CIVIL AIR PATROL
LEARNING

ABSORB LMS
GENERAL USER GUIDE

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ABSORB LMS GENERAL USER GUIDE

INTRODUCTION

Welcome to the official Civil Air Patrol Absorb LMS user guide. This document will provide you instructions, screenshots, and guidance for accessing CAP online course work through Absorb. While there is no substitute for logging in and exploring a system yourself, use this to locate answers to specific questions.

The guide is divided into different sections based on the action you are attempting to accomplish. Each section gives a comprehensive overview of the associated items with individual subsections to address particular components. The General User Guide Sections are:

- Accessing Courses
- Completing Course Work
- Transcript and Course Records
- Re-enrolling in Courses
- Troubleshooting and Where to Find Help

WELCOME TO ABSORB

Absorb LMS is the main tool for completing online course work within Civil Air Patrol. With a program featuring more than 350 online courses, CAP has a robust online learning program that supports all main mission areas as well as nearly every enabling function. As a member you will be able to use Absorb to progress in your professional development or Cadet Program, to gain qualifications and ratings for participating in missions and activities, and complete compliance requirement items such as Cadet Protection and Operational Security.

ACCESSING COURSES

This section covers the different ways in which you can access your needed course materials. CAP has more than 350 online course offerings covering everything from our Cadet Program to advanced Emergency Services training. Many courses allow you to self-enroll as described here, although some, such as those related to specific Cadet Achievements or VOLU will only be available if you have the right credentials to access them.
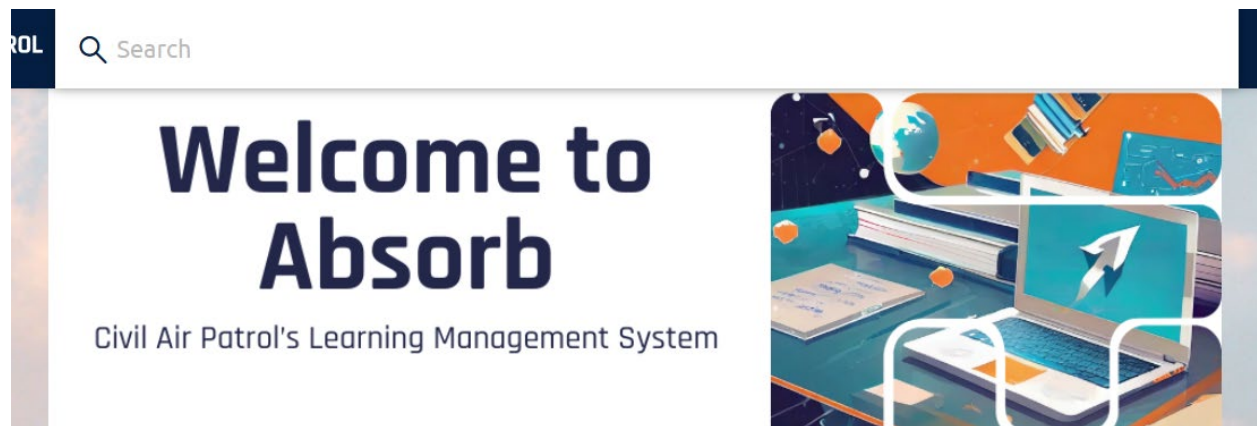
GLOBAL COURSE SEARCH

As a learner, there are several ways for you to access courses in Absorb. While it is possible to find the course you are looking for via the catalog, within a curriculum, and in your featured courses, when in doubt you can use the global search tool to directly locate any course to which you have access.

1. Click on the **magnifying glass** symbol in the upper right corner.
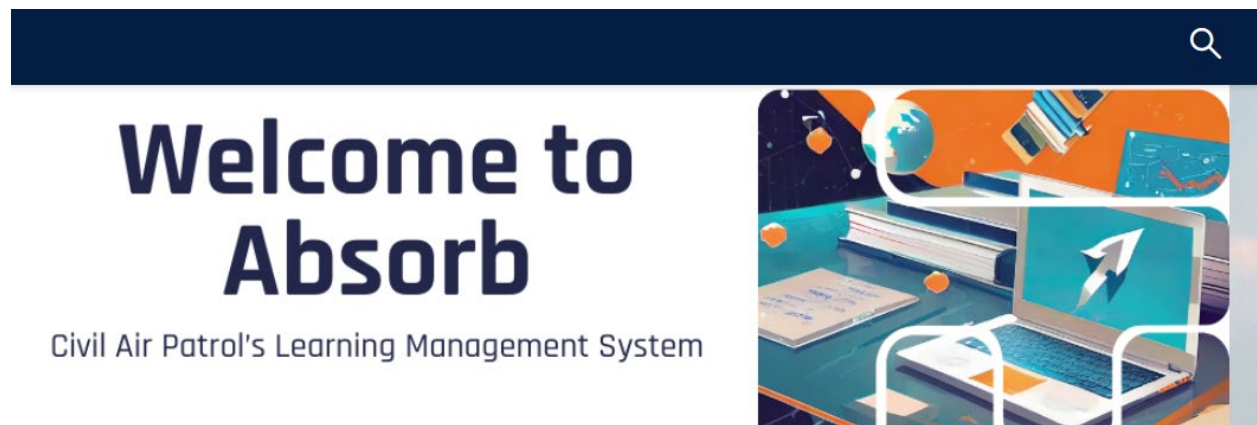
2. Enter the search term, such as the course name, into the field and click enter.

