

DOCEBO LEARNING MANAGEMENT SYSTEM FOR DESKTOP



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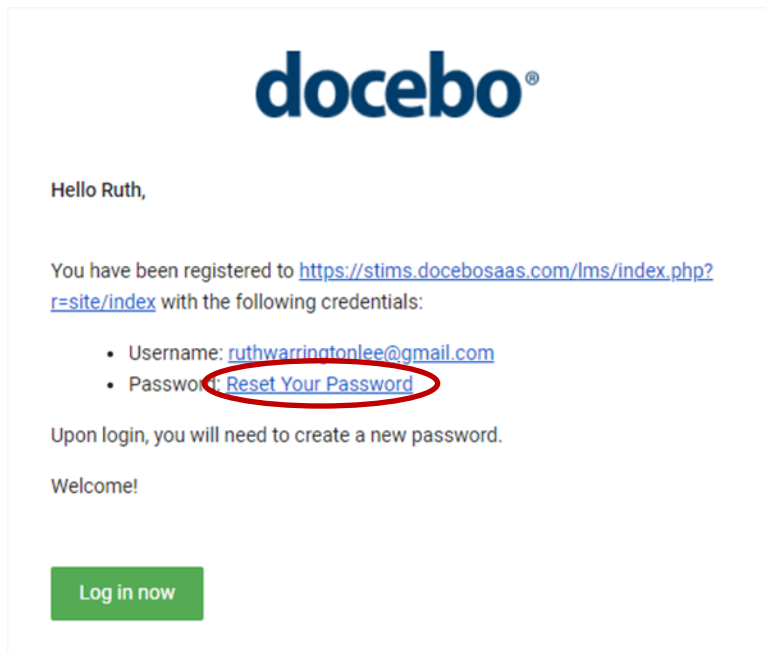
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Getting Started

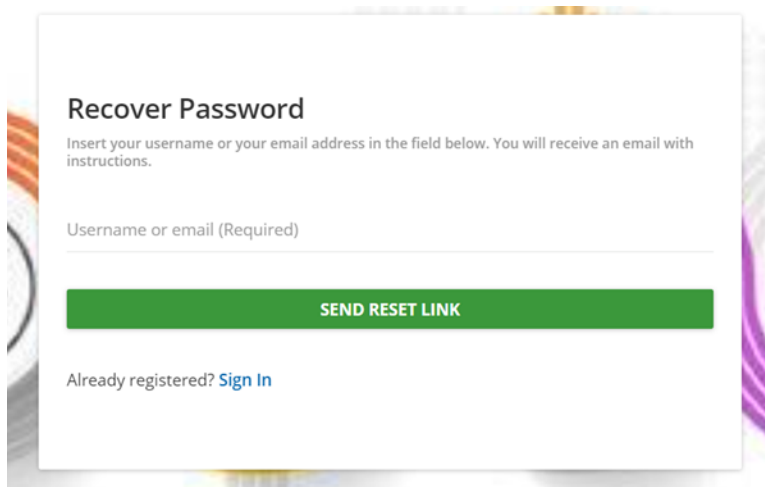
What is Docebo?

Docebo is an LMS (Learning Management System) that allows users to view content that will be helpful to their career development. Docebo can be used on desktop systems, laptops, tablets, and smartphones. This system allows STIMS to deliver training whenever you want it, wherever you are! This document will help you navigate through Docebo and maximize its usage as you learn. Before you get started, it is important to know that Docebo works best through Google Chrome. You should always use that browser when attempting to use Docebo.

