



HHS Learning Portal

Learner



National Institutes of Health
OHR/HRSAID/CSBAB

HHS LEARNING PORTAL LEARNER

Version 5.0

National Institutes of Health

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Please submit your LMS Help Desk Tickets to:

https://nihohrweb.nih.gov:1010/WiTS_IntraHR/index.aspx

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LMS INTRODUCTION

PREFACE: ABOUT THIS GUIDE

INTENDED AUDIENCE

This guide is intended for all NIH staff using the HHS Learning Portal/LMS. By default, everyone with an LMS account is a 'Learner.' At NIH, everyone with an NIH Enterprise Directory (NED) and an Active Directory accounts should also have an LMS account. As a Learner, you can find and take training in the LMS and use several professional development tools and resources the system has to offer.

HOW TO GET HELP

If you encounter technical difficulties logging on to the LMS or performing any tasks in this user guide, please submit a ticket to the HR Systems Support Help Desk at: https://nihohrweb.nih.gov:1010/WiTS_IntraHR/index.aspx.

POP-UPS AND DOWNLOADS

Many functions in the LMS require pop-up windows. Make sure your browser allows pop-ups from the HHS Learning Portal. For help with this, please contact the NIH IT Help Desk at <http://itservicedesk.nih.gov/>.

Some LMS functions require you to download files, such as printing a certificate of completion from your transcript. You can facilitate this function by checking your browser security settings and allowing file downloads from the HHS Learning Portal. For help with this, please contact the NIH IT Help Desk at <http://itservicedesk.nih.gov/>.

SKILLSOFT COURSES

If you plan to take one of the many free online Skillsoft courses in the LMS, you can test your computer for compatibility at this link- <https://whatsmybrowser.org/>. You will need to enter a valid email address to run the checker and receive the results via email. Please provide the report to your local IT support if any problems are noted.

BROWSER INFORMATION

LMS works best with Internet Explorer but if you are using a MAC you should view online courses with the Safari browser, not Firefox. There are currently many online courses in the LMS that are not compatible with Firefox.

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LMS INFORMATION

Additional information and resources for the HHS Learning Portal/LMS can be found at:

NIH Training Center website: http://trainingcenter.nih.gov/lms_courses.html or

HR Systems LMS Support website:

<http://hr.od.nih.gov/hrsystems/benefits/lms/lmssupport.htm>

The HHS Learning Portal/LMS is among a list of HHS systems that are accessed via the Access Management System (AMS). The log on screen can be found at <https://iam.hhs.gov/opensso/SimpleLogin.jsp>

LMS FUNDAMENTALS

HHS Learning Portal/LMS: The terms HHS Learning Portal and LMS are used interchangeably and refer to the same system. The Learning Management System (LMS) is a Department-wide system for managing, accessing, and tracking training. As a Department-wide system, the overall LMS is managed at the HHS level – hence the name HHS Learning Portal. Following are concepts and terms that should be understood before beginning to perform tasks in the LMS.

LEARNER PROFILE

The Learner Profile contains information about the learner, such as employee status, start date, name, and organization. The profile does not contain personally identifiable information such as the employee's social security number or date of birth.

The Learner Profile receives data from the following sources on a nightly basis:

NIH Enterprise Directory (NED)

Capital HR

Commissioned Corps Personnel Database

Anyone given an NIH Enterprise Directory (NED) and an Active Directory account will automatically be given an LMS account. The information in the Learner Profile comes from one or more of the Human Resources system interfaces listed above.

The Learner Profile fields you should be most concerned with are:

E-mail: Accurate email addresses in the LMS will ensure learners receive system generated notifications. The email in your LMS profile is populated by a data feed from NED. If it is incorrect, please check your NED profile and update it as needed. The update will come to the LMS through the data feed by the following day.

Manager: Having the correct manager / supervisor listed will allow supervisors to view their direct reports and access training and development information. The manager field for Federal employees in the LMS is populated with the last ITAS timecard approver by a data feed. It will remain that way until the next pay period, and will change if a different person approves the timecard. The manager field for non-Federal employees can be updated by an LMS administrator, and is not affected by a data feed.

Organization: People are grouped in the LMS according to Organization/SAC Code. (See Appendix A.) This code is used to build audience types (which restrict access to courses), narrow the scope of reports, etc. This code must be correct or learners will neither show up in reports correctly nor have access to the correct training opportunities. If this is incorrect, please check your NED profile and notify your Administrative Officer (AO).

Learner

DOMAINS

Domains (a.k.a. Security Domains) in the LMS are used to segment users into hierarchical groups of people who should all have the same basic security permissions.

NIH has its own domain to ensure that all NIH employees and contractors have access to NIH-specific training resources. Having an NIH domain also prevents users in other domains (other agencies within HHS) from viewing and accessing NIH-specific training resources.

SECURITY ROLES

Every user in the LMS has the security role of Learner. If you are designated as the Manager in someone's Learner Profile, you will automatically have the role of Manager/Supervisor as well.

NIH staff who have attended LMS administrator training may have various administrator roles in the system. For a list of people in your IC who have active administrator privileges in the LMS, please go to:

<https://hr.nih.gov/sites/default/files/public/documents/hr-systems/lms/pdf/nih-lms-admin-list.pdf>

LMS TERMS AND DEFINITIONS

Audience Types - Audience Types are used to group learners in the system. Similarly, Audience Sub-Types allow for the further grouping of learners within an Audience Type. These groups can then be used to control access to learning offerings in the LMS.

Certification – A predefined set of courses that have been grouped together, with a deadline for completion. Credentials earned by completing the certification may expire on a predetermined date.

Competency – A competency is a skill, knowledge, or behavior that can be measured, calculated, acquired, specified, or tested. Examples of competencies include “Java Programming”, “Written Communications”, “Product Knowledge”, and “People Skills”. Assigned competencies are “required,” and assessed competencies are “held.”

Completed Learning – This is an area in the LMS that contains the courses that have been completed (see also Transcript).

Course – A course is organized training with planned objectives for learners to complete. Courses may be offered using a variety of delivery types and may have multiple offerings.

Current Learning – This is an area in the LMS that contains enrollments for offerings, certifications, and curricula that are currently being worked on.

Curriculum – A predefined set of courses that have been grouped together. A learner must complete all courses to complete the curriculum.

Delivery Type – A delivery type is the method through which the course content will be presented to learners. Some examples of delivery types are: Online Training, Traditional Classroom, Books, Video, and Webcast.

Descriptors – Behavioral descriptors are descriptions associated with competency proficiency levels. They are intended to help establish an anchor that raters and reviewers can use when assessing the proficiency level of a learner.

Enrollment – An offering that a learner is registered for, but has not yet completed.

Facility – A facility is the actual building at a specific location. An example would be Building 31, which is part of the NIH Main Campus location.

Job Families – A job family is a collection of related jobs.

Job Roles – Roles identify specific skills required to perform a job function. Roles can be shared across multiple jobs. Role definitions may include:

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- Competencies — competencies required to perform the function (including criticality of the competency and minimum required proficiency)
- Certifications — certifications required to perform the function.
- Curricula — curricula required to perform the function.
- Attachments — additional information about the job function.

Job – A job is a collection of roles. It inherits the certifications, competencies, and curricula of the associated roles. Job definitions may include:

- Roles — define the functional responsibilities for the job.
- Next career steps — other jobs that represent likely promotion paths for people who hold the job.
- Attachments — additional information about the job functions.

NOTE: In the HHS Learning Portal, jobs are listed according to the OPM job series number.

Learning Catalog – The Learning Catalog is a list of all the learning items in the LMS, such as courses, offerings, certifications, curricula, and packages (groups of courses). To view the learning items of your interest and to register for an item, access the Learning Catalog.

Learning Plan – Learning plans allow learners to keep track of learning offerings they need to take and other tasks they need to perform as part of their general development. Every learner has a single learning plan. Learners can set or view the progress of each item in their learning plan. In addition, users with certain privileges (like managers) can also view progress on the learning plan items.

Location – A location is either a geographic location, such as Bethesda, or the name that serves as an identifier, such as NIH Main Campus.

Multi-Rater Assessment (MRA) – A multi-rater assessment (MRA) is a method by which a learner's competencies are assessed by supervisors, peers, subordinates, and customers.

Offering – An offering is the specific date and time a course will be presented to learners. In most cases, offerings are limited to specific dates, times, locations, facilities, and rooms. The exception would be self-paced courses, such as online training, where the offering is available to the learner at any time. Offerings are often referred to as classes.

Order – An order is created when a learner, manager, administrator, or registrar assigns an offering to self or to other learners.

Portlet – An area, delimited by a border, within the HHS Learning Portal main screen (a.k.a., dashboard) that provides quick access to specific areas of the system, such as a learner's current enrollments, the catalog search, or communities.

Proficiency Level – Proficiency levels represent the scale on which a competency is measured. Examples of the proficiency levels used at NIH include “Fundamental Awareness”, “Novice”, “Intermediate”, “Advanced”, and “Expert.”

Ratee – The employee whose competencies are being rated.

Rater – An individual who is completing a competency assessment of someone else.

Registration – A registration is created when a learner signs up for an offering.

Room – A room is a designated space, such as a conference room, classroom, or auditorium, found within a specific facility. An example would be Conference Room A in Building 31.

Survey – A survey is a questionnaire that a respondent uses to evaluate a service or provide general feedback.

Transcript – a record or history of training taken by a learner

OVERVIEW OF THE LMS USER INTERFACE


THE LOGIN PAGE

The HHS Learning portal is accessed thru the Access Management System (AMS). To log in to the AMS, visit: <https://ams.hhs.gov>.

NIH users can log in to the AMS using only two of the three login options available in AMS: HHS PIV Card or OPDIV Network Credentials (see below)



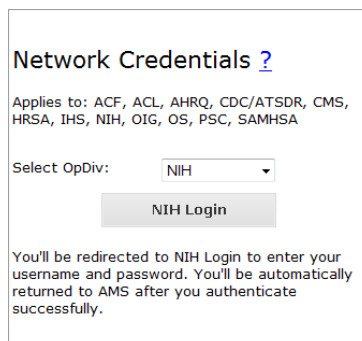
Login Methods to AMS

<h4>HSPD-12 Access Cards ?</h4> <p>Insert your HSPD-12 Access Card in your smart card reader before you try to login.</p>  <p>OpDiv</p> <p>Login</p>	<h4>Network Credentials ?</h4> <p>Applies to: ACF, ACL, AHRQ, CDC/ATSDR, CMS, HRSA, IHS, NIH, OIG, OS, PSC, SAMHSA</p> <p>Select OpDiv: <input type="text" value="Select one..."/></p> <p>Network Username: <input type="text"/></p> <p>Network Password: <input type="password"/></p> <p>Login</p>	<h4>AMS Credentials ?</h4> <p>AMS Username: <input type="text"/></p> <p>AMS Password: <input type="password"/></p> <p>Login</p> <p>First-time AMS User? Forgot AMS Username? Forgot AMS Password?</p>
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[Need Help?](#) | [Self-Help Web Portal](#) | [HHS Privacy Policy](#)

STEP-BY-STEP (LOGGING INTO AMS USING A PIV CARD OR NIH CREDENTIALS TO ACCESS THE LEARNING PORTAL)

1. To login to AMS using your HHS issued PIV card, insert your PIV card and click the 'Login' button under the PIV image on the AMS login page.
2. To login using your NIH Network Credentials, go to the OPDIV Network Credentials, then select **NIH** from the "Select OPDIV" drop down list. Click the link and you will be redirected to authenticate with the NIH Login System.



Network Credentials ?

Applies to: ACF, ACL, AHRQ, CDC/ATSDR, CMS, HRSA, IHS, NIH, OIG, OS, PSC, SAMHSA

Select OpDiv:

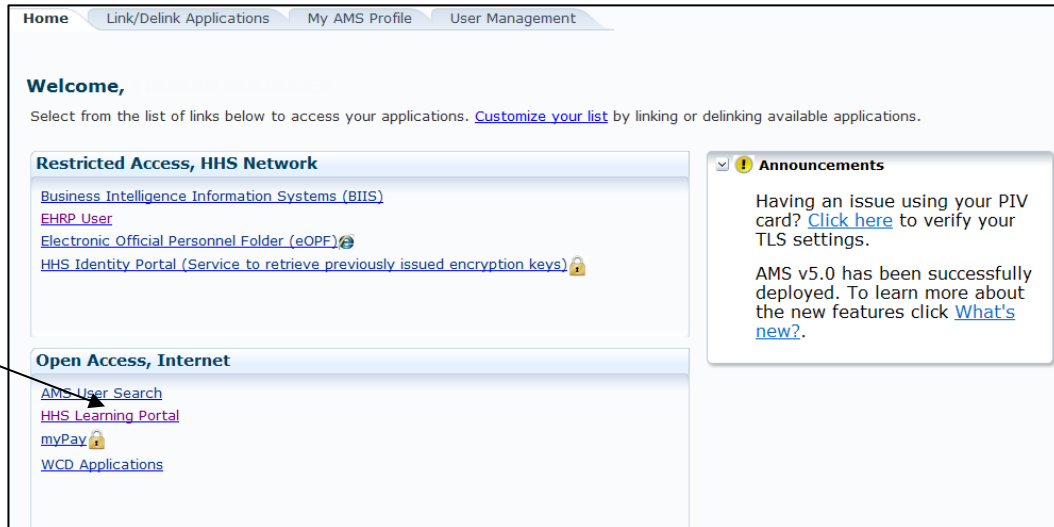
NIH Login

You'll be redirected to NIH Login to enter your username and password. You'll be automatically returned to AMS after you authenticate successfully.

Upon successful login into the AMS, you will see the AMS welcome page and a list of your linked applications (Systems).

You should see a hyperlink for the HHS Learning Portal. Click on the hyperlink to access the system. If you do not see HHS Learning Portal link listed, please contact the HR Systems Support Help desk by submitting a helpdesk ticket at: https://nihohrweb.nih.gov:1010/WiTS_IntraHR/index.aspx.

HHS Learning Portal link

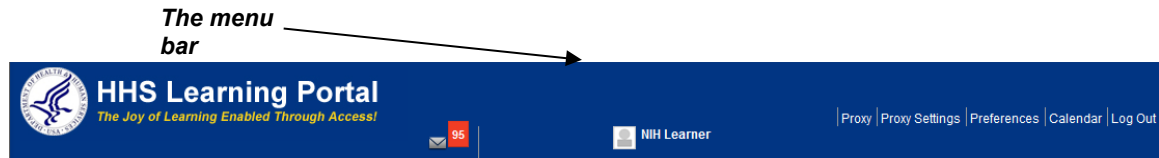


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THE MENU BAR

Once you log in, you will see the blue menu bar at the top of every page within the LMS. At the far right, you will always see a **Welcome** message with your name.

The menu bar provides access to a **Calendar**, your LMS **Preferences**, **Help** documentation, and a **Log Out** option. The major functionality of each option is listed below.



Calendar: This option will open a calendar that displays any scheduled (e.g., classroom) classes that you are registered for through the LMS. The **Calendar** includes a **Month**, **Week**, and **Day** view. There is also a **Create Appointment** link that allows you to enter other events on your personal LMS calendar.

STEP-BY-STEP (ACCESS THE LMS CALENDAR)

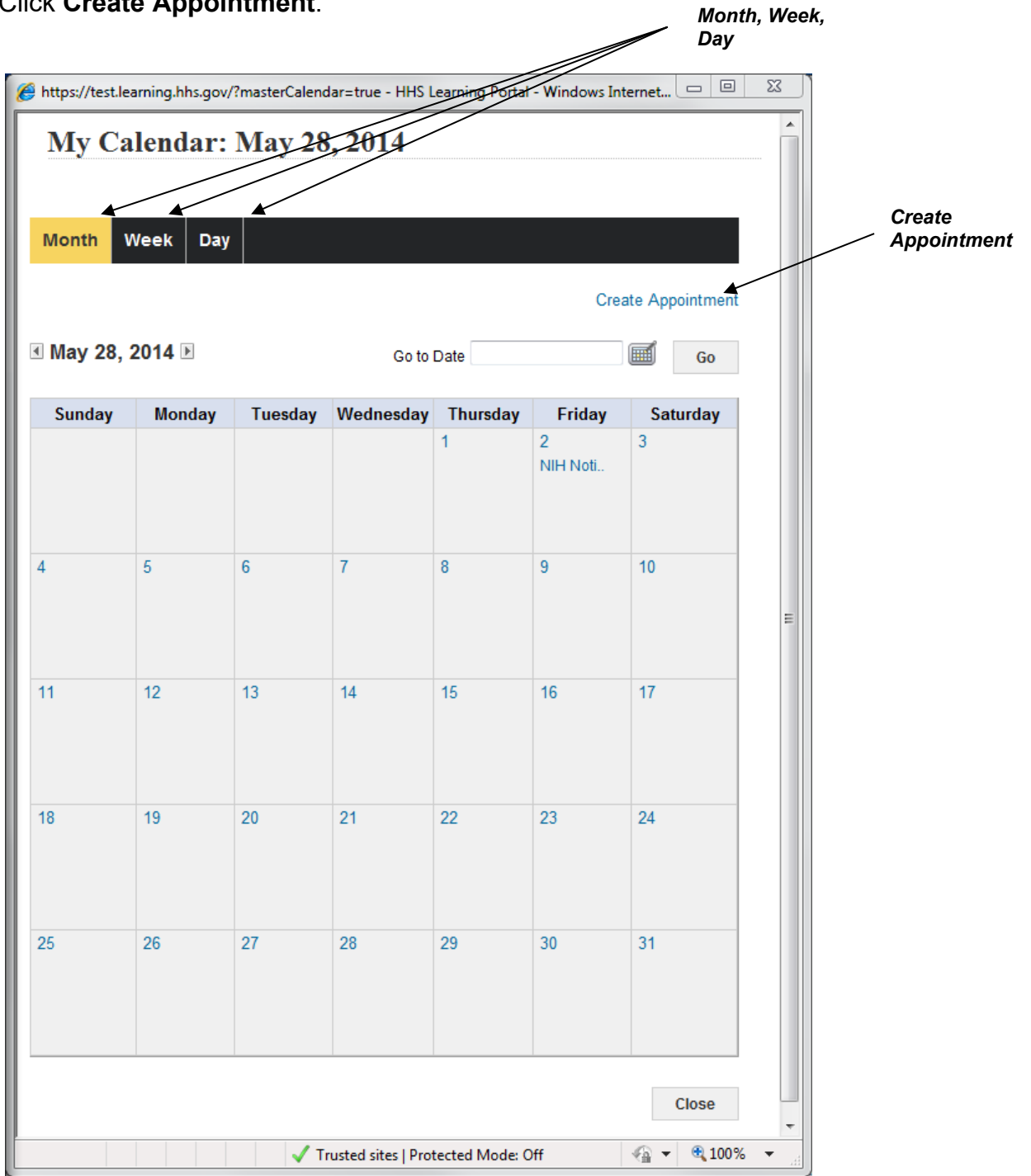
NOTE: This calendar does NOT update your Microsoft Outlook calendar.

The **Calendar** can be viewed by **Month**, **Week**, or **Day**. You can view offerings you are signed up to take as well as create new appointments

1. Log in to the LMS.
2. Click on **Calendar** on the top menu bar. Please note the tabs for **Month**, **Week**, and **Day**.

NOTE: Make sure your web browser does not block pop-up windows.

