulatory partners with high quality learning to support FDA's mission along with those of our sister organizations, collaborative partners, and related key stakeholders. Your professional success is our priority.

Transcript Course Catalog Calendar Search Help ComplianceWire

3. This is your **Transcript**, which provides a summary of all your training. When you first access the **Transcript**, you land on the **Active Transcript**. Here, you can manage courses you are currently taking.

Change **Active** to **Completed** to view your Completed learning, and change **Completed** to **Active** to view your In Progress learning.

**10.17 HRS**  
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **9/30/2022** COST **\$0.00**

Active By Status All Types Search for training

Active  
Completed  
Archived

**N: Communication Skills for Regulators**  
022 Status: Registered / Past Due Launch

To view courses you have taken in

the past, select **Completed Transcript**.

4. There are several filtering options available on your **Transcript**.

You can sort your **Transcript** by **Status, Due Date, and Type**.

You can also **Search for Training** within your **Transcript**.

Change **Active** to **Completed** to view your Completed learning, and change **Completed** to **Active** to view your In Progress learning.

The screenshot shows a user interface for a training transcript. At the top, it displays '10.17 HRS AGGREGATE TRAINING COMPLETED'. To the right, there are icons for 'FISCAL YEAR ENDING 9/30/2022' and 'COST \$0.00'. Below this, there are three dropdown menus: 'Active', 'By Status', and 'All Types'. A search bar labeled 'Search for training' is on the right. A 'Launch' button is at the bottom right. A dropdown menu is open under 'By Status', showing options: 'By Title', 'By Status' (selected), 'By Date Added', 'By Training Type', and 'By Due Date'. A dropdown menu is also open under 'All Types', showing options: 'All Types', 'Completed / Past Due', and 'In Progress / Upcoming'. Red arrows point to the 'By Status' and 'All Types' dropdowns, and the search bar.

This section shows a learner how to complete training on their Transcript.

1. From your Transcript, Launch the Learning Object, either from the button or drop-down.

Change Active to Completed to view your Completed learning, and change Completed to Active to view your In Progress learning.

10.17 HRS  
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 9/30/2022 COST \$0.00

Active By Date Added Online Class

Search for training

Search Results (3)

**CC8011W: Communication Skills for Regulators**  
Due: 1/2/2022 Status: Registered / Past Due

**Introduction to OTED**  
Due: No Due Date Status: Registered

**AD103: Accounting Operations**  
Due: No Due Date Status: In Progress

Launch

Launch

View Training Details

Request Exemption

Mark Complete

2. For some Learning Objects, including Videos and Materials, you will need to mark yourself complete to earn credit. To do so, click the Mark Complete button after you have finished reading or watching the training.

3. Online Courses will open in a separate window. If they have a quiz component, you must pass the quiz in order to be marked complete. In most cases, you will have unlimited attempts.

Launch - Google Chrome

corporate4proxy.csod.com/lms/scorm/clientLMS/ScormFrames.aspx?aicc\_sid=AICCEH407vlo\_24Wld-y1TQHWA&aicc\_url=https://corporate4proxy.csod.com/LMS/scorm/aicc.aspx

FDA

Reduced Oxygen Packaging - Final Assessment

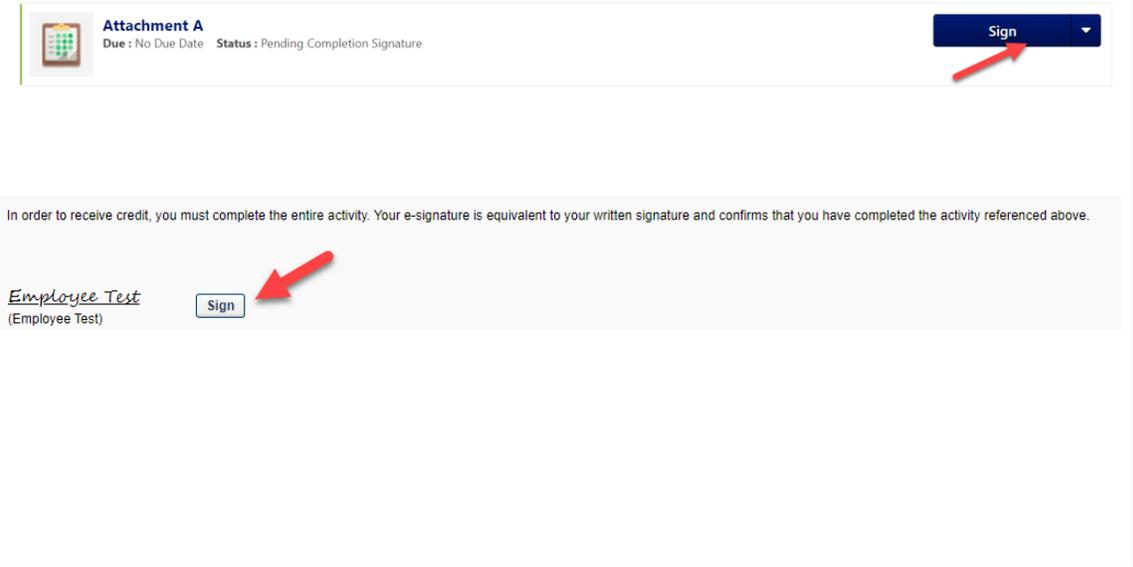
Final Assessment

Question 1

Submit

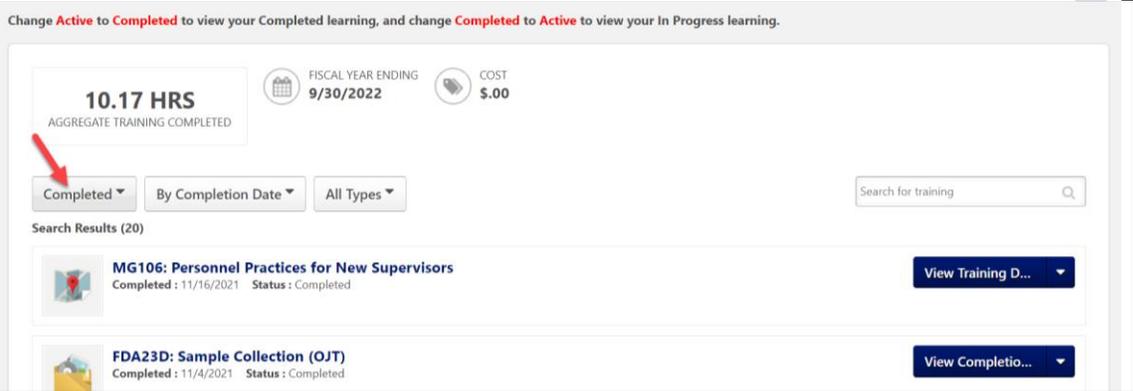
Page 1 of 10

4. Sometimes you will be required to provide your electronic signature to complete a **Learning Object**. When this is the case, your status will be Pending Completion Signature until you click **Sign**. On the Training Details page, click **Sign** again.



The screenshot shows a training activity titled "Attachment A" with a status of "Pending Completion Signature". A red arrow points to a "Sign" button in the top right corner. Below the activity title, there is a note: "In order to receive credit, you must complete the entire activity. Your e-signature is equivalent to your written signature and confirms that you have completed the activity referenced above." Underneath, the activity is listed as "Employee Test (Employee Test)" with another "Sign" button highlighted by a red arrow.

5. When you've finished the **Learning Object**, it will automatically transfer from your **Active Transcript** to your **Completed Transcript**.



The screenshot displays a training dashboard. At the top, it shows "10.17 HRS AGGREGATE TRAINING COMPLETED". Below this, there are filters for "Completed" (highlighted with a red arrow), "By Completion Date", and "All Types". A search bar is also present. The dashboard lists two completed training activities: "MG106: Personnel Practices for New Supervisors" (Completed: 11/16/2021, Status: Completed) and "FDA23D: Sample Collection (OJT)" (Completed: 11/4/2021, Status: Completed). Each activity has a "View Training D..." or "View Completio..." button.

# Access Your Certificate of Completion

This section shows a learner how to access and download their Certificate of Completion.

1. From your Transcript, click the **Active** dropdown and select **Completed** to view your **Completed Transcript**. This will show all your completed **Learning Objects**.

Change **Active** to **Completed** to view your Completed learning, and change **Completed** to **Active** to view your In Progress learning.