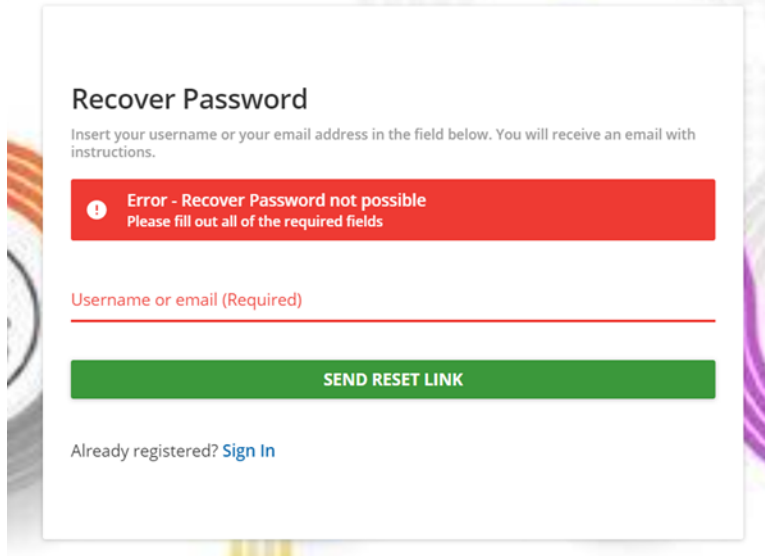
Signing Into the LMS Platform



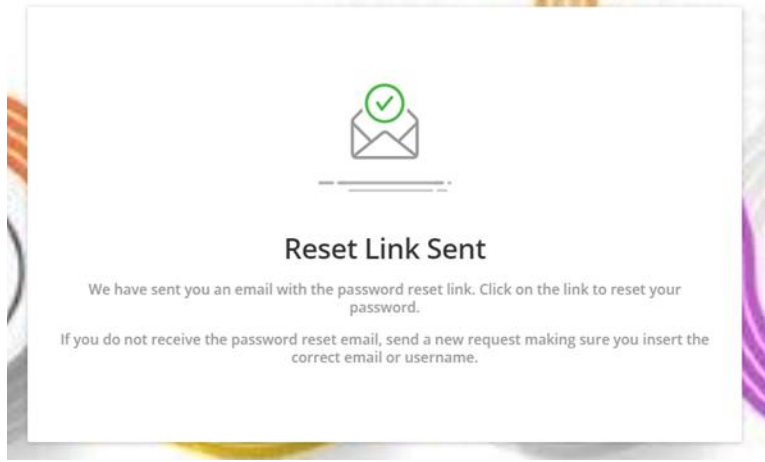
Go to the welcome notification that you received via email and click the link that says, "Reset Your Password".



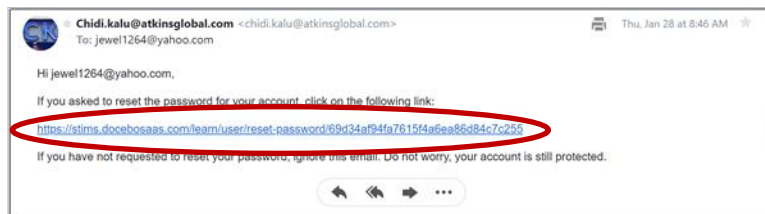
Enter your email address in the required information field. Click "Send Reset Link".




If you fail to enter your email address you will get the error message below. Type in your email address and click “Send Reset Link”.



If you have completed the above steps correctly, you will get a confirmation as seen below. Go to your email to get the link to reset your password.



Click on the blue hyperlink to be redirected to the site to change your password.



Reset Password

Insert your new password in the field below, then retype it for confirmation. It's case sensitive.

New password (Required)

Your password must


- Contain at least 8 characters
- Contain both letters and numbers


Also, for security reasons, the password must:

- not contain common words or simple sequences
- Be different from the username

AUTO-GENERATE

Type in your new password. Your password must contain at least 8 characters and contain both letters and numbers. Confirm your new password on the line below.





Well Done!

Your password has been changed successfully. Please use your new password to login!

[Sign in](#)

You will receive a conformation that your new password has been accepted as seen.

Help your company in setting up its organizational chart in the platform!
Hello **jewel1264@yahoo.com**, can you please confirm or edit the following data?

Your Direct Manager *

This field is required

[REMIND ME LATER](#) [CONFIRM](#)

The system will then request that you enter your manager's name. If your manager is not in the database, click "Remind Me Later".

My Profile
Change your profile information, email, and other personal details

First Name _____ Last Name _____

Email
jewel1264@yahoo.com _____ Job Title * _____

Group Type * _____ Training type * _____

Department * _____ Company Name * _____

County * _____ Wrecker Companies ONLY (Select N/A if not a wrecker company) * _____

Fill out your profile information. All field with a red asterisk are mandatory. Click “Save Settings”.

Platform Reload

Your settings are saved, but for the changes to be applied, reload the page by pressing Confirm. The page will then reload with your changes. Are you sure you want to proceed?

Yes I'm sure, and I want to proceed. (Required)

CANCEL CONFIRM

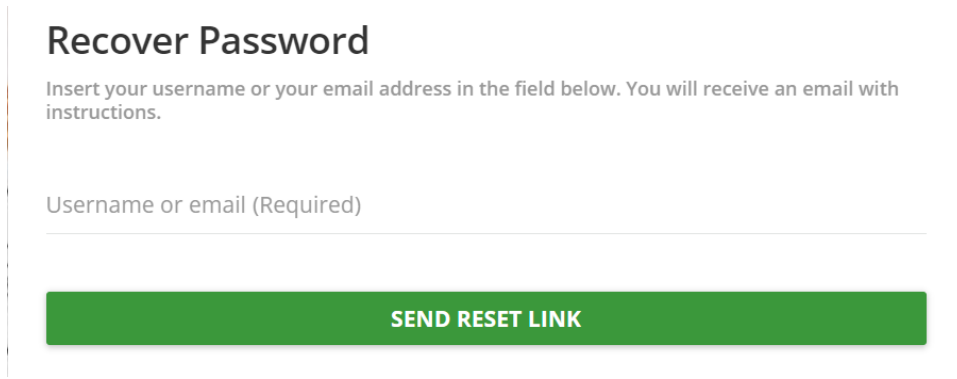
Atkins

After saving your settings, you will see the following dialogue box requesting to confirm the changes you have made. Click the box “Yes I’m sure” and then click “Confirm”.

You have successfully signed into the LMS. You should now be at the Learner’s Dashboard. All of these steps will not be necessary the next time you sign in – just your username and password.