3. The catalog will open and display courses that match the provided search terms.

NOTE: YOU WILL ONLY SEE RESULTS RELATED TO COURSES WHICH YOU ARE ELIGIBLE TO ACCESS. IF YOU ARE NOT FINDING THE COURSE MATERIALS YOU EXPECTED, TRY CONFIRMING THE NAME OR USING DIFFERENT SEARCH TERMS.
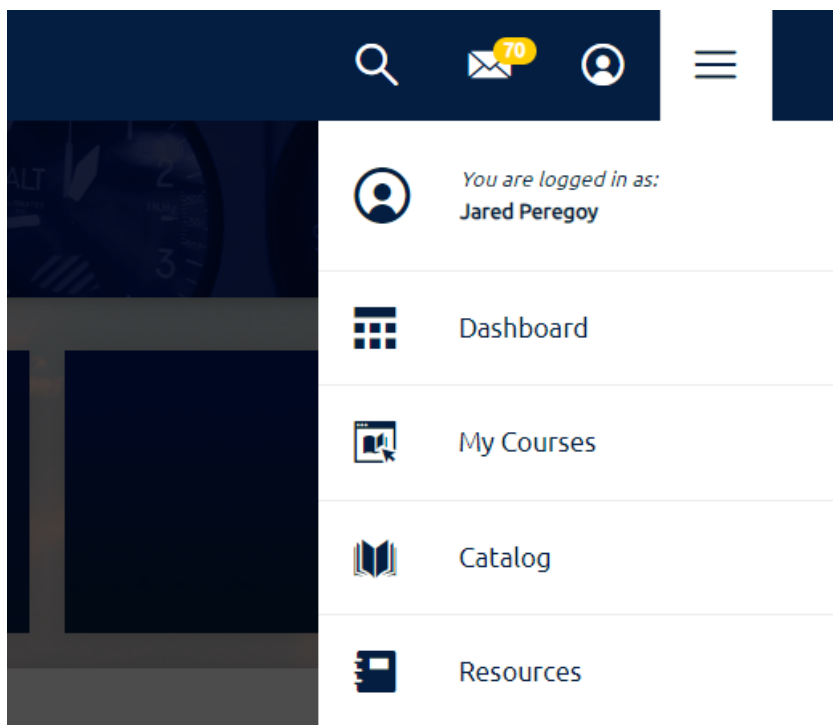
COURSE CATALOG

