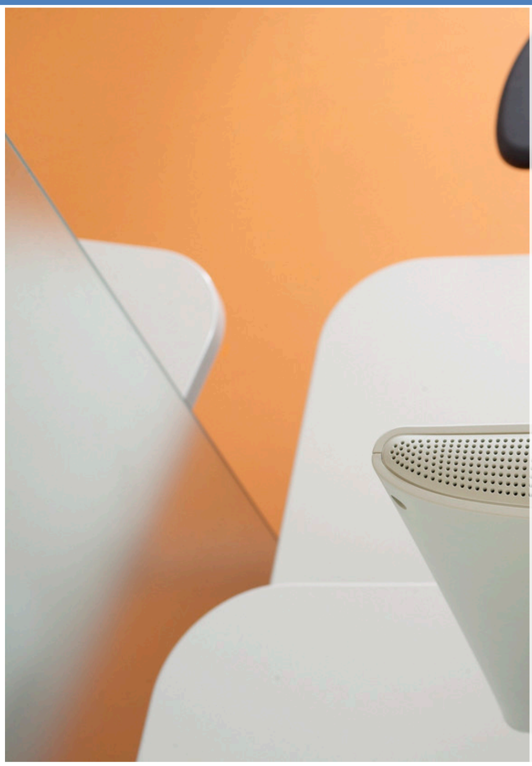
HHS Learning Portal

Learner



National Institutes of Health
OHR/HRSAID/CSBAB

HHS LEARNING PORTAL
LEARNER

Version 5.0

National Institutes of Health

Version 5.0, published May 2014.

Version Number	Revision Date	Approved By	Approval Date	Description of Change
1.0	12/10/2009	NIH LMS Program Manager	12/10/2009	Initial publication
2.0	01/03/2011	NIH LMS Program Manager	01/03/2011	5.5 Revisions
3.0	03/11/2013	NIH Team Lead	03/11/2013	5.5 Updates
3.1	07/03/2013	NIH Team Lead	07/03/2013	URL updates
4.0	12/24/2014	NIH Technical Lead	12/24/2014	7.2 Revisions
5.0	07/19/2019	NIH Technical Lead	07/19/2019	Updated Help Desk URLs

Please submit your LMS Help Desk Tickets to:

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

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.

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).

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:

- 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.

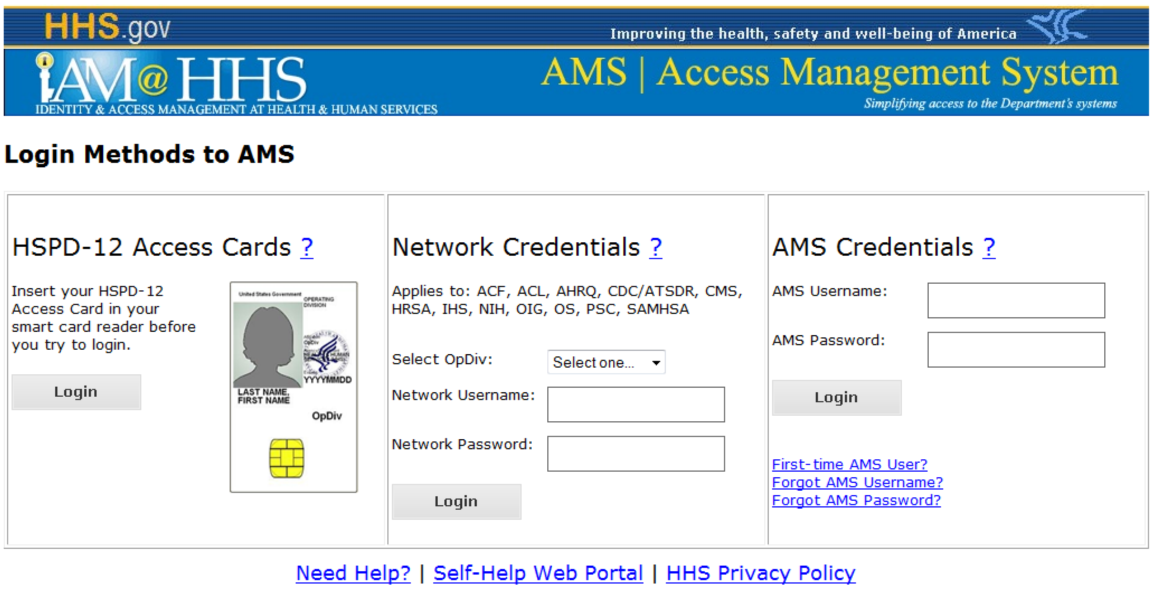
Transcript – a record or history of training taken by a learner

OVERVIEW OF THE LMS USER INTERFACE

THE LOGIN PAGE

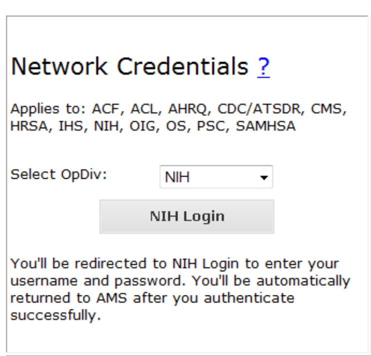
The HHS Learning portal is accessed thru the Access Management System (AMS). To log in to the AMS, visit: https://ams.hhs.gov.

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)



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

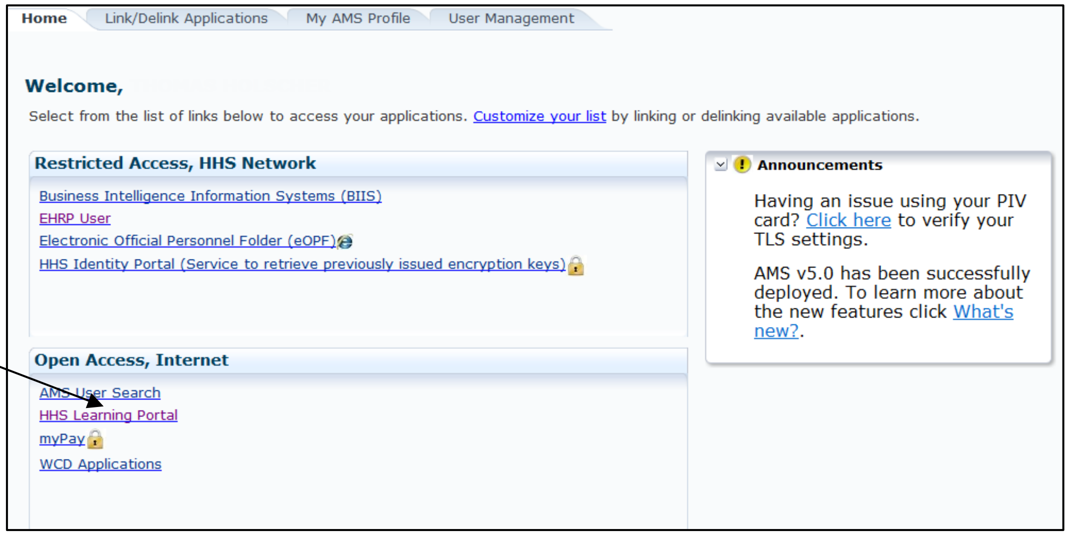
1. To login to AMS using your HHS issued PIV card, insert your PIV card and click the 'Login' button under the PIV image on the AMS login page.
2. To login using your NIH Network Credentials, go to the OPDIV Network Credentials, then select **NIH** from the "Select OPDIV" drop down list. Click the link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



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



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.