Password Reset

If you have forgotten your password, you can reset it by using the “Forgot Your Password” link at the bottom of the dialogue box. After pressing the button, you will see this screen which will require you to enter the email address you registered with. After filling in your email address press the button that reads “Send Reset Link”.



Recover Password

Insert your username or your email address in the field below. You will receive an email with instructions.

Username or email (Required)

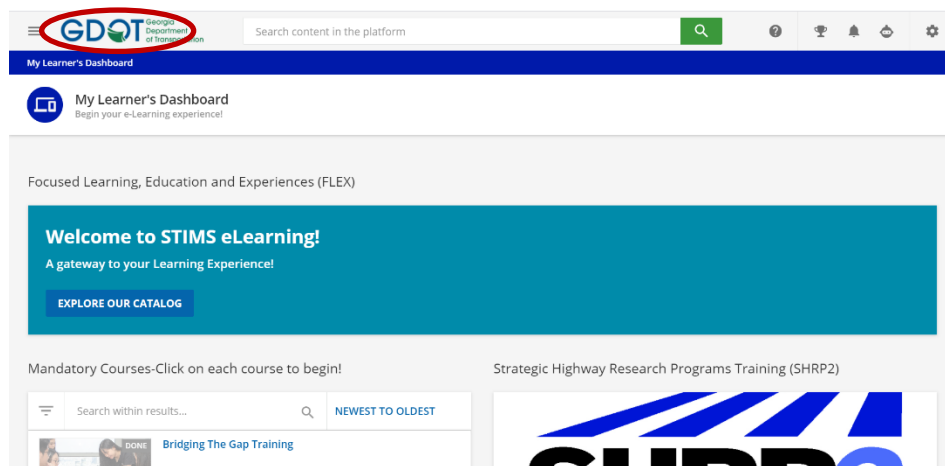
SEND RESET LINK

After clicking the “Send Reset Link” button, you will get a confirmation screen and an email will be sent to the email address you gave on the reset page.

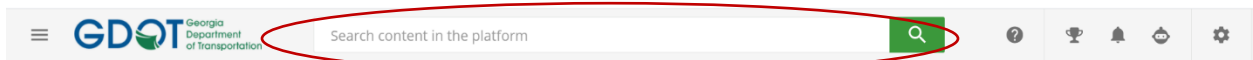
The “Reset Link” email will provide a link to reset your password. Following the link will take you to this page where you will be asked to enter your new password twice. As stated before, a strong password includes at least one Uppercase letter, one Lowercase letter, and numbers. For extra security consider using a symbol as well. Your password should be at least eight characters long and not include your username.

Navigating the Homepage

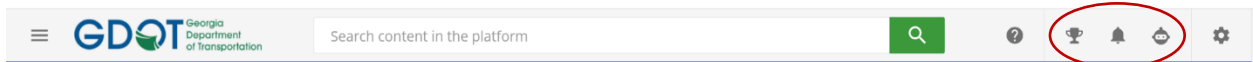
After logging in, you’ll find yourself on the homepage of Docebo. When you navigate away from your homepage, you can always return here at any time by pressing the GDOT logo in the top left corner of the page.



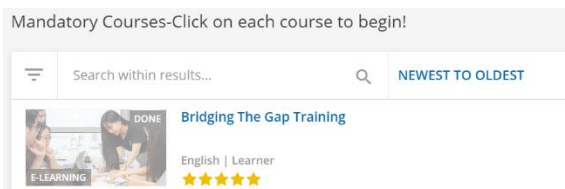
Homepage Elements



- **Search Bar:** The Search Bar at the top of your homepage lets you search for courses, learning plans, content, and catalogs in Docebo. Once you enter the search term into the text area, the recommended content matching your criteria will appear below the bar. You can click the title of the content to reach it. To see all search results, press the magnifying glass. Please note that if you don't have permission to access that specific content or area in the platform, you will receive an Access Denied message.



- **Action Icons:** The action icons in the header allow you to quickly check different items in your platform. Just like the search bar, action icons are always present in every area, not just the homepage. From left to right the Action Items available to you are:
 - **Gamification** - Click the trophy icon to view information related to badges, leaderboards, points, and coins in Docebo. Badges, points and coins are earned by completing actions, such as completing a course or a series of courses. This icon allows you to quickly access your Badges and Points page as well as the Rewards Marketplace.
 - **Notifications** – Click the bell icon to view your recent notifications. If you have any unread notifications, a small number appears over the icon to indicate the number of notifications that you have yet to read. Press the View Full Notifications Page item at the bottom of the slide-out panel to see all notifications. On the top of the main Notifications page, you can use the option to see only unread notifications or you can mark all notifications as read.
 - **Virtual Coach** - The Virtual Coach in your platform is your proactive learning coach, who can guide and steer you continuously through your learning activities and your work within your learning platform. When you click on the Virtual Coach button, a chat panel will slide out on the right side of your platform, with your chat history on the top part of the panel, and an area to type your messages to your Virtual Coach at the bottom.
- **Widgets:** Besides the header of the platform (where you'll find the search bar and action icons), your homepage is composed of widgets, which are specific areas of your dashboard that allow you to view or perform specific functions in the platform. Widgets include:
 - **Mandatory Classes and Learning Plan.** This widget shows tasks assigned to you as well as tasks that have been completed.