10.17 HRS  
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 9/30/2022 COST \$0.00

Active By Date Added All Types Search for training

Completed  
Archived

Practical Applications for ORA Regulatory Field and Administrative Managers (Starts 1/27/2022)  
Due Date Status: Pending Approval Withdraw

2. To view the **Completion Page** of a **Learning Object**, click **View Completion Page**.

MP101: Basic Food and Drug Law (Starts 10/8/2021)  
Completed: 10/8/2021 Status: Completed View Completion Page

3. From the **Training Completion Page**, you can access your **Certificate** and rate the training.

Learner Test Transcript Training Completion

Learner Test Bio Transcript Actions

### Training Completion

You have completed 1111: Test Training Item!

What's next?

Rate This Training

View My Certificate

4. You can view your **Certificate** for completed training. Your own name and information will display in the certificate.

The certificate will open in a separate window and can be downloaded.

Learner Test Transcript Training Completion

Learner Test Bio Transcript Actions

### Training Completion

You have completed 1111: Test Training Item!

What's next?

Rate This Training

View My Certificate

# Review Your Completed Training

This section shows a learner how to rate and review previously completed training.

1. From your Transcript, click the **Active** dropdown and select **Completed** to view your **Completed Transcript**. This will show all your completed **Learning Objects**.

Change **Active** to **Completed** to view your Completed learning, and change **Completed** to **Active** to view your In Progress learning.

10.17 HRS  
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 9/30/2022 COST \$0.00

Active By Date Added All Types Search for training

Active Completed Archived

Practical Applications for ORA Regulatory Field and Administrative Managers (Starts 1/27/2022) Withdraw

2. To view the **Completion Page** of a **Learning Object**, click **View Completion Page**.

MP101: Basic Food and Drug Law (Starts 10/8/2021)  
Completed: 10/8/2021 Status: Completed View Completion Page

3. From the **Training Completion Page**, you can access your **Certificate** and rate the training.

Learner Test Transcript Training Completion

Learner Test Bio Transcript Actions

### Training Completion

You have completed 1111: Test Training Item!

What's next?

Rate This Training

View My Certificate

4. To rate and review the training, click on **Rate This Training**.

Learner Test Transcript Training Completion

Learner Test Bio Transcript Actions

### Training Completion

You have completed 1111: Test Training Item!

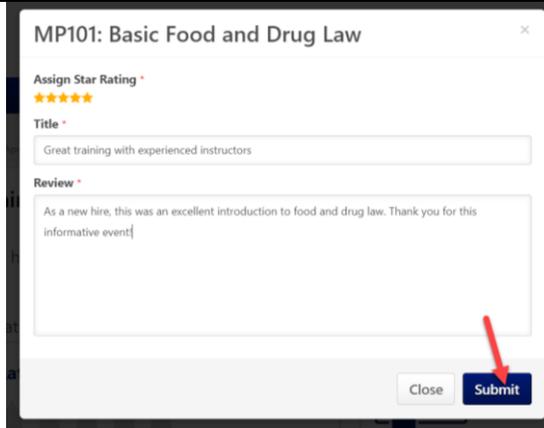
What's next?

Rate This Training

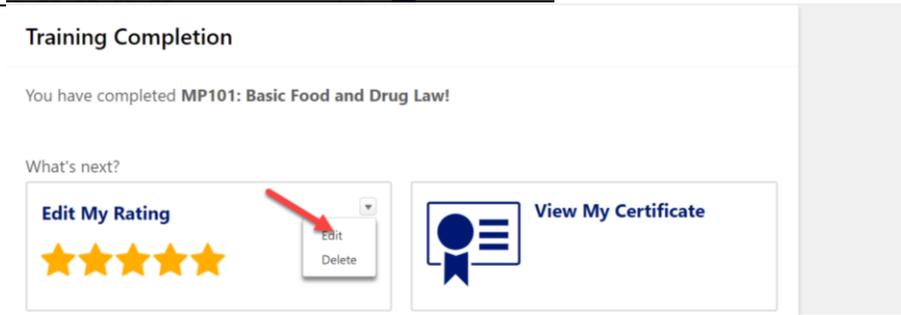
View My Certificate

5. Choose a star rating, add a title, and write a review. All fields are required.

Then, click **Submit** to finalize your review.



6. You can edit your rating at a later date by returning to the **Training Completion Page** and clicking on the dropdown next to your rating then selecting **Edit**.

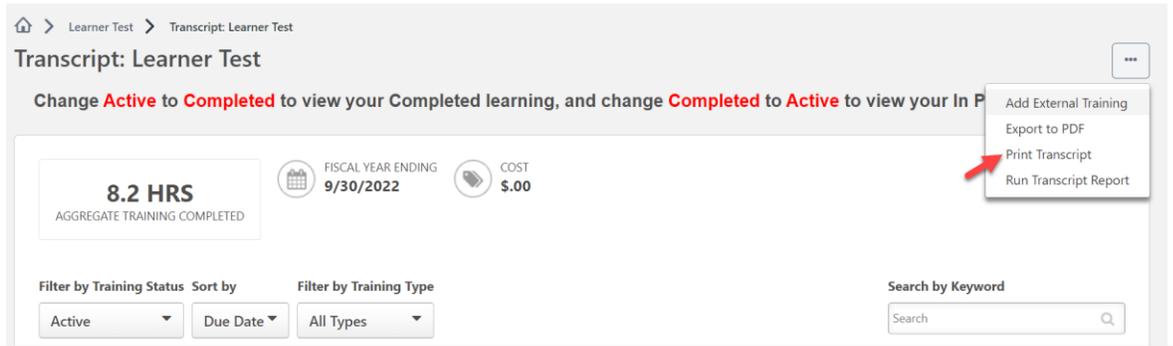


# Download/Print Your Transcript

This section shows a learner how to print their Transcript to get an output of their training record.

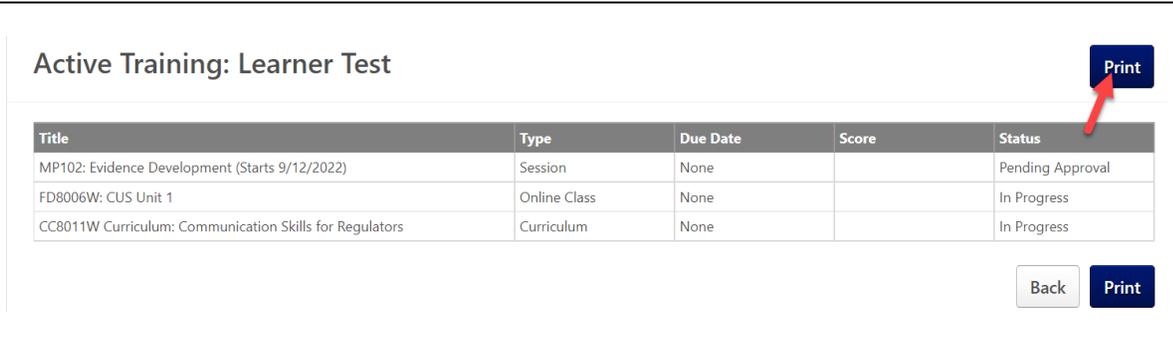
1. Access your Transcript. Click on the **Options** icon.

Select **Print Transcript**. You could also select **Export to PDF**.



The screenshot shows the 'Transcript: Learner Test' page. At the top, there is a breadcrumb trail: Home > Learner Test > Transcript: Learner Test. Below the title, there is a toggle switch: 'Change Active to Completed to view your Completed learning, and change Completed to Active to view your In Progress'. A summary card displays '8.2 HRS AGGREGATE TRAINING COMPLETED'. To the right, there are icons for 'FISCAL YEAR ENDING 9/30/2022' and 'COST \$0.00'. A dropdown menu is open, showing options: 'Add External Training', 'Export to PDF', 'Print Transcript', and 'Run Transcript Report'. A red arrow points to the 'Print Transcript' option. Below the menu, there are filters for 'Filter by Training Status' (Active), 'Sort by' (Due Date), and 'Filter by Training Type' (All Types). A search bar is labeled 'Search by Keyword'.