Most courses in CAP are what is referred to as Self-Enrollment. Self-enrollment means that learners are able to find the course and enroll themselves into it. The course catalog is where you will find courses available for self-enrollment. The catalog can be located on the main system menu located in the upper right corner, as well as on a main course tile on most portal pages.
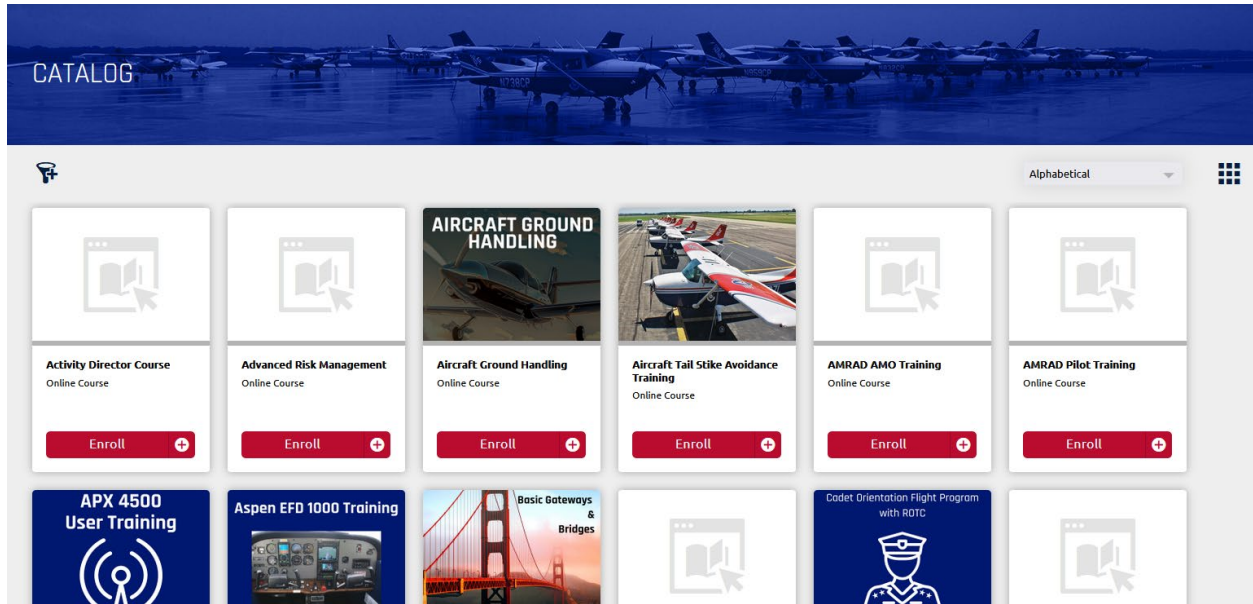
1. Select Catalog from the Dashboard OR
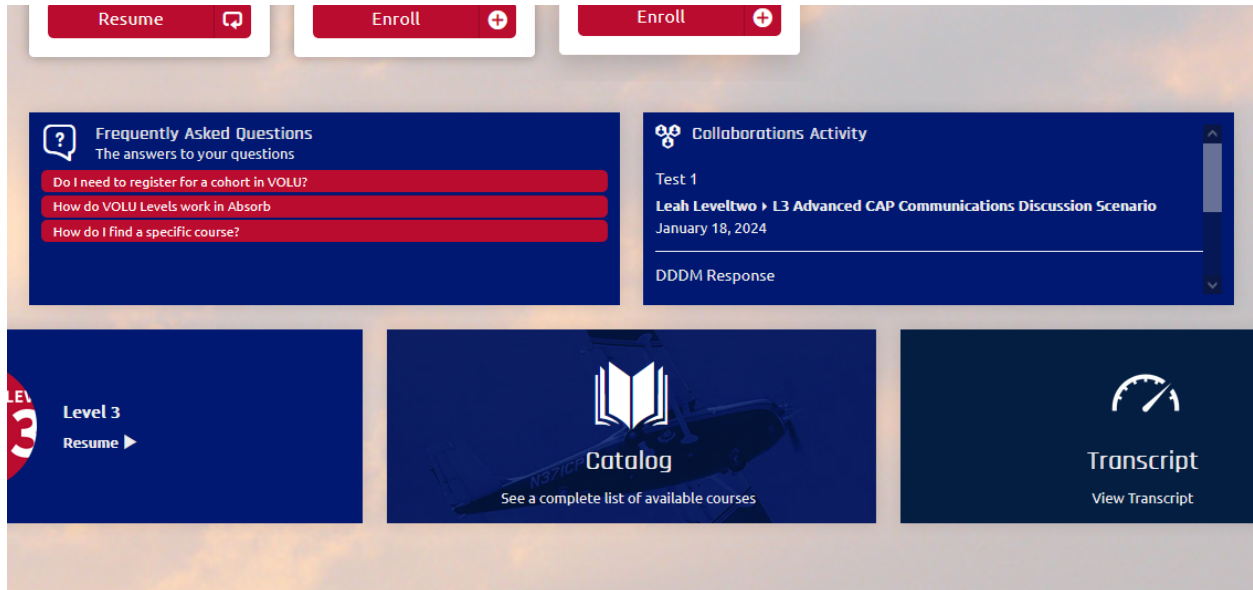
2. Select Catalog from the Dashboard Menu found in the upper right-hand corner.

3. The course catalog will display available course modules. You can change the sorting order using the drop-down menu on the right-hand side.


4. The filter option in the upper left-hand corner will allow you to refine the available courses displayed on the catalog page.
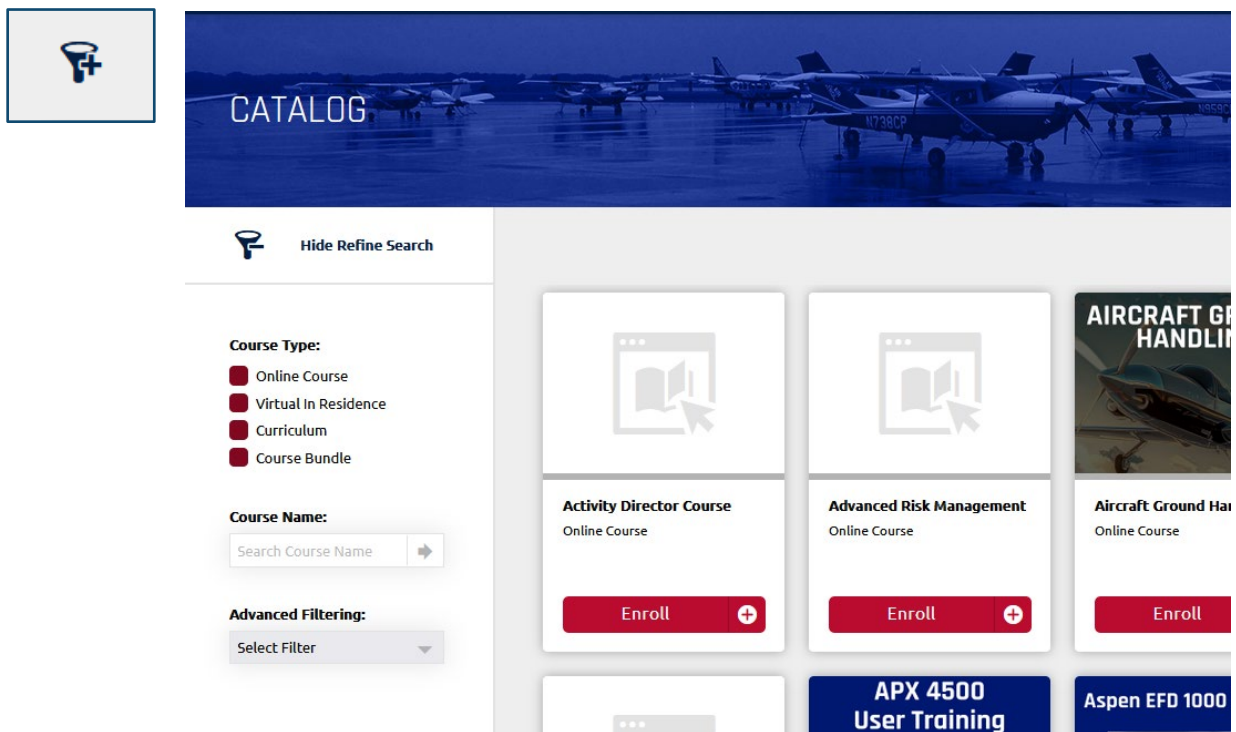
FEATURED COURSES