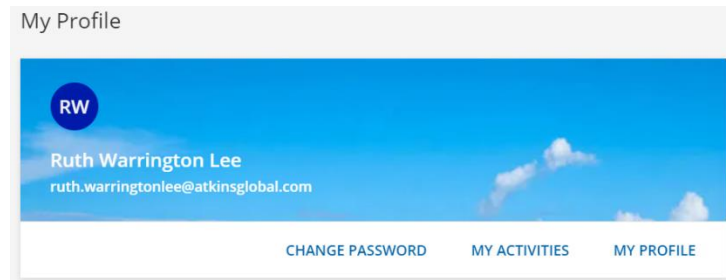
- **SHRP2 (Strategic Highway Research Program 2) Training.** This link will take you directly to SHRP2 Training.



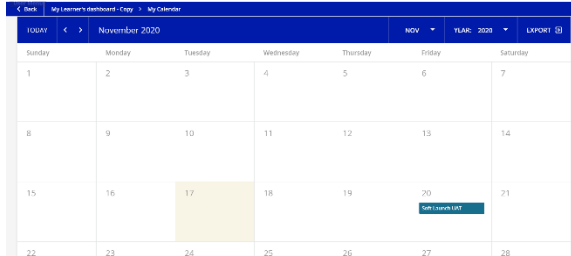
- **TIME Task Force Site.** This link will take you directly to the TIME Task Force Site.



- **My Profile.** This widget displays information related to your profile on the platform. You may see your username, email address, profile picture, etc. This widget gives you the ability to change your password, view activities, and edit your profile.



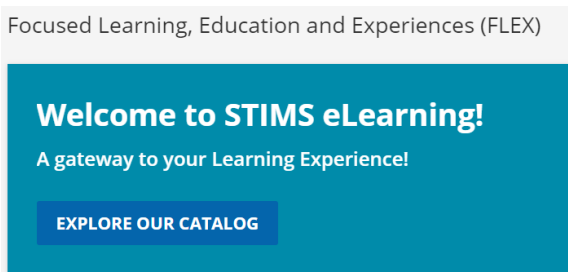
- My Calendar.** This widget displays a calendar listing all of the courses in which you are enrolled on a day-to-day basis. The calendar can also be accessed through the Main Menu. On the widget, due dates will appear as dots underneath the dates. Clicking on the dot will give you more specific information on the assignment.



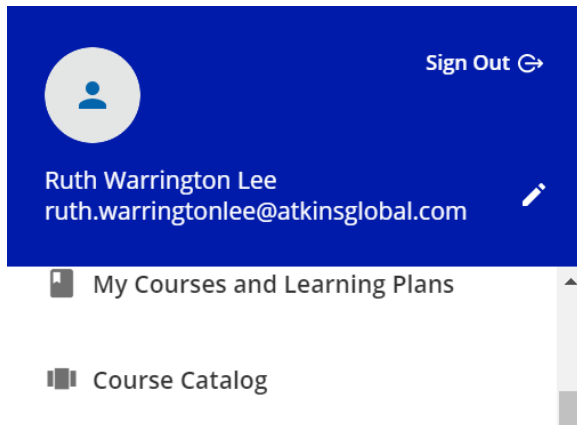
- NIMS (National Incident Management System) Training.** This link will take you directly to the NIMS Training Site.




- Welcome to STIMS eLearning!** This widget takes you to the course catalogue.

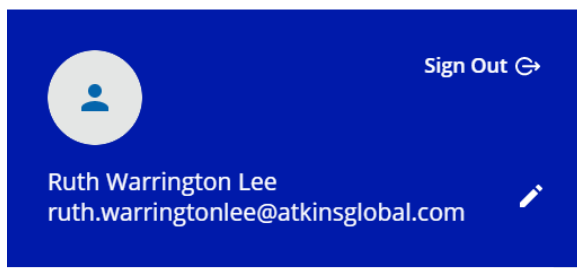


Navigating the Main Menu



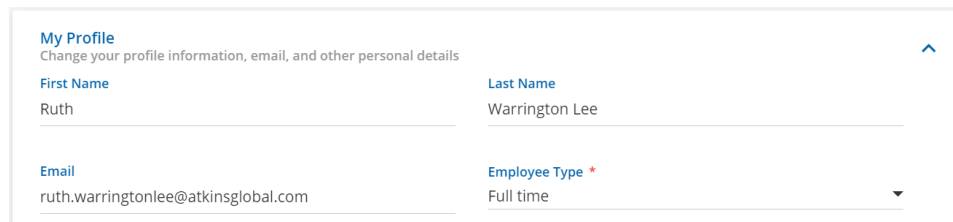
Your main menu enables you to reach important areas of the platform, such as your profile or all of your courses and learning plans. To access the main menu, press the menu icon  in the top left corner of Docebo. A slide out panel will appear. From here you can navigate all of the available pages on your platform, and access your personal area.