2. You will now see a page listing your Active Training. Click **Print**.



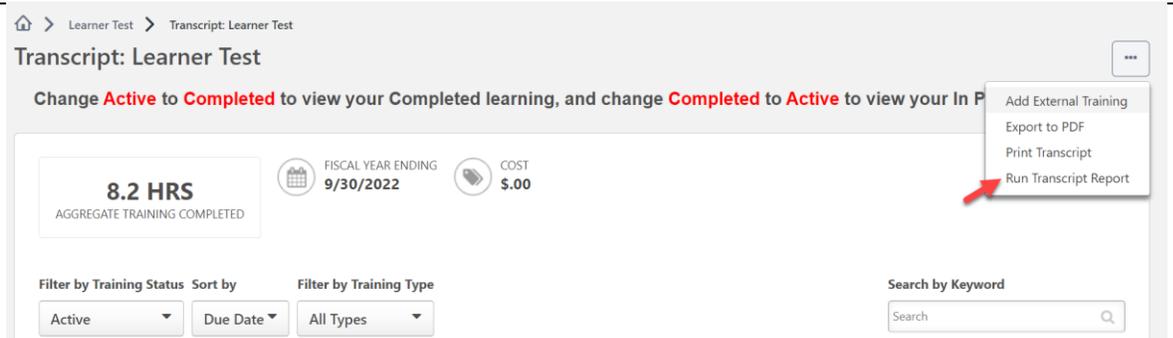
The screenshot shows the 'Active Training: Learner Test' page. It features a table with the following data:

Title	Type	Due Date	Score	Status
MP102: Evidence Development (Starts 9/12/2022)	Session	None		Pending Approval
FD8006W: CUS Unit 1	Online Class	None		In Progress
CC8011W Curriculum: Communication Skills for Regulators	Curriculum	None		In Progress

At the bottom right, there are 'Back' and 'Print' buttons. A red arrow points to the 'Print' button.

3. To download and print a more detailed report, including training that you have completed, return to your **Transcript** and click on the **Options** icon.

Select **Run Transcript Report**.



This screenshot is identical to the one in step 1, showing the 'Transcript: Learner Test' page with the options menu open. A red arrow points to the 'Run Transcript Report' option.

4. You can select specific **Learning Object** types, subjects, date criteria, and more. For a comprehensive report, do not make any additional selections. Click **Run Report**.

The report will immediately download to your desktop.

The screenshot shows a web interface for generating a report. At the top, there is a text input field labeled "Subject(s)". Below this is a dark grey header bar labeled "Date". Under the "Date" header, there are three radio button options: "Date added to transcript" (which is selected), "Training Start Date", and "Training Completion Date (Sessions and External training will use End Date)". Below these options is a "Select Range" section with a "clear" link, a dropdown menu set to "Select", and two date input fields labeled "Start Date" and "End Date", each with a calendar icon. Another dark grey header bar labeled "Advanced" is below the date section. Under the "Advanced" header, there are four unchecked checkbox options: "Include Associated Training (Curriculum Training and Pre or Post Work)", "Include Archived Training", "Include Completed Training Only", and "Include Training Detail Information". At the bottom right of the form, there are two buttons: a light grey "Back" button and a dark blue "Run Report" button. A red arrow points to the "Run Report" button.

# View Your Scheduled Sessions

This section shows a learner how to view the Sessions for which they are scheduled in a calendar format.

1. From the **Navigation Menu**, hover over **Learning**, then **Events Calendar**.

Welcome to the **Office of Regulatory Affairs Training System**  
Managed by ORA/Office of Training, Education and Development (OTED)

Home Learning Connect Get Help

My Dashboard  
Learning Search  
Playlists  
View Your Transcript  
Events Calendar  
Add External Training

Welcome to the Food and Drug Administration's (FDA) Office of Regulatory Affairs Training System.  
The Office of Training, Education, and Development is your hub for FDA related educational opportunities. Our goal is to provide our regulatory partners with high quality learning to support FDA's mission along with those of our sister organizations, collaborative partners, and related key stakeholders. Your professional success is our priority.

Transcript Course Catalog Calendar Search Help ComplianceWire

2. This is the **Events Calendar** page which shows the schedule of all available **Sessions**. You can filter the **Events Calendar** by **Session Instructor** or **Location**

Events Calendar

< January, 2022 > Day Week Month Agenda

All Events  My Events

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7 MG106: Personnel Practices for New Supervisors 9:00 AM EST - Virtual	8
9	10	11	12	13	14	15

Filters

Title  
Session ID  
Location  
All  
Session Contact  
All  
Session Instructor  
All

3. To view all the **Sessions** that you are registered for, select **My Events** instead of **All Events**.

Events Calendar

< January, 2022 > Day Week Month Agenda

All Events  My Events

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29 MP102: Evidence Development 9:00 AM PST - California	30	31 MG106: Personnel Practices for New Supervisors 9:00 AM EST - Virtual MP118: Interviewing Skills and Personal Safety Report 9:00 AM EST - Virginia	1
2	3	4 MP101: Basic Food and Drug Law 9:00 AM EST - Virtual	5 Zoom_Testing_LCG_0 11:30 AM EST	6	7 MG106: Personnel Practices for New Supervisors 9:00 AM EST - Virtual	8

Filters

Title  
Session ID  
Location  
All

4. Different statuses can also be filtered on the left-hand side.

You can switch to a **Day**, **Week**, or **Agenda** view using the options in the top right corner.

January, 2022

Today: Thursday, January 20, 2022

Filters

- Pending
- Approved
- Waitlisted
- Exception Req.
- Registered
- Denied

January, 2022

Day Week **Month** Agenda

All Events My Events

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8

MG106: Personnel Practices for New Supervisors  
9:00 AM EST - Virtual

5. Finally, you can view **Session Details** by clicking on the title of any of the scheduled **Sessions** on the page.

These **Sessions** will also be displayed on your **Active Transcript**.

January, 2022

Today: Thursday, January 20, 2022

Filters

Location: All

January, 2022

Day Week **Month** Agenda

All Events My Events

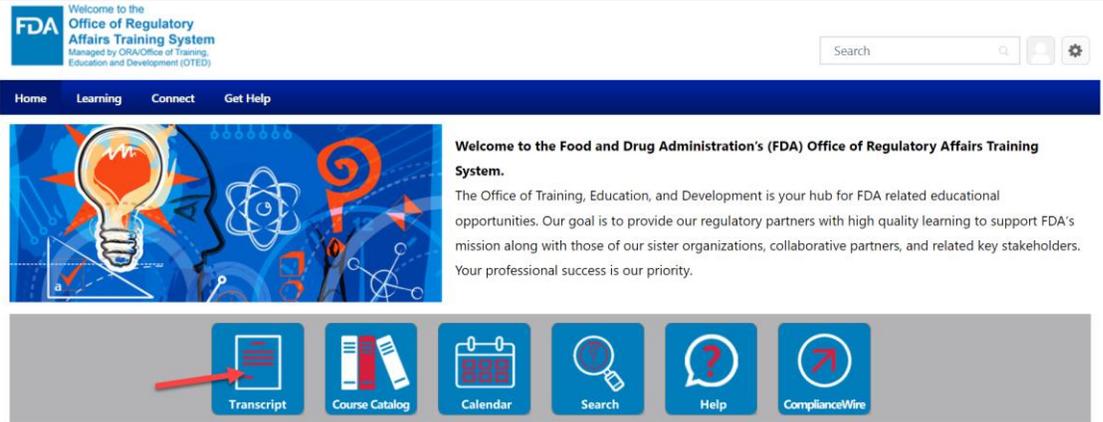
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8

MG106: Personnel Practices for New Supervisors  
9:00 AM EST - Virtual

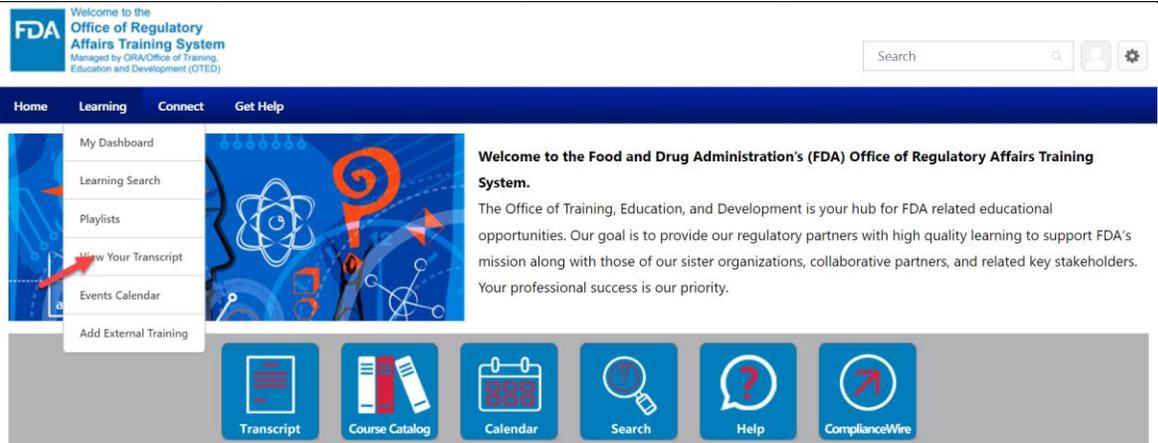
# View Session Details

This section shows a learner how to view the details of Sessions for which they are already registered.