The menu bar

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)

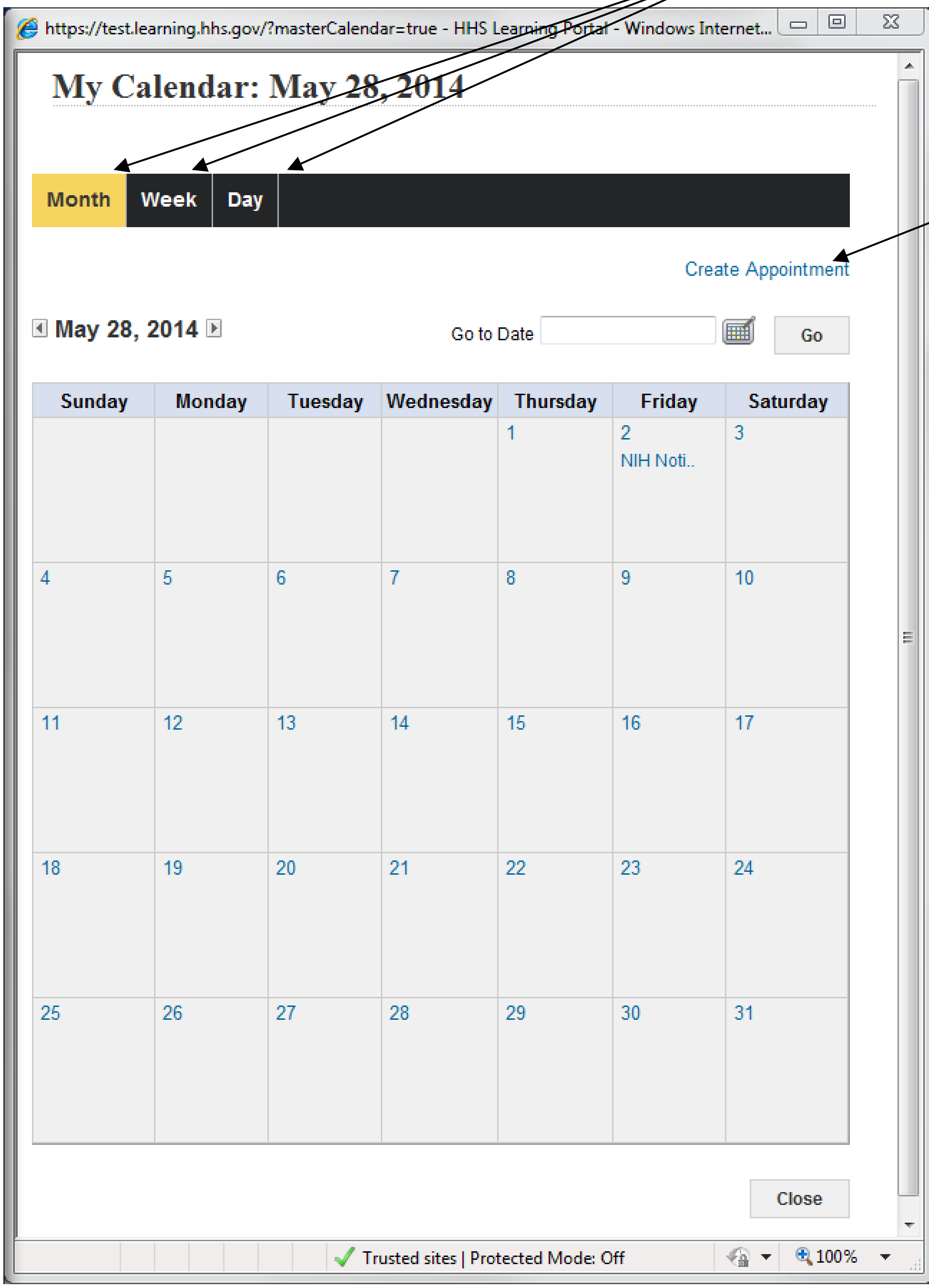
NOTE: This calendar does NOT update your Microsoft Outlook calendar.

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**.

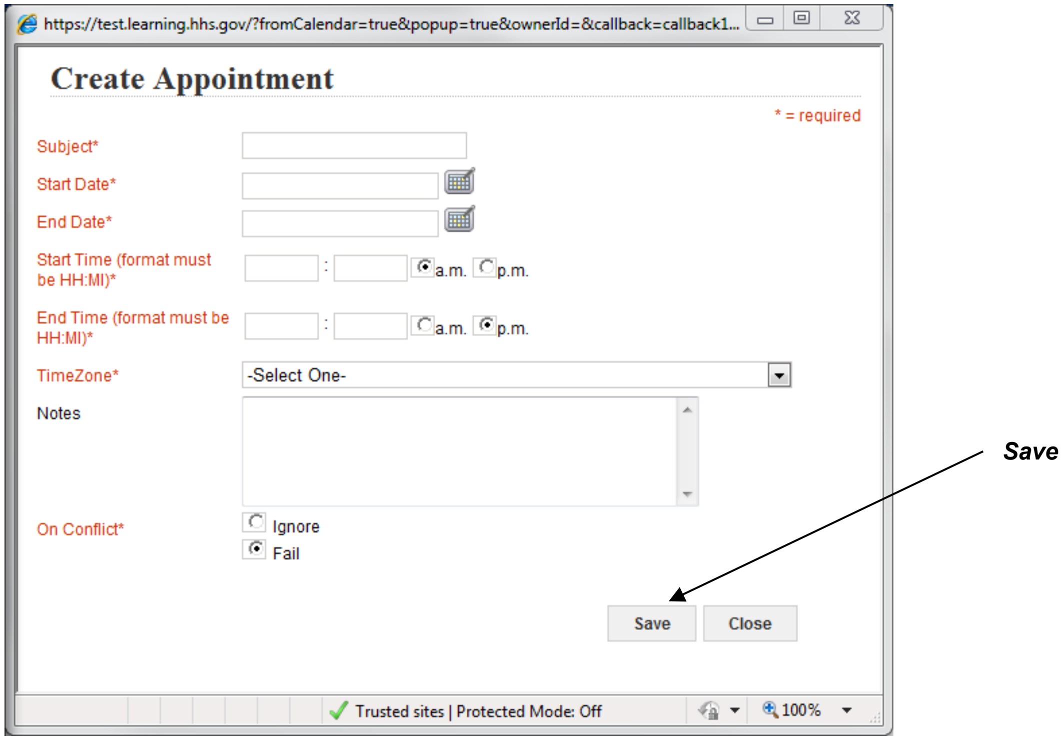
   NOTE: Make sure your web browser does not block pop-up windows.