Your Personal Area



In order to view and/or edit your preferences and your profile information, press the pen icon at the top of the main menu, next to your photo and name. You will be redirected to your personal area.

In the My Profile section, you can change your profile information, email, and other personal details. Mandatory fields are marked with asterisks. It is recommended to fill out all additional fields as well.



My Profile	
Change your profile information, email, and other personal details	
First Name	Last Name
Ruth	Warrington Lee
Email	Employee Type *
ruth.warringtonlee@atkinsglobal.com	Full time

If you wish to change your password, move to the Change Password section, insert your current password and your new password, then confirm the new password. When performing this operation, remember that your Administrator may have set certain password rules and limitations, such as character count or a dictionary check for common words, so any error messages may be a result of these rules.

Change Password
Change your password to access the LMS

Your current password *

Choose a password *

Re-type the new password *

In the Preferences section, set your language, time zone and date format preferences using the corresponding dropdown menus. Please note that changing the language of the platform does not change the language of the learning content.

Preferences
Set your language and time zone preferences

Language: English

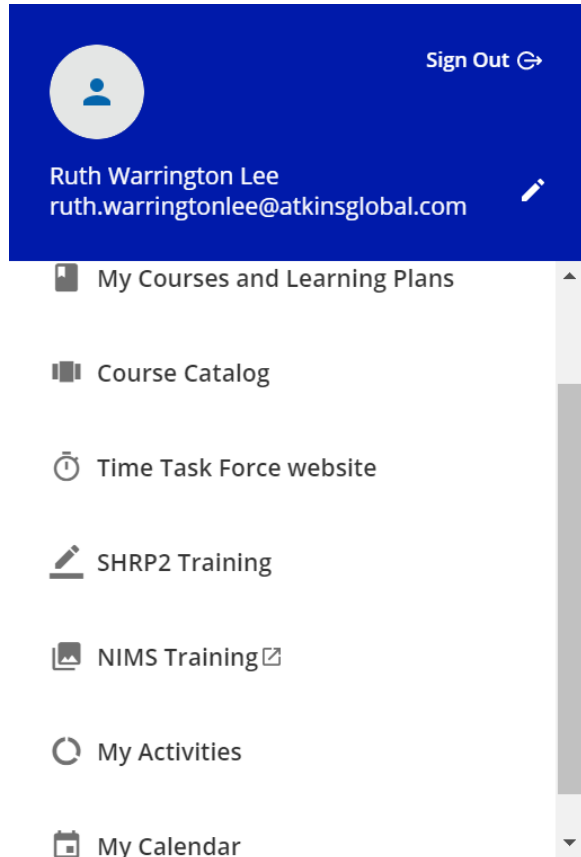
Time Zone: (GMT -05:00) America/New_York

Signing Out of the LMS System

To sign out of your platform, press the Sign Out button, or the icon next to it, at the top of the main menu.



Main Menu Items



Below your personal area, you will find a list of all of the available pages in your platform, click on the menu entries to access the corresponding areas on your platform. The Main Menu items include:

- **My Learner's Dashboard.** This item directs you to the main dashboard of your platform.
- **My Courses and Learning Plans.** This item directs you to a page displaying all of the courses and the learning plans in which you are enrolled.
- **Course Catalog.** This item directs you to a page proposing you a catalog of courses and learning plans that you can purchase or to which you can subscribe.
- **TIME Task Force Website.** Home page of the Time Task Force website
- **SHRP2 Training.** TIM training - where you can take the SHRP2 training modules.
- **NIMS Training.** This item directs you to the FEMA website through which NIMS training can be accessed.
- **My Activities.** This item directs you to a

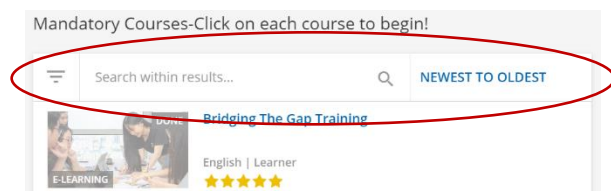
page with various graphs, information, to-do lists, and activity reports related to your learning experience.

- **Statistics.** This area summarizes your general information, such as your user level, email, any groups you belong to, your subscription date, last access date, total time you spent in the platform, and the number of active courses in which you are enrolled.
- **Courses.** In this section, you will find the list of courses in which you are enrolled. Each row displays the course name and code, your status in the course, the dates for which you were enrolled and completed the course, the number of credits associated with the course (if applicable), the total time you spent in the course, and your final score for the course (if applicable). Note: If the expiration date is red, the course does not have a soft deadline, meaning the expiration date will effectively block your access to the course.
- **Classrooms.** In this tab, you can find a list of classroom course sessions in which you are enrolled. Each row displays course and session information, the date of enrollment, the number of hours attended, your status in the session, and your score. By pressing the course and session information, you will be directed to the classroom's page.
- **Learning Plans.** In this section, you will find the list of learning plans in which you are enrolled. Each row displays the learning plan name and

code, the number of courses in the learning plan, and your progress in the learning plan (displayed as a percentage).