1. On the **Welcome Page**, click on the **Transcript** button.



2. You can also get to your **Transcript** from the **Navigation Menu** by hovering over **Learning** then clicking on **"View Your Transcript"**.



3. From your **Transcript**, search for a **Session** that you are registered for. Then click on the title of the training to view the **Session Details**.



4. The Session Details page provides information like date and time, name of the instructor, prerequisites, Commodity Area, and more.

The screenshot shows a 'Session Details' page for an event titled 'MP101: Basic Food and Drug Law'. The page is divided into two main sections: a dark grey 'EVENT' section on the left and a white 'SESSION' section on the right. The 'EVENT' section includes the title, duration (47 hours, 30 minutes), a 'Details' subsection with a 'Course Description' (a 10-day virtual course for new investigators), a 'Target Audience' (new FDA investigators and analysts), and a 'Prerequisites' section. A 'Show More' button is located below the target audience. The 'SESSION' section includes the session title 'MP101', a session ID '157', a calendar icon indicating the dates 'Tue, Jan 25, 2022, 9:00 AM - 12:00 PM EST' and a registration deadline 'Register by Wed, Jan 26, 2022, 9:00 AM EST'. It also lists 'Virtual USA' as the location, '3 hours' as the duration, 'English (US)' as the language, and 'General Education' as the category. A 'View Training Details' button with a dropdown arrow is at the bottom right. At the bottom of the dark grey event section, it says 'EVENT MP100: New Hire Fundamentals Classroom Courses'.

**EVENT**

## MP101: Basic Food and Drug Law

Duration 47 hours, 30 minutes

**Details**

**Course Description**  
This 10-day, virtual course provides basic information on the Food, Drug, and Cosmetics laws and regulations that will help you to effectively perform your job as a newly hired investigator or analyst.

**Target Audience:**  
This course is designed for new FDA investigators and laboratory analysts.

[Show More](#)

**Prerequisites**

**SESSION**

### MP101

157

Tue, Jan 25, 2022, 9:00 AM - 12:00 PM EST  
**Register by Wed, Jan 26, 2022, 9:00 AM EST**

Virtual  
USA

3 hours

English (US)

General Education

[View Training Details](#)

**EVENT** MP100: New Hire Fundamentals Classroom Courses

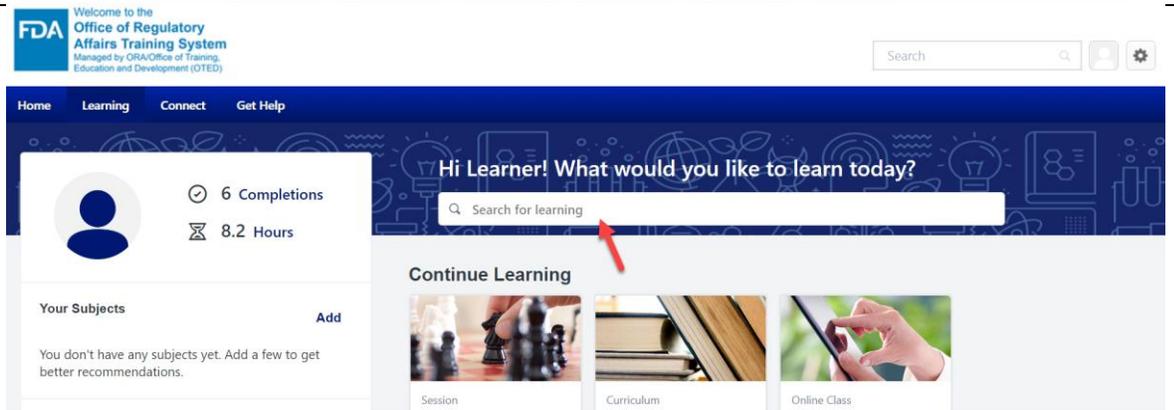
# Search for Training

This section shows a learner how to search for training in the system.

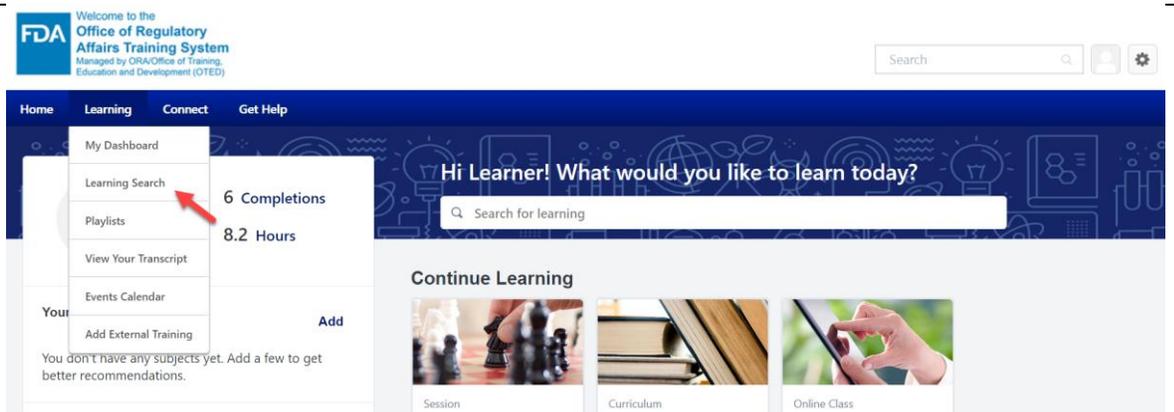
1. From the Navigation Menu, hover over the **Learning** tab & select **My Dashboard**.



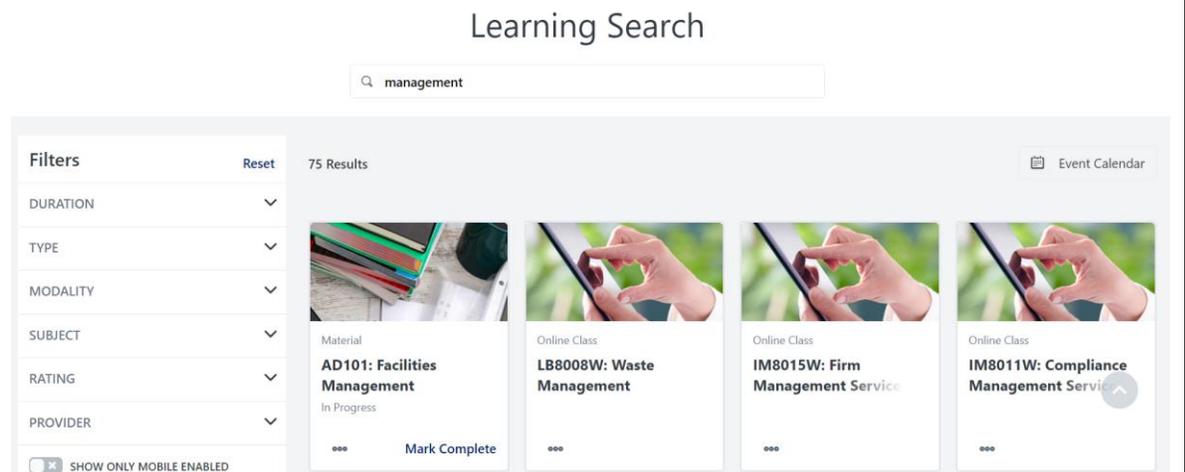
2. From **My Dashboard**, you can view training recommendations, see a high-level overview of your **Transcript**, and browse for training. Start searching for training by typing into the search bar at the top of the page. When you press enter, you will land on **Learning Search**.