3. Click **Create Appointment**.



4. To create an appointment for your calendar, fill in the required fields and click **Save**.

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The screenshot shows a web browser window with the URL <https://test.learning.hhs.gov/?fromCalendar=true&popup=true&ownerId=&callback=callback1...>. The page title is "Create Appointment". The form contains the following fields and options:

- Subject***: Text input field.
- Start Date***: Date input field with a calendar icon.
- End Date***: Date input field with a calendar icon.
- Start Time (format must be HH:MI)***: Time input field with "a.m." and "p.m." radio buttons.
- End Time (format must be HH:MI)***: Time input field with "a.m." and "p.m." radio buttons.
- TimeZone***: Dropdown menu with "-Select One-".
- Notes**: Text area.
- On Conflict***: Radio buttons for "Ignore" and "Fail".

At the bottom right, there are "Save" and "Close" buttons. An arrow labeled "Save" points to the "Save" button. A legend in the top right corner states "* = required". The browser's status bar at the bottom shows "Trusted sites | Protected Mode: Off" and "100%".

IMPORTANT: All fields in red with an asterisk (*) require data in order to save changes.

Preferences: This option allows you to change the look and functionality of your dashboard screen (**Preferences** tab). You will also see a tab for **Proxy Settings**, a feature particularly useful for managers/supervisors or administrators.

STEP-BY-STEP (CHANGE YOUR HOME DASHBOARD CONFIGURATION)

The **Preferences** area allows you to change the look and functionality of your Home Dashboard or change your password.

1. Click on **Preferences** on the top menu bar.
2. Click on the **Preferences** tab.
3. Do not change settings in the **Website Preferences** area.
4. Under the **Catalog Search Preferences**, you can select default search options for the course catalog search feature.

IMPORTANT: If you set **Catalog Search Preferences**, remember that it could affect your search results later.

My Account: Preferences * = required

Website Preferences

Locale*
 Notification Method

Catalog Search Preferences

Location
 Language
 Delivery Type

Table Row Display Preferences

Select the number of table rows to display per page

Main Screens Default Value= 25
 Popup Screens Default Value= 25

Default home page

Default role

Trusted sites | Protected Mode: Off | 100%

5. **Table Row Display Preferences** are not currently being used at NIH. You should not alter the default settings without valid reason.
6. Click **Save** to save the changes you have made. Click **Save and Close** to save your changes and close the window.

Help: This option provides information on how to use the LMS and provides a high-level discussion of the business processes and individual tasks that can be performed in the system.

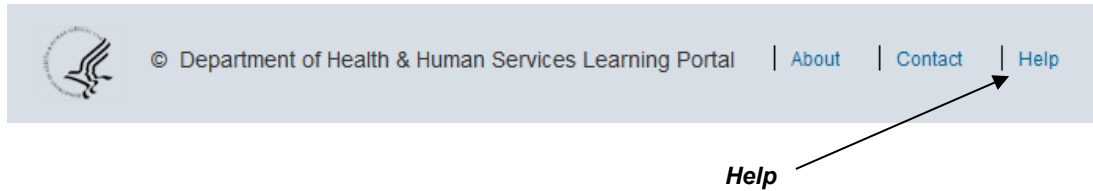
STEP-BY-STEP (ACCESS ONLINE HELP)

1. Log in to the LMS.

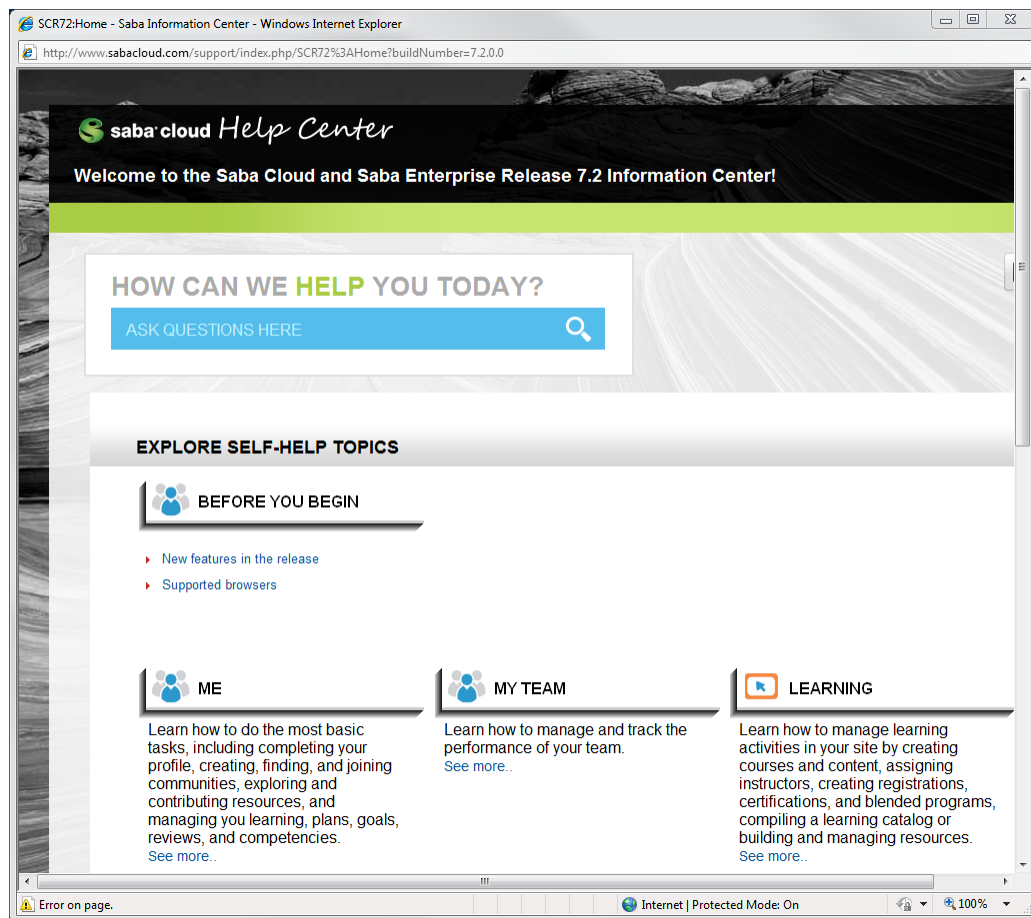
NOTE: For instruction about logging in, see the STEP-BY-STEP (LOG-IN TO THE HHS LEARNING PORTAL)
2. From the top of any page within the LMS, click **Help** on the top menu bar.

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NOTE: Make sure your web browser does not block pop-up windows.



3. Use the **How Can We Help You Today** to search for a specific help topic.
4. The **Explore Self-Help Topics** provides help grouped by topic area. This makes accessing the information quick and easy, should you need to make use of the Help section again.



Log Out: This link logs you out of the system and takes you back to the login page.



**Log
Out**

THE INBOX

Once you log in, you will see a blue menu bar at the top of every page within the LMS. On the menu bar, there is a red box with an icon that looks like an envelope. This is the Inbox.



Inbox

The Inbox icon in the top bar of the application displays a number that indicates the total number of items pending approval and messages to be read. The application calculates the number of pending items or message unread for all menus under Inbox on initial user login and then sums them up to display the result on the Inbox icon as the overall total.

Similarly, each menu under the Inbox also displays a number to indicate the corresponding items to approve or messages to be read.

You will only find items in your **Evaluations** or **Surveys** area if they have been assigned to you. Evaluations could be attached to courses by administrators, and surveys may be assigned to specific learners or groups.

STEP-BY-STEP (VIEWING YOUR MESSAGES)

1. From the LMS Home page, click on the **Inbox** icon.
2. The **Message Center** on the left menu is the default.
3. Click **Search**.

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Message Center

The screenshot shows the 'Message Center' interface. On the left is a navigation menu with items like 'Message Center (9)', 'Approve Assessments (0)', 'Approve Plans (0)', 'Approve Proxy (0)', 'Approve Raters - Skills (0)', 'Evaluations (1)', 'Surveys (0)', 'Tasks (0)', and 'Learner Home'. The main area has search filters for 'Subject', 'Message Body', 'Sent On >=' (with a calendar icon), 'Sent On <=' (with a calendar icon), and 'Mail From'. There are links for 'Configure' and 'Save Search Query', and a 'Search' button. Below the filters is a 'Mail' section.

Search

- All of the email notifications that were sent to you are listed. You can either **Export** them, or narrow the search criteria using the **Subject**, **Message Body**, **Sent On >=**, **Sent On<=**, or **Mail From** fields to find specific emails.

This screenshot shows the 'Message Center' interface with search filters and a list of messages. The search filters are the same as in the previous screenshot. Below the filters, there are links for 'Configure', 'Save Search Query', and 'Search'. Under the 'Mail' section, there are links for 'Print', 'Export', and 'Modify Table'. The message list shows 11 results. The first message is highlighted and has a 'Delete' link. The second message also has a 'Delete' link.

<input type="checkbox"/>	Subject	Sent On	Mail From	Read	Received On	Action
<input type="checkbox"/>	ACTION REQUIRED: A course registration for NIH Learner is pending approval by Manager or Alternate Manager	11/04/2014	training1@od.nih.gov	False	11/04/2014	Delete
<input type="checkbox"/>	ACTION REQUIRED: A course registration for NIH Learner is pending approval by Manager or Alternate Manager	10/28/2014	training1@od.nih.gov	True	10/28/2014	Delete

Export

STEP-BY-STEP (COMPLETE AN EVALUATION)

- From the LMS Home page, click on the **Inbox** icon.
- Select **Evaluations** from the left menu.

Evaluations

Message Center (9)

- Approve Assessments (0)
- Approve Plans (0)
- Approve Proxy (0)
- Approve Raters - Skills (0)
- Evaluations (1)**
- Surveys (0)
- Tasks (0)
- Learner Home

Message Center

Subject Message Body

Sent On >= Sent On <=

Mail From

[Configure](#) | [Save Search Query](#)

Mail

7. If an evaluation was attached to a course you took, it will be listed in the default **Current** tab. **Launch** the evaluation and complete it as directed.
8. Evaluations you have finished will be listed under the **Completed** tab.

STEP-BY-STEP (COMPLETE A SURVEY)

1. From the LMS Home page, click on the **Inbox** icon.
2. Select **Surveys** from the left menu.
3. If a survey has been assigned to you, a number for it will be listed in the left hand menu.

Surveys

Message Center (9)

- Approve Assessments (0)
- Approve Plans (0)
- Approve Proxy (0)
- Approve Raters - Skills (0)
- Evaluations (1)
- Surveys (1)**
- Tasks (0)
- Learner Home

Message Center

Subject Message Body

Sent On >= Sent On <=

Mail From

[Configure](#) | [Save Search Query](#)

Mail

4. You have the option to **Accept** the survey, **Accept but Anonymously** or **Decline** the Survey.
5. Click **Accept** and you will have the option to **Launch** the Survey.

Learner

Message Center (9)

Approve Assessments (0)

Approve Plans (0)

Approve Proxy (0)

Approve Raters - Skills (0)

Evaluations (1)

Surveys (1)

Tasks (0)

Learner Home

Surveys

Complete any surveys that have been assigned to you.

Current Completed

Current Surveys [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

Name	Closes On	Created By	Survey Status	Actions
NIH Accessible Word Documents Survey		Thomas HOLSCHER	In Progress	Accept Accept (Anonymously) Decline

6. Click **Launch**.

Message Center (9)

Approve Assessments (0)

Approve Plans (0)

Approve Proxy (0)

Approve Raters - Skills (0)

Evaluations (1)

Surveys (0)

Tasks (0)

Learner Home

Surveys

Complete any surveys that have been assigned to you.

Current Completed

Current Surveys [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

Name	Closes On	Created By	Survey Status	Actions
NIH Accessible Word Documents Survey		Thomas HOLSCHER	In Progress	Launch

7. **Note:** Be sure you follow the instructions of the survey and complete all the questions.

https://staging.learning.hhs.gov/?subscriptionId=ctnsr00000000044747&contextId=ctcx0000000068 - Windows Internet Explorer

saba

[Reference](#) | [Email](#) | [Help](#) | [Print](#)

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Accessible Word Documents

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Accessible Word Documents

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Content made available by Saba Software Inc.

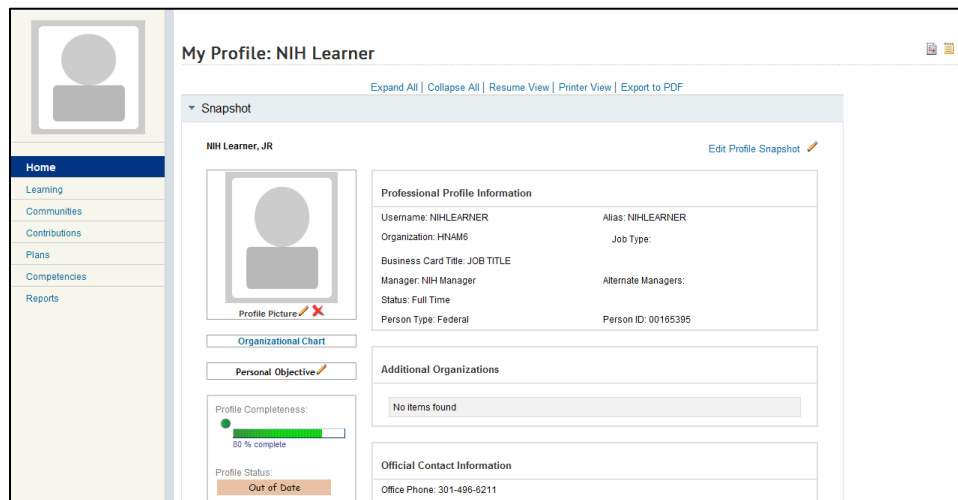
YOUR PROFILE

Under the **Profile** icon in the menu bar at the top of all LMS pages, learners can see what their personal details, manager, direct reports, and also what roles are assigned.



From the My Profile page, learners can access:

- **Snapshot** – The information in this section is almost all coming from automated data feeds from Capital HR and/or the NIH Enterprise Directory (NED). If any of your information you see here is incorrect, you must contact your AO and have it corrected in the source system.



- **Current Job Information** – This section has information about your current position and job roles.

Learner

▼ Current Job Information

Job Information

Job Type:	Business Card Title: JOB TITLE
Organization: HNAME	Job Responsibilities:
Local Learning Registrar: No	Mentors:
Manager: NIH Manager	Location:
Alternate Managers:	Direct Reports:
Primary Function:	Alternate Team Members:
Accomplishments:	Secondary Function:
Job Attachments:	Additional Responsibilities:
Annual Base Compensation:	Instant Message ID: Edit
Current Level:	Target Total Annual Compensation:
	Job Family:

Required Roles

Name	Assigned By	Actions
NIH Information Technology	NIH PeopleAdmin	Mark Optional

- **Competencies** – This section has information about your current skills. This includes the top Strengths and Developmental Needs.

▼ Competencies

Strengths (Top three) [Go to All Held Competencies](#)

Competency Name	Source	Source Name	Required Proficiency	Held Proficiency
Interpersonal Skills (HHS)	Self	NIH Learner	3	5
Conflict Management (HHS)	Self	NIH Learner	3	5
Flexibility (HHS)		NIH Supervisor	3	4

Developmental Needs (Top Three) [Go to All Development Needs](#)

Competency Name	Source	Source Name	Required Proficiency	Held Proficiency
NIH Change Management	Self	NIH Learner	4	
NIH Change Leadership	Self	NIH Learner	4	
NIH Information Technology Policy and Planning	Self	NIH Learner	3	

- **Licenses and Certifications** – This section has information about your current internal and external licenses and certifications.

▼ Licenses and Certifications

Internal Licenses and Certifications

Name	Acquired On	Expires On
NIH Online Orientation Certification	In Progress	N/A
NIH NIA Alternative Dispute Resolution Certification	03/02/2012	N/A

- **Languages** – This section has information about what language skills you have. You can add, modify, or delete your language information.

▼ Languages					
Showing 1 out of 1 results					Add Language
Language	Speaking Level	Reading Level	Writing Level	Notes	Actions
English	High	High	High		
NIH Learner last updated this section on Oct 21, 2009.					

STEP-BY-STEP (VERIFYING YOUR USER PROFILE)

1. From the LMS home page, click on the **Profile** icon on the menu bar.

2. You can add your picture by clicking on the **Profile Picture** pencil icon, modify items in your profile by clicking on the **Edit Profile Snapshot** link, or add/edit your personal objective by clicking on the **Personal Objective** pencil icon.
3. Scrolling down to the bottom of the page will show an expanded view of your Current Job Information, Competencies, Licenses and Certifications, and Languages. You can click **Expand All** before scrolling down to expand all of the subcategories.

STEP-BY-STEP (UPDATING YOUR CONTACT INFORMATION)

1. From the LMS home page, click on the **Profile** icon on the menu bar.
2. Click **Edit Profile Snapshot**.
3. You can update your **Work Phone**, **Time zone**, and **Email** information.
4. Click enter the correct information in the appropriate field

Learner

5. Click **Save**.

Profile Snapshot Self-Service for NIH Learner.

Title

Suffix JR

Home Phone

Address 1 EPS

Address 2 6120 Executive Blvd

Address 3 Suite 350

City Rockville

State/Province MD

Zip/Postal Code 20852

Country/Region US

Business Card Title JOB TITLE

Work Phone

Fax 301-898-1212

Location

Timezone*

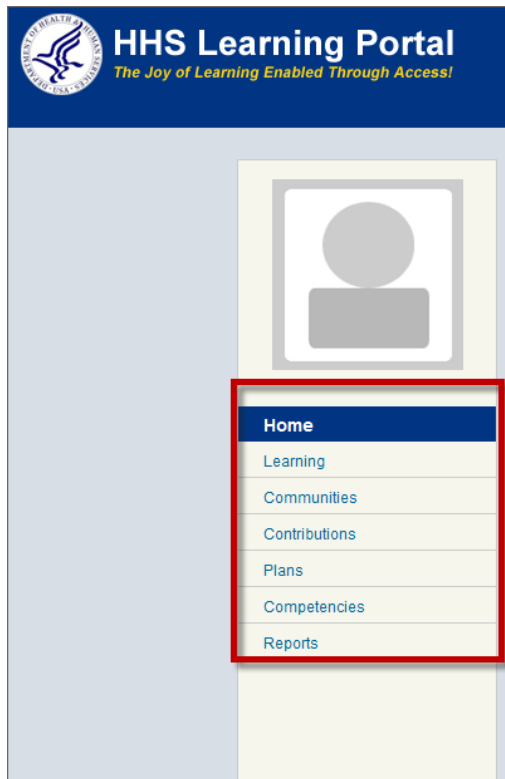
Email [Add Email](#)

Email	Delete
XX-XXImssupport@mail.nih.gov	

**Save
button**

HOME PAGE MAIN LEFT HAND MENU

On the left side of the screen you will see six links: **Home**, **Learning**, **Communities**, **Contributions**, **Plans**, **Competencies**, and **Reports**. These all lead to various areas of functionality in the LMS that will be discussed in more detail later in this user guide. The Home tab will always return you to the Home Dashboard view.



HOME PAGE PORTLETS

The LMS home page has a variety of portlets. A portlet provides quick access to specific areas of the system, such as a learner's current enrollments, the catalog search, or communities. Functional areas accessed through the portlets can also be accessed through the tabs and menus if you prefer.

In the NIH Announcements portlet, you will find special notices, updates, and/or quick links to courses just for NIH staff.

To change the appearance of your home dashboard screen, click **Configure This Page** at the top right of the portlets area.