- **External Training Activities.** Sometimes, your company may want you to report training activities performed outside your platform. In your platform, you're able to upload your external training activities and certificates.
 - **Badges.** In this tab, you can find the badges that have been awarded to you based on your various achievements inside of the platform. Each row will display the name of the badge, the points associated with the badge, the date of issue, and the event for which you earned the badge.
 - **Social.** Here, you can find a summary of your social activities related to forums, which includes the total number of posts, the number of open discussions, average post rating, post rating details, and weekly forum activity.
 - **Webinars.** In this tab, you can find a list of webinar sessions in which you are enrolled. Each row will display course and session information, the date of enrollment, and the status of the user in the webinar session. By pressing the course and session information, you will be directed to the webinar's page.
 - **Certification.** In this area, you can view all of the certifications you have earned. Each row displays the certification's title, description, date of issue, date of expiration, and the amount of time in which the certification should be renewed.
- **My Calendar.** This item directs you to a calendar displaying your upcoming learning activities.

Accessing Your Courses and Learning Plans



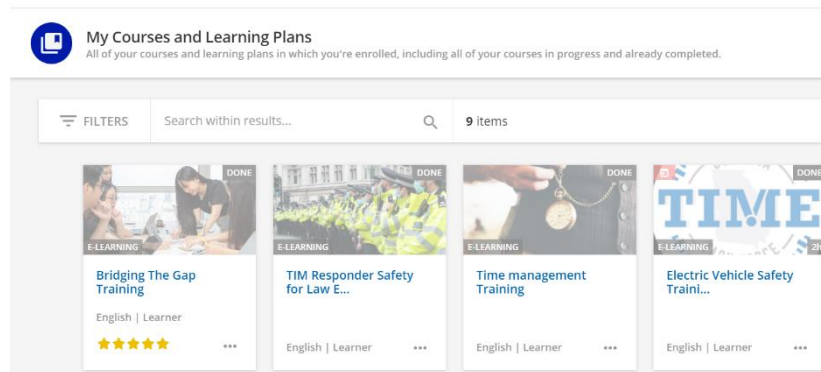
All of the courses and learning plans in which you're enrolled are listed on the My Courses and Learning Plans page. You can reach this page from the corresponding option in your main menu, or from an area on your homepage.

The My Courses and Learning Plans page lists all the courses and the learning plans you are enrolled in. You can filter which courses you want to view by pressing the Filters item at the top of the page.

From the slide out menu, flag the filters that you want to apply:

- **Status.** Not Started, In Progress, or Completed.
- **Hidden Items.** Don't show hidden items, show also hidden items, show hidden items only
- **Type.** E-Learning, Classroom, Webinar, or Learning Plan.
- **Deadline.** All Deadlines, No Deadline, This Week, This Month, or This Year.
- **Duration.** All durations, Custom duration
- **Rating.** From one to five stars.
- **Channels.** Check the channels that you want to apply as filters.
- **Language.** Select the course/learning plan language (multiple selection is available).
- **Availability Date**

To reset the filters, press the Clear Active Filters item at the bottom of the filters menu. You can also use the search bar at the top of the filters menu to search for a specific course or learning plan. Using the Sort By dropdown menu on the right side of the page, you can select how your courses and learning plans are sorted on the page: A-Z, Z-A, Newest to Oldest, or Oldest to Newest, Code Ascending Order, or Code Descending Order.

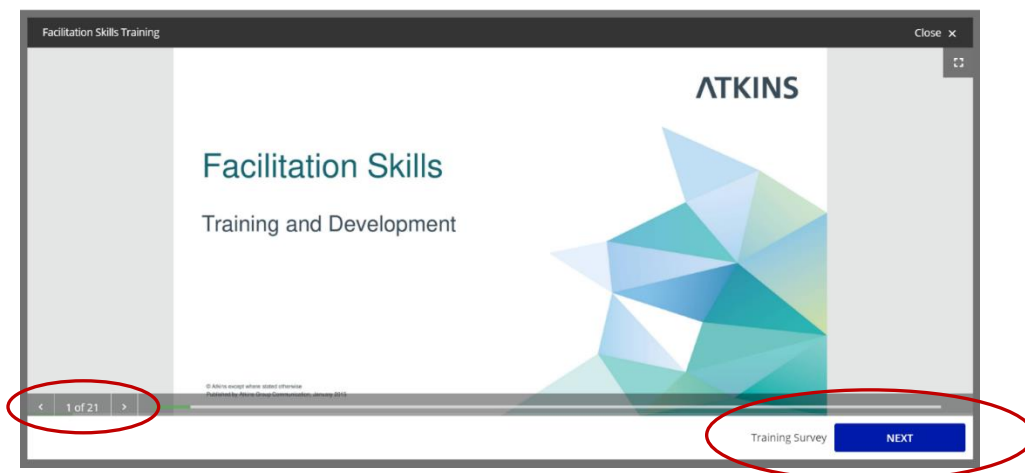


Every course is identified by a tile on the page. The tile also indicates if a course is new. The New label is shown until you start the course by clicking on a course content. To enter a course or a learning plan, click on its tile and start navigating it. When accessing a learning plan, you will see the list of courses composing it. When selecting