3. You can also use the **Navigation Bar** to access **Learning Search** under **Learning**.



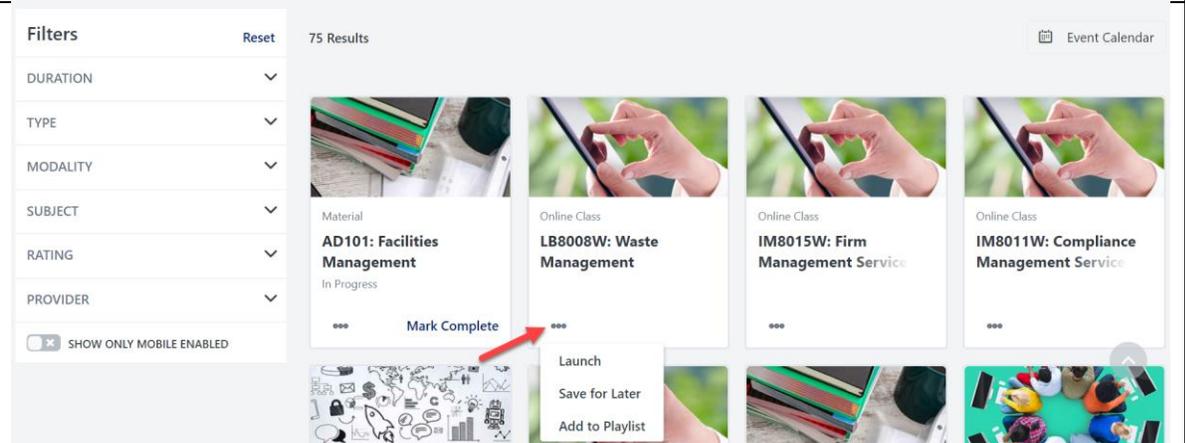
4. **Learning Search** allows you to look up **Learning Objects**. Use the title or key words to search. You can use the filters on the lefthand side to narrow your search.



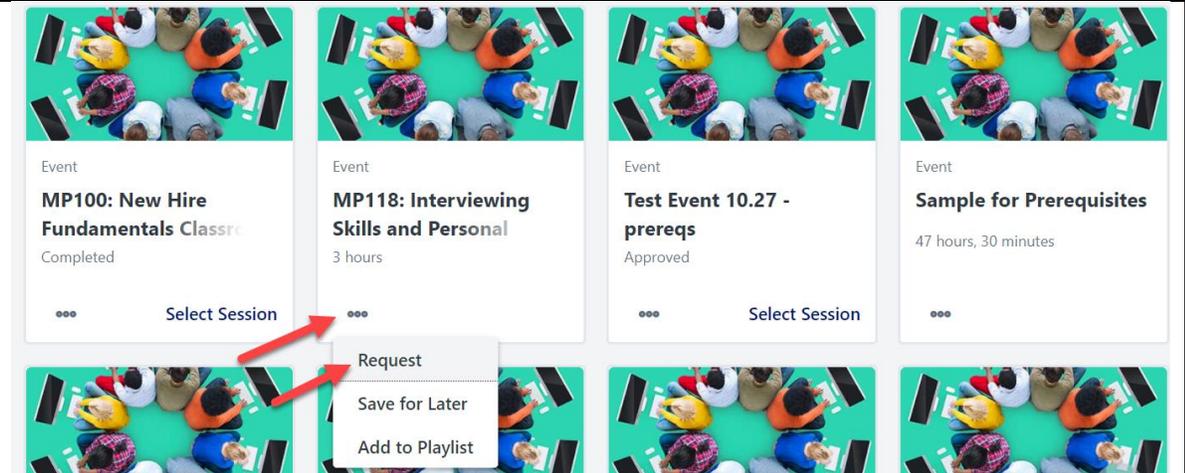
5. Select an **Online Class, Material, Video, or Curriculum** that you would like to take.

Click on the Options button. You can immediately **Launch** the training, save it for later, or add it to a new **Playlist**.

If you save a **Learning Object** for later, you can find it again on **My Dashboard**.



6. For **Events**, you will not see the option to Launch. Instead, click **Request** to add the **Event** to your **Transcript**.



7. **Note:** If you click **Request** on a specific **Session**, you will be automatically placed on the Pending Approval list. This does not complete your nomination or imply that you have been selected for the **Session**. You must follow your local procedures to register for the **Session**.

### Upcoming Sessions

Date (Ascending) ▾

10 Sessions

**JAN** **MP118**  
**21** Fri, Jan 21, 2022, 9:00 AM - 5:00 PM EST  
**Register by Fri, Jan 21, 2022, 9:00 AM EST**  
1901 Research Blvd, Rockville MD, Internal  
English (US)

View Details ▾

Request  
Save for Later  
Add to Playlist  
View Details ▾

**JAN** **MP118**  
**28** Fri, Jan 28, 2022, 9:00 AM - 5:00 PM EST  
**Register by Fri, Jan 28, 2022, 9:00 AM EST**  
1901 Research Blvd, Rockville MD, Internal  
English (US)

### EVENT

MP118: Interviewing Skills and Personal Safety Report

Approved

Training is approved for registration.

Select a Session ▾

# Add External Training

This section shows a learner how to submit a request to add External Training to their Transcript. This is how learners can request credit for prerequisites that they have already completed.

1. From the **Navigation Bar**, hover over **Learning** and select **Add External Training**.



2. This form gives you the opportunity to add training to your record that 1) you have already taken, and 2) is external to ORA LearnED. Fill out all required fields.

Equivalent OTED Course ID

Is this a prerequisite for another OTED course? \*

yes  
 no

If yes, which OTED course?

Proof of Completion \*

 sample\_certificate (1).jpg  
253.09 KB

Drag and drop files here or

If you are requesting a prerequisite override, make sure to select that option.

Click **Submit** when the form is complete.

3. After submitting the form, you will land on your **Active Transcript**. Find the title of the training you just submitted and click **Mark Complete**.

Tip: It helps to filter by date added.

The screenshot shows a web interface for managing training transcripts. At the top, there are three filter buttons: 'Active', 'By Date Added', and 'All Types'. To the right is a search bar labeled 'Search for training'. Below the filters, it says 'Search Results (47)'. A single training entry is displayed with a map icon, the title 'ER324: Epi-Ready for Response Teams', and the details 'Due: No Due Date' and 'Status: Registered'. A red arrow points to a dark blue button labeled 'Mark Complete' with a dropdown arrow.

4. The training will now be in a **Pending Completion Approval** status. You will be notified by email whether your request was approved or denied.

This screenshot shows the same training entry as the previous one, but the status has changed to 'Pending Completion Approval'. The 'Mark Complete' button is no longer visible; instead, a dark blue button labeled 'View Training D...' with a dropdown arrow is present.

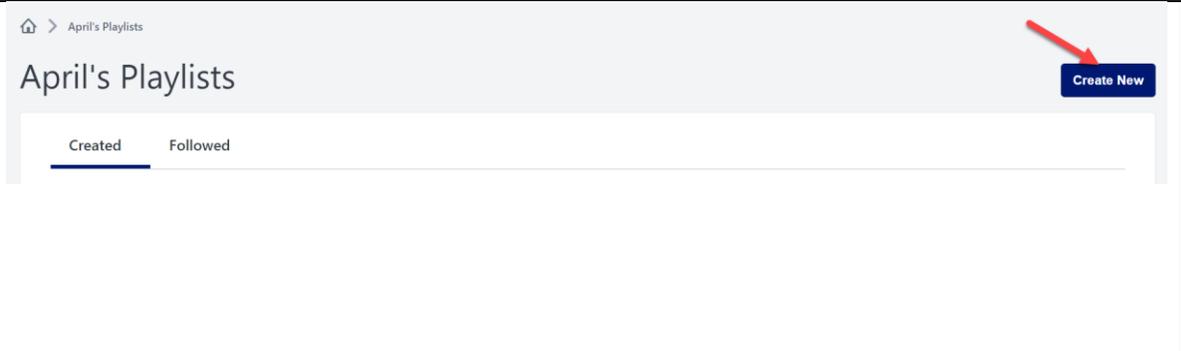
# Create and Follow Playlists

This section shows a learner how to create their own Playlist and follow other Playlists.