The screenshot shows the HHS Learning Portal dashboard. At the top, there is a blue header with the HHS logo, the text "HHS Learning Portal The Joy of Learning Enabled Through Access!", a notification icon with "95", and the user name "NIH Learner". On the right side of the header, there are links for "Proxy", "Proxy Settings", "Preferences", "Calendar", and "Log Out". Below the header, there is a "Configure This Page" link. The main content area is divided into several sections: a "Welcome" section with a video player showing "The LMS—Here for YOU!" and "Project Management, Health,"; an "Announcements for NIH Staff" section with a notice about the "NIH Training Center CAN requirement"; and a "Catalog Search" section with instructions on how to use the search field. A sidebar on the left contains a navigation menu with items like "Home", "Learning", "Communities", "Contributions", "Plans", "Competencies", and "Reports".

You can select/deselect which portlets show up on your dashboard.

The screenshot shows the "Personalize Home" configuration page. The page title is "Personalize Home" and it has "Print | Export" options. Under the "Portlets" section, there is a table with two columns: "Name" and "Active". The table lists several portlets, each with a checked checkbox in the "Active" column. At the bottom of the page, there are three buttons: "Restore Defaults", "Close", and "Save & Close". A browser window title bar is visible at the top, showing the URL "https://test.learning.hhs.gov/?portal_name=HHSDefaultPortal_Learner&id=&callback=callback1...". A status bar at the bottom shows "Done", "Trusted sites", "Protected Mode: Off", and "100%".

Name	Active
Catalog Search	<input checked="" type="checkbox"/>
Getting Started	<input checked="" type="checkbox"/>
HHS Navigation Links	<input checked="" type="checkbox"/>
In-Progress Learning Activities	<input checked="" type="checkbox"/>
NIH Announcements	<input checked="" type="checkbox"/>
NIH Quicklinks	<input checked="" type="checkbox"/>
NIH Video Announcements	<input checked="" type="checkbox"/>

IMPORTANT: Be sure to keep the NIH Announcements portlet checked so you do not miss important information for NIH learners.

You may also change the order of your portlets by clicking the blue header bar, dragging, and dropping them into a new position.

THE CATALOG SEARCH

The **Catalog Search** on the LMS home page allows you to search for training items in the LMS. Learning items may be found through **Simple Search** or **Advanced Search**. Also included is a **Browse: Catalog** link that has the catalog grouped by categories.

STEP-BY-STEP (USING THE CATALOG SEARCH)

1. Upon successful login into the LMS, locate the **Catalog Search** in your home dashboard.
2. The Catalog Search provides different options that allows for the searching of courses.
3. Entering criteria in the **Search** field and clicking **Search** is called the simple search function in the LMS.
4. There are also other options available called **Advanced Search** and **Browse: Category**.

The screenshot shows the 'Catalog Search' interface. At the top, it says 'Catalog Search'. Below that is a paragraph of instructions: 'Enter the course title, course ID, or offering ID in the search field. The LMS will search on each word or numeric ID separately. For example, if Word 2010 is entered as the search criteria, all offerings with either Word OR 2010 in the title, description, abstract, or keywords will be returned. Use the Advanced Search to narrow your search criteria, or check the Exact Match if you know the exact title of the course.'

The search form includes the following elements:

- Search field:** A text input field labeled 'Search'.
- In:** A dropdown menu currently set to 'Learning Catalog'.
- Location:** A dropdown menu currently set to 'Any Location'.
- Starting:** A dropdown menu currently set to 'In Next Six Months'.
- Show exact matches only:** A checkbox that is currently unchecked.
- Search Button:** A button labeled 'Search'.
- Advanced Search link:** A blue text link labeled 'Advanced Search'.
- Browse by Category link:** A blue text link labeled 'Browse: Category'.

Annotations with arrows point to the following elements:

- 'Simple Search field' points to the 'Search' input field.
- 'Search Button' points to the 'Search' button.
- 'Advanced Search link' points to the 'Advanced Search' link.
- 'Browse by Category link' points to the 'Browse: Category' link.

5. You can use simple search by entering your criteria in the **Search** field, specifying where you want to look using the **Location** and **Starting** drop-down fields, and clicking **Search**.

Learner

STEP-BY-STEP (REGISTER FOR TRAINING USING THE SIMPLE SEARCH)

Simple search will allow you to enter part of a title to search courses, offerings, certifications, and curricula in the LMS.

1. On the LMS home page, in the **Catalog Search** enter the search criteria you are looking for in the **Search** field.
2. Click **Search**.

The screenshot shows the 'Catalog Search' form. It includes a text input field for the search term, a dropdown menu for 'In' (set to 'Learning Catalog'), a dropdown menu for 'Location' (set to 'Any Location'), and a dropdown menu for 'Starting' (set to 'In Next Six Months'). There is a checkbox for 'Show exact matches only' and a 'Search' button. Below the search options are links for 'Advanced Search' and 'Browse: Category'. Annotations include an arrow pointing to the search input field labeled 'Simple Search field' and an arrow pointing to the 'Search' button labeled 'Search Button'.

Catalog Search

Enter the course title, course ID, or offering ID in the search field. The LMS will search on each word or numeric ID separately. For example, if Word 2010 is entered as the search criteria, all offerings with either Word OR 2010 in the title, description, abstract, or keywords will be returned. Use the Advanced Search to narrow your search criteria, or check the Exact Match if you know the exact title of the course.

Search

In

Location

Starting

Show exact matches only

[Advanced Search](#)

Browse: [Category](#)

3. A list of courses, offerings, certifications, or curricula matching your search criteria is returned. Click the **Title** to view more details.
4. The search results will return any results based upon a match of keywords, or matches on the words that were entered in the search.
5. The results can be further refined or expanding by using the filters that are available on the right.
6. Courses can be hidden by checking the **Hide courses** checkbox.

Simple Search field

Search results

Refine/Expand search results

Hide Courses checkbox

7. On the course details screen, you will have the option to **Launch Content**, **Register**, add the specific course to your plan (by clicking the **Add to Plan** link), or request a special type of offering for the course (by clicking on the **Request Learning** link).

STEP-BY-STEP (REGISTER FOR TRAINING USING BROWSE BY CATEGORY)

A NIH LMS catalog category was created specifically for NIH and includes several sub-categories. Training administrators should be using these categories to make courses easier for you to find.

Browse catalog allows you to search for trainings by moving from one category of offerings to another, or by moving within a category by going from a higher level to more detailed levels of offerings. Browsing the catalog is a way to search for offerings by group.

The top level categories are shown on the first page, and by clicking the links you can view deeper levels of groups or individual offerings in each group. Offerings appear as titles in a list and may display additional details depending on how your catalog administrator has configured the application.

The catalog can be searched depending on how your system has been configured by your administrator, which search method you wish to use, and which type of items you wish to find.

1. From the LMS Home page, locate the **Catalog Search**.
2. Click on **Browse: Category**.

Learner

Catalog Search

Enter the course title, course ID, or offering ID in the search field. The LMS will search on each word or numeric ID separately. For example, if Word 2010 is entered as the search criteria, all offerings with either Word OR 2010 in the title, description, abstract, or keywords will be returned. Use the Advanced Search to narrow your search criteria, or check the Exact Match if you know the exact title of the course.

Search

In Learning Catalog

Location Any Location

Starting In Next Six Months

Show exact matches only

[Advanced Search](#)

Browse: [Category](#)

Browse:
Category
link

3. Note the category **1 - NIH Courses** with several sub-categories.

NIH Courses

Home

Learning

Communities

Contributions

Plans

Competencies

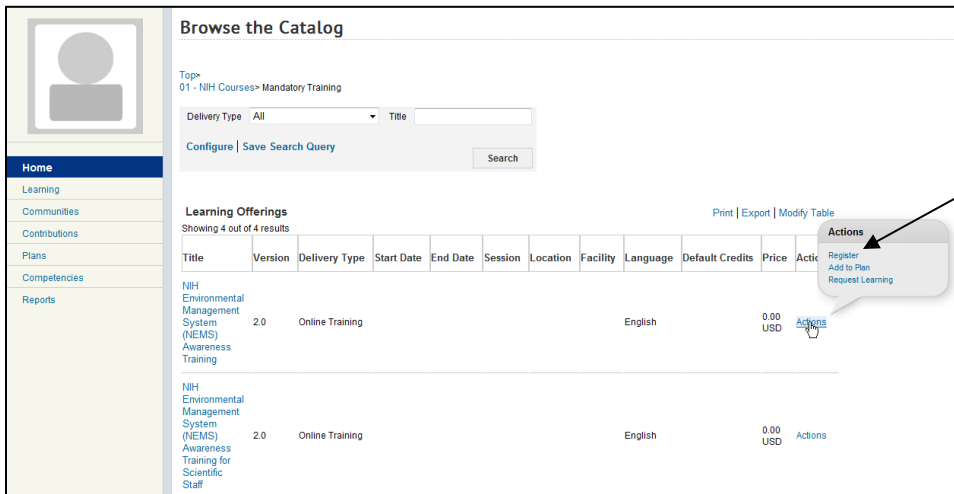
Reports

Browse the Catalog

- 01 - NIH Courses**
 - CIT Training
 - Client Services Division (CSD)
 - Clinical Center
 - CSR Training
 - Extramural Training
 - LMS Administrator Training
 - Mandatory Training
 - NIH Training Center
 - OD - Office of the Director
 - Office of Human Resources OHR
 - Office of Research Services (ORS)
 - Other
- 3 - Online Training**
 - Books 24x7
 - Department of Labor
 - Department of Veterans Affairs
 - Knowledge Centers
 - SkillSoft Online
- Acquisition**
 - Charge Card
 - Project Officer
- Career Lifecycle**
 - Career Development
 - Retirement
- 1 - HHS Mandatory**
 - Alternate Dispute Resolution
 - HHS Initial Ethics Orientation
 - HHS Records Management for All Employees
 - Information Security for Executives
 - Information Security for Managers
 - Information Systems Security Awareness
 - Privacy Awareness Training
 - The NoFear Act
- Accreditation**
 - Joint Commission of Healthcare Org (JCAHO)
 - Medical (AMA)
 - Nursing (ANA)
 - Oral Health
 - Pharmacy (ACPE)
 - Social Work
- Administrative Systems**
 - CRIS
 - EHRP
 - GovTrip
 - ITAS
 - NBS
 - UFMS
- EEO & Diversity**

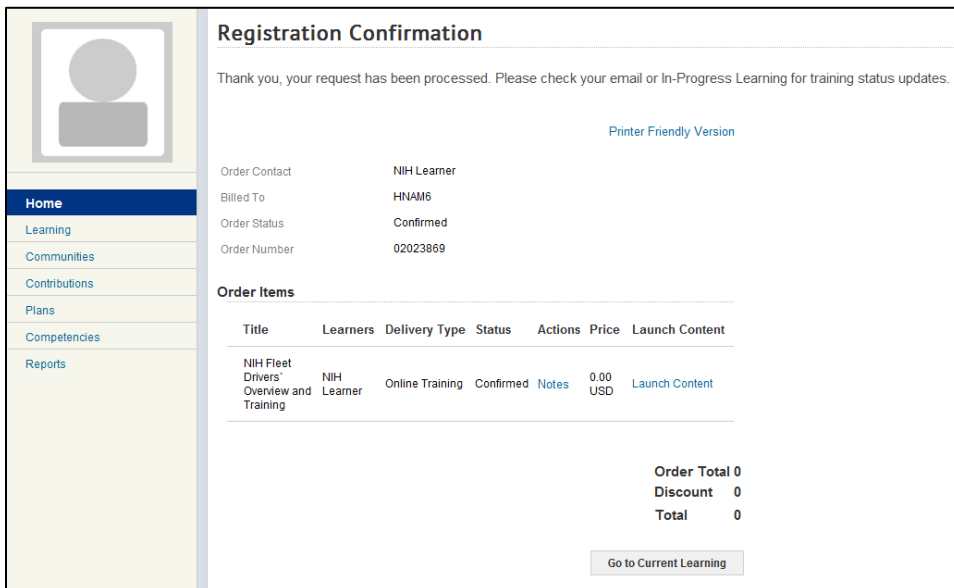
4. Click any category to see a list of offerings available to you. Click the title of an offering to view more details.

5. Click **Register** to register for the offering or **Launch Content** if the course requires no registration



Register

- On the **Registration Confirmation** screen, pay careful attention to any tuition fees, notes, and important information regarding the course. For instance, you may see a screen which informs you that a manager’s approval will be required before successfully registering for a course.



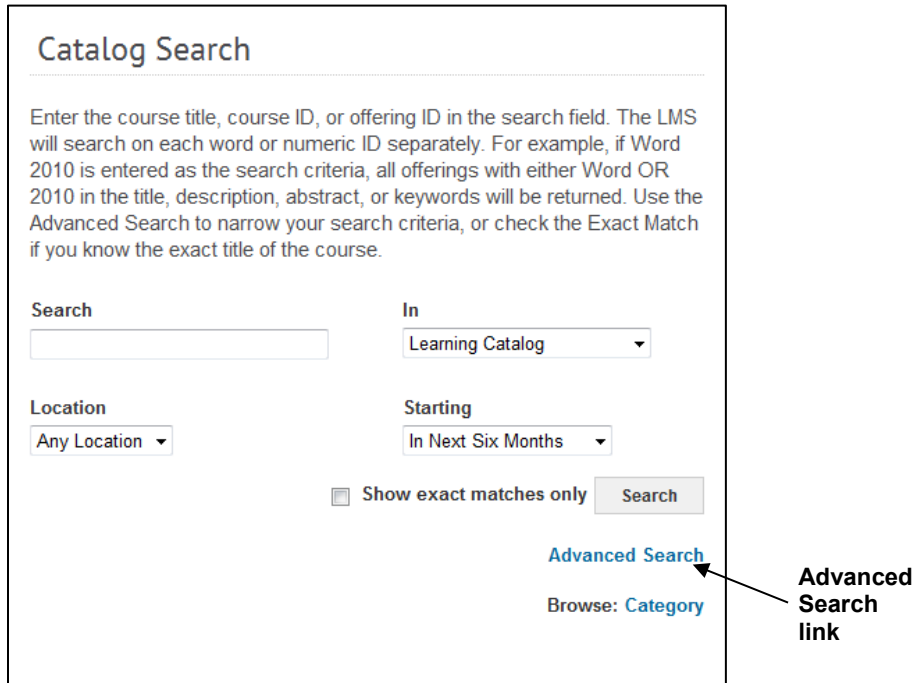
STEP-BY-STEP (REGISTER FOR TRAINING USING ADVANCED SEARCH)

Use the Advanced Search option if you are having trouble finding what you are looking for. Be careful not to enter too much specific criteria, which will make your search too narrow.

- From the LMS Home page, locate the **Catalog Search**.

Learner

2. Click **Advanced Search**.



Catalog Search

Enter the course title, course ID, or offering ID in the search field. The LMS will search on each word or numeric ID separately. For example, if Word 2010 is entered as the search criteria, all offerings with either Word OR 2010 in the title, description, abstract, or keywords will be returned. Use the Advanced Search to narrow your search criteria, or check the Exact Match if you know the exact title of the course.

Search In

Location Starting

Show exact matches only

[Advanced Search](#)

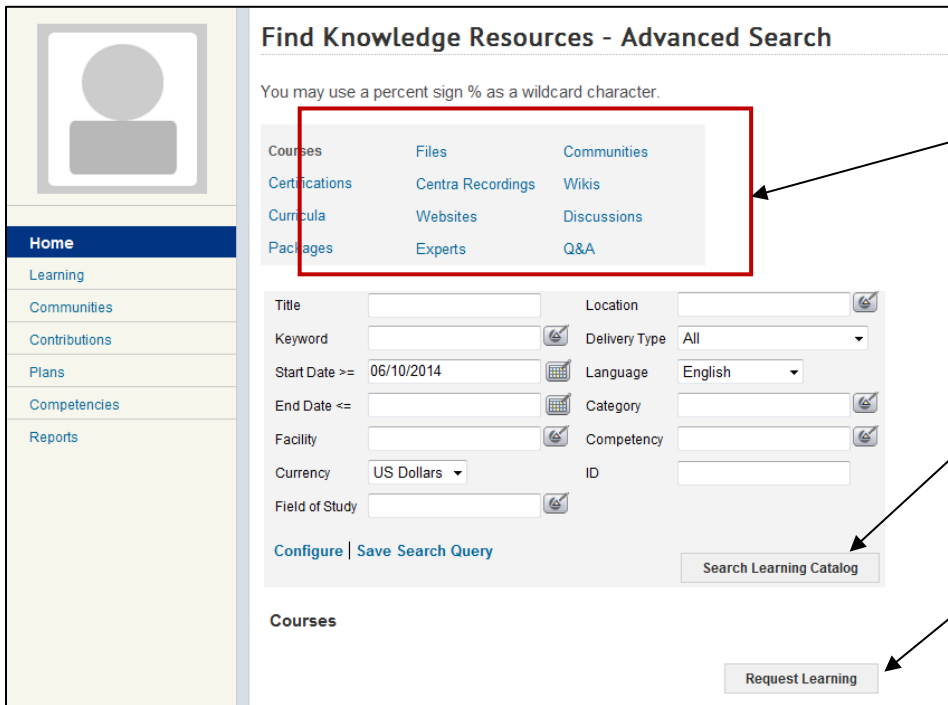
Browse: [Category](#)

Advanced Search link

3. Notice that you have many more options by which to search for training, including separate search links for **Courses, Certifications, Curricula, Packages, Files, Centra Recordings, Websites, Experts, Communities, Wikis, Discussions and Q&A**.

IMPORTANT: Use the criteria carefully and remember that you will only see training items that match ALL the search parameters you specify. If you are unsure about a data element, it is best to leave that parameter field blank.

4. Enter your search criteria in the Search field. With the Advanced Search function, it is easiest just to enter the first two or three words of the course title.
5. Click **Search Learning Catalog**.
6. If the search does not return what you are looking for, you have the option to enter a Learning Request by clicking **Request Learning**.



Search option links under Advanced Search

Search Learning Catalog

Request Learning

STEP-BY-STEP (VIEW SEATS AVAILABLE FOR AN OFFERING)

It is possible to view the seats available in an offering before you try to register for it. The following steps will work from any list of offerings returned in an advanced search.

1. After completing an Advanced Search, from the result list, click **Modify Table**.

Learner

Find Knowledge Resources - Advanced Search

You may use a percent sign % as a wildcard character.

Courses Files Communities
Certifications Centra Recordings Wikis
Curricula Websites Discussions
Packages Experts Q&A

Title nih super Location

Keyword Delivery Type All

Start Date >= 06/10/2014 Language English

End Date <= Category

Facility Competency

Currency US Dollars ID

Field of Study

Configure | Save Search Query

Courses [Calendar View](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 4 out of 4 results

Title	Course ID	Offering ID	Version	Delivery Type	Start Date	End Date	Location	Facility	Default Credits	Price	Add
NIH Supervisory Essentials Training	NIHTC9511	00067192	FY13	Instructor led	11/11/2014	11/13/2014	NIH Training Center		24	1,254.00 USD	Register Add to Plan Request Learning
NIH Supervisory Essentials Training	NIHTC9511	00067289	FY13	Instructor led	09/15/2014	09/17/2014	NIH Training Center		24	1,320.00 USD	Register Add to Plan Request Learning

Modify Table

2. The **Modify Table Display** pop-up window appears.
3. Click on the check boxes in the Show column by **Current Enrollment** and **Maximum Enrollment**.
4. Click **Save** at the bottom of the screen.

https://test.learning.hhs.gov/encodedFinderIterator=fndrSessAttr_511172211&callback=callback...