Featured courses will appear on your main course portal as a prominent list of available courses. These particular courses are displayed this way because they are relevant to your current level or achievement, because they are a course of emphasis from the Command team and senior leadership, or because they are very common courses taken by a large number of members.
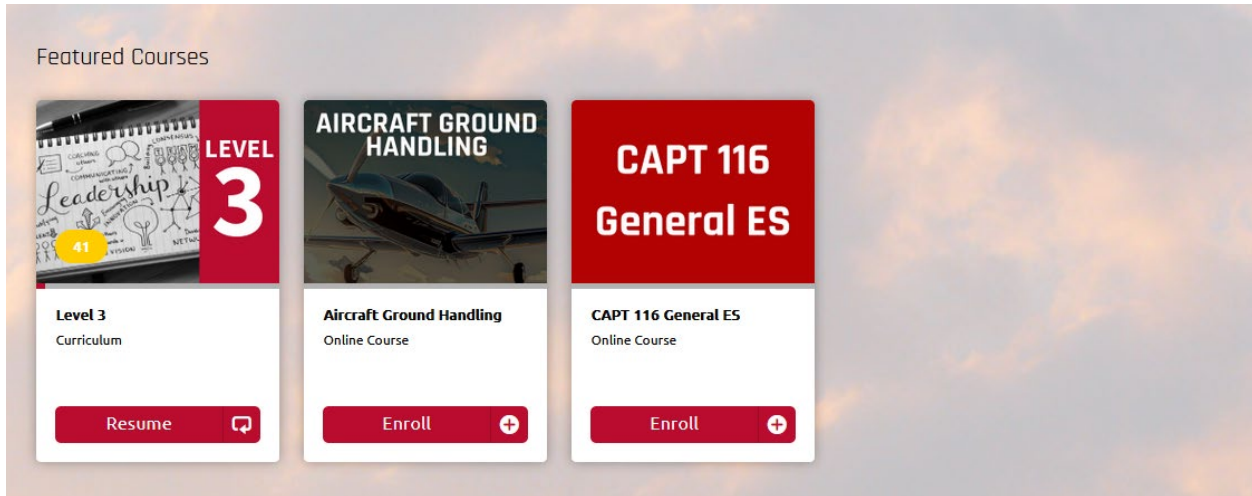
NOTE: A COURSE BEING FEATURED DOES NOT NECESSARILY MEAN THAT IT IS REQUIRED TO BE COMPLETED BY A MEMBER.

CURRICULUM AND COURSE BUNDLES

A curriculum is a group of courses that are taken together as part of a particular program of study. Common examples of curricula would be all courses required to complete a particular Senior Level or Cadet Achievement

COMPLETING COURSE WORK

This section covers the process and requirements for taking courses in Absorb including:

- Enrolling and Course Start
- Viewing Course Content
- Course Menu and Overview
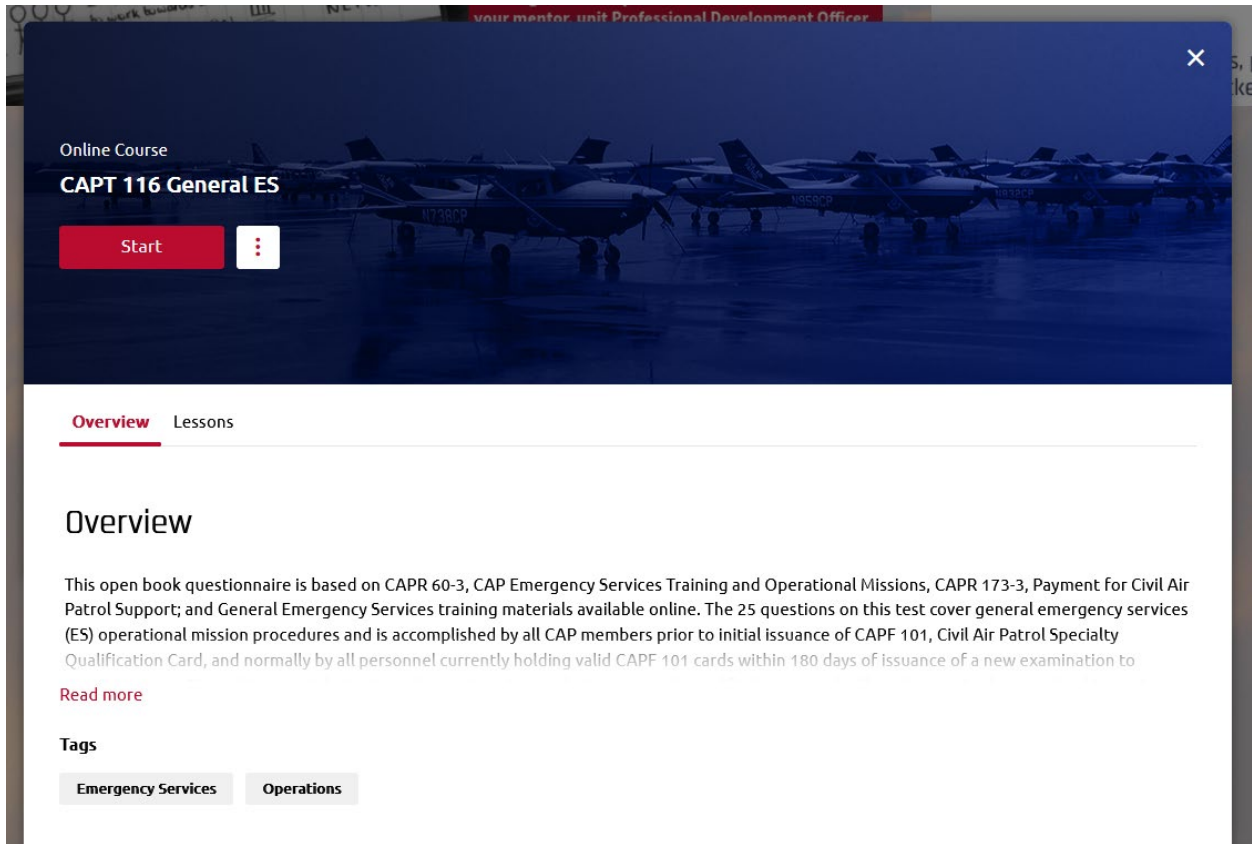- Course Completions

ENROLLING

In order to take and complete any course module you will first need to enroll.

You can do this by clicking the enroll button. After successful enrollment, the enrollment button will become the course start button.
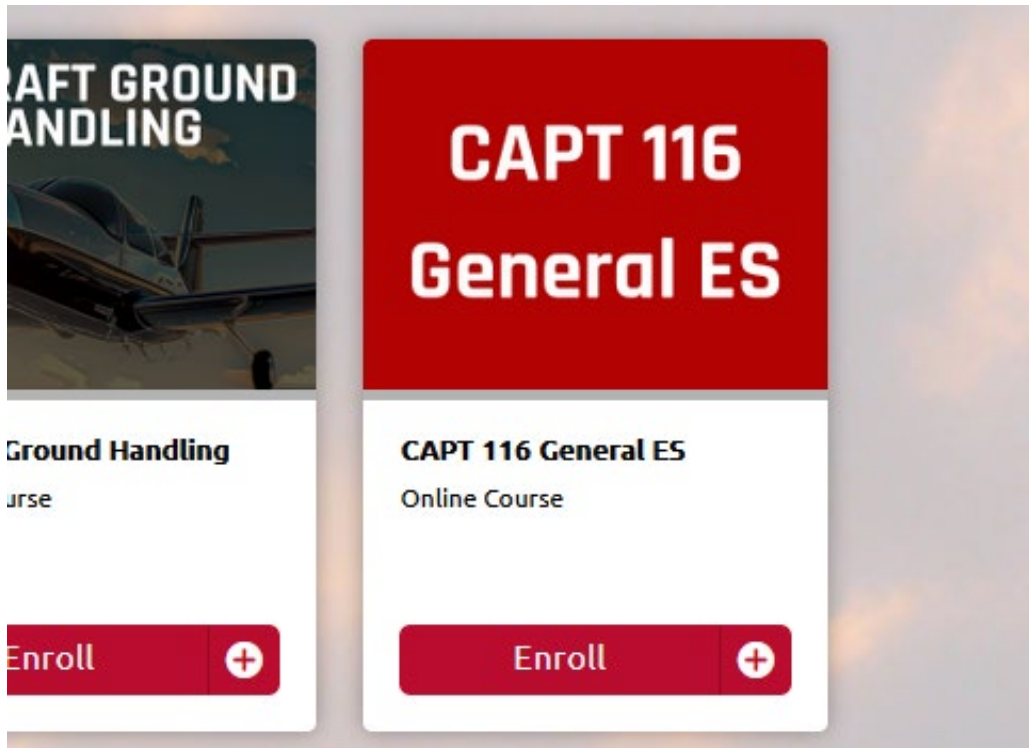
The course start page can be accessed by clicking the course title shown on the module card. The start page screen will pop up to show you the course description and overview as well as the required lessons and course resources.