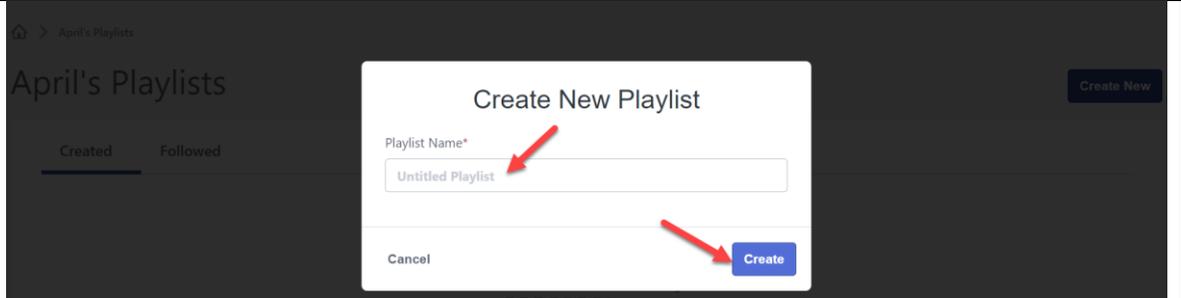
1. From the **Navigation Bar**, hover over Learning and select Playlists.



2. Click on **Create New** to start creating a **Playlist**.



3. Enter a name for the **Playlist** and click **Create**.



4. In the **Playlist** builder, click **Edit** to add a description.

Playlist  
My Playlist

PRIVATE  ITEMS 0 LAST UPDATED January 21, 2022 FOLLOWERS 0

Description Edit

Playlist  

5. To add **Learning Objects** from the catalog to your **Playlist**, start typing a title or keyword into the search bar. This search bar uses predictive search, which means that corresponding results will appear as you type.

Playlist  

 Add From Catalog

**MP219R200: MP219-12**  
Video 44 minutes  
The purpose of this course (consisting of several recorded segments)is to familiarize investigators/analysts with the intricacies of ...

**MP219R200: MP219-09**  
Video 10 minutes  
The purpose of this course (consisting of several recorded segments)is to familiarize investigators/analysts with the intricacies of ...

**MP219R200: MP219-07**  
Video 12 minutes  
The purpose of this course (consisting of several recorded segments)is to familiarize investigators/analysts with the intricacies of ...

Find the **Learning Object** you're looking for and click on its title.

6. Add a comment if you would like to explain why you found this **Learning Object** valuable. Then, click **Add to Playlist**.

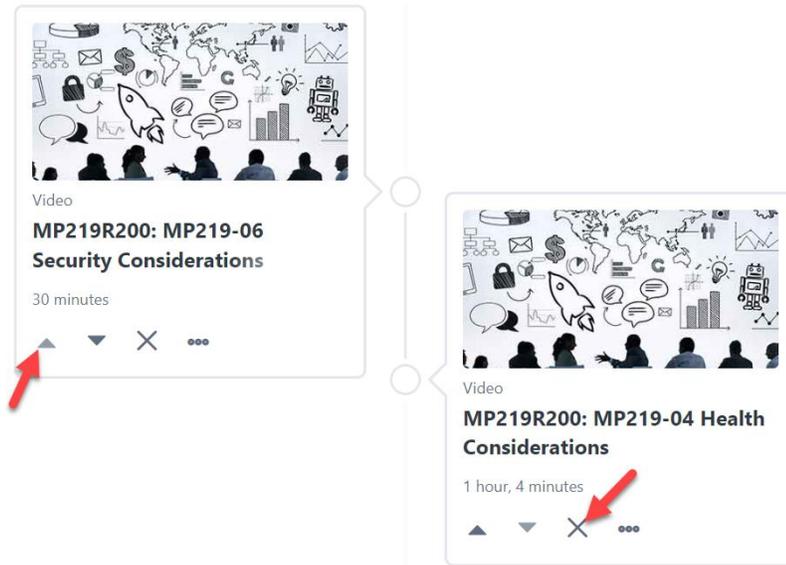
 Add From Catalog

 **MP127R100: MP127RW**  
Video 2 hours, 4 minutes  
This training course will help teach personnel how to become effective witnesses.

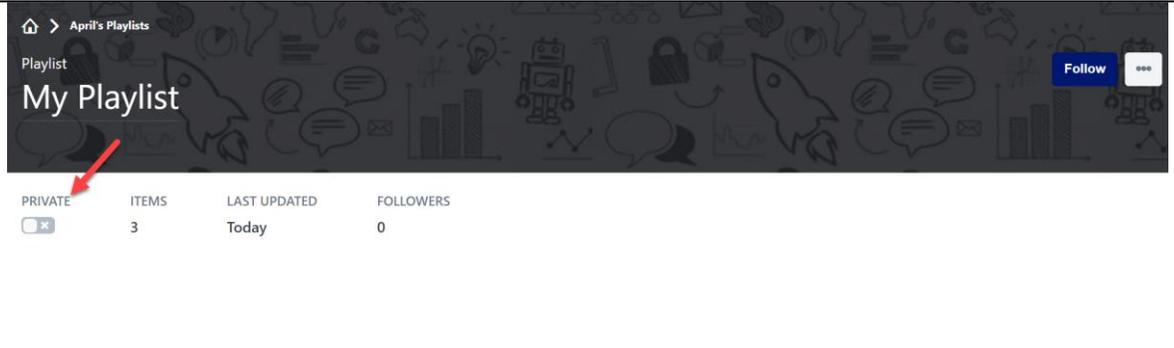
Comment

Cancel  Add to Playlist

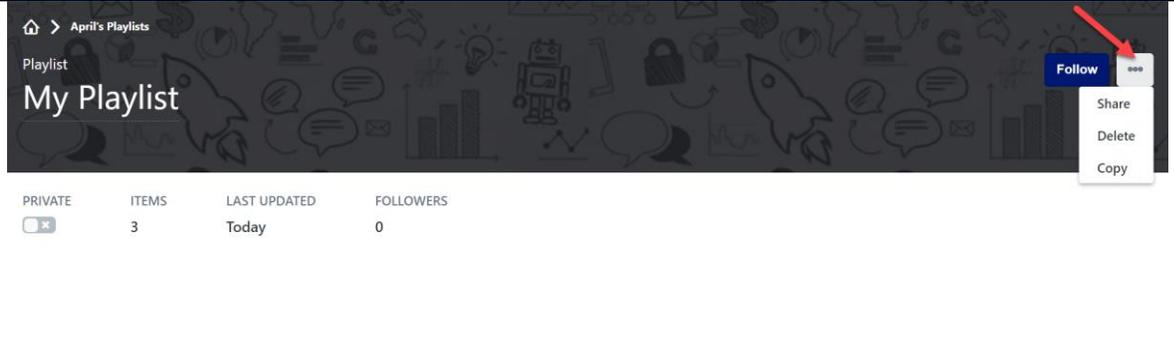
7. Once you have added the **Learning Objects** you want to include in your Playlist, you can click on the small arrows to move training up and down in the list. Or you can click on the x icon to remove a **Learning Object** from the **Playlist**.



8. If you want others to be able to view your **Playlist**, click on the Private button. If the button is grayed out with an x, your **Playlist** is public.



9. The options icon in the top right corner allows you to share, delete, and copy your **Playlist**.



10. To browse for other **Playlists**, use the **Navigation Bar** to hover over **Learning** and select **Learning Search**.

11. Find the “Type” filter on the lefthand side and select **Playlist**.

12. When you find a **Playlist** that you are interested in, click on the title. Then, select **Follow**.

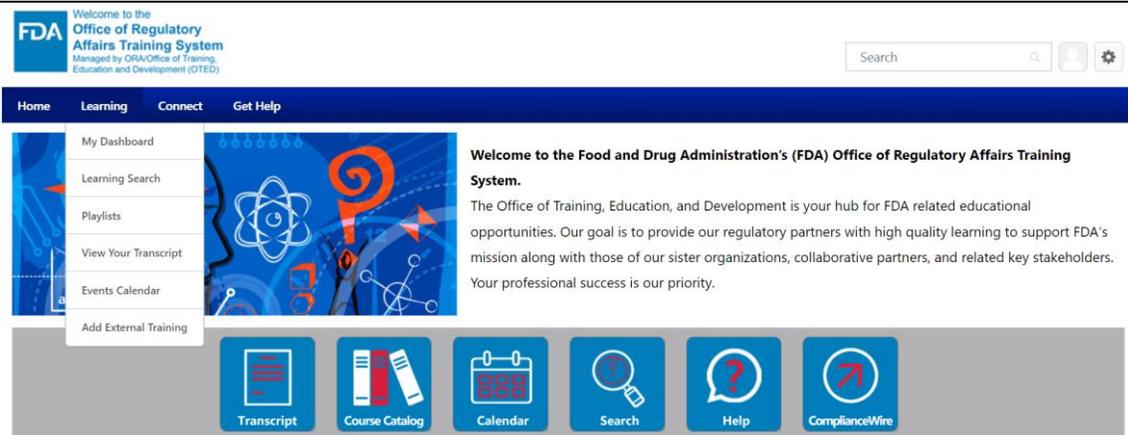
ITEMS	LAST UPDATED	FOLLOWERS
5	December 21, 2021	0

You can return to **Playlists** that you follow by navigating to **Learning > Playlists** and selecting the “Followed” tab.