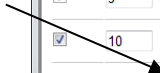
Table Display

* = required

Table Columns

Show	Order	Column Name	Default Sort Column	Sort Order
<input checked="" type="checkbox"/>	1	Title	<input checked="" type="radio"/> Title	Ascending
<input checked="" type="checkbox"/>	2	Course ID	<input type="radio"/> Course ID	Ascending
<input checked="" type="checkbox"/>	3	Offering ID	<input type="radio"/> Offering ID	Ascending
<input checked="" type="checkbox"/>	4	Version	<input type="radio"/> Version	Ascending
<input checked="" type="checkbox"/>	5	Delivery Type	<input type="radio"/> Delivery Type	Ascending
<input checked="" type="checkbox"/>	6	Start Date	<input type="radio"/> Start Date	Ascending
<input checked="" type="checkbox"/>	7	End Date	<input type="radio"/> End Date	Ascending
<input checked="" type="checkbox"/>	8	Location	<input type="radio"/> Location	Ascending
<input checked="" type="checkbox"/>	9	Facility	<input type="radio"/> Facility	Ascending
<input checked="" type="checkbox"/>	10	Default Credits	<input type="radio"/> Default Credits	Ascending
<input checked="" type="checkbox"/>	11	Current Enrollment	<input type="radio"/> Current Enrollment	Ascending
<input type="checkbox"/>	12	Owner	<input type="radio"/> Owner	Ascending
<input type="checkbox"/>	13	Test	<input type="radio"/> Test	Ascending
<input type="checkbox"/>	14	Language	<input type="radio"/> Language	Ascending
<input checked="" type="checkbox"/>	15	Maximum Enrollment	<input type="radio"/> Maximum Enrollment	Ascending
<input type="checkbox"/>	16	Maximum Waitlist	<input type="radio"/> Maximum Waitlist	-Select One-
<input type="checkbox"/>	17	Minimum Enrollment Required	<input type="radio"/> Minimum Enrollment Required	Ascending
<input type="checkbox"/>	18	Quantity	<input type="radio"/> Quantity	Ascending
<input type="checkbox"/>	19	Session	<input type="radio"/> Session	Ascending

Current Enrollment



Maximum Enrollment



Learner

- You will now view the **Current Enrollment** and **Maximum Enrollment** columns. The difference between these values indicates how many seats are still available in the offering.

Find Knowledge Resources - Advanced Search

You may use a percent sign % as a wildcard character.

Courses Files Communities
Certifications Centra Recordings Wikis
Curricula Websites Discussions
Packages Experts Q&A

Title nih super Location
Keyword Delivery Type All
Start Date >= 06/10/2014 Language English
End Date <= Category
Facility Competency
Currency US Dollars ID
Field of Study

Configure | Save Search Query Search Learning Catalog

Courses Calendar View | Print | Export | Modify Table
Showing 4 out of 4 results

Title	Course ID	Offering ID	Version	Delivery Type	Start Date	End Date	Location	Facility	Default Credits	Current Enrollment	Maximum Enrollment	Price	Add
NIH Supervisory Essentials Training	NHITC9511	00067192	FY13	Instructor led	11/11/2014	11/13/2014	NIH Training Center		24	7	25	1,254.00 USD	Register Add to Plan Request Learning
NIH Supervisory Essentials Training	NHITC9511	00067289	FY13	Instructor led	09/15/2014	09/17/2014	NIH Training Center		24	4	20	1,320.00 USD	Register Add to Plan Request Learning

Maximum Enrollment

Current Enrollment

MANAGING YOUR LEARNING (LEARNING)

Under the **Learning** link on the left hand menu, the learner can access:

Current Learning – Manage course offerings, certifications, curricula, success plan goals with an active registration.

Completed Learning – View your training history.

Certifications – Manage your certifications.

Certification Gap Analysis – Manage your certification gaps.

Curricula – View the curricula that may have been assigned to you.

Continuing Education Plans – Manage continuing education credits.

Orders – Access orders (registrations) you have placed for LMS training items.

Learning Requests – Submit requests or view your request history.

CURRENT LEARNING

Your **Current Learning** area lists all the course offerings, certifications, curricula, and success plan items that you are currently registered for. You can use the enrollments list to launch content, drop, view details, begin registration, or schedule learning items.

STEP-BY-STEP (USING THE MY CURRENT LEARNING ACTIVITIES PORTLET)

1. Upon successful login to LMS, locate the **Current Learning Activities** portlet in your home dashboard.

My Current Learning Activities

Sort: Registration Date

Name	Registration Date	Actions
Adopting an Agile Approach to Project Management	05/28/2014	Launch Content
NIH Basic COR Training	05/27/2014	View Details
NIH Supervisory Essentials Training	05/27/2014	View Details
NIH Notification course test 1	05/01/2014	View Details

2. You may ...
 - a. Click the title of an enrollment to access more details about the offering;
 - b. View details about an Instructor-led offering using **View Details**;
 - c. Access the content of an online course using **Launch Content**;
 - d. Register for an offering by clicking **Begin Registration**;
 - e. Select a method by which to sort the classes in the portlet using a drop-down menu;
 - f. Go to **My Current Learning** by clicking either “View All” or the portlet title.

STEP-BY-STEP (VIEW MY CURRENT LEARNING)

1. Upon successful login to the LMS, click on **Learning** on the left hand menu. **Current Learning** is the default screen. You will see a list of all courses (online and/or classroom) for which you are currently registered or order offering.
2. You may choose to sort your Current learnings by: **Event Start Date**, **Registration Date**, **Due date**, **Assigned on Date**, or **Alphabetical**.

Learner

The screenshot shows the 'Current Learning' page in an LMS. On the left is a navigation menu with 'Current Learning' selected. The main area displays a table of courses. A dropdown menu is open over the 'Sort By' field, showing options: 'Registration Date', 'Event Start Date', 'Due Date', 'Assigned on Date', 'Alphabetical', and 'Drop and Request Learning'. The table lists two courses: 'Adopting an Agile Approach to Project Management' and 'NIH Basic COR Training'. Below each course is a 'Launch Content' button and a 'View Details' link.

STEP-BY-STEP (LAUNCH AN ONLINE COURSE FROM YOUR CURRENT LEARNING)

1. From the LMS Home page, click on the **Learning** link on the left hand menu. **Current Learning** is the default screen.
2. To the right of the online courses, you should see a **Launch Content** button to start the course.
3. The **“View Details”** link provides you with the options to view more details about the course and the option to launch the course.

This annotated screenshot of the 'Current Learning' page highlights two key actions. An arrow labeled 'View Details' points to the 'View Details' link in the 'Actions' column of the 'Books 24x7' course row. Another arrow labeled 'Launch Content' points to the 'Launch Content' button located below the course details for 'Books 24x7'.

STEP-BY-STEP (DROP AN ENROLLMENT)

1. Upon successful login to the LMS, click on **Learning** on the left hand menu. **Current Learning** is the default screen.
2. There are two ways to drop a course:

- a. For online courses, next to the Launch Content button is a hyperlink titled “**View Details**”. Click this link in order to bring up a window which will give more information about the training.
- b. For instructor led and online training courses you will see a **Drop** link to the right of the offering. Click on the **Drop** link to cancel or drop the offering.

Current Learning

All | Courses | Certifications | Curricula

Sort By: Registration Date Go

Name	Status	Actions
Books 24x7 (00002006,Version:1.0) Duration: 00:00 hours	Confirmed Registration Date: 05/29/2014	View Details Drop and Request Learning
Hide Learning Assignments ▲ Training Content: Books 24x7 Status: Not Evaluated (Unlimited attempts) <input type="button" value="Launch Content"/>		
Adopting an Agile Approach to Project Management (IB_PMAG_A02_IT_ENUS,Version:2.2) Duration: 02:00 hours	Confirmed Registration Date: 05/29/2014	View Details Drop and Request Learning
Hide Learning Assignments ▲ Training Content: SS_CO-IB_pmag_a02_it_enus Status: Not Evaluated (Unlimited attempts) <input type="button" value="Launch Content"/>		

Note: An arrow labeled "Drop" points to the "Drop and Request Learning" link in the first row.

Drop Course: Adopting an Agile Approach to Project Management

Drop Charge: 0.00 USD

Title: Adopting an Agile Approach to Project Management

Delivery Type: Online Training

ID: IB_PMAG_A02_IT_ENUS

Start Date: -

End Date: -

Sessions: -

Location: -

Language: English

Description: Would you like to adopt a more agile approach to project management in your company, only you think the change would be too disruptive? Perhaps you believe that Agile is all or nothing, but that's not true. Wise project leaders are able to examine their own situations and determine which agile practices to adopt given the nature of their projects, organizations, and teams. This course provides guidance on how to take steps towards adopting an agile project management approach for those who currently use a traditional, plan-driven methodology. It discusses some common myths and misconceptions about agile development approaches, identifies factors to consider when deciding whether to adopt agile practices, and explains the general agile practices that a company may want to adopt. The course provides project leaders with general guidelines on how to develop an agile way of thinking, one of the first steps in transitioning a team. The course also looks at some guidelines for obtaining buy

Abstract: -

Domain: HHS Common

Drop Policy: N/A

Note: An arrow labeled "Drop" points to the "Drop" button at the bottom of the page.

Learner

IMPORTANT: Depending on the organization sponsoring the offering - such as HHS University or the NIH Training Center - and whether tuition was involved, you may still have to pay for the offering. Be sure to check the official drop policy (regardless of whether it is entered in the LMS) for the organization sponsoring the offering.

3. You will be returned to the **Current Learning** page, and the offering you dropped will no longer appear in your list.

COMPLETED LEARNING

The **Completed Learning** area provides a record of trainings that you have completed.

You can specify the date range of your transcript items, print certificates of completion, review completed online courses, and export your record from this screen.

IMPORTANT: Not all training history has been migrated to the LMS. Your LMS transcript will only include those training items that are managed or recorded in the system, or has been added to your transcript through a data load or data feed.

If you are unsure whether you should be seeing a particular training record in the LMS, please submit a helpdesk ticket at:

<http://intrahr.od.nih.gov/helpdeskform.htm>.

STEP-BY-STEP (VIEW COMPLETED LEARNING)

1. From the LMS Home page, click **Learning** .
2. Click on **Completed Learning** on the left hand menu. You will see the **Completed Learning** screen and a list of training items you have completed. The **Active** tab is the default view.
3. If you want to view items from before that, adjust the **From** and **To** dates appropriately. You can also select the specific **Delivery Type** of the course you are searching for.

4. Click **Search**.

Completion To Date

Completion From Date

Completed Learning

Search

Completed Learning

Completed learning is a list of all your completed courses and the results achieved. To export your transcript to Excel, click the Export link. To access and launch content for a completed online course, click the View Learning Assignments link.

Active | Inactive

From: [Date Picker] To: [Date Picker]

Delivery Type: All [Dropdown] Search [Button]

Print | Export | Modify Table

Showing 3 out of 3 results

Item Name	Status	Marked Complete By	Ended/Completed On Date	Updated On	Actions
<p>NIH LMS Learning Administrator</p> <p>This two-day course provides an introduction to the LMS and the permissions associated with Learning and Content Administrators. Hands-on exercises are performed in a training environment to simulate basic LMS functions, which include creating and modifying courses and their offerings as a Training Administrator, and working with online courses as a Content Administrator. Materials are provided to the learner in class and support for administrators is available after training via tip sheets, help desk, and access the NIH LMS implementation team.***ALL REQUESTS FOR PERMISSIONS MUST BE MADE WITHIN 6 MONTHS OF LMS TRAINING. NIH LMS Administrator permissions in the HHS Learning Portal are now managed through WITS. Detailed instructions for obtaining LMS administrator permissions (both OHR and non-OHR staff) are located on the HR Systems Support website at https://intrahr.od.nih.gov/hrsystems/newaccounts.htm. Registration Date: 07/07/2014</p>	Successful On: 07/08/2014 Score: 0	Brian HUGHES	07/07/2014	11/10/2014	View Details Print Certificate
<p>NIH Supervisory Essentials Training</p> <p>This three-day interactive program equips NIH supervisors and managers with the knowledge, skills and techniques needed to grow their performance as leaders, as well as ways to effectively manage and support their staff's performance and development. Participants will have the opportunity to build a network of colleagues while they accrue resources and tools needed to become skilled leaders at NIH. Please click on the link for program learning objectives: http://trainingcenter.nih.gov/pdf/courses/9511.pdf Registration Date: 07/16/2014</p>	Successful On: 07/16/2014 Score: 0		07/16/2014	11/10/2014	View Details Print Certificate

5. The transcript results list will adjust to include all items completed (or marked complete) within the date range you specified.

STEP-BY-STEP (REVIEW A COMPLETED ONLINE COURSE)

The content from an online course you have completed and the course is still available in the catalog; it may be reviewed again from your transcript.

1. From the LMS Home page, click on **Learning** on the left hand menu.
2. Click on **Completed Learning** on the left hand menu.
3. Screen shot of completed online course showing the Actions pop up that contains the "View Learning Assignments" Hyperlink. You can filter by **From**, **To**, and **Delivery Type**

Learner

- Locate the course you want to review, and under the **Actions** column click **View Learning Assignments**.

Completed Learning

Completed learning is a list of all your completed courses and the results achieved. To export your transcript to Excel, click the Export link. To access and launch content for a completed online course, click the View Learning Assignments link.

Active | Inactive

From: 06/09/2009 To: 06/09/2009

Delivery Type: All Search

Completed Learning [Print](#) | [Export](#) | [Modify Table](#)

Showing 2 out of 2 results

Item Name	Status	Marked Complete By	Ended/Completed On Date	Updated On	Actions
NIH Clinical Center: Age-Specific Care Whatever your work setting, it's vital that you know how to apply care strategies that are appropriate to your patient's age and developmental level. In this course, you will learn the characteristics that distinguish various age groups and will learn to apply selected age-appropriate care strategies. Registration Date: 06/09/2009	Successful On: 06/09/2009 Score: 100		06/09/2009	07/28/2014	View Details View Learning Assignments Print Certificate
NIH Privacy Awareness Training The Privacy Act protects personally identifiable information (PII) in a system of records that is retrieved by a name or personal identifier. At the completion of this course, you will be able to describe how data privacy, security, and integrity are established and managed in accordance with the Privacy Act. MANDATORY REQUIREMENT: NIH employees, contractor's/students/guest researchers/visitors and affiliates who use NIH information systems are required to take the course. Registration Date: 06/09/2009	Successful On: 06/09/2009 Score: 0		06/09/2009	06/09/2009	View Details View Learning Assignments Print Certificate

- You will see a **Progress Report** screen for the selected course. Click **Launch Content** under the **Actions** column in the table.

Progress Report for NIH Clinical Center: Age-Specific Care

If you have reached this page and the words "Sign Off" appear under "Sign Off" column:

Follow these 3 steps after launching and completing the training module:
 Click Sign Off (below)
 A pop-up box will appear
 Click Save

Offering Name: **NIH Clinical Center: Age-Specific Care**

Completion Status: **Successful**

Score: **100**

Learning Assignments [Print](#) | [Export](#) | [Modify Table](#)

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
NIH Clinical Center: Age-Specific Care	Content Module	Required	Attempts Allowed: Unlimited Mastery Score: 70.00 Score: 100.00	Successful		Launch Content more actions

[Cancel](#)

- Follow prompts to access the content as you did when you completed the course the first time. When you are finished, close the course pop-up content window(s) to return to the LMS screen.

STEP-BY-STEP (PRINT A CERTIFICATE OF COMPLETION)

The following steps will allow you to print out a certificate of completion for a training course that you have finished.

1. From the LMS Home page, click on **Learning** on the left hand menu.
2. Click on **Completed Learning** on the left hand menu.
3. Locate the course for which you want to print a completion certificate, and click **Print Certificate** under the **Actions** column.

Completed Learning

Completed learning is a list of all your completed courses and the results achieved. To export your transcript to Excel, click the Export link. To access and launch content for a completed online course, click the View Learning Assignments link.

Active | Inactive

From: [] To: []
Delivery Type: All Search

Completed Learning Print | Export | Modify Table

Showing 3 out of 3 results

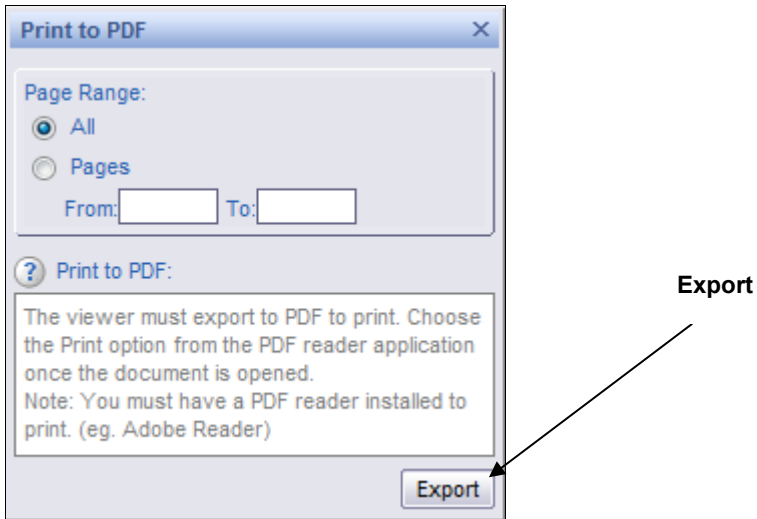
Item Name	Status	Marked Complete By	Ended/Completed On Date	Updated On	Actions
NIH LMS Learning Administrator This two-day course provides an introduction to the LMS and the permissions associated with Learning and Content Administrators. Hands-on exercises are performed in a training environment to simulate basic LMS functions, which include creating and modifying courses and their offerings as a Training Administrator, and working with online courses as a Content Administrator. Materials are provided to the learner in class and support for administrators is available after training via tip sheets, help desk, and access the NIH LMS implementation team. **ALL REQUESTS FOR PERMISSIONS MUST BE MADE WITHIN 6 MONTHS OF LMS TRAINING. NIH LMS Administrator permissions in the HHS Learning Portal are now managed through WITS. Detailed instructions for obtaining LMS administrator permissions (both OHR and non-OHR staff) are located on the HR Systems Support website at https://intrahr.od.nih.gov/hrsystems/newaccounts.htm. Registration Date: 07/07/2014	Successful On: 07/08/2014 Score:	Brian HUGHES	07/07/2014	11/10/2014	View Details Print Certificate
NIH Supervisory Essentials Training This three-day interactive program equips NIH supervisors and managers with the knowledge, skills and techniques needed to grow their performance as leaders, as well as ways to effectively manage and support their staff's performance and development. Participants will have the opportunity to build a network of colleagues while they accrue resources and tools needed to become skilled leaders at NIH. Please click on the link for program learning objectives: http://trainingcenter.nih.gov/pdf/courses/9511.pdf Registration Date: 07/16/2014	Successful On: 07/16/2014 Score: 0		07/16/2014	11/10/2014	View Details Print Certificate

4. The certificate will open in a pop-up window.
- NOTE:** Make sure pop-ups are not blocked by your web browser.
5. Click on the print icon in the upper left corner of the certificate.