VIEWING COURSE MATERIALS

When you click into the course the first item in the lesson list will automatically open. It is possible that it will open into a new window or tab. When you close or finish an item, it will show a green check mark by that items name in the course sidebar.

1. Course content will appear in the main content window unless it is set to open in a new window.
2. You can view additional information about any content item by going to the Lesson Details view at the bottom of the page.

LESSON DETAILS MENU

The course details option will allow you to change your course view by expanding or collapsing the lesson details view, as well as the sidebar. There are multiple options found on this menu and you can change them at any time while working on a particular course.

1. Select the Double Arrow symbol in the lesson details to expand or collapse the details options.
2. The framing button allows you to adjust the entire course display.

The Side Bar shows all the course lessons and activities while the Progress Bar will show you how much of the course you have completed.

1. Click the Next button to move to the next available lesson.
2. Directly select course content by clicking on it.
   a. If you have not fully completed a course item you will get a warning message about clicking away.
3. Click the X button in the upper right corner to fully exit the course.

RESOURCES

Resources are available course items that can support your progress and are included but are not required to complete or progress in the course. Resources might be reference materials, links to external readings or sites, or materials from non-CAP learning sources.

1. Access Resources in the course details menu.

2. Click on the specific item to open it.

3. Click the Download All button to download all course resources at once.

COMPLETED ITEMS

When all items are complete you will see a Course Complete pop up in the main course window. The course status will read as Completed and the progress Bar in the side bar will show as 100% completed. Each required learning activity will have a green check mark symbol next to it. You can click the view button to look at eligible course items again. If the course is able to be retaken, you will have the opportunity to re-enroll.

Most CAP online courses provide a certificate of completion on finishing. This certificate can be found in the course details of a completed course module.

NOTE: You will also be able to access course certificates on the Transcript page.

REENROLLMENTS

Some courses are able or required to be retaken to maintain currency in a system or to maintain eligibility as a member.

These courses may include Cadet Protection, Aircraft Ground Handling, and the Form 5 CAP 70-1 courses. If you need to re-enroll in a course, you can do so through the Transcript or through the Course Catalog. If you search and find the course in the catalog it will appear with a green button that says Re-Enroll. Clicking that will reset your course progress to 0. This does not remove your previous completion record; it simply allows you to retake it.