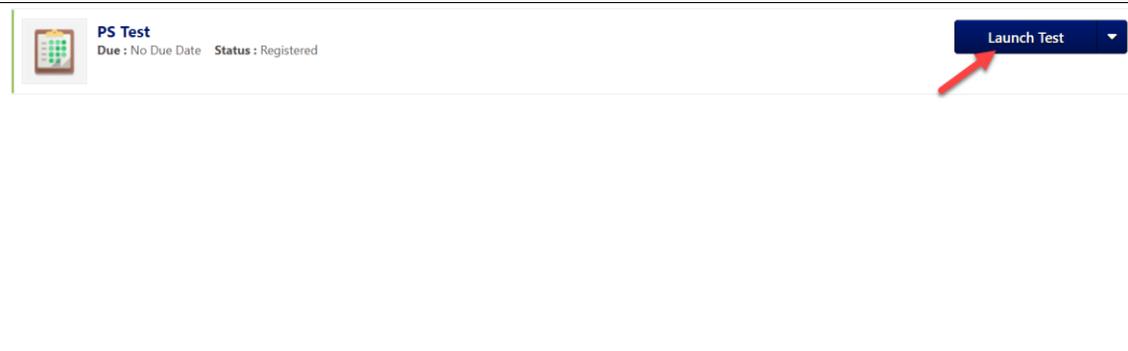
# Take a Test

This section shows a learner how to launch and submit a test.

1. In most cases, **Tests** will be directly assigned to your **Transcript**. Hover over **Learning** on the **Navigation Bar** and select **View Your Transcript**.



2. From your **Transcript**, click **Launch Test**.



3. The first page will provide instructions and a warning to avoid using browser buttons to navigate the test. You will need to use the buttons at the bottom of each page. Click **Continue** once you have read the instructions.



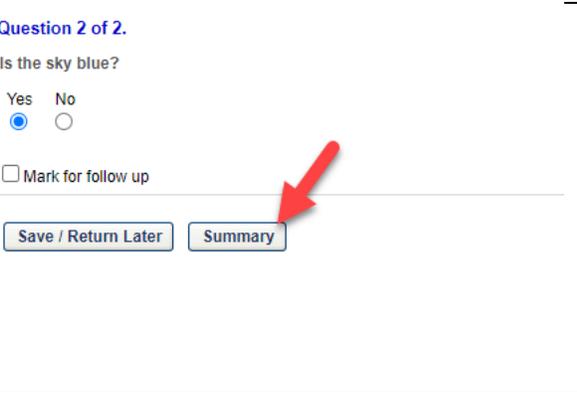
4. Answer the questions in each section, using the **Next** button at the bottom of each page to move forward.



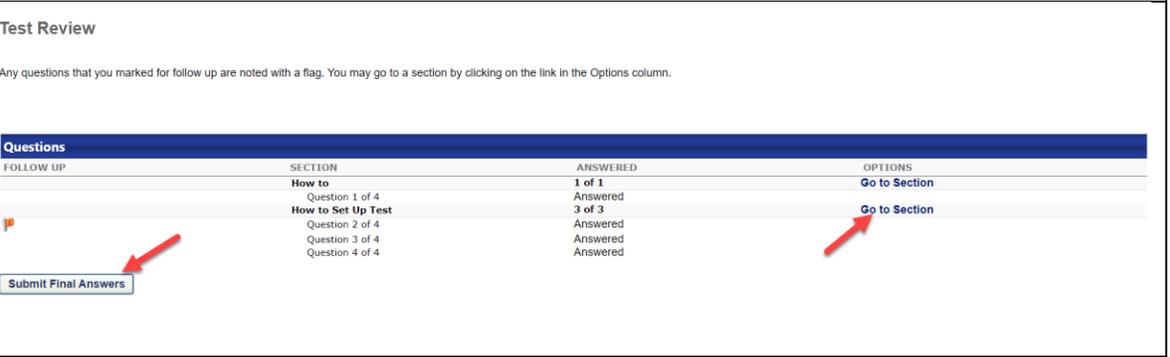
5. If you are unsure of the correct answer to a question, click on the “Mark for follow up” button to flag the question for review.



6. When you reach the final section of the test, click **Summary**.  
  
You can also click **Save/Return Later** if necessary. In most cases, you will have unlimited time.



7. To return to a section, click on the **Go to Section** option. When you are ready to complete the test, click **Submit Final Answers**.



8. You can now view your results. To review details, such as which questions were incorrect, click **Review**. When you have finished reviewing the results, click **Done**.

The screenshot displays a test results interface. At the top, a dark blue header reads "Test Results". Below this, a light blue box contains the following statistics: "Questions on Test: 3", "Questions Correct: 3", "Questions Incorrect: 0", "Percent Correct: 100%", "Passing Score: 80%", "Pass/Fail: Passed", and "Review Test: Review". A red arrow points to the "Review" link. Below the statistics is another dark blue header "Scores By Section", followed by a light blue box showing "Section 1: 100% (3 Out Of 3)" and "Overall Score: 100% (3 Out Of 3)". At the bottom of the interface are two buttons: "Print" and "Done". A red arrow points to the "Done" button.

Test Results	
Questions on Test:	3
Questions Correct:	3
Questions Incorrect:	0
Percent Correct:	100%
Passing Score:	80%
Pass/Fail:	Passed
Review Test:	<a href="#">Review</a>

Scores By Section	
Section 1:	100% (3 Out Of 3)
Overall Score:	100% (3 Out Of 3)

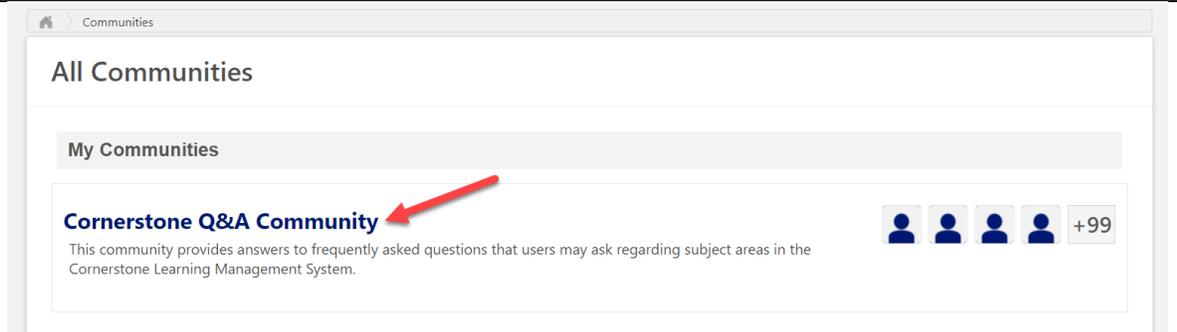
# Navigate the Cornerstone Q&A Community

This section shows a learner how to create postings and interact with others in Communities.

1. From the Navigation Bar, hover over **Connect** and select **All Communities**.



2. You will automatically be a member of the Cornerstone Q&A Community, so it will display under My Communities. In the future, you may become a member of additional Communities. Click on the title to enter the Community.



3. On the main page of the Community, you will see a discussion feed. Here, you can click on the Like button to like other members' postings. You can also use the "Share your comment" box to reply to another member of the Community. Finally, you can create your own discussion posting using the bar at the top.

The screenshot shows the main page of the 'Cornerstone Q&A Community'. At the top, there are navigation tabs for 'Main', 'Topics', and 'Members'. A search bar is located on the right. Below the navigation, there is a 'Create a discussion posting' bar with a text input field and icons for attachments and links. The discussion feed shows two posts by 'AMANDA SMITH': 'How to add external training?' (dated 6/23/2022 11:24 AM) and 'Testing' (dated 6/23/2022 11:17 AM). Each post has a 'Like' button and a 'Share your comment...' box. On the right side, there is a '9848 MEMBERS View all' section with a grid of member avatars and a 'Featured' section with a blue banner.