Learner

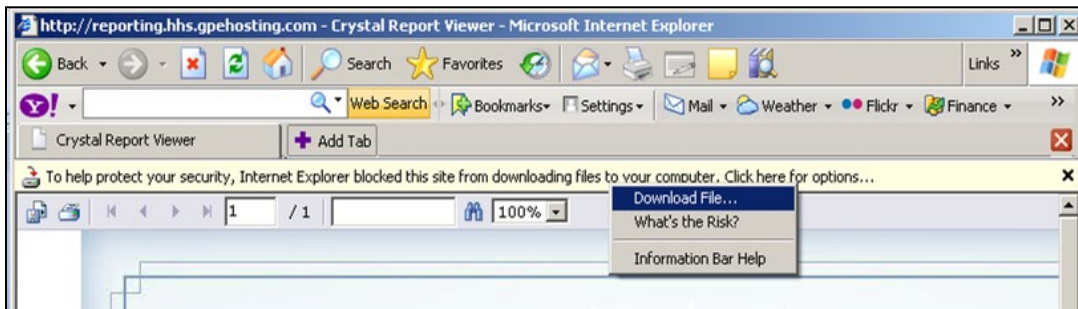


6. On the next dialog box, click **Export** to print all pages.

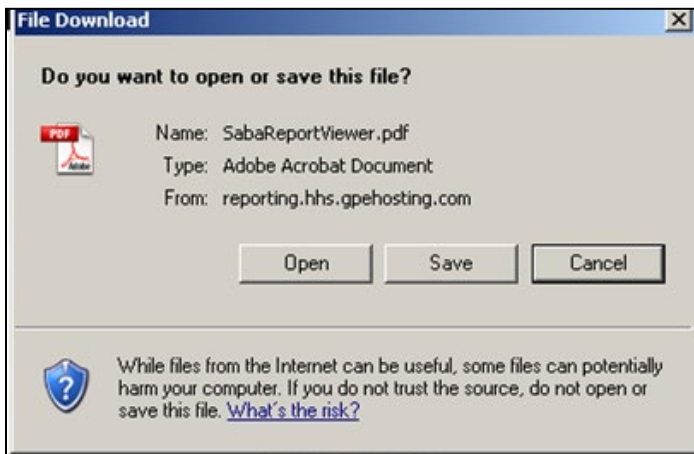


7. If a security message appears, right-click over the yellow bar. Then select **Download File...** You will then have to repeat steps 6 & 7.

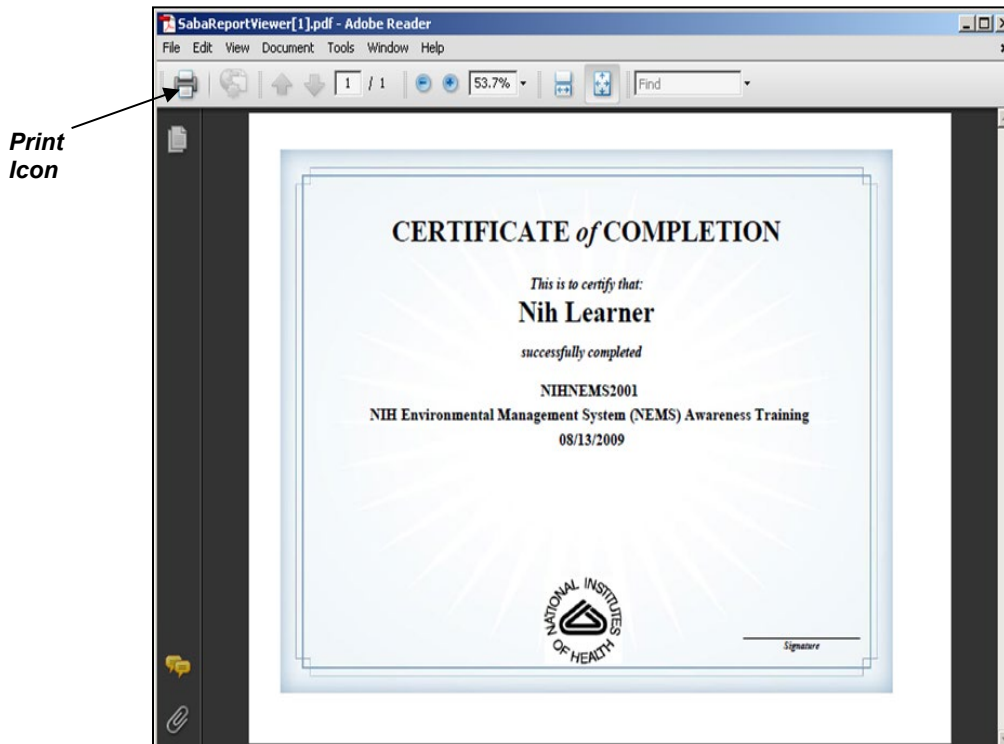
If this banner does not come up, go on to step 9.



8. A **File Download** dialog box will appear. Select whether you want to **Save** or **Open** the completion certificate file.



9. The certificate of completion will open with Adobe Reader. Use the print icon in Adobe Reader to print the certificate.



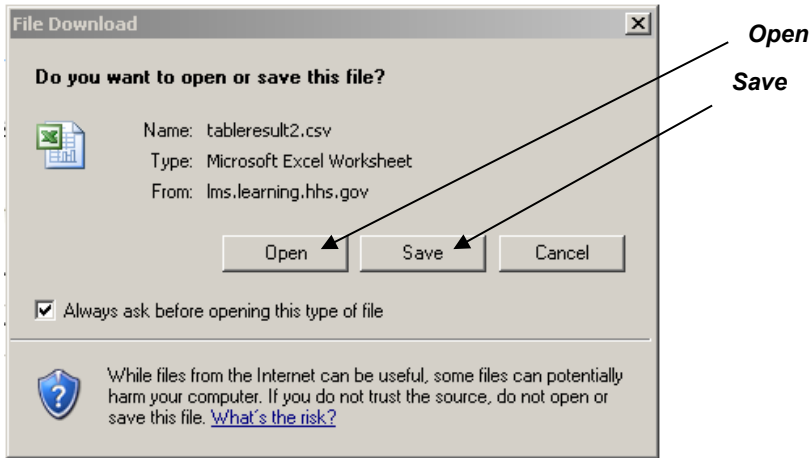
STEP-BY-STEP (EXPORT YOUR COMPLETED LEARNING)

The following steps will allow you to export your completed learning to a Microsoft® Excel spreadsheet.

1. From the LMS Home page, click on **Learning** on the left hand menu.
2. Click on **Completed Learning** on the left hand menu.

Learner

3. Click **Export**.
4. When the **File Download** dialog box appears, click **Save** or **Open** as desired.



CERTIFICATIONS

A certification is a prescribed set of courses that you must complete by a deadline in order to gain professional recognition that you meet some knowledge standard or competency to perform a task. Some certifications have to be renewed periodically as well.

The **Certifications** area of the LMS allows you to manage certifications that have been assigned to you by someone else or selected by you. Internal certifications are those that are set up and administered in the LMS. External certifications are those that are administered outside the LMS.

You may add external certifications to your LMS training record.

Note: Once a portion of a certification is completed, it can't be deleted. Also, certifications assigned via prescriptive cannot be deleted by the learner.

STEP-BY-STEP (VIEW AND MANAGE CERTIFICATIONS)

1. From the LMS Home page, click on **Learning** on the left hand menu.
2. Click on **Certifications** on the left hand menu. If you have been assigned certifications to complete, they will be listed here.
3. You may click the title of any certification listed to see detailed information, including the percentage complete, required and optional courses, and attachments added by administrators. The **Complete Progress Report** tab lists who assigned the certification to you and when.
4. Click on the **Back** button on the **Main** tab to return to **My Certifications**.
5. Hold your cursor over the **Actions** link next to the appropriate certification to see the **Actions** pop-up menu.

Certifications

View the certifications that have been assigned to you.

Internal External View Active

Name Show Required Certifications Only

Configure | Save Search Query Search

Internal Certifications Add Certif Table

Showing 13 out of 13 results

Name	Version	Selected Path (% Complete)	Mastery Score	Status	Assigned	Actions
HHS Appropriations Law Certification	1.0	HHS Appropriations Law Online Course - 0% Completed	N/A	Acquired	JESUS BONET	Actions
HHS Records Management for All Employees Certification	1.0	Recertification for HHS Records Management for All Employees	N/A	Discontinued	NIH Records Management reminder test (More)	12/19/2011 Actions

Actions pop up

- View Certification History
- View Progress for All Paths
- View Acquisition History
- Print Certificate

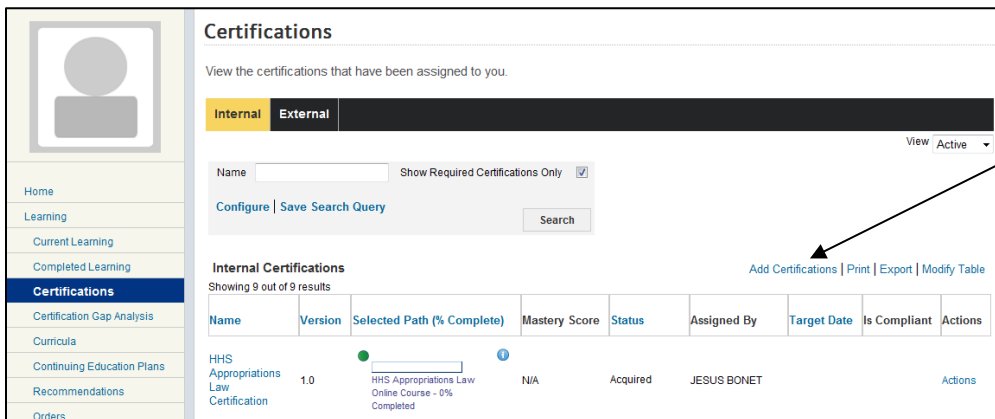
Learner

- Under the **Actions** column you may have options to **View Certification History**, **View Progress for All Paths**, **View Acquisition History**, and **Print Certificate**.
- View Certification History** takes you to the same **Complete Progress Report** mentioned in step 4 above.
- View Progress for all Paths** gives you a pop-up window displaying the available paths through a certification and your progress for each. If more than one path is available through a certification and you wish to change your path, you could do that here.
- Begin Registration** takes you to register for the offering. You can complete registration or cancel.
- View Acquisition History** will show you the date certification was acquired and the version if applicable.
- Print Certificate** allows you to print a certificate of completion for the certification.

STEP-BY-STEP (ADD AN INTERNAL CERTIFICATION)

As a learner, you may elect to work on certifications in the LMS that have not already been assigned to you. An 'internal certification' is one that has been set up for administration through the LMS.

- From the LMS Home page, click on the **Learning** tab.
- Click on **Certifications** from the menu item on the left-hand sidebar. The **My Certifications** screen is the default.
- Click **Add Certifications**.



The screenshot shows the 'Certifications' page in an LMS. On the left is a navigation sidebar with 'Certifications' selected. The main content area has a search bar and a table of internal certifications. A red arrow points to the 'Add Certifications' link above the table.

Name	Version	Selected Path (% Complete)	Mastery Score	Status	Assigned By	Target Date	Is Compliant	Actions
HHS Appropriations Law Certification	1.0	<div style="width: 100%;"><div style="width: 100%;"></div></div>	N/A	Acquired	JESUS BONET			Actions

- If you know the name of a specific certification you are looking for, type it in the **Name** field and click **Search**. Click **Search** with no information in the data fields to get a list of all certifications in the LMS that are available to you.
- Click the checkbox to select a certification. Then click **Select and Close**.

Name field

Select checkbox

Select and Close button

Search button

Select and Close

Close

Select and Close

Close

6. The screen will refresh and return you to **My Certifications**, where the certification you just selected will now appear in your list.

STEP-BY-STEP (DELETE AN INTERNAL CERTIFICATION)

If you select a certification, you have the ability to delete it later if you decide you no longer want to work on it.

1. From the LMS Home page, click on **Learning** from the left hand menu.
2. Click on **Certifications** on the left-hand menu. The **Certifications** screen is the default.

Learner

3. Hold your cursor over the **Actions** link next to the appropriate certification to see the **Actions** pop-up menu.

Certifications

View the certifications that have been assigned to you.

Internal External

Name Show Required Certifications Only

Configure | Save Search Query

Internal Certifications

Showing 1 out of 1 results

Name	Version	Selected Path (% Complete)	Mastery Score	Status	Assigned By	Table	Actions
Federal Acquisition Certification For Contracting Officers Technical Representatives (FAC-COTR)	Pilot	<input type="text"/> Defense Acquisition University (DAU) - 0% Completed	N/A	Assigned	NIH AdditionalApprover	12/02/2014	View Certification History View Progress for All Paths Begin Registration Delete

Delete link

Certifications

4. Under the **Actions** column you have options to **View Certification History**, **View Progress for All Paths**, **Begin Registration**, or **Delete**.
5. You will then receive a pop up window; either click on **Delete Completely** if it is available or click the Select checkbox and click **Remove** to delete the certification.

Delete: Federal Acquisition Certification For Contracting Officers Technical Representatives (FAC-COTR)

"IMPORTANT NOTE: Competencies assigned by a Prescriptive Rule cannot be deleted by a manager." If this competency was added manually you may either delete this activity completely, remove requirements or you may choose specific plan(s) that you want to remove it from.

This activity is assigned by the following source(s).

Select	Source Type	Source Name
<input checked="" type="checkbox"/>	Person	NIH AdditionalApprover

This activity resides on the following plan(s).

No plans found for this activity.

Delete Completely

Remove

Select checkbox

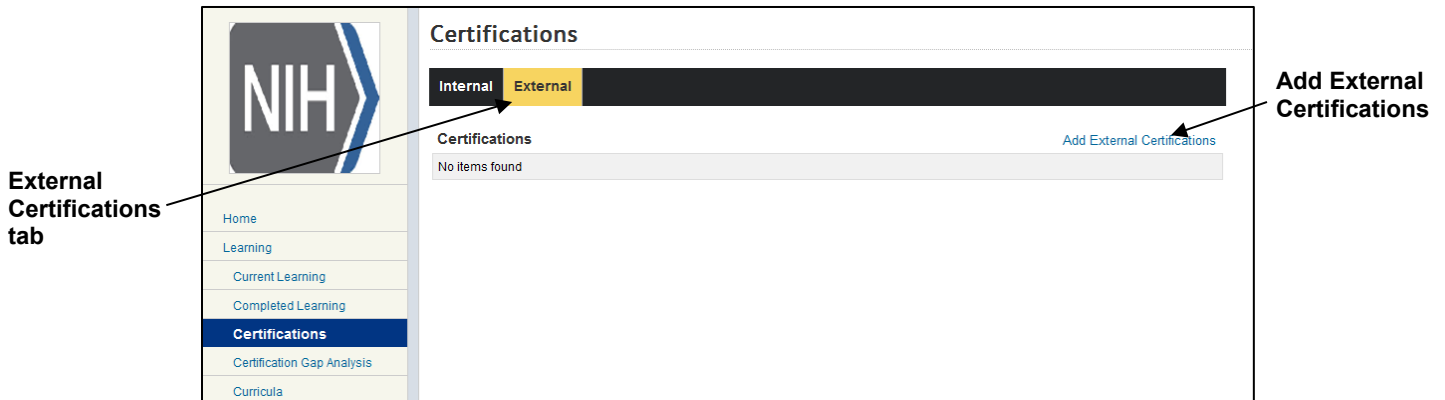
6. Click **OK** to confirm you want to delete the certification.

STEP-BY-STEP (ADD AN EXTERNAL CERTIFICATION)

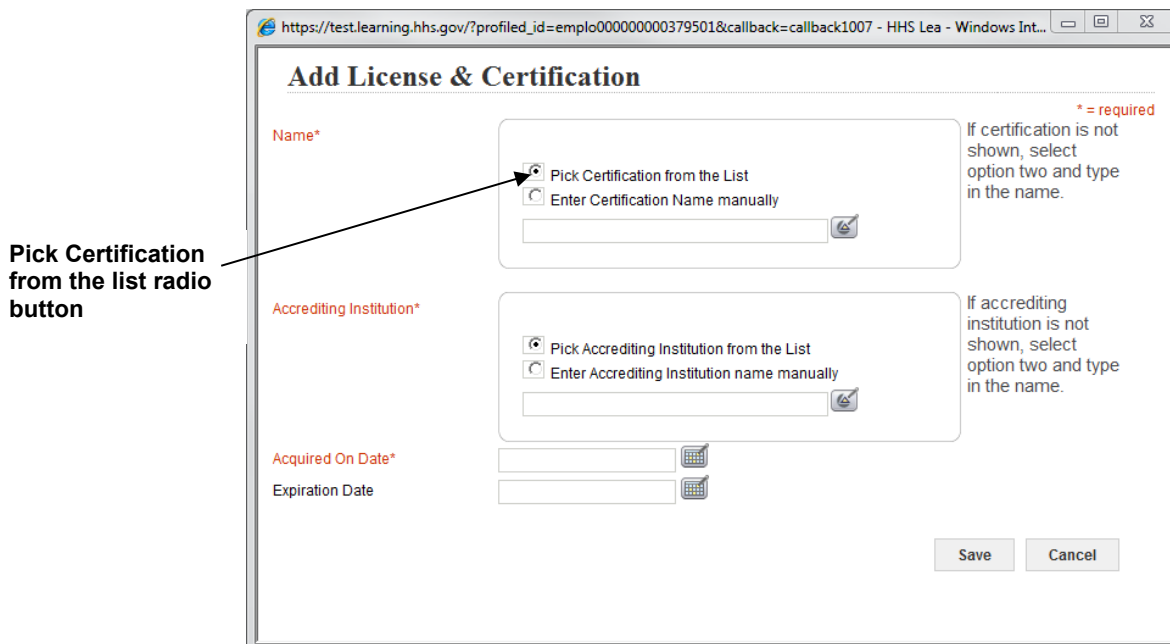
If you have earned a professional certification that was managed outside the HHS Learning Portal, you may still add it to your LMS record.

1. From the LMS Home page, click on the **Learning** tab.

2. Click on **Certifications** from the menu item on the left-hand sidebar. The **My Certifications** screen is the default.
3. Select the **External Certifications** tab.
4. Click **Add External Certifications**.



5. The **Add License & Certification** pop-up window will appear.



6. If another learner has entered an external certification and/or accrediting institution in the LMS, you will be able to use the **Pick ... from the List** radio buttons, enter search criteria in the field provided, and select the appropriate certification and/or accrediting institution.

IMPORTANT: You should always search for the certification and accrediting institution before entering them manually. This helps maintain uniform data in the LMS and prevents having multiple versions of the same certification or accrediting institution due to spelling and abbreviation errors.

Learner

7. If you cannot find the certification and/or accrediting institution you are looking for, select the **Enter ... manually** radio buttons, and carefully type the complete, official name of the certification and/or accrediting institution in the appropriate fields. Image shows a list of fields that should be populated when adding a license and/or certification that is not already in the system. The fields displayed are the following: Name, Accrediting Institution, Acquired on date and expiration date.

The screenshot shows a web browser window titled "https://test.learning.hhs.gov/ - HHS Learning Portal - Windows Internet Explorer". The main heading is "Add License & Certification".