1. If a course has manual reset, click the Re-enroll button to reset all course progress.
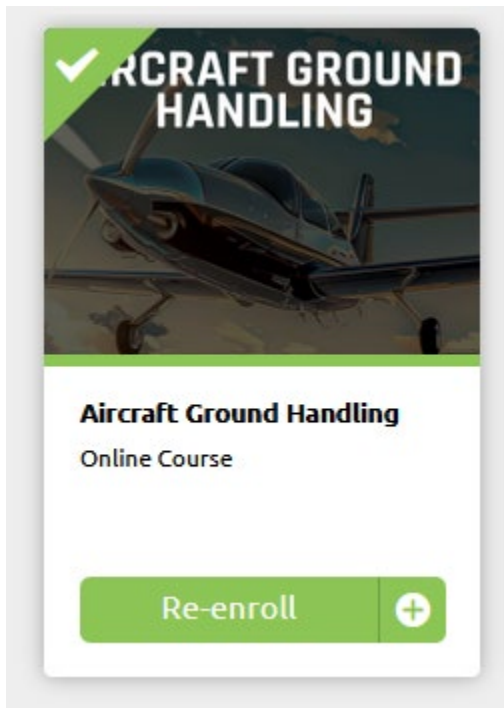
2. You can also retake a particular course, if eligible, by clicking the complete button on the transcript.
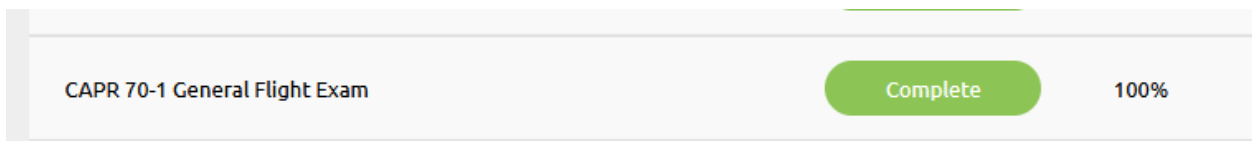
3. This will take you to the course start page.
4. Select the Re-Enroll button which contains a Plus Sign and curved arrow you can completely restart the course from scratch.
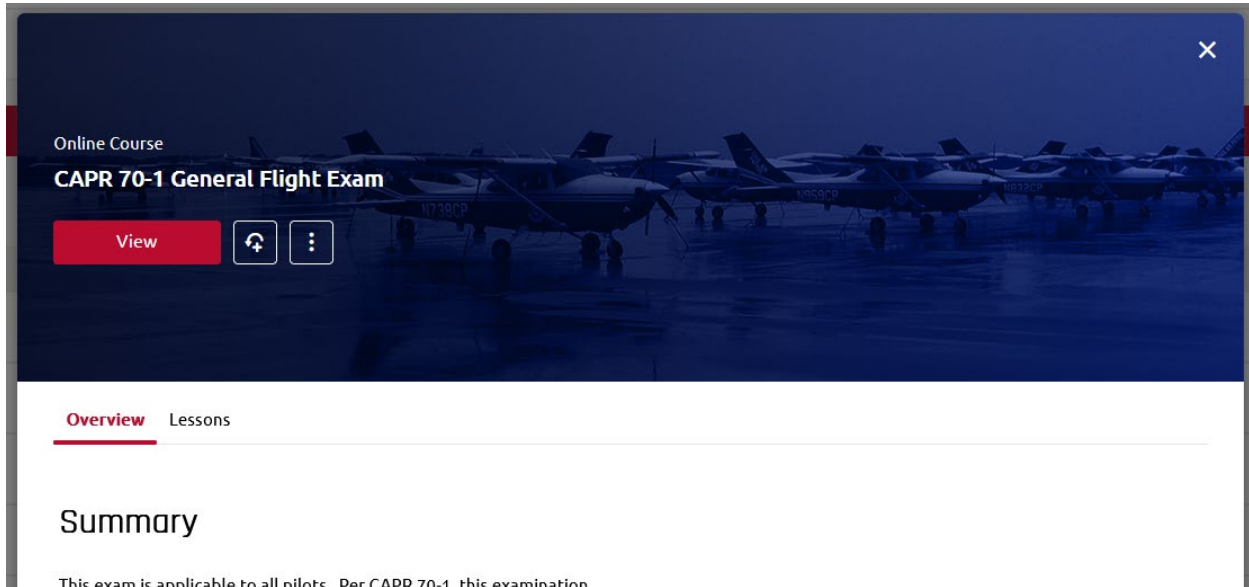
5. Courses which automatically renew based on a timed period will reset on their own and show the normal start button view when accessed.
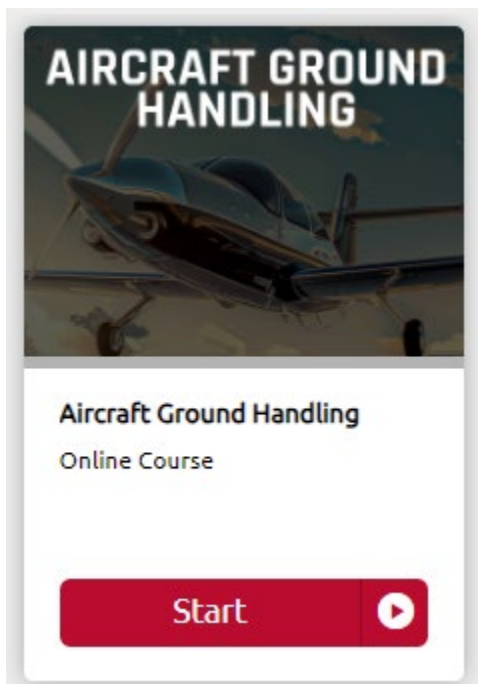
TRANSCRIPTS AND COURSE RECORDS

The transcript is where you can view your prior course completions, certificates, and basic course records. The Transcript page shows three specific areas. The user's Overview, Certificates, and Courses.

CERTIFICATES

The certificates section will show you system certificates that have been earned by completing courses. Some certificates will show an expiry date letting you now how much longer that particular course completion will be valid for.
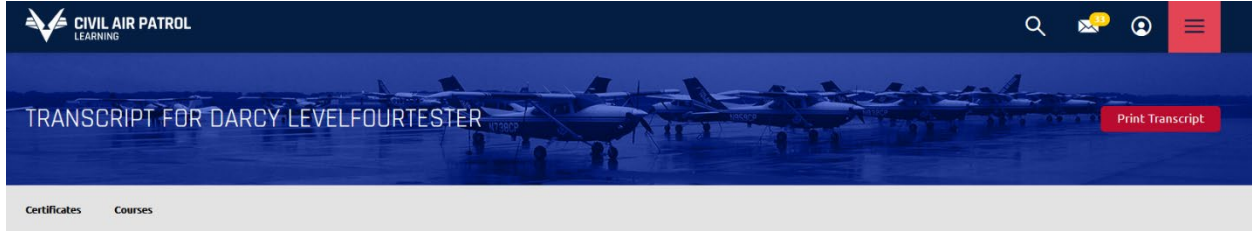

Course Title ▲	Valid From ▶	Expires ▶	View
Aircraft Ground Handling	October 6, 2021 3:22 PM		Download
CAPR 70-1 General Flight Exam	May 24, 2023 3:24 PM	May 23, 2024 3:24 PM	Download
CAPR 70-1 Powered Flight Exam	June 7, 2023 3:25 PM		Download
L3 Legal and Complaint Processes	June 6, 2023 3:06 PM		Download
L3 OLT Advanced CAP Communications	May 18, 2023 3:06 PM		Download
L3 OLT Care and Feeding of a Member	June 8, 2023 3:10 PM		Download
L3 OLT Compliance Requirements	May 19, 2023 3:12 PM		Download
L3 OLT Data Driven Decision Making	May 15, 2023 3:12 PM		Download

Load more...   8 / 18

COURSES

The courses section will show you all courses in which you are enrolled, your current status in those courses, your enrollment date, your completion date if you have one, and the ability to view or resume the course depending on status.