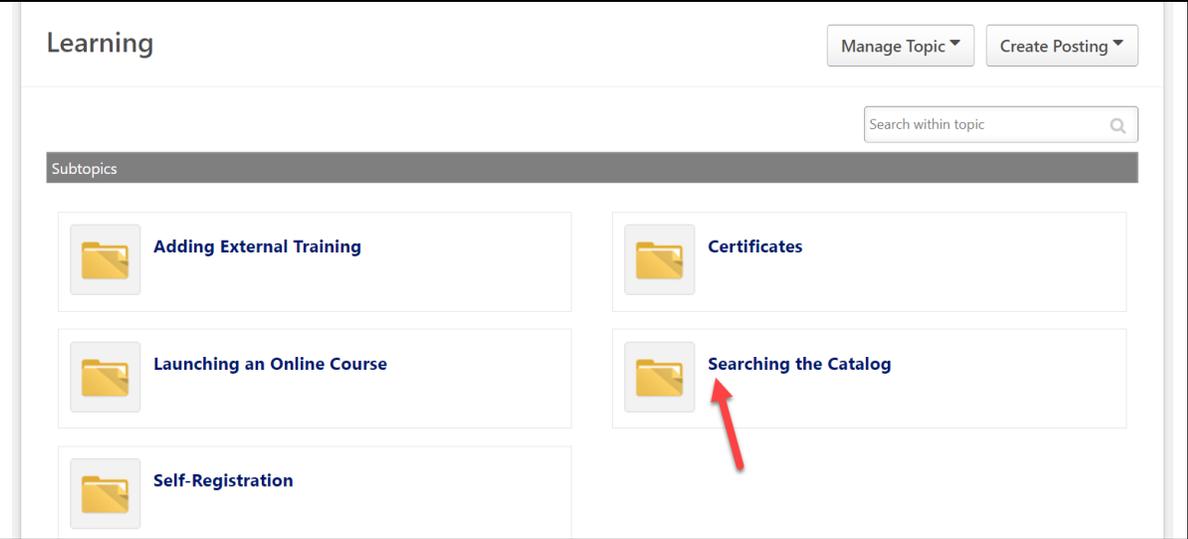
4. To find postings on specific topics, click on the Topics button.

This screenshot shows the same 'Cornerstone Q&A Community' page, but with the 'Topics' button in the navigation bar highlighted by a red arrow. The rest of the page content is partially visible, including the search bar and the community information.

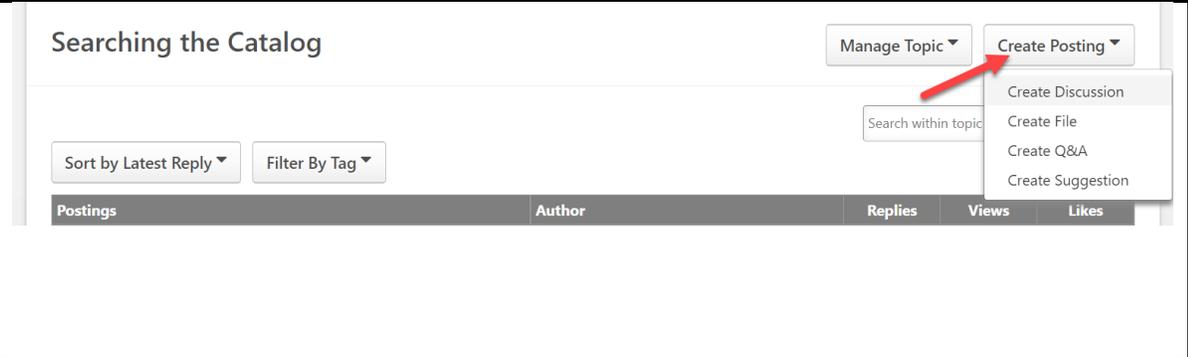
5. Click on the title of a topic to view subtopics.

This screenshot shows the 'Topics' page of the 'Cornerstone Q&A Community'. The navigation bar has 'Topics' selected. Below the navigation, there is a large banner image with the text 'FAQ' repeated. Underneath, there are three topic categories: 'Administrative', 'Learning', and 'Technical Assistance'. A red arrow points to the 'Learning' category.

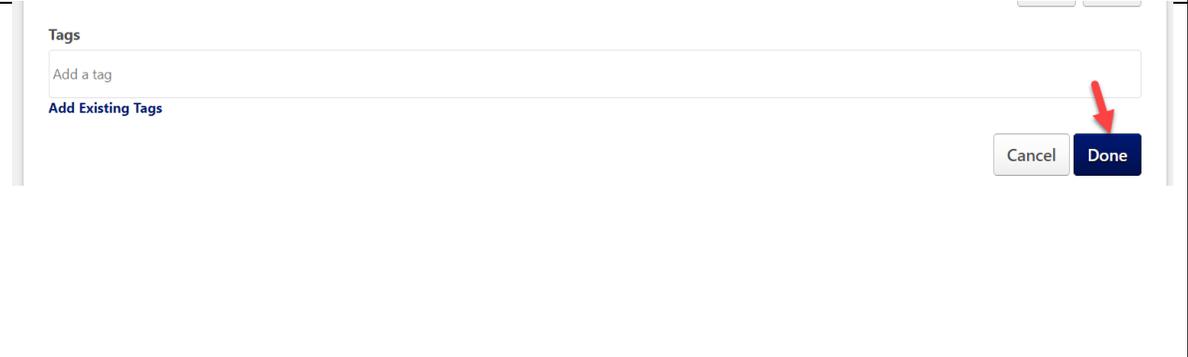
6. In the subtopics, you'll be able to locate specific postings. Click on the title of a subtopic.



7. From here, you can view others' postings and create your own. To do so, click Create Posting, then choose the type of posting you'd like to create.



8. Enter a Title and Body, then attach links or files if necessary. You can also add tags related to the content of your posting. To submit, click Done.



## Frequently Asked Questions

**This section provides responses to common user questions.**

<p>1. If I can no longer attend a Session that I am registered for, what should I do?</p>	<p>You should withdraw from the Session. To do so, go to your Active Transcript and find the Session that you cannot attend. Instead of saying “Launch,” the blue button should say “Withdraw.” Click on that button. You will be prompted to select a reason for withdrawal and enter a comment, then you can submit. You will no longer be registered for the Session.</p> <p><i>Note:</i> Withdrawing from a Session in ORA LearnED does <i>not</i> remove the meeting invitation from your Outlook calendar. If you would like to remove it, you must do so within Outlook.</p>
<p>2. How can I upload a profile photo?</p>	<p>On any page in ORA LearnED, you will see a small gear icon in the top right corner. Hover over that icon and select My Account. This will bring you to the Preferences page of My Account. Find the existing profile photo and click on the dropdown arrow in the top right corner. Select “Change.” From here, you can upload and save a new profile photo. Keep in mind that everyone will be able to see this photo in ORA LearnED.</p>
<p>3. ORA LearnED says I haven’t completed the prerequisites for a Session, but I did take the required courses in the past. What do I do?</p>	<p>Page 34 of this user guide describes the process for submitting External Training. Use this tool to submit proof of completion, and if this is approved, you will be marked complete for the prerequisites.</p>
<p>4. Where can I find Certificates of Completion?</p>	<p>Navigate to your Completed Transcript. Find the Learning Object and click on the button to View Training Completion Page. This page will display a link to launch your Certificate.</p>
<p>5. I am taking a Curriculum, and I do not have the option to launch several of the Learning Objects. What is the problem?</p>	<p>It is most likely that the Curriculum enforces sequencing, meaning that you must complete individual courses or entire sections of the Curriculum before moving on. If the Learning Objects have a status of “Pending Prior Training,” this is definitely the case. Start at the beginning of the Curriculum and make sure that you have completed everything in order.</p>
<p>6. How do I find a list of the required prerequisites for a Learning Object?</p>	<p>Prerequisites will be displayed from the Training Details page of a Learning Object. This is the page that appears when you click on the title of a Learning Object from Learning Search. For Sessions, they also display on the Session Details page, which you can access by clicking on the title of a Session from the Events Calendar.</p>
<p>7. What if my account request is denied?</p>	
<p>8. How do I reset my password?</p>	
<p>9. When I try to register, the system says an account already exists with that email address. What do I do?</p>	