Name* (required):
- Radio button: Pick Certification from the List
- Radio button: Enter Certification Name manually
- Text input: Systems Security Certified Practitio

Accrediting Institution* (required):
- Radio button: Pick Accrediting Institution from the List
- Radio button: Enter Accrediting Institution name manually
- Text input: University of Maryland

Acquired On Date* (required): 06/05/2014 (with calendar icon)

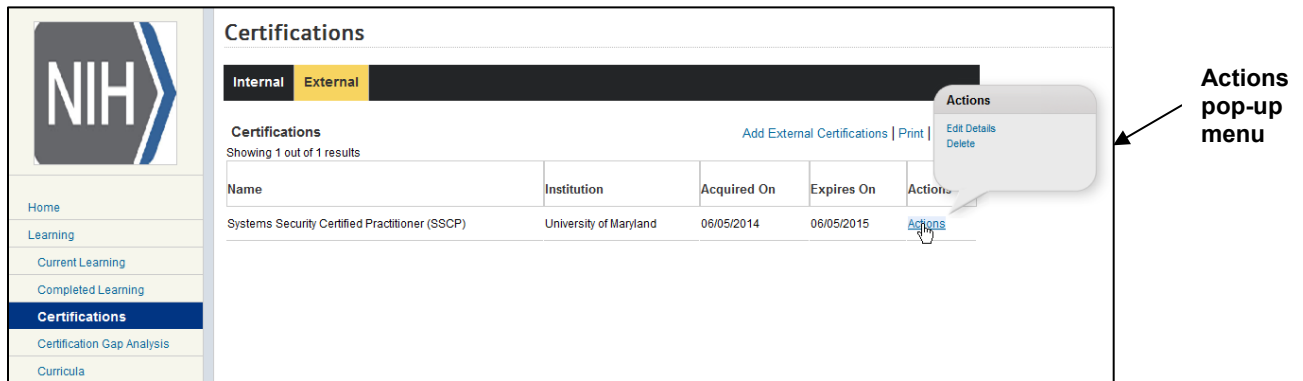
Expiration Date: 06/05/2015 (with calendar icon)

Buttons: Save, Cancel

Footnote: *= required
If certification is not shown, select option two and type in the name.
If accrediting institution is not shown, select option two and type in the name.

8. Use the calendar picker to choose the date for which you completed the certification (**Acquired On Date**).
9. If the certification expires, enter the **Expiration Date**.
10. Click **Save**.

- You will be returned to the **My Certifications, External Certifications** screen where the certification you just added will appear.

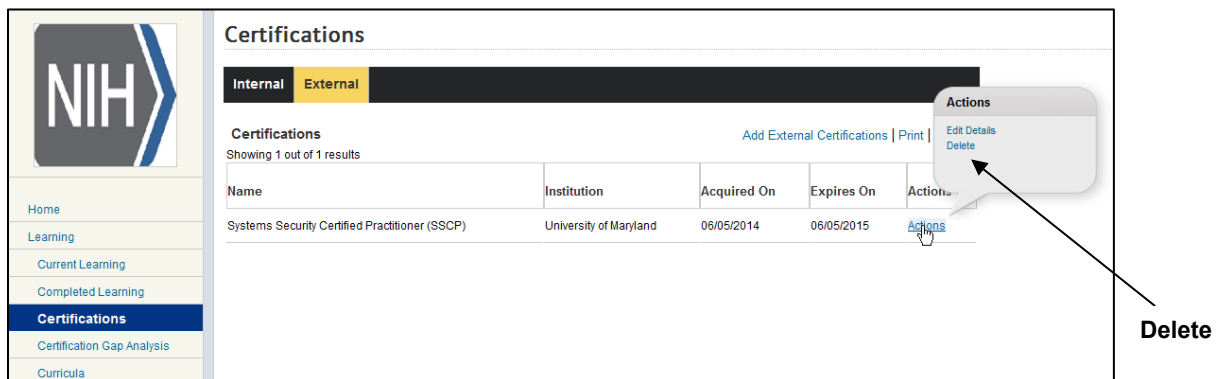


- Hold your cursor over **Actions** in the **Actions** column for a pop-up menu that will allow you to **Edit Details** of the certification if necessary or **Delete** the certification.

STEP-BY-STEP (DELETE AN EXTERNAL CERTIFICATION)

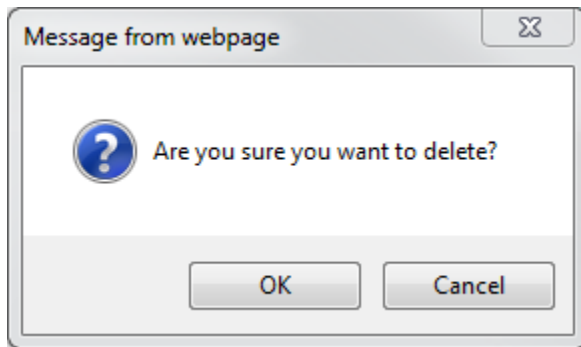
If you want to delete an external certification from your record for any reason, follow these steps.

- From the LMS Home page, click on the **Learning** tab.
- Click on **Certifications** from the menu item on the left-hand sidebar. The **My Certifications** screen is the default.
- Select the **External Certifications** tab.



- Click **Delete** from the **Actions** menu.
- Click **OK** to confirm.

Learner



6. The external certification is now deleted.

CURRICULA

Curricula are sets of learning offerings that constitute an area of specialization. They are more loosely structured than certifications because they generally do not meet a legal or safety requirement. For example, an education services operation specializing in the software industry could offer curricula in Database Management, Web Design, or Unix-based Programming. Each of these curricula could require a different set of the learning offered by the organization. The main difference between certifications and curricula is that curricula do not expire.

A curriculum can be assigned by yourself, your manager, your people administrator, your registrar, your job type, your role, or a prescriptive rule. After you are assigned a curriculum, you can select your default path and register for that completion path. The registered offerings in that path are added to your **Current Learning** page. You then access and complete these offerings to acquire your curriculum.

STEP-BY-STEP (VIEWING YOUR CURRICULA)

The **Curricula** page lists all curricula assigned to you, their completion statuses, and the person who assigned each to you, their acquisition date, and their due dates.

1. From the LMS home page click on **Learning** on the left hand menu.
2. Click on **Curricula** on the left hand menu.
3. **Curricula** is the default page and you can view a list of curricula that have been assigned to you.
4. Click a curriculum **Name**.

Curriculum Name

Curricula

View the curricula that have been assigned to you.

View: Active

Name: Show Required Curricula Only:

Configure | Save Search Query Search

Curricula Add Curricula | Print | Export | Modify Table

Showing 9 out of 9 results

Name	Selected Path (% Complete)	Status	Assigned By	Target Date	Actions
EEO & Diversity Awareness Training for Employees	EEO & Diversity Awareness	Discontinued	NIH Learner		Actions
LMS Training	<div style="display: flex; align-items: center;"> ● <div style="width: 100px; height: 10px; background-color: #ccc; position: relative;"> <div style="width: 0%; background-color: green; position: absolute; left: 0;"></div> </div> Path 1 - 0% Completed </div>	Acquired	JESUS BONET (More)		Actions
NIAID Art of Leadership Cohort 21	Art of Leadership	Discontinued	Ann WITHERINGTON		Actions
NIH Core Curriculum	<div style="display: flex; align-items: center;"> ● <div style="width: 100px; height: 10px; background-color: #ccc; position: relative;"> <div style="width: 0%; background-color: green; position: absolute; left: 0;"></div> </div> Path 1 - 0% Completed </div>	Acquired	NIH AlternateManager (More)		Actions

5. This will allow you to view the following curriculum details:

- Name - The name of the curriculum.
- Description - The description of the curriculum.
- Person Name - The name of the person who owns the curriculum.

Learner

- Acquired On - The date on which the curriculum was acquired.
- Target Date - The date on which the curriculum must be completed.
- Assigned On - The date on which the curriculum was assigned to you.
- Status - The curriculum status. This should be In Effect.
- Assigned by - The name of the person who assigned the curriculum to you.

6. There are two tabs: the **Main** tab and the **Complete Progress Report** tab.

- a. In the **Main tab**, the **Graphical View** and **Detailed Status View** radio buttons are available. You can toggle between both views by clicking any one of the radio button. The graphical view is the default view.

The screenshot displays the LMS Training interface. On the left is a navigation menu with options like Home, Learning, Current Learning, Completed Learning, Certifications, Certification Gap Analysis, Curricula (highlighted), Continuing Education Plans, Recommendations, Orders, Learning Requests, Communities, Contributions, Plans, Competencies, and Reports. The main content area is titled 'LMS Training' and includes a 'Back' button and a 'More Actions' button with an 'Add to Plan' link. Below this, there are tabs for 'Main', 'Recent Acquisition History', and 'Complete Progress Report'. The 'Main' tab is active, showing two radio buttons: 'Graphical View' (selected) and 'Detailed Status View'. The 'Graphical View' section shows a progress bar for 'Path 1' at 0% completion, with a note 'This path is used to acquire curriculum.' Below this are two boxes: 'Learning With Saba (Optional)' and 'Training Administrator (Required)', both with 'Status: Incomplete' and 'Progress: 0 of 1 Learning Items Completed'. The 'Learning With Saba' box has a 'Learning With Saba' button, and the 'Training Administrator' box has a 'NIH-LMS Training Administrator' button. A 'Back' button is at the bottom right.

- b. In the **Complete Progress Report** tab, the assignment history and curriculum history details are listed.

LMS Training

Assigned By: NIH Learner, JESUS BONET Assigned On: 11/09/2010

Status: Acquired

Acquired On: 09/10/2013

Description: Training Administrator

More Actions
Add to Plan

Home | Learning | Current Learning | Completed Learning | Certifications | Certification Gap Analysis | **Curricula** | Continuing Education Plans | Recommendations | Orders | Learning Requests | Communities | Contributions | Plans | Competencies | Reports

Main | Recent Acquisition History | **Complete Progress Report**

View assignment and past acquisition history of this curriculum.

Progress Report [Print](#) | [Export](#) | [Modify Table](#)

Status	Updated On	Details
Assigned	11/09/2010 11:27 AM	Assigned By: NIH Learner Assigned On: 11/09/2010 Assigned By: JESUS BONET Assigned On: 11/09/2010
Acquired	09/10/2013 11:11 AM	Acquired On: 09/10/2013 Path:

CONTINUING EDUCATION PLANS

Moving down the left hand menu options, the **Continuing Education Plans** area allows you to view any continuing education credits you have earned by taking courses through the LMS.

An LMS administrator must establish continuing education requirements in the system before they will be available for you to search for them.

Clicking on **View Details** will show the details for that Plan.

Learner

Continuing Education Plans

Start Date >= [] End Date <= [] Search

Group By: Field of Study Courses Continuing Education Requirements

Continuing Education Requirements [Add Requirement](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 2 out of 2 results

Name	Status	Completion Status	Start Date	End Date	Grace Period (Days)	Actions
NIH Supervisory Refresher Training (2011-2013)	Active	Complete	01/01/2011	12/31/2013	35	View Details Delete
NIH Supervisory Refresher Training (2012-2014)	Active	Complete	01/01/2012	12/31/2014	35	View Details Delete

View Details

NIH Supervisory Refresher Training (2012-2014) [Printer Friendly View](#)

Name: NIH Supervisory Refresher Training (2012-2014)

Person Name: NIH Learner

Start Date: 01/01/2012

End Date: 12/31/2014

Grace Period (days): 35 days

Plan Completion: Only the selected fields of study count towards plan completion. The plan is completed by achieving target credits for each field of study.

Completion Status: Complete

Sources
Showing 1 out of 1 results

Name	Type
NIH Learner	Person

Plan Total by Field of Study [Print](#) | [Export](#) | [Modify Table](#)

Field of Study	Description	Target Credits	Credits from Plan Period	Credits from Grace Period	Total Counted
NIH Supervisory CLPs	Continuous learning points for supervisory training, designated by NIH	16	60	0	60

Plan Total = 60

[Back](#)

RECOMMENDATIONS

LMS administrators have the option of adding recommendations to courses in the system. If any recommendations exist for courses you have completed, they will appear on the Active tab of the Recommendations page. You will then have the option to register for a recommended course, launch it, view details, bookmark or ignore, as desired.

Recommendations

This page contains additional courses, certifications, or curricula that have been recommended to you.

Active Bookmarked Ignored

Recommendations

Recommended in the Past (Days) 10 Recommendation Type All

Search Restore Defaults

Group by Recommendation Type

Active Recommendations Print | Export

<input type="checkbox"/>	Recommendation	Recommendation Type	Sources	Recommended On	Actions
<input type="checkbox"/>	LMS Local Learning Administrator Manual	Knowledge Base Resource	(1)NIH LMS Local Learning Registrar	12/24/2014	Actions
<input type="checkbox"/>	LMS User Guide	Knowledge Base Resource	(1)NIH LMS People Administrator	12/24/2014	Actions

Bookmark Ignore

Actions pop up

ORDERS

This area allows you to search for and view orders (registrations) you have placed for LMS training items in the past. It provides a record of your actions and indicates the status of a registration (cancelled, confirmed, billed, etc.).

STEP-BY-STEP (VIEW YOUR ORDER HISTORY)

1. From the LMS Home page, click **Learning** on the left hand menu.
2. Click **Orders** on the left hand menu.
3. You can enter an order number to search for a specific order, or leave it blank to see a list of all training orders attributed to you and click **Search**.

Learner

The screenshot displays the 'Orders' page in a learner's dashboard. On the left is a vertical navigation menu with the following items: Home, Learning, Current Learning, Completed Learning, Certifications, Certification Gap Analysis, Curricula, Continuing Education Plans, Recommendations, **Orders** (highlighted), Learning Requests, Communities, Contributions, Plans, Competencies, and Reports. The main content area is titled 'Orders' and contains a search filter section. A note at the top of this section reads: 'Note : You must enter a date range to search. The date you enter in the Created On <= field must be within 90 days of the date you enter in the Created On >= field.' Below the note are two date input fields: 'Created On <=' with the value '06/05/2014' and 'Created On >=' with the value '03/07/2014'. There are also links for 'Configure' and 'Save Search Query', and a 'Search' button. An arrow labeled 'Search' points to the 'Search' button. Another arrow labeled 'Orders' points to the 'Orders' menu item in the navigation bar.

4. From the list returned, you may see the status and other information about past orders.

Order Number

Orders

Note : You must enter a date range to search. The date you enter in the Created On <= field must be within 90 days of the date you enter in the Created On >= field.

Order Number Created On <= 06/05/2014
 Created On >= 03/07/2014

Configure | Save Search Query

1 2 Next

Orders Showing first 25 out of 37 results [Print](#) | [Export](#) | [Modify Table](#)

Order Number	Learner	Person Type	Title	Version	Price	Part Number	Status	Created On	Mandatory
02023332	NIH Learner	Federal	NIH Supervisory Essentials Training	FY13	0.00 USD	00067192	Cancelled	04/15/2014	<input type="checkbox"/>
02023333			The No FEAR Act	2.0	0.00 USD	00045039	Confirmed	04/15/2014	<input type="checkbox"/>
02023334	NIH Learner	Federal	The No FEAR Act	2.0	0.00 USD	00045039	Cancelled	04/15/2014	<input type="checkbox"/>
02023368	NIH Learner	Federal	3 - 12 SCORM content		0.00 USD	00067207	Billed	04/16/2014	<input type="checkbox"/>

5. Clicking on the **Order Number** will display the Order Details screen.
6. The **Notes** link under the **Actions** column is when the CAN number is entered for NIH Training Center orders. Also, the **Audit Trail** icon is where the approval history can be viewed for the order.

Notes

Order Details: Order Number 02023332

Order Contact: NIH Learner
 Created On: 04/15/2014
 Order Status: Cancelled

Order Items [Modify Table](#)

Title	Learner	Delivery Type	Status	Actions	Price	Cancellation Reason
NIH Supervisory Essentials Training	NIH Learner	Instructor led	Cancelled	Price Notes	0.00 USD	because I want to.
Total						0.00 USD

Audit Trail Icon

MANAGING YOUR LEARNING PLAN (PLANS)

Under the **Plans** link on the learner page, the learner can view, add, and edit the activities that are on their current learning plans. At NIH, learning plans may also be known as IDPs (Individual Development Plans).

MY PLANS

STEP-BY-STEP (MANAGE YOUR PLANS)

1. From the LMS home page, click on **Plans** on the left hand menu.
2. You may **View Current Activities** or **View Closed Activities** depending on which radio button is selected.

View Current Activities

Plans

View Closed Activities

Group By drop down

Name	Status	Due Date	Version	Source	Plan Name	Mandatory	Is Compliant	Actions
NIH NoFEAR Act Training Certification	Acquired - Recertification Needed: 0% Completed	4/27/2016	1.0	NIH Supervisor	Learning Plan			Actions

3. As a default, the learning plan items are grouped by **Activity Type**. Activities on the plans are grouped by Certifications, Curricula, and Courses. You may list them in chronological order by selecting **Due Date** from the **Group By** drop-down menu.

- The View Activities table shows the **Name** of the learning item, type of activity, **Status**, **Due Date**, and **Source** of the assignment. Click the **Name** of any item to view additional details and options.

Plans

This serves as a personal learning plan where you can add courses and other developmental activities that you would like to complete in the future.

Activities List | Plans List

View Current Activities View Closed Activities Group By: Activity Type

Certifications

Name	Status	Due Date	Version	Source	Plan Name	Mandatory	Is Compliant	Actions
NIH NoFEAR Act Training Certification	● Expired-Overdue: 0% Completed	08/14/2014	1.0	NIH Manager	Learning Plan			Actions
NIH Prevention of Sexual Harassment Training Certification	● Expired-Overdue: 0% Completed	08/14/2014	1.0	NIH Learner	Learning Plan			Actions

Curricula

Name	Status	Due Date	Version	Source	Plan Name	Mandatory	Is Compliant	Actions
<input checked="" type="checkbox"/> LMS Training	● Assigned: 0% Completed			NIH Learner	Learning Plan			Actions

Course [Print](#) | [Export](#) | [Modify Table](#)

Name	Delivery	Status	Due Date	Version	Source	Plan Name	Mandatory	Is Compliant	Actions
Learning With Saba	Online Training	In Progress	07/22/2010 -1615 Days Remaining	1.0	NIH Manager	Learning Plan	<input type="checkbox"/>		Actions
NIH NIAID OWER ELD Working with Contractors at NIAID		New	06/01/2012 -935 Days Remaining		Ann WITHINGTON	Learning Plan	<input type="checkbox"/>		Actions
Alternative Dispute Resolution (ADR) 1 Related Certification(s)		Not Evaluated		2.1	Test Prescriptive Rule	Learning Plan	<input type="checkbox"/>		Actions

Goal [Print](#) | [Export](#) | [Modify Table](#)

Name	Delivery	Status	Due Date	Version	Source	Plan Name	Mandatory	Is Compliant	Actions
Test Goal		● New: 0% Completed	12/31/2010		NIH Manager	Learning Plan			Actions

- Different types of learning plan activities will allow you to access different options under the **Actions** column. Hold your cursor over **Actions** to see the pop-up menu choices.

Learner

- Certifications and curricula will allow you to **Start Registration**, which takes you to the same item detail screen as clicking the item's **Name**. You may register for courses and see other details here. You may also **View Notes** about the learning item if any have been attached. You can also **Delete** a curriculum or certification.

Curriculum

Curricula

Name	Status	Due Date	Version	Source	Plan Name	Mandatory	Is Compliant	Actions
LMS Training	Assigned: 0% Completed			NIH Learner	Learning Plan			Start Registration View Notes Delete

Actions Pop up

Certifications

Name	Status	Due Date	Version	Source	Plan Name	Mandatory	Is Compliant	Actions
NIH NoFEAR Act Training Certification	Expired-Overdue: 0% Completed	08/14/2014	1.0	NIH Manager	Learning Plan			Start Registration View Notes Delete
NIH Prevention of Sexual Harassment Training Certification	Expired-Overdue: 0% Completed	08/14/2014	1.0	NIH Learner	Learning Plan			Start Registration View Notes Delete

Actions pop-up

- Courses will allow you to **Launch** or **Register** for the course, utilize quick links to **View Enrollments** or **View Completed Courses** or **View Notes** associated with the course or **Delete** the course.