Courses						
Course Title ▲	Status ▸	Score ▸	Enrollment Date ▸	Completion Date ▸	Credits ▸	
Aircraft Ground Handling	Complete	100%	April 8, 2024 3:21 PM	October 6, 2021 3:22 PM		View
CAPR 70-1 General Flight Exam	Complete	100%	April 8, 2024 3:21 PM	May 24, 2023 3:24 PM		View
CAPR 70-1 Powered Flight Exam	Complete	100%	April 8, 2024 3:21 PM	June 7, 2023 3:25 PM		View
L3 Legal and Complaint Processes	Complete	92%	April 8, 2024 2:53 PM	June 6, 2023 3:06 PM		View
L3 OLT Advanced CAP Communications	Complete	100%	April 8, 2024 2:53 PM	May 18, 2023 3:06 PM		View
L3 OLT Care and Feeding of a Member	Complete	100%	April 8, 2024 2:53 PM	June 8, 2023 3:10 PM		View
L3 OLT Compliance Requirements	Complete		April 8, 2024 2:53 PM	May 19, 2023 3:12 PM		View
L3 OLT Data Driven Decision Making	Complete	87%	April 8, 2024 2:53 PM	May 15, 2023 3:12 PM		View
Load more...						8 / 18

Times Displayed in (UTC-04:00) EDT (America/New_York)
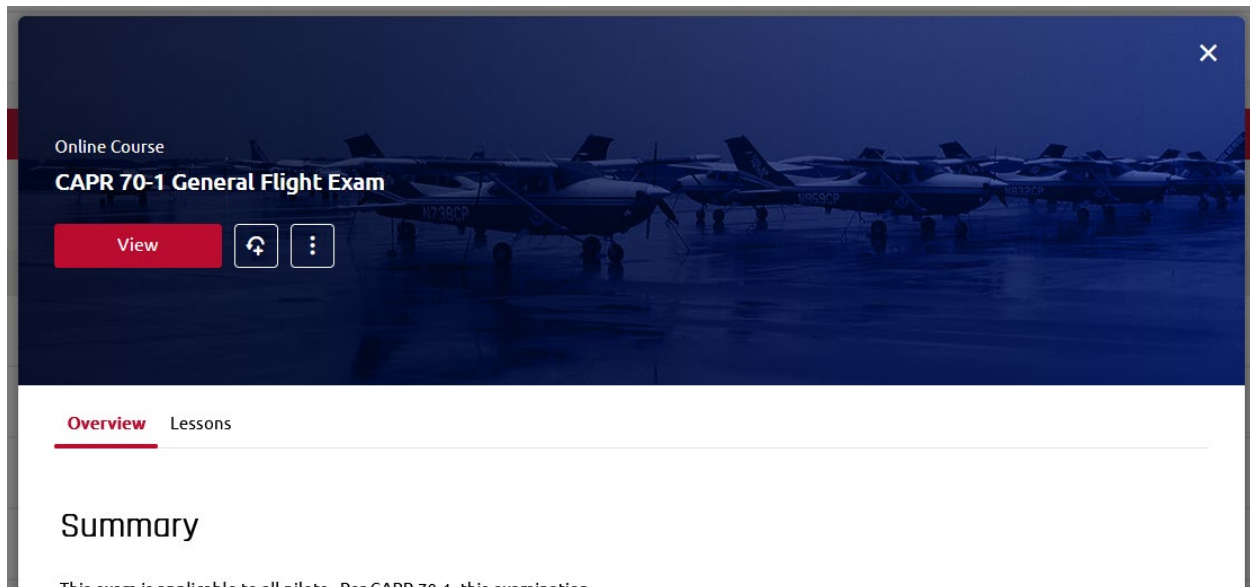
Go To eServices

Clicking the view button will take you into the course to review completed materials. Re-entering the course and viewing is NOT the same thing as reenrolling, be sure to reenroll if you are attempting to retake the course. A key indicator is the course progress bar.

L3 Legal and Complaint Processes	Complete	92%	April 8, 2024 2:53 PM	June 6, 2023 3:06 PM	View

If you are seeking to retake a particular course, if eligible you can do so by clicking the complete button on the transcript.

CAPR 70-1 General Flight Exam	Complete	100%

This will take you back to the course start page. If you select the Re-Enroll button which contains a Plus Sign and curved arrow you can completely restart the course from scratch.

Summary

This exam is applicable to all pilots. Per CAPR 70-1, this examination