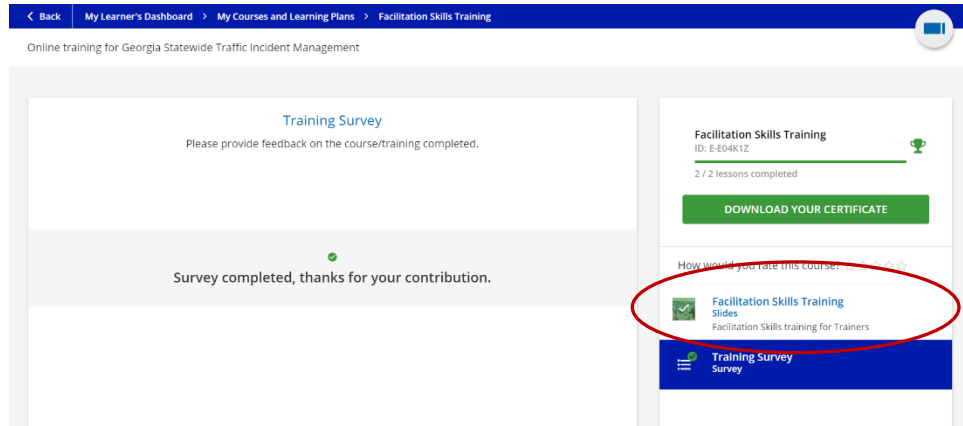
a course, you will have access to the related training material.

Instructions for Course Navigation

In Docebo, you will find two ways to navigate through the coursework. Using the chevrons on the bottom left-hand side will take you through the individual slides of the training module. The chevron to the left will take you back and the chevron to the right will take you forward. After completing the course, use the blue NEXT button to go to the next segment of training. See below:



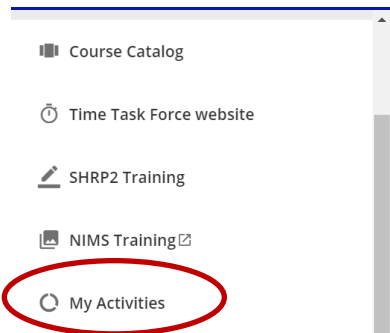
If you should click the next button in error – don't worry! Clicking the course title on the right-hand side will return you back to the course exactly where you left off (see below):



If after following these instructions, you still have questions or difficulties getting through the modules, please contact Tim_Training@dot.ga.gov .

Certificates and Gamification

View and Download Certificates



A certificate is a document confirming your participation in and completion of a course or a learning plan. It's available for some (but not all) courses and learning plans. In order to download a certificate you have been awarded to, access the platform main menu, and select My Activities. Then select the Courses tab. Click on the certificate icon at the end of the course row.

Courses

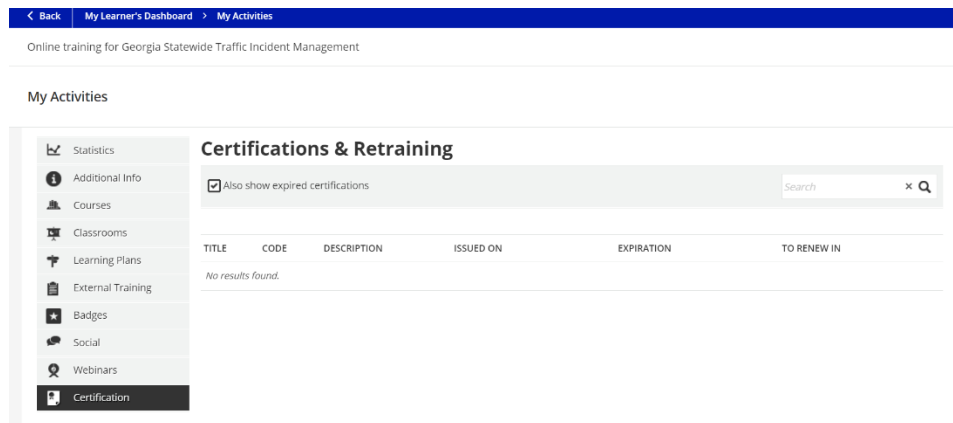
COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
SST-diversity	Diversity in the workplace	COMPLETED	11/17/2020		11/17/2020		0h 2m	
TT-TRIP video	TRIP Refresher Video	COMPLETED	11/6/2020		11/10/2020		0h 12m	
SHRP2	SHRP2 training	COMPLETED	11/9/2020		11/10/2020	10.00	10s	
STLUAT	Soft Launch UAT	COMPLETED	11/13/2020	11/20/2020	11/18/2020		0h 2m	

After clicking the certificates icon, the certificate will automatically download as a PDF. Use your system software to prompt you through the rest of the printing process if you wish to print your certificate.