Name	Delivery	Status	Due Date	Version	Source	Plan Name	Actions
Learning With Saba	Online Training	In Progress	07/22/2010 -1615 Days Remaining	1.0	NIH Manager	Learning Plan	Edit Register View Enrollment View Completed Course View Notes Delete
NIH NIAID OWER ELD Working with Contractors at NIAID		New	06/01/2012 -935 Days Remaining		Ann WITHINGTON	Learning Plan	View Enrollment View Completed Course View Notes Delete
NIH Clinical Center: Fire Safety Training for Health Care Personnel		New	12/31/2014 8 Days Remaining	2014	NIH Learner	Learning Plan	View Enrollment View Completed Course View Notes Delete
Alternative Dispute Resolution (ADR) 1 Related Certification(s)		Not Evaluated		2.1	Test Prescriptive Rule	Learning Plan	View Enrollment View Completed Course View Notes Delete

Register

Actions Pop up

Name	Delivery	Status	Due Date	Version	Source	Plan Name	Actions
Learning With Saba	Online Training	In Progress	07/22/2010 -1616 Days Remaining	1.0	NIH Manager	Learning Plan	<ul style="list-style-type: none"> Edit Launch View Enrollment View Completed Course View Notes Delete
NIH NIAID OWER ELD Working with Contractors at NIAID		New	06/01/2012 -936 Days Remaining		Ann WITHINGTON	Learning Plan	<ul style="list-style-type: none"> Actions
NIH Clinical Center: Fire Safety Training for Health Care Personnel	Online Training	In Progress	12/31/2014 7 Days Remaining	2014	NIH Learner	Learning Plan	<ul style="list-style-type: none"> Actions
Alternative Dispute Resolution (ADR) 1 Related Certification(s)		Not Evaluated		2.1	Test Prescriptive Rule	Learning Plan	<ul style="list-style-type: none"> Actions

Launch

Actions pop-up

STEP-BY-STEP (ADD AN ACTIVITY TO YOUR PLANS)

1. From the LMS home page, click on the **Success Plan** tab.
2. **My Plans**, **My View** and the **View Activities** tab is the default screen and shows a list of items on your plans.
3. Click **Add Activity**.

Name	Status	Due Date	Version	Source	Plan Name	Mandatory	Is Compliant	Actions
NIH NoFEAR Act Training Certification	Acquired - Recertification Needed: 0% Completed	04/27/2016	1.0	NIH Supervisor	Learning Plan			Actions

Add Activity

4. You will see a pop-up window listing the types of activities you may add to your learning plan in the LMS. Add an **Activity** (such as **Course**, for example).

IMPORTANT: You should not add **Competencies** to your learning plan. Competencies you want to develop should be added under the Competencies functional area of the LMS. (See previous section in this manual.)

Add Goal can be used to add any type of activity not administered through the LMS. Activities not administered through the LMS could include NIH or HHS courses not in the LMS, courses offered by external organizations

Learner

(universities or vendors), external certifications, on-the-job training opportunities, developmental job rotations, etc.

- The type of activity you select will determine which pop-up window you see next. After selecting the type of activity, fill in required information and then follow the prompts.
- For this example, click **Add Course**.

Plans

This serves as a personal learning plan where you can add courses and other developmental activities that you would like to complete in the future.

Activities List Plans List

View Current Activities View Closed Activities Group By Activity Type Go Add Activity

Certifications

Name	Status	Due Date	Version	Source	Plan Name	Mandatory	Is Compliant	Actions
NIH NoFEAR Act Training Certification	Expired-Overdue: 0% Completed	08/14/2014	1.0	NIH Manager	Learning Plan			Actions
NIH Prevention of Sexual Harassment Training Certification	Expired-Overdue: 0% Completed	08/14/2014	1.0	NIH Learner	Learning Plan			Actions

Add Activity
Add Course
Add Certification
Add Curriculum
Add Competency
Add Goal
Add Continuing Education

Add Course

Add Activity pop-up

- The **Add Course** pop-up window appears. Fill in all of the required information and then click **Next**.

https://test.learning.hhs.gov/ - HHS Learning Portal - Windows Internet Explorer

Add Course * = required

Course* NIH iProcurement for Vendor Training: Requestor

Notes

Character Limit: 64000

Due Date 12/24/2014

Next Cancel

IMPORTANT: All fields in red with an asterisk (*) require data in order to save changes.

- Click next and the item you added will now appear in your **View Activities** list.

MANAGING YOUR SKILLS (COMPETENCIES)

Under **Competencies** menu item, the learner can get to:

All Competencies – All competencies the learner has been assigned

Held Competencies – competencies that have been assessed.

Required Competencies – there is an option to view competencies that have not been assessed

Proposed Competencies – competencies that have been proposed to you based upon recently completed learning.

Multi-Rater Assessments – There are tabs for Current and Completed MRAs.

Multi-Rater Assessments for Others – There are tabs for Current and Completed MRAs for others.

Self Assessment History – View all completed assessments and assessments pending approval.

Approval History – View a list of approvals for people.

Learner

ALL COMPETENCIES

The LMS allows you to self-select competencies you want to work on. Your supervisor and your IC administrator can also assign competencies to you. You may assess your competency proficiency level and find training to improve your skills and knowledge.

To access competencies as a learner, from the LMS Home page, click on **Competencies** on the left hand menu. The **All Competencies** is the default screen.

STEP-BY-STEP (VIEW HELD COMPETENCIES)

'Held' competencies are those for which an assessment exists in the LMS. The **Held Competencies** screen allows you to view only the competencies you have assessed already. In addition to the date last assessed, many of the same functions are available to you. You may view the competency details (click title), view assessments, and initiate a new multi-rate assessment or self assessment in the competencies you select.

1. From the LMS Home page, click on **Competencies** on the left hand menu.
2. Under the **Actions** column you have options to **View Assessments**, complete a **New Self Assessment**, initiate a **New MRA**, **Delete**, or **View Ratings**. Hold your cursor over the **Actions** link next to the appropriate assessment to see the **Actions** pop-up menu.

The screenshot shows the 'All Competencies' interface. On the left, a navigation menu lists various options, with 'All Competencies' selected. The main area features a table of competency records. Each row includes a checkbox, a competency name, source, required level, held level, gap, expert status, pending approvals, group, and an 'Actions' link. A mouse cursor is hovering over the 'Actions' link for the first row, which has triggered a pop-up menu with several options: 'View All Assessments for Competency', 'New Self-Assessment', 'New MRA', 'Delete', and 'View Ratings'. Two annotations are present: 'All Competencies' with an arrow pointing to the sidebar menu item, and 'Actions link' with an arrow pointing to the 'Actions' column header.

Competency Name	Source	Required Level	Held Level	Gap	Expert	Pending Approvals	Group	Actions
NIH Financial Budget and Program Analysis		3 - Intermediate	3				NIH Accounting (GS-510), NIH Finance	Actions
NIH Achieve Desired Results		3 - Intermediate	3				NIH Executive Level Proficiencies	Actions
Leveraging Diversity (HHS)		3 - Intermediate	3				Basic Leadership Competencies (HHS)	Actions
Continuous Development (HHS)		5 - Expert	5				Core Competencies (HHS), OS-CORE COMPETENCIES	Actions
NIH Message Development and Delivery				0		4 - Advanced	NIH Communications Specialty (GS-1001), NIH Public Affairs (GS-1035), NIH Technical Writer Editor (GS-1085) (more)	Actions

3. **View All Assessments for Competency** allows you to view Assessment details. Click on the Actions Link under the Actions column and select View Assessment details on the pop up.

NIH Financial Budget and Program Analysis: View All Assessments

Competency Name: NIH Financial Budget and Program Analysis
 Description: Obtains financial information from within and outside of an organization for relevant guidance or other information; reviews and evaluates the financial data and makes recommendations as appropriate.
 Current Required Level: -
 Current Held Level: 3 - Intermediate

Assessments for Held Level Print | Export | Modify Table

Showing 4 out of 4 results

Date	Method	Details	Assessed Level	Approval Status	In Calculation?	Comments	Actions
06/17/2009	Multi-Rater Assessment	See Ratings with Options Turned Off?	5 - Expert		Yes		View Assessment Details
06/17/2009	Multi-Rater Assessment	See Ratings with Options Turned Off?	5 - Expert		No		Actions
02/02/2009	Manager Assessment	NIH Supervisor	1 - Fundamental Awareness		Yes		Actions
01/26/2009	Self Assessment	NIH Learner	1 - Fundamental Awareness	Approved	Yes		Actions

Expert List
No items found

Cancel

Actions Link

By clicking the **View Assessment Details** link, the **Self Assessment Details** page shows you the assessment required level, current level held, date assessment was assigned and completed.

NIH Financial Budget and Program Analysis: Self Assessment Details

Assessment Details

Person Name: NIH Learner
 Assessed On: 06/17/2009
 Competency: NIH Financial Budget and Program Analysis
 Held Level: 5 - Expert
 Comments:
 Completed On: 06/17/2009

Close

- New Self-Assessment** allows a learner to assess the held level for the selected competency. You can add a new assessed level for the competency by choosing the assessed level from the drop down box and then save.

Learner

New Self Assessment: Assess Held Level

Assess held level for selected competency and submit the assessment for approval. Assessed levels must be approved before the competency is added to your list of held competencies.

Submit for Approval Cancel

Approval Details

Approvers
Showing 1 out of 1 results

Approver	Role
NIH Manager	Manager

Assessment Details

Assessed On 06/11/2014

Competency Name NIH Financial Budget and Program Analysis

New Assessed Level View Descriptors

Comments

Path

Submit for Approval Cancel

New Assessed Level

5. **New MRA** allows a learner to initiate a new MRA for that competency. Click on New MRA .

You will see a **New Multi-Rater Assessment** screen. Below the competency list, you will indicate the people you want to include as **Raters**.

New Multi-Rater Assessment

Type Competency-based

MRA Title*

Description

Character Limit:255

Ratee NIH Learner

Closes On

Competencies to be Assessed Add Competency | Print | Export

Competency Name	Target	Actions
NIH Financial Budget and Program Analysis		Remove Competency

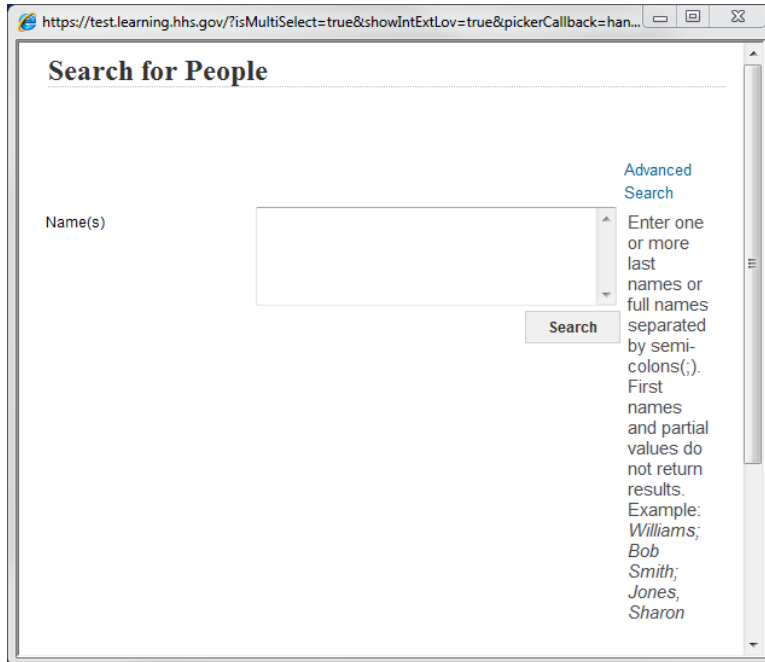
Raters Add Rater

No items found

Save & Submit for Approval Cancel

Add Rater Link

6. Click **Add Rater** to view a **Search for People** pop-up window.



7. Type the person's legal first name and last name in the **Name(s)** box and click **Search**.

NOTE: If you do not find the person you are looking for, use **Advanced Search** instead. Advances Search will allow you to search based on various criteria and/or partial spelling of names. Remember that the LMS contains people's LEGAL names, not nicknames.

Learner

Search Person, Internal

Supervisors: you can easily display all of **your staff** by entering your **login ID** into the "**Manager**" field, clicking the **Magnifying Glass** graphic, and then clicking the "**Search**" button.

Population* First Name

Last Name Person ID

Username Manager

Organization Location

Domain Person Type

Security Roles Include All Suborganizations

[Simple Search](#)

1 2 3 4 5 ... Next

People

Showing first 25 out of 37250 results

<input type="checkbox"/>	First Name	Last Name	Username	Person Type	Person ID	Organization	Location	Manager
<input type="checkbox"/>	AABHA	SHAH	NIH2001294833	Federal	00373987	HNQ22C5		00047006
<input type="checkbox"/>	Aamir	AKRAM	NIH0013909438	Fellow	00223864	HNC7Z075		
<input type="checkbox"/>	Aaron	ALEXANDER-BLOCH	NIH0014356698	Volunteer	00260228	HN76C5		

- Click the checkbox next to each person in the **People** results list that you want to assess your competencies.
- Scroll to the bottom of the pop-up window and click **Select**.
- Your supervisor will need to log in to the LMS to approve or reject people you have added to your MRA. Click **Save and Submit for Approval** when you are ready to send the MRA request forward.

New Multi-Rater Assessment

Type: Competency-based

MRA Title*:

Description:

Character Limit: 255

Rate: NIH Learner

Closes On:

Competencies to be Assessed [Add Competency](#) | [Print](#) | [Export](#)

Competency Name	Target	Actions
NIH Financial Budget and Program Analysis		Remove Competency

Raters [Add Rater](#) | [Print](#) | [Export](#)

Rater Name	Person Type	Actions
AABHA SHAH	Federal	Remove Rater
Aamir AKRAM	Fellow	Remove Rater

Save & Submit for Approval button

11. You will see a confirmation pop-up window; Click **Yes**.

Submit for Rater Approval

Are you sure you want to submit this assessment for rater approval?

Yes

STEP-BY-STEP (VIEW REQUIRED COMPETENCIES)

1. From the LMS Home page, click on **Competencies** on the left hand menu.
2. Click on **Required Competencies** on the left hand menu.
3. You may filter the list of required competencies by any of the criteria in the **View By** drop-down menu.

Learner

Required Competencies

The screenshot shows the 'Required Competencies' page. On the left is a navigation sidebar with 'Required Competencies' highlighted. The main content area has a 'View By' dropdown menu open, showing options like 'All Required Competencies', 'Current Job', 'Active Plans', etc. Below the dropdown is a table of required competencies.

Expert	Competency Name	Source	Required Level	Held Level	Gap	Pending Approvals	Group	Actions
<input type="checkbox"/>	Conflict Management (HHS)	Self: NIH Learner	3 - Intermediate	5 - Expert	2		Supervisory Competencies (HHS)	Actions
<input type="checkbox"/>	Flexibility (HHS)	Person: NIH Supervisor (more)	3 - Intermediate	4 - Advanced	1		Basic Leadership Competencies (HHS)	Actions
<input type="checkbox"/>	Interpersonal Skills (HHS)	Self: NIH Learner	3 - Intermediate	5 - Expert	2	2 - Basic	Basic Leadership Competencies (HHS)	Actions
<input type="checkbox"/>	NIH Acquisition Planning	Person: Jaime MARTINEZ-BORRERO (more)	5 - Expert	3 - Intermediate	-2		NIH Administrative Officer (GS-341), NIH Contracting Specialist (GS-1102), NIH Finance	Actions
<input type="checkbox"/>	NIH Acquisition Planning Assistance	Person: Jonathan LAPPIN	3 - Intermediate		-3		NIH Administrative Technician (GS-303)	Actions

View By drop-down

- You may also modify the table to clear unused columns from your display. Click **Modify Table**. Deselect the check box under the **Show** column in the **Modify Table Display** pop-up window. Click **Save**.


The screenshot shows the 'Required Competencies' page with the 'Table Display' pop-up window open. The pop-up window has a 'Table Columns' section with a table for selecting and sorting columns.

Show	Order	Column Name	Default Sort Column	Sort Order
<input checked="" type="checkbox"/>	1	Expert	Expert	Ascending
<input checked="" type="checkbox"/>	2	Competency Name	Competency Name	Ascending
<input checked="" type="checkbox"/>	3	Source	Source	Ascending
<input checked="" type="checkbox"/>	4	Required Level	Required Level	Ascending

Modify Table

Modify Table window

- Click on the **Title** of a required competency to access details about it, including a description, the competency group it belongs to, proficiency level descriptions, behavioral descriptors, and any attachments added by administrators.



Competency Details: NIH Financial Budget and Program Analysis

Competency Name: NIH Financial Budget and Program Analysis

Description: Obtains financial information from within and outside of an organization for relevant guidance or other information; reviews and evaluates the financial data and makes recommendations as appropriate.

Competency Groups: NIH Accounting (GS-510), NIH Finance

Sources:

Proficiency Levels [View Descriptors](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 5 out of 5 results

Level	Level Name	Description
1	Fundamental Awareness	You have a common knowledge or an understanding of basic techniques and concepts.
2	Novice	You have the level of experience gained in a classroom and/or experimental scenarios or as a trainee on-the-job. You are expected to need help when performing this skill.
3	Intermediate	You are able to successfully complete tasks in this competency as requested. Help from an expert may be required from time to time, but you can usually perform the skill independently.
4	Advanced	You can perform the actions associated with this skill without assistance. You are certainly recognized within your immediate organization as "a person to ask" when difficult questions arise regarding this skill.
5	Expert	You are known as an expert in this area. You can provide guidance, troubleshoot and answer questions related to this area of expertise and the field where the skill is used.

General Behavioral Descriptors [View Descriptors](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 5 out of 5 results

Behavioral Indicator	Weight
Analyzes budget, accounting, and program data in order to make comparisons and draw conclusions	1
Applies existing standards, rules and regulations to problems explicitly and not explicitly identified	1
Evaluates different sources of information and reconciles conflicting or ambiguous data	1
Gathers and interprets pertinent data from a variety of sources and identifies trends	1
Uses established models and tools for analyzing data	1

Attachments [Print](#) | [Export](#)

Attachment Name	Type	Category	Locale	Private
Suggested Proficiency Map	URL	User Documentation	English	No

STEP-BY-STEP (ADD A REQUIRED COMPETENCY)

1. From the LMS Home page, click on **Competencies** on the left hand menu.
2. Click on **Add Required Competencies** located on the top right hand-side of the screen.

Learner

All Competencies

View By: All Competencies

New Self-Assessment | New MRA

All Competencies | Add Held Competencies | **Add Required Competencies** | Print | Export | Modify Table

Showing first 25 out of 59 results

<input type="checkbox"/>	Competency Name	Source	Required Level	Held Level	Gap	Expert	Pending Approvals	Group	Actions
<input type="checkbox"/>	NIH Financial Budget and Program Analysis		3 - Intermediate	3				NIH Accounting (GS-510), NIH Finance	Actions
<input type="checkbox"/>	NIH Achieve Desired Results		3 - Intermediate	3				NIH Executive Level Proficiencies	Actions
<input type="checkbox"/>	Leveraging Diversity (HHS)		3 - Intermediate	3				Basic Leadership Competencies (HHS)	Actions
<input type="checkbox"/>	Continuous Development (HHS)		5 - Expert	5				Core Competencies (HHS), OS-CORE COMPETENCIES	Actions

Add Required Competencies link

3. In the **Add Required Competencies** screen, enter the **Name** of the competency you want to find and click **Search**. You may also enter a **Competency Group**.
4. Select the desired competency by clicking the checkbox next to the desired competency.
5. Click **Set Required Levels**.