3. Click **Create Appointment**.



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

Learner



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

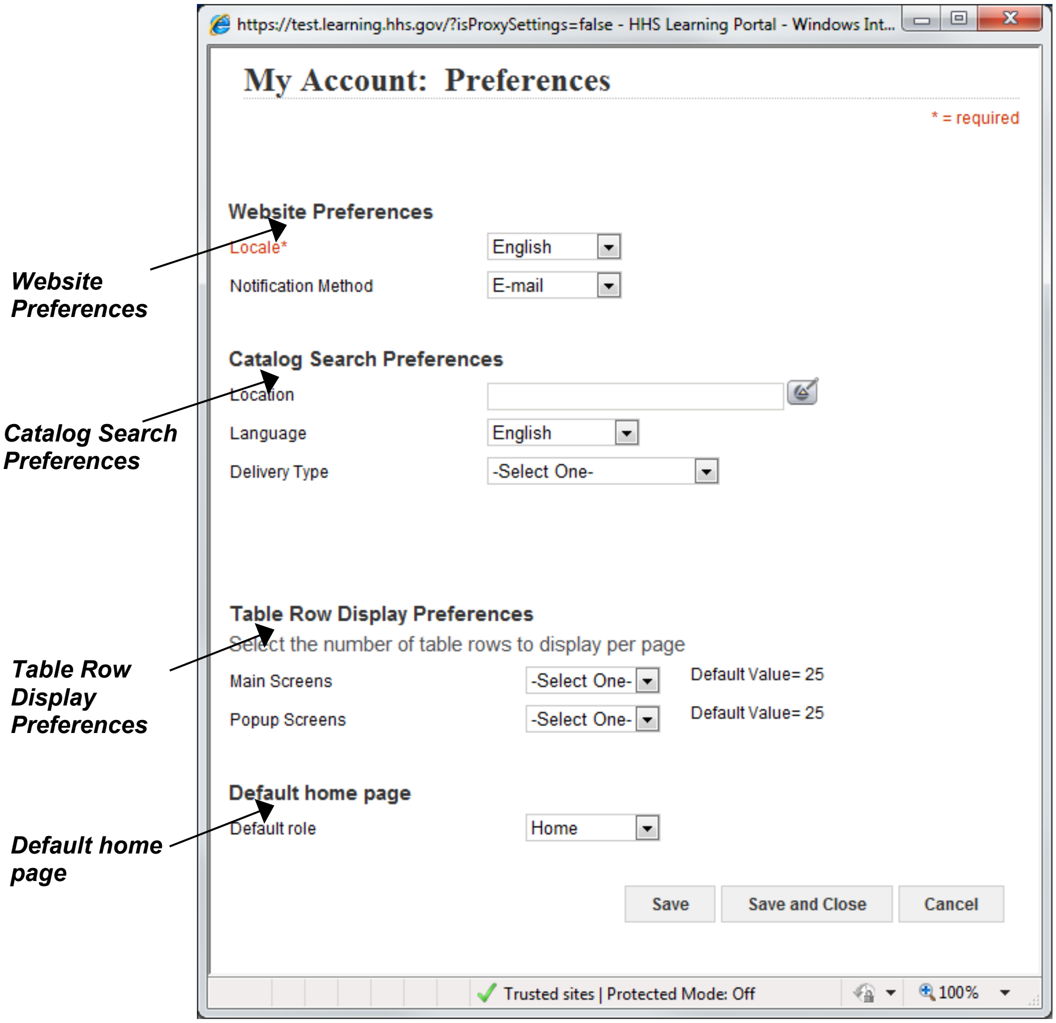
Preferences: This option allows you to change the look and functionality of your dashboard screen (**Preferences** tab). You will also see a tab for **Proxy Settings**, a feature particularly useful for managers/supervisors or administrators.

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.



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)

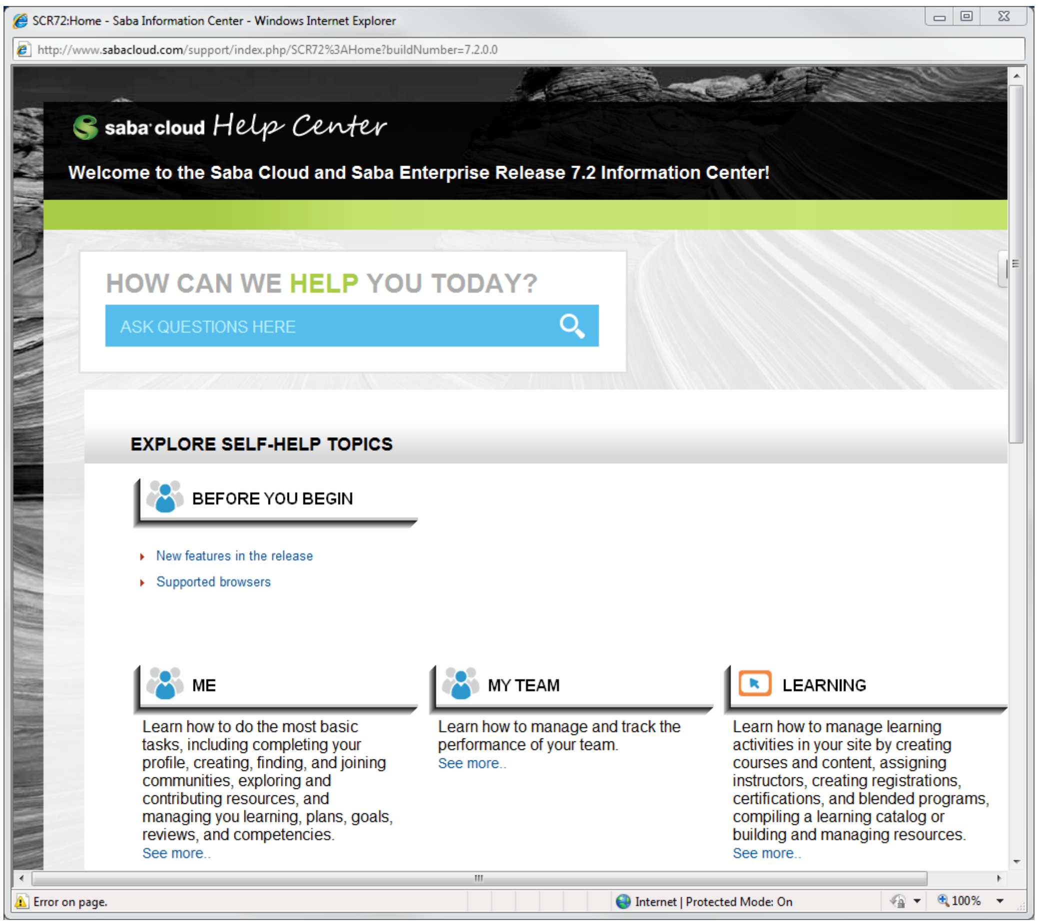
2. From the top of any page within the LMS, click **Help** on the top menu bar.

Learner

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

Help

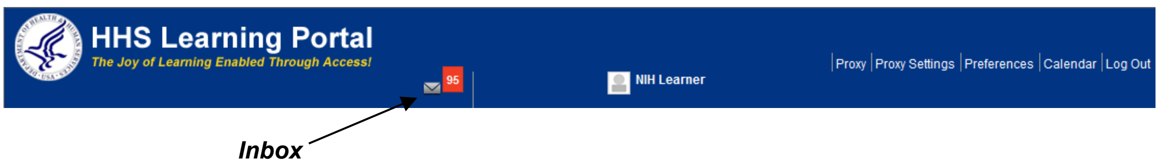
3. Use the **How Can We Help You Today** to search for a specific help topic.
4. The **Explore Self-Help Topics** provides help grouped by topic area. This makes accessing the information quick and easy, should you need to make use of the Help section again.



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

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.



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.