Certifications

Certifications are automatically given to you upon completing certain courses, learning plans or upon reporting certain external training activities, but not all completed activities in the platform warrant a certification. Refer to your Administrator for further information on the activities associated with a certification.

To check the status of your certifications, access the main menu, then select the My Activities item. In the tabs on the left side, select the Certification tab.



Certifications may have a validity period, thus an expiration date. The certifications listed in the Certification tab show their expiration date, and once expired, you may be able to renew them, depending on Administrator settings. When it's time to renew a certification, press the Renew Now link. Click on the link and select the course you would like to take, and complete the corresponding training activity for the certification renewal.

Depending on Administrator settings, you may receive a notification (either via email, in the notification center or via Slack) informing you that the certification is about to expire, and providing you with a link for you to renew the certification. If you do not navigate through the Renew Now link or through your certification expiration notification, the certification will not renew.

Remember to wait for the expiration of the certification to actually occur before renewing it, or you will lose your previous completion records.

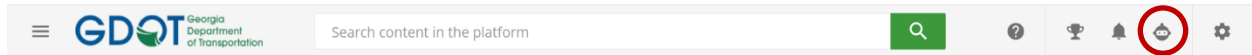
Interacting with the Virtual Coach

The Virtual Coach in your platform is your proactive learning coach, who can guide and steer you continuously through your learning activities and your work within your learning platform. At the moment, you can currently interact with it as follows:

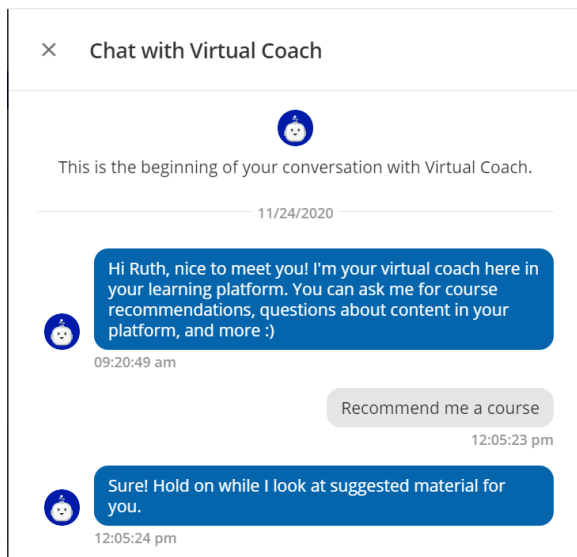
- Asking for recommended content.
- Monitoring your learning progress.

- Asking questions related to content in your platform.
- Answering multiple-choice questions asked by the Virtual Coach to improve your learning retention based on the learning objects that you have completed.
- Receiving push notifications about new content, about content that may interest you or pending tasks to complete.

The Virtual Coach can be accessed by clicking the Virtual Coach icon that sits at the top righthand side of your screen.



If you're interested in specific content that may be available in your platform, at any point during or after the completion of your learning progress, ask your Virtual Coach to find learning content that may interest you.



So how does it work? Ask your Virtual Coach to find content for you. Try using these examples below, or some similar, to start this type of conversation:

- Recommend a course to me.
- I want to learn something new.
- Suggest some new content for me to watch.

If you're already enrolled in formal courses or learning plans in your platform, your Virtual Coach is able to let you know which formal learning activities you're needing to complete. This is incredibly useful if you're completing onboarding plans or similar types of learning.

Ask your Virtual Coach about any formal learning objects, courses or learning plans that are Not Yet Started or In Progress in your platform, using the examples below as guidance:

- Do I have any courses in progress?
- Give me a summary of my enrollments.
- Is there any course I need to start?

In case you still have content that is Not Yet Started or In Progress in your learning platform, your Virtual Coach will send you push notifications from time to time to remind you about any content in a course or learning plan that you haven't yet completed.

Frequently Asked Questions & Troubleshooting

What are the System Requirements?

Your learning platform should operate without any issues on Microsoft Edge, Mozilla Firefox, Google Chrome, and Safari. Refreshing your cache for the platform in any of these browsers may solve any issues that you're experiencing.

Who do I contact for help?

Docebo does not provide direct support to learners, but we do provide support for platform Administrators. If you're experiencing issues with your platform, the easiest and quickest way to resolve them is to contact your Administrator at chidi.kalu@atkinglobal.com or Tim_Training@dot.ga.gov

What is my username?

Your username will always be your full email address (the same one you provided to create your user profile).

How do I set up my password?

Your password should be at least 8 characters which include a capital letter, lowercase letter, numeral, and a symbol if desired. Your password should not be the same as your username.

How will I know what classes to take?

Courses will come to you in several ways. They will either be assigned to you by the Administrator, be scheduled based on certification renewal, or can be selected from our course catalogue.

What kind of courses can I take on Docebo?

You can take courses online and attend virtual meetings through Docebo. Training content is available pertaining to TRIP, NIMS, SHRP2 (standard and Train the Trainer), Managed Lanes, HERO, CHAMP, SSPIA, TMC, TIM, Professional Development training and a whole lot more. To enroll in any of these courses contact Tim_training@dot.ga.gov.