



DIDRT

Duke Infectious Disease Response Training

How to Use DIDRT Learning Management System (LMS): For Instructors

To create an account:

- Go to the DIDRT website: didrt.dhvi.duke.edu

On the right-hand side of the screen, there is an option to create a new account. Click on 'register here', and fill in your information.

YOU ARE NOT LOGGED IN.

LANGUAGE: ENGLISH

Username:

Password (case-sensitive):

[To create an account, register here.](#)

[I forgot my password.](#)

Once your user account is created, login to see your main account screen:

Your completed training certificates


Courses you are currently enrolled in

Courses you have completed

To register for a course:

- Click on 'Course Catalog' (banner at the top of the screen)
- Then select the Course Catalog that corresponds to your training needs

From here, pick the course you want, then click  to sign up for the course.






Once you are enrolled in a course, go back to the My Account screen and click  to launch the training*.

*Ensure you take the pre-course assessment before arriving at an in-class session!








How to Enroll Trainees in Courses (Administrator Level)

To enroll an LMS user in a course:

- From the Administrator Menu, select the  (users) icon
- Search for the individual you want to enroll in a course (enter their name in the search field and press 'Search'), then click the  (modify) icon (on the right side of the screen)
- Select the  (enrollments) icon; from here you can see any courses this user is already enrolled in
 - Click the  (New One-Time Enrollment) icon
 - Click on Add Course(s) and select the desired course(s), and under 'Lifespan' check the 'Start enrollment immediately' box if you would like them to have immediate access to the course; or
 - Select a Start, End, and Due Date for the course (if desired)
 - Click on 'Save Changes', and the user will be enrolled in the course (they will receive an e-mail notifying them of enrollment)
- If you need to un-enroll someone from a course, select that user, click on  (enrollments) then check the box for the course you want to remove and click the 'Delete Selected' icon

To schedule an in-class session:

- From the Administrator Menu, select  (courses)
- Find the course you want, then click  (modify) next to that course
- On the right side of the screen, click on the  (lessons) icon
- From the Lessons screen, click the Modify icon next to the in-class course
- Under the Tools heading (on the right of the screen), click on the  (sessions) icon
 - From here, you can modify an existing session, or add a new session, by clicking  (new session) icon
 - You can now add a new time and place for the in-class session
- Once you have setup an in-class session, users can enroll in that session (or you as administrator, can enroll them as well)