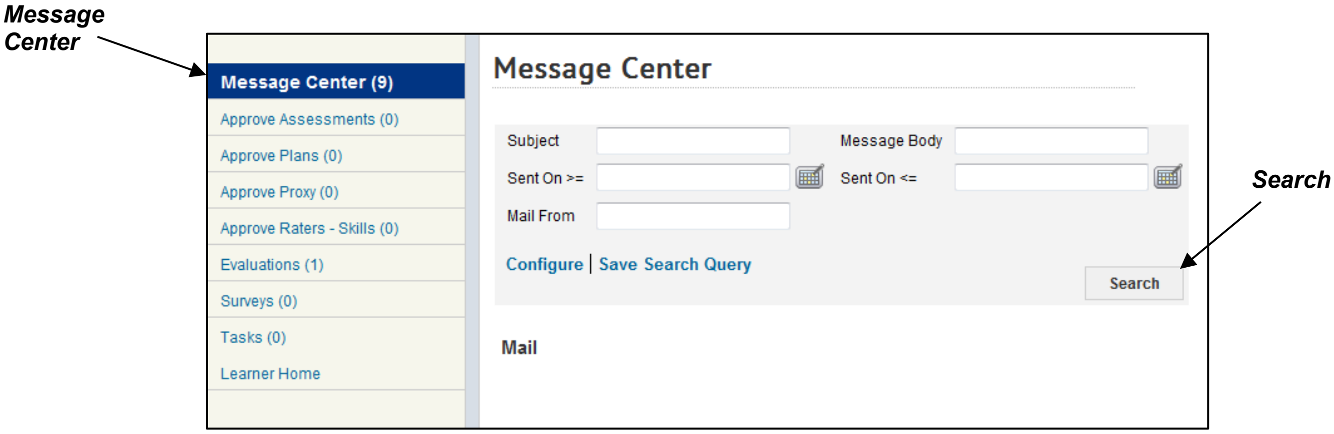
Similarly, each menu under the Inbox also displays a number to indicate the corresponding items to approve or messages to be read.

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.

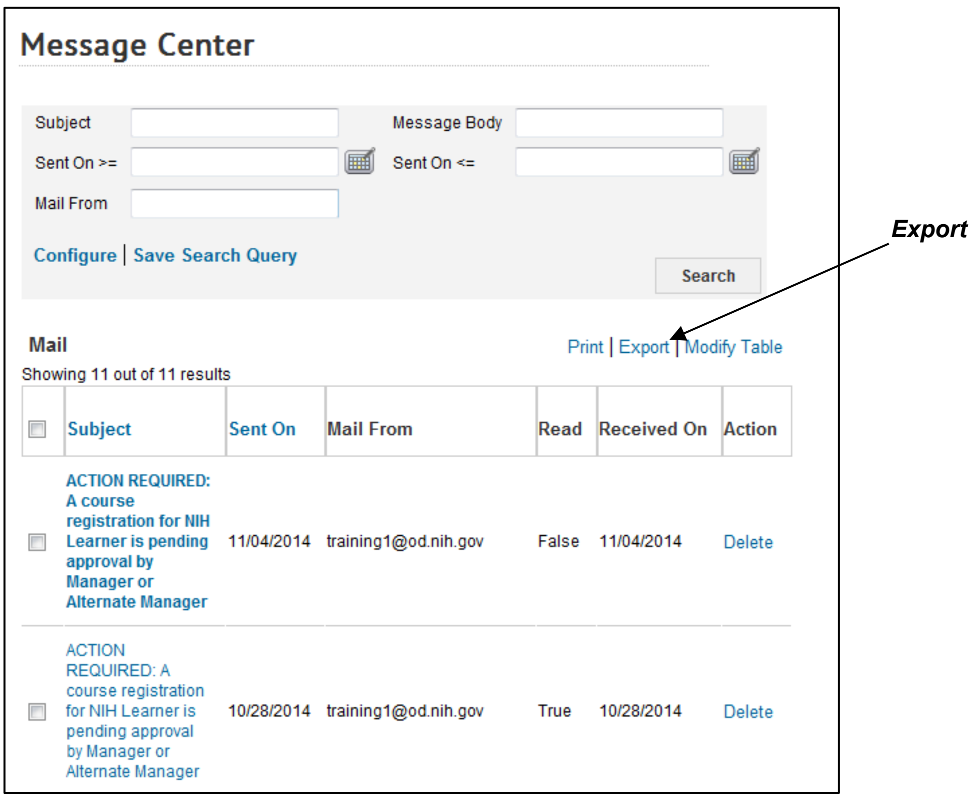
STEP-BY-STEP (VIEWING YOUR MESSAGES)

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**.

Learner



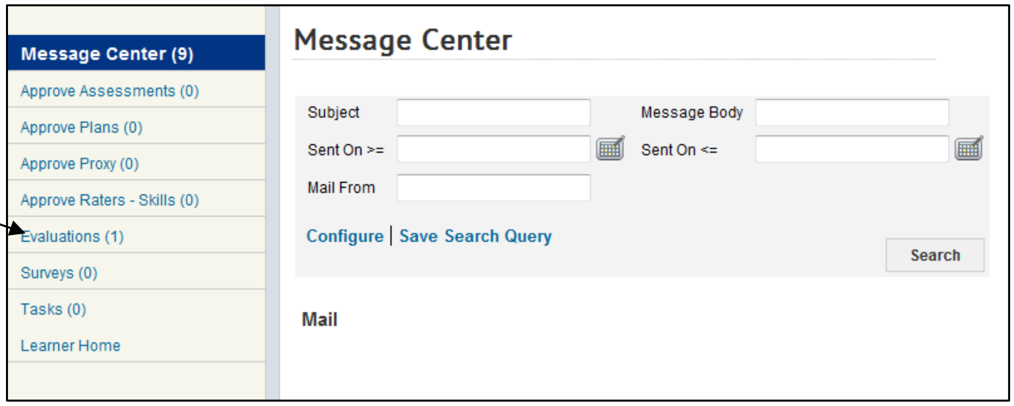
4. All of the email notifications that were sent to you are listed. You can either **Export** them, or narrow the search criteria using the **Subject**, **Message Body**, **Sent On >=**, **Sent On<=**, or **Mail From** fields to find specific emails.



STEP-BY-STEP (COMPLETE AN EVALUATION)

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

Evaluations

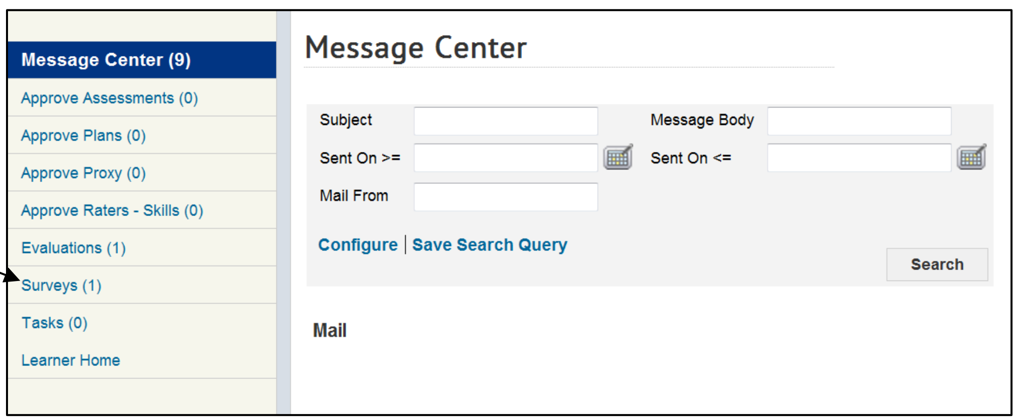


7. If an evaluation was attached to a course you took, it will be listed in the default **Current** tab. **Launch** the evaluation and complete it as directed.
8. Evaluations you have finished will be listed under the **Completed** tab.