Add Required Competencies

1. Select Competencies >>> 2. Set Required Levels >>> 3. Assess Held Levels (Optional)

Name: nih achieve | Competency Group: [dropdown]

You have a saved query.

Configure | Save Search Query | Reset Saved Query | Search

Competencies | Modify Table

Showing 1 out of 1 results

<input type="checkbox"/>	Name
<input type="checkbox"/>	NIH Achieve Desired Results

2. Set Required Levels >> | Cancel

Name field

Competency Group field

Competency name

Set Required Levels button

- Select the required level from the “required level” drop down.

Add Required Competencies

Assess the required levels for the selected competencies.

1. Select Competencies **>>** 2. Set Required Levels **>>** 3. Assess Held Levels (Optional)

Selected Competencies

Competency Name	Required Level	Actions
NIH Achieve Desired Results	-Select One- -Select One-Fundamental Awareness - 1 Novice - 2 Intermediate - 3 Advanced - 4 Expert - 5	View Descriptors

Remove Competency(ies)

Save and Exit 3. Assess Held Levels >> Cancel

Save and Exit button → Save and Exit

- Click **Save and exit**. The new competency will now appear in the **My Required Competencies** list.

STEP-BY-STEP (VIEW AND ADD PROPOSED COMPETENCIES)

A proposed competency is one that is associated with a specific learning item, such as a course. The completion of the learning item suggests you are qualified to hold that competency. The process proposes these competencies to you based upon recent completion of learning that has the competency associated with it.

To view and add your proposed competencies:

- From the LMS Home page, click on **Competencies** on the left hand menu.
- Click on the **Proposed Competencies** on the left hand menu.

Learner

3. A list of proposed competencies of competencies that have been proposed to you by your recently completed learning is displayed. This can be further filtered by the **Proposed By** and **Proposed Within** drop-down lists.
4. If you have a proposed competency, you have the option to either **Add as a Held Competency** or **Delete Proposed Competency**. This can be done either by using the buttons at the bottom or the links under the **Actions** pop-up window.
5. You can click on the **Title** to view the competency's details.

Proposed Competencies

View competencies that are proposed to you by your recently-completed learning. To add these competencies to your profile, add them and then assess your held levels.

Proposed By: Proposed Within:

Proposed Competencies [Print](#) | [Export](#) | [Modify](#)

<input type="checkbox"/>	Competency Name	Proposed By	Proposed On	Actions
<input type="checkbox"/>	NIH Administrative Support	Discussion Thread	05/01/2014	Actions

Actions pop-up

Add as a Held Competency

Delete Proposed Competency

SELF ASSESSMENT HISTORY

STEP-BY-STEP (VIEWING SELF-ASSESSMENT HISTORY)

1. From the LMS Home page, click on **Competencies** on the left hand menu.
2. Click on **Self-Assessment History** from the left hand menu. This takes you to the **Self Assessment History** page to view all assessments that you submitted.
3. You can narrow the list of self-assessments in the **Self Assessment History** page by providing the appropriate search criteria in the fields for the assessments that you want to display such as **Competency name**, **Assessed on >=**, **Assessed On <=**, or **Approval Status**.
4. Click **Search**.
5. The list of self-assessments that fit your search criteria is displayed.

Self-Assessment History

View all completed assessments and assessments pending approval.

Competency Name: NIH Achieve Desired Resu | Approval Status: -Select One-

Assessed On >= | Assessed On <=

Search

Assessments Print | Export | Modify Table

Competency Name	Assessed On	Approval Status	Completed On	Held Level	New Assessed Level	Actions
NIH Achieve Desired Results	02/25/2014	Approved	02/25/2014		3 - Intermediate	Actions

Self-Assessments available indicator

6. Click the **Actions** link for the competency that has self-assessments that you want to view.
7. The following options are available: **View Descriptors**, **View Assessment Details**, or **View Assessments**.
 - a. The **View Descriptors** option shows the proficiency level and its description.
 - b. The **View Assessment Details** provides you with the details of the self assessment
 - c. The **View Assessments**, shows a list of all self-Assessments

Self-Assessment History

View all completed assessments and assessments pending approval.

Competency Name: NIH Achieve Desired Resu | Approval Status: -Select One-

Assessed On >= | Assessed On <=

Search

Assessments Print | Export | Modify Table

Competency Name	Assessed On	Approval Status	Completed On	Held Level	New Assessed Level	Actions
NIH Achieve Desired Results	02/25/2014	Approved	02/25/2014		3 - Intermediate	Actions

Actions

- View Descriptors
- View Assessment Details
- View Assessments

Actions pop-up

MULTI-RATER ASSESSMENTS (MRAS)

Multi-rater assessments (MRAs) are also known as 360° assessments. The LMS allows you to initiate such an assessment for yourself. In this area of the LMS,

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you may manage your multi-rater assessments and assess others if you have been approved as a rater.

STEP-BY-STEP (MANAGE YOUR MULTI-RATER ASSESSMENTS)

1. From the LMS Home page, click on **Competencies** on the left hand menu.
2. Click on **Multi-Rater Assessments** on the left hand menu.
3. **Multi-Rater Assessments** is the default screen. You may click **Modify Table** to change the columns of data you see. You also have **Print** and **Export** options. Completed MRAs will be listed under the **Completed** tab.

The screenshot shows the 'Multi-Rater Assessments' page. On the left is a navigation menu with 'Multi-Rater Assessments' highlighted. The main content area has two tabs: 'Current' (active) and 'Completed'. Below the tabs is a table of assessments. Annotations include: 'MRA Title' pointing to the first row of the table; 'Multi-Rater Assessments' pointing to the menu item; and 'Completed tab' pointing to the 'Completed' tab.

MRA Title	Closes On	MRA Status	Actions
Learner Test MRA for Approval Process	12/31/2014	In Progress	Edit
Second test MRA to approve raters	12/31/2014	In Progress	Edit
Test MRA	12/31/2014	In Progress	Edit
Test MRA		In Progress	Edit
User Manual Demo		In Progress	Edit

4. Click on an **MRA Title** to view the assessment details. You can see whether your **Nominated Raters** have been approved by your supervisor (**Approval Status**), and whether he/she has accepted their role as rater on your assessment (**Rater Acceptance**). You will also be able to see if your supervisor has rejected a rater you chose.

Assessment Details: Learner Test MRA for Approval Process

Main **Competencies**

MRA Title: Learner Test MRA for Approval Process
 Description:
 Ratee: NIH Learner
 Closes On: 12/31/2014
 Type: Competency-based

Nominated Raters [Print](#) | [Export](#)

Rater Name	Approval Status	Rater Acceptance
NIH SystemAdmin	Approved	Pending
NIH User	Pending	Pending
NIH LearningAdmin	Pending	Pending
NIH LocalLearningAdmin	Pending	Pending

Rejected Raters
 No items found

5. Select the **Competencies** tab to see the competencies included in your MRA, as well as their current assessment level. (You may click the title of any competency to see more details about it.)

Assessment Details: Learner Test MRA for Approval Process

Main **Competencies**

Competencies [Print](#) | [Export](#)

Competency Name	Cumulative Assessment Level	Cumulative Assessment Value
NIH Federal and Departmental Policies and Procedures Knowledge	In progress	In progress
NIH Strategic Planning	In progress	In progress

Competencies tab

6. From the **Multi-Rater Assessments** main page, you may also **Edit** MRA. Click **Edit** in the same row as the MRA you want to change.

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The screenshot displays the 'Multi-Rater Assessments' page. On the left is a navigation menu with options: Home, Learning, Communities, Contributions, Plans, Competencies, All Competencies, Held Competencies, Required Competencies, Proposed Competencies, **Multi-Rater Assessments**, and Multi-Rater Assessments for Others. The main content area has a header 'Multi-Rater Assessments' with tabs for 'Current' (selected) and 'Completed'. Below the header are links for 'New Multi-Rater Assessment', 'Print', 'Export', and 'Modify Table'. A message indicates 'Showing 5 out of 5 results'. A table lists the assessments:

MRA Title	Closes On	MRA Status	Actions
Learner Test MRA for Approval Process	12/31/2014	In Progress	Edit
Second test MRA to approve raters	12/31/2014	In Progress	Edit
Test MRA	12/31/2014	In Progress	Edit
Test MRA		In Progress	Edit
User Manual Demo		In Progress	Edit

An arrow labeled 'Edit' points to the 'Edit' link in the first row of the table.

7. You will see the **MRA Details** screen.
8. From this screen, you may change the **Closes On** date.
9. You may also **Add Raters** to include more people in the MRA. (See steps 10-13 in STEP-BY-STEP (INITIATE A COMPETENCY MULTI-RATER ASSESSMENT) above.)


MRA Details

Type: Competency-based

MRA Title: Learner Test MRA for Approval Process

Description:

Ratee: NIH Learner

Closes On: 

Competencies to be Assessed [Print](#) | [Export](#)

Competency Name	Target
NIH Federal and Departmental Policies and Procedures Knowledge	
NIH Strategic Planning	

Raters [Add Rater](#) | [Print](#) | [Export](#)

Rater Name	Person Type	Approval Status	Rater Acceptance	Actions
NIH SystemAdmin	Other	Approved	Pending	
NIH User	Contractor	Pending	Pending	
NIH LearningAdmin	Other	Pending	Pending	
NIH LocalLearningAdmin	Other	Pending	Pending	

Rejected Raters

No items found

Closes On

Add Rater

STEP-BY-STEP (COMPLETE MULTI-RATER ASSESSMENTS FOR OTHERS)

You could be named as a rater for someone else’s multi-rater assessment. The following process details how to complete an assessment for someone else.

1. From the LMS Home page, click on **Competencies** on the left hand menu.
2. Click on **Multi-Rater Assessments for Others** on the left hand menu.

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- If you have been approved as a rater for someone else, an assessment will be listed on the **Multi-Rater Assessments for Others** screen.
- Click **Launch** for any MRAs that are In Progress.

Multi-Rater Assessments for Others

Current Completed

Multi-Rater Assessments [Print](#) | [Export](#) | [Modify Table](#)

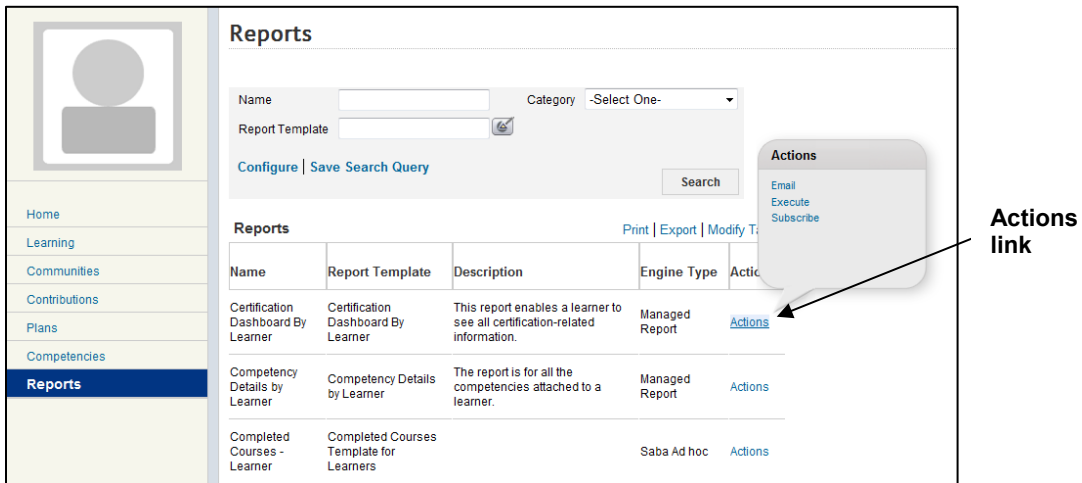
Showing 1 out of 1 results

MRA Title	Closes On	Ratee	MRA Status	Rater Status	Actions
NIH MRA test 20140306		NIHEXT 1	In Progress	Accepted	Launch

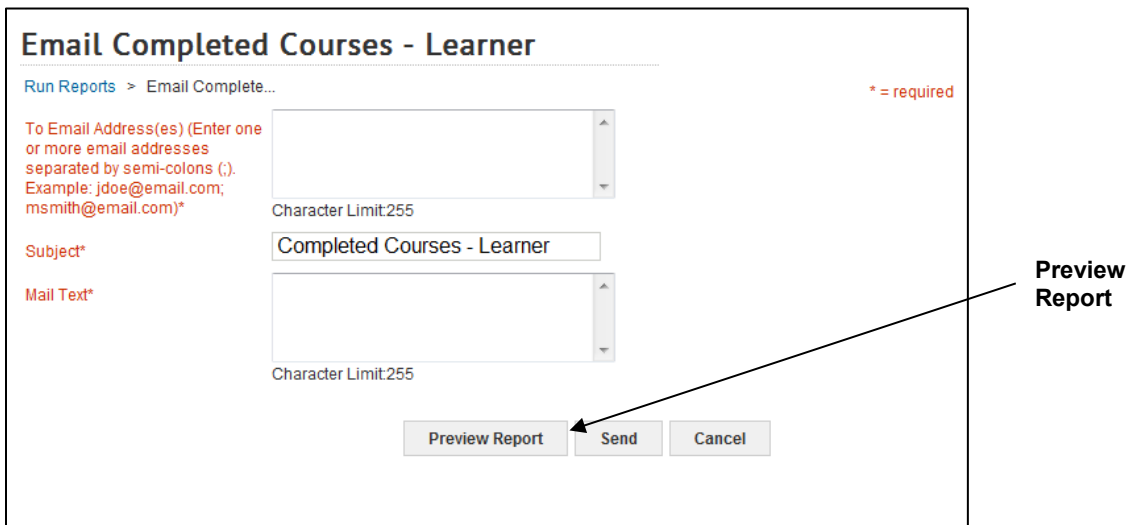
- Each assessment will give you the opportunity to either reject your role as a rater or accept your role and complete the assessment. Keep in mind that comments you enter in the assessment form may be seen by the ratee's supervisor.
- Assessments you have completed in the past will be found under the **Completed** tab.

GENERATING REPORTS (REPORTS)

Under **Reports** on the left hand menu, the learner has access to a variety of reports in the LMS. Reports have the **Execute**, **Email** and **Subscribe** options it use.

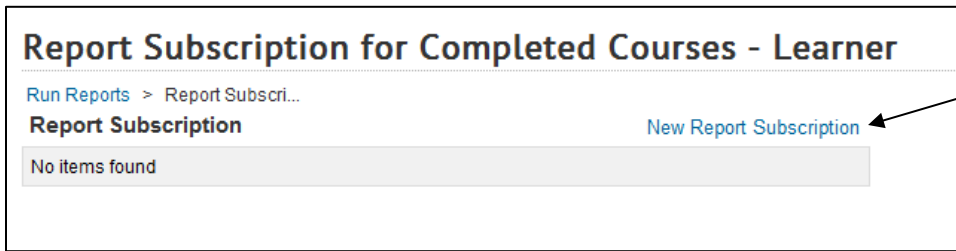


1. If the **Email** option is selected a screen will open for the Learner to enter the e-mail address to where the report will be sent.
2. Learner can also click **Preview Report** to see the Report before sending or just click Send to send the report.



3. The **Execute** option will run the report and display the report on the screen.
Note: Depending on the report selected additional criteria might be needed before running the report.
4. The **Subscribe** option will open the **Report Subscription** screen.
5. Click on the **New Report Subscription** link.

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Report Subscription for Completed Courses - Learner

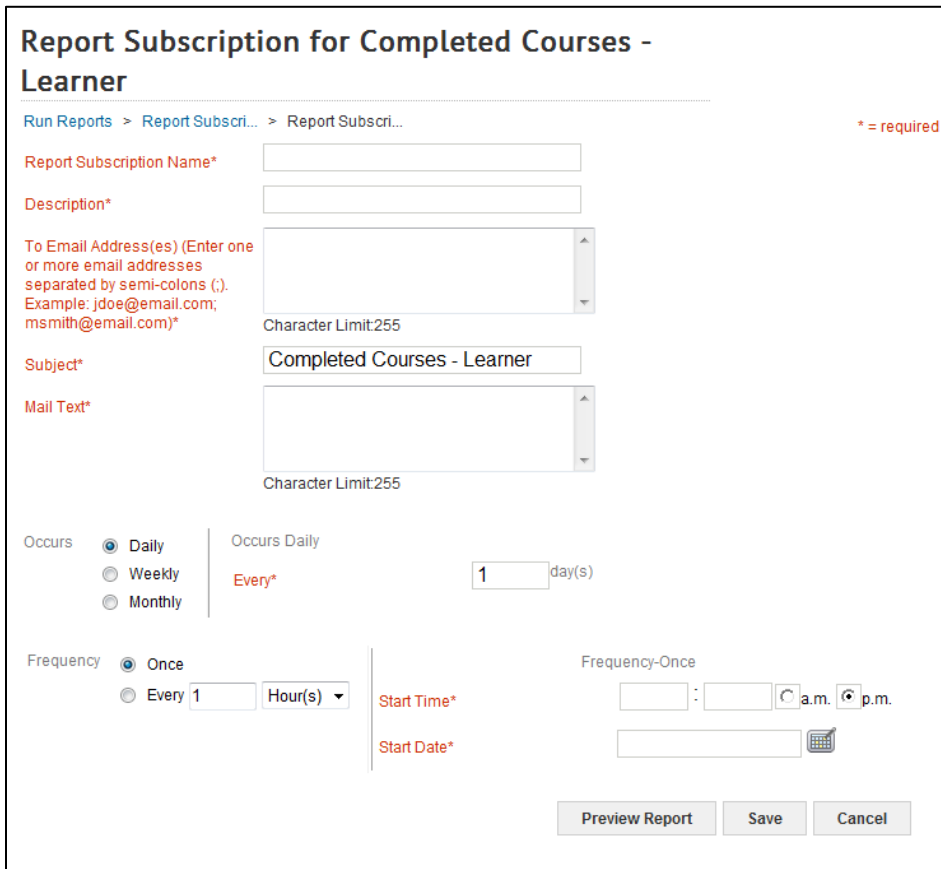
[Run Reports](#) > [Report Subscri...](#)

Report Subscription [New Report Subscription](#)

No items found

New Report Subscription

1. The **Report Subscription** Screen will open and the Learner can enter an e-mail address and select a frequency criteria for the report. The report will be sent to the e-mail address on the selected frequency (weekly, daily, etc.).



Report Subscription for Completed Courses - Learner

[Run Reports](#) > [Report Subscri...](#) > [Report Subscri...](#) * = required

Report Subscription Name*

Description*

To Email Address(es) (Enter one or more email addresses separated by semi-colons (;). Example: jdoe@email.com; msmith@email.com)*
Character Limit:255

Subject*

Mail Text*
Character Limit:255

Occurs Daily Weekly Monthly

Occurs Daily **Every*** day(s)

Frequency Once Every Hour(s)

Frequency-Once **Start Time*** : a.m. p.m.

Start Date*

HELPFUL INFORMATION

HHS Learning Portal log on page

<https://lms.learning.hhs.gov>

NIH Training Center website

<http://trainingcenter.nih.gov>

NIH LMS Training Course Information

http://trainingcenter.nih.gov/lms_courses.html

NIH LMS Support webpage

<https://hr.nih.gov/hr-systems/lms>

LMS Administrators in the ICs

<https://hr.nih.gov/sites/default/files/public/documents/hr-systems/lms/pdf/nih-lms-admin-list.pdf>

HR SYSTEMS HELP DESK TICKETS- Use this link to submit your Help Desk tickets.

https://nihohrweb.nih.gov:1010/WiTS_IntraHR/index.aspx