STEP-BY-STEP (COMPLETE A SURVEY)

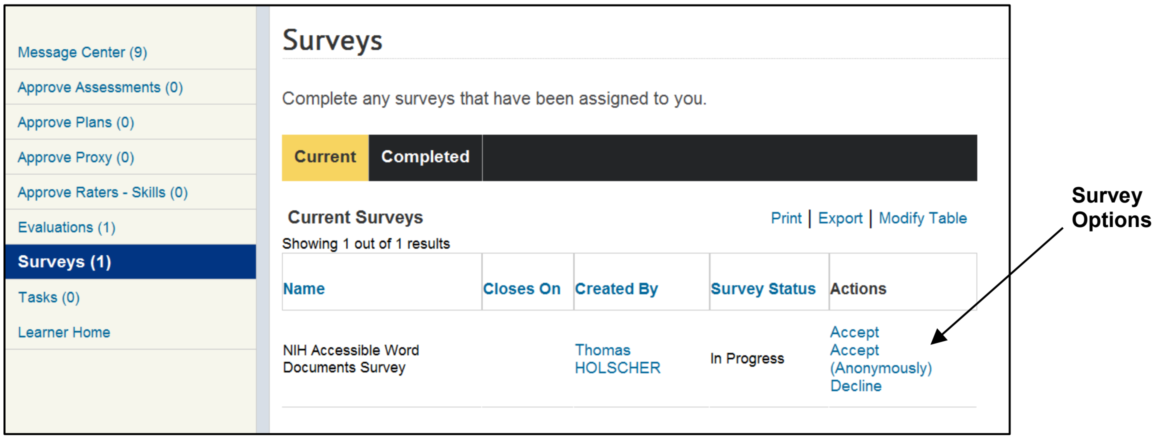
1. From the LMS Home page, click on the **Inbox** icon.
2. Select **Surveys** from the left menu.
3. If a survey has been assigned to you, a number for it will be listed in the left hand menu.

Surveys

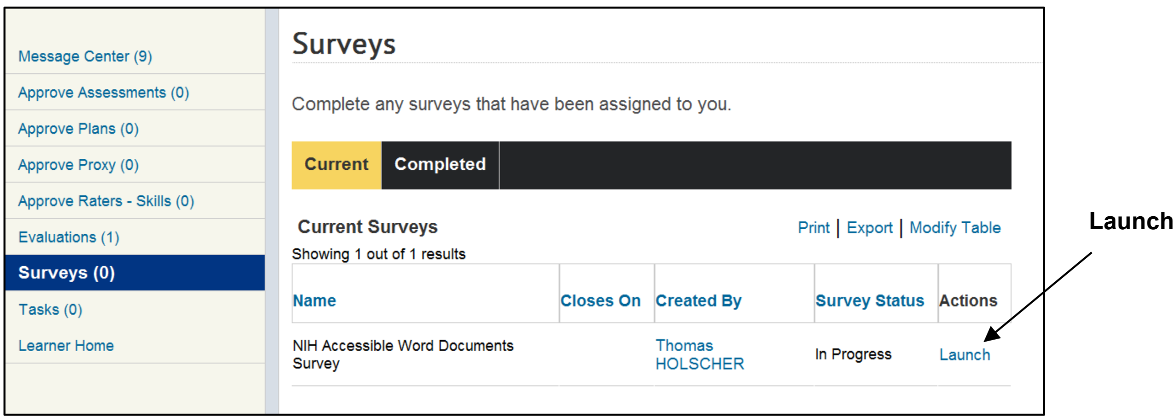


4. You have the option to **Accept** the survey, **Accept but Anonymously** or **Decline** the Survey.
5. Click **Accept** and you will have the option to **Launch** the Survey.

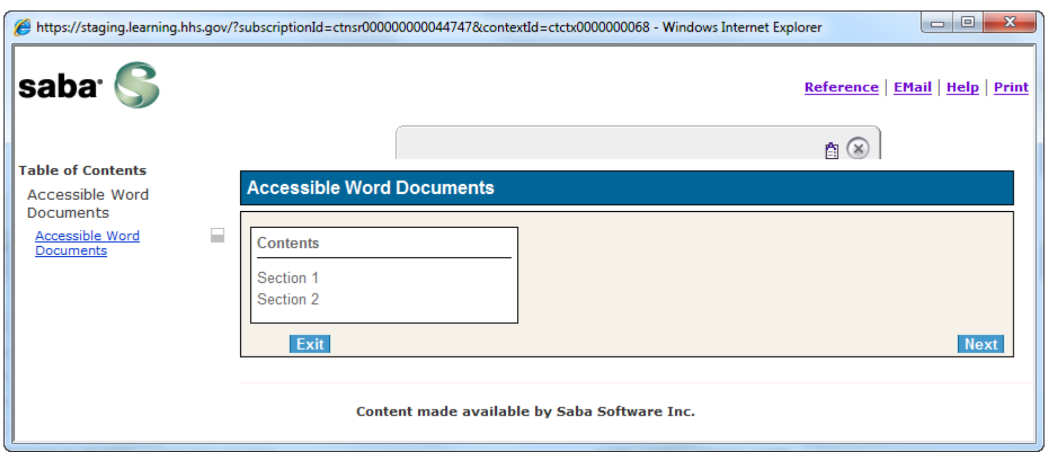
Learner



6. Click **Launch**.



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



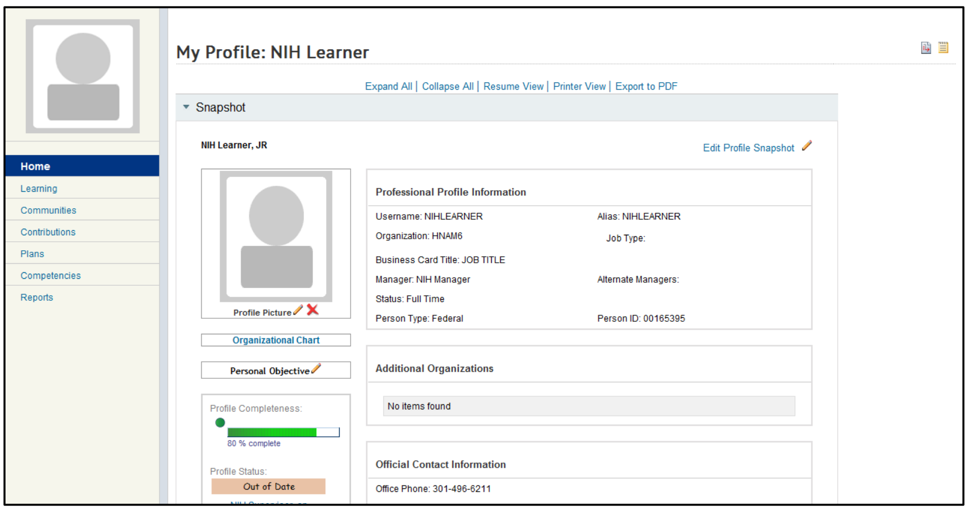
YOUR PROFILE

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.

Profile

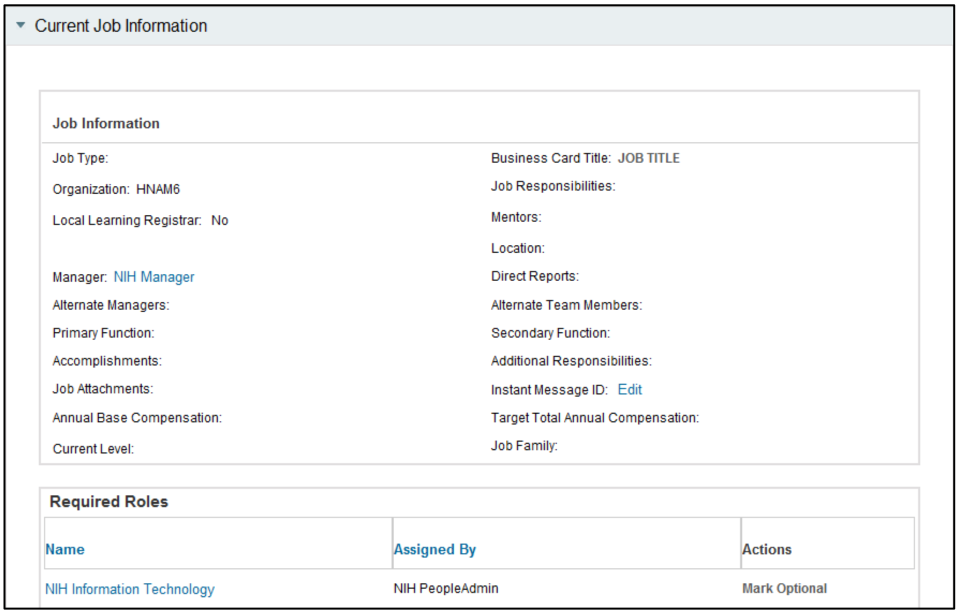
From the My Profile page, learners can access:

- **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

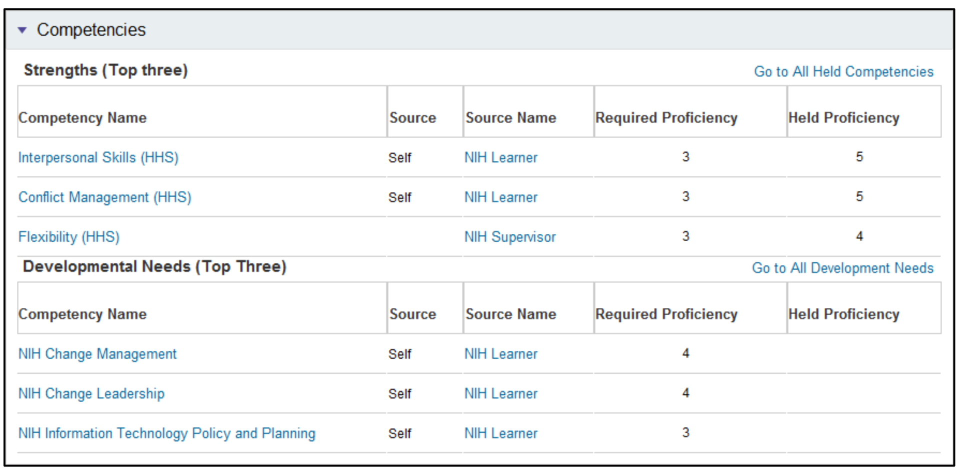
Job Information

Job Type:	Business Card Title: JOB TITLE
Organization: HNAM6	Job Responsibilities:
Local Learning Registrar: No	Mentors:
	Location:
Manager: NIH Manager	Direct Reports:
Alternate Managers:	Alternate Team Members:
Primary Function:	Secondary Function:
Accomplishments:	Additional Responsibilities:
Job Attachments:	Instant Message ID: Edit
Annual Base Compensation:	Target Total Annual Compensation:
Current Level:	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	

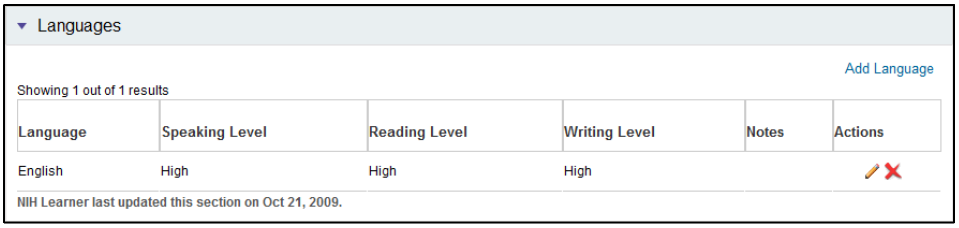
- **Licenses and Certifications** – This section has information about your current internal and external licenses and certifications.

Licenses and Certifications

Internal Licenses and Certifications

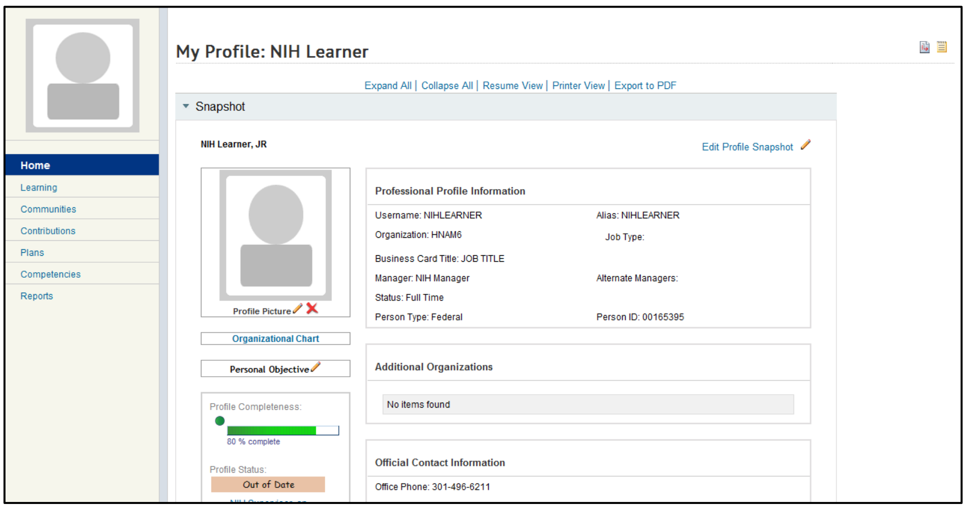
Name	Acquired On	Expires On
NIH Online Orientation Certification	In Progress	N/A
NIH NIA Alternative Dispute Resolution Certification	03/02/2012	N/A

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



STEP-BY-STEP (VERIFYING YOUR USER PROFILE)

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



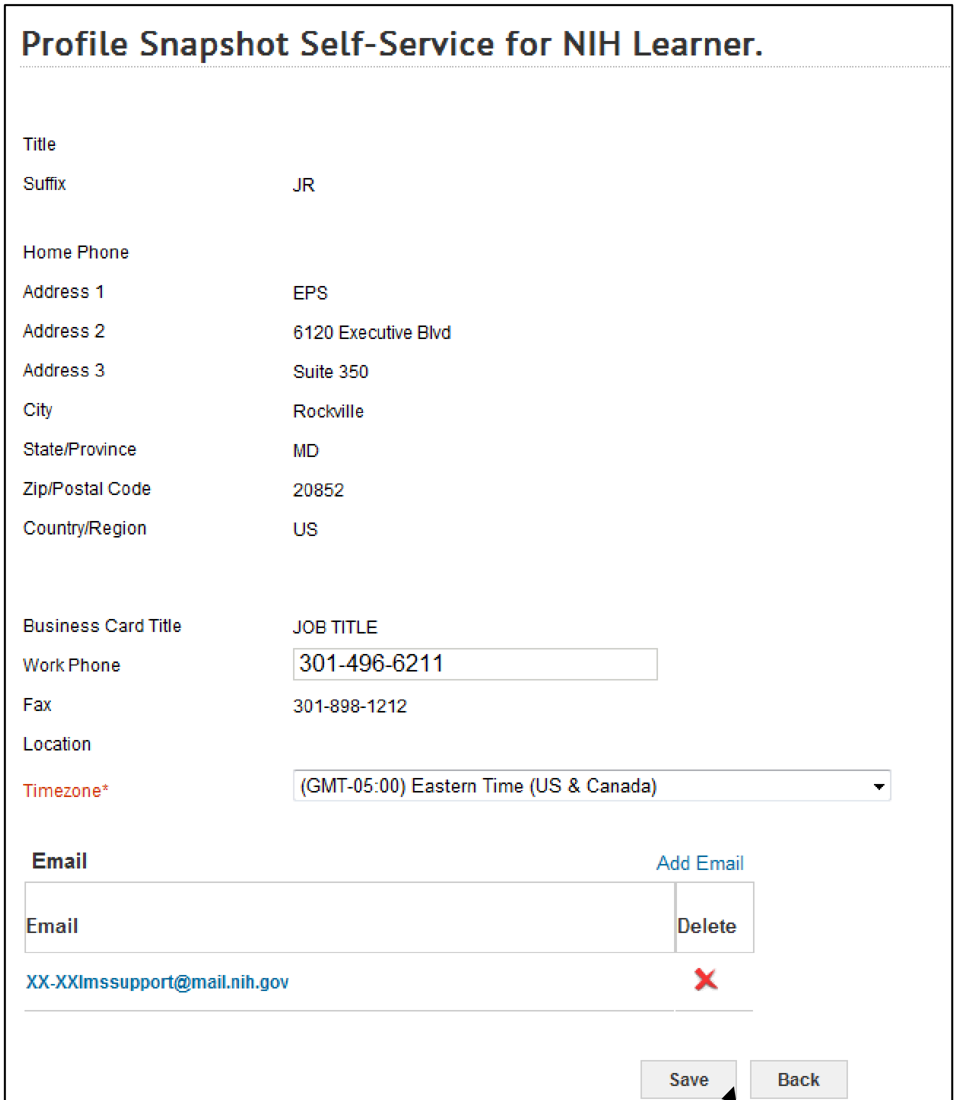
2. You can add your picture by clicking on the **Profile Picture** pencil icon, modify items in your profile by clicking on the **Edit Profile Snapshot** link, or add/edit your personal objective by clicking on the **Personal Objective** pencil icon.
3. Scrolling down to the bottom of the page will show 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

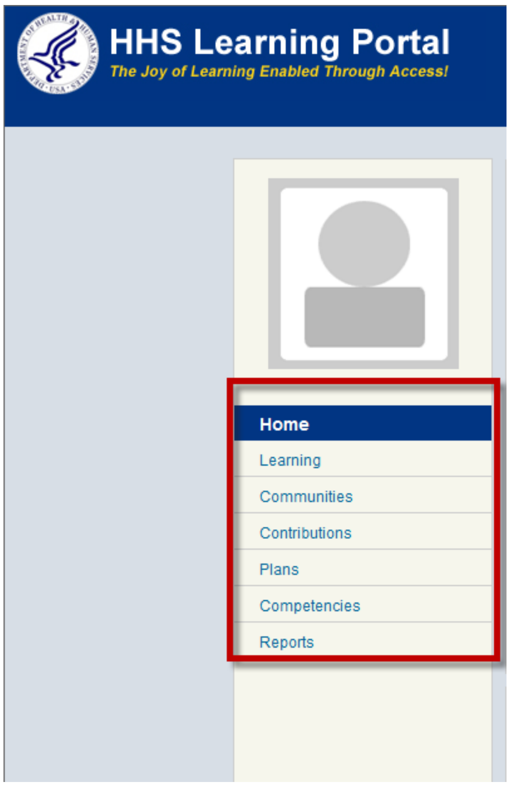
5. Click **Save**.



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.

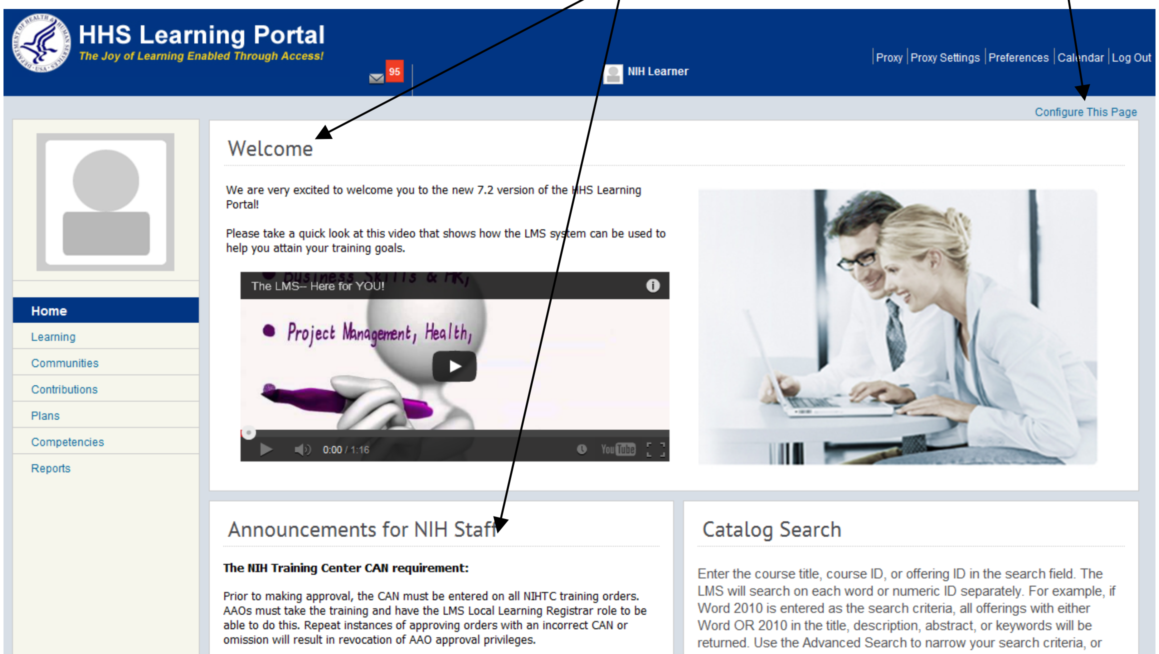
In the NIH Announcements portlet, you will find special notices, updates, and/or quick links to courses just for NIH staff.

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

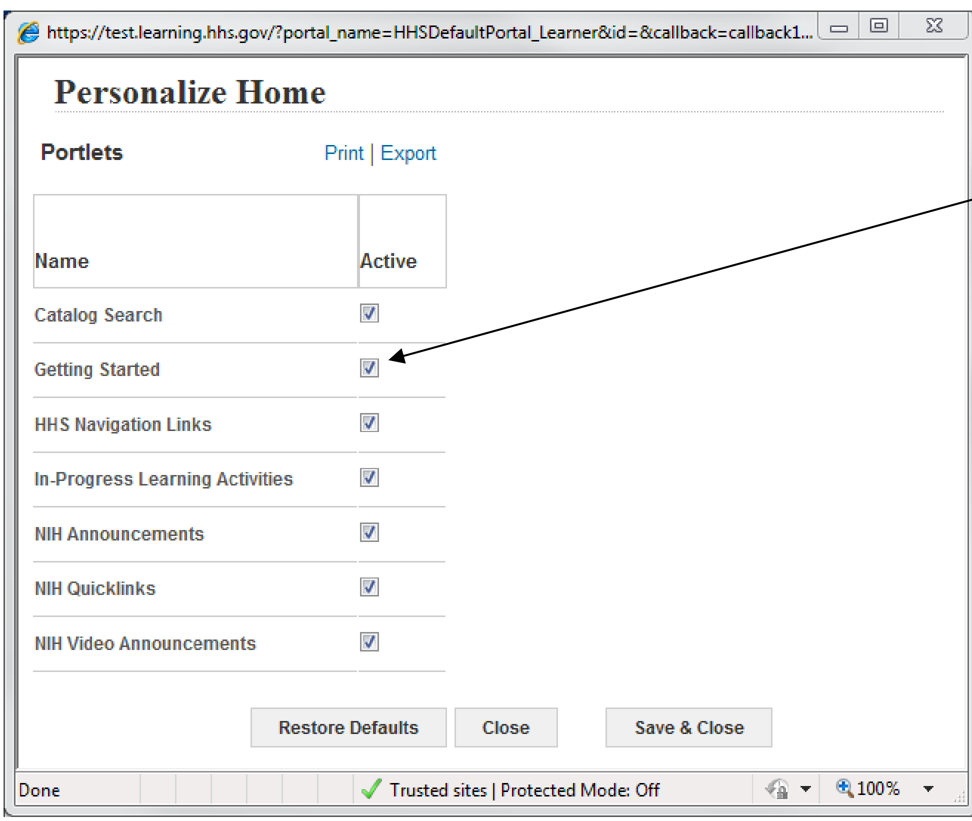
Learner

Configure This Page

Portlets



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



Select or de-select Portlets

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

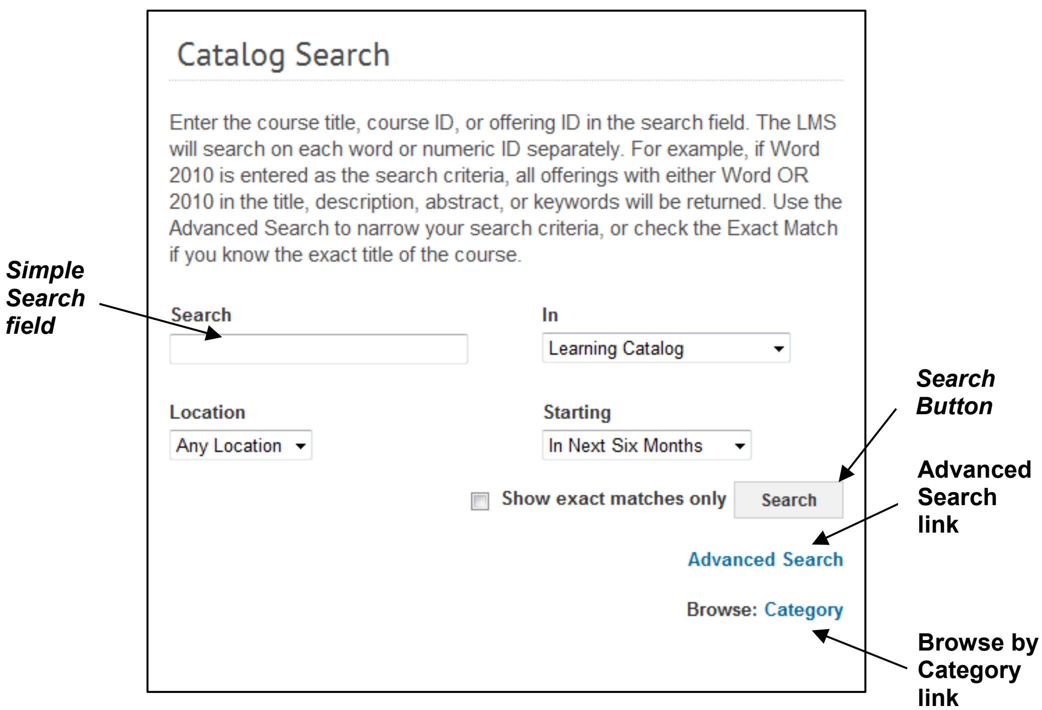
You may also change the order of your portlets by clicking the blue header bar, dragging, and dropping them into a new position.

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**.

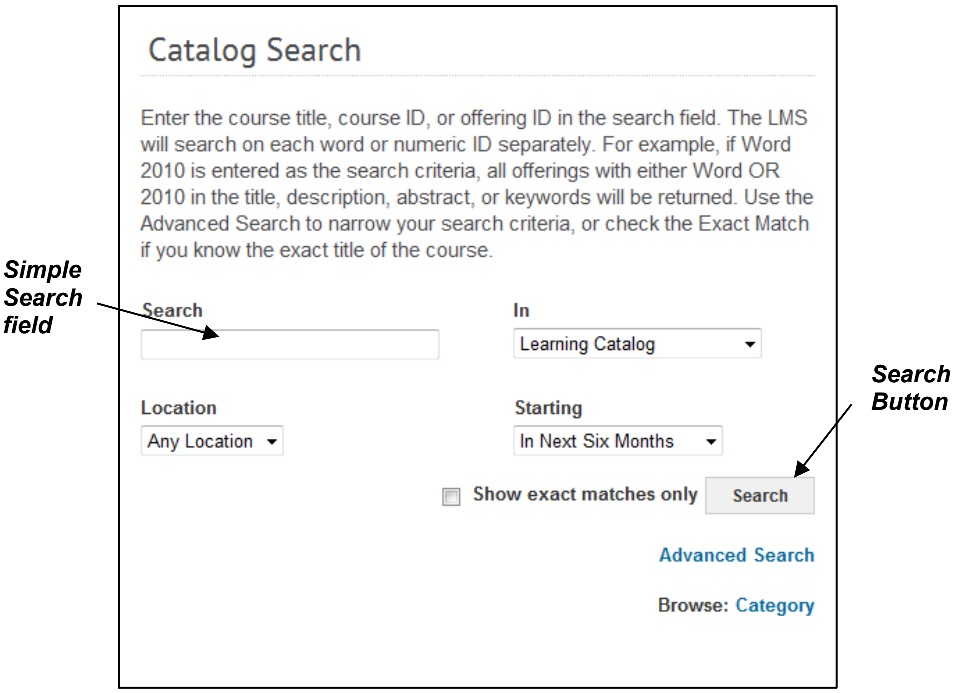


5. You can use simple search by entering your criteria in the **Search** field, specifying where you want to look using the **Location** and **Starting** drop-down fields, and clicking **Search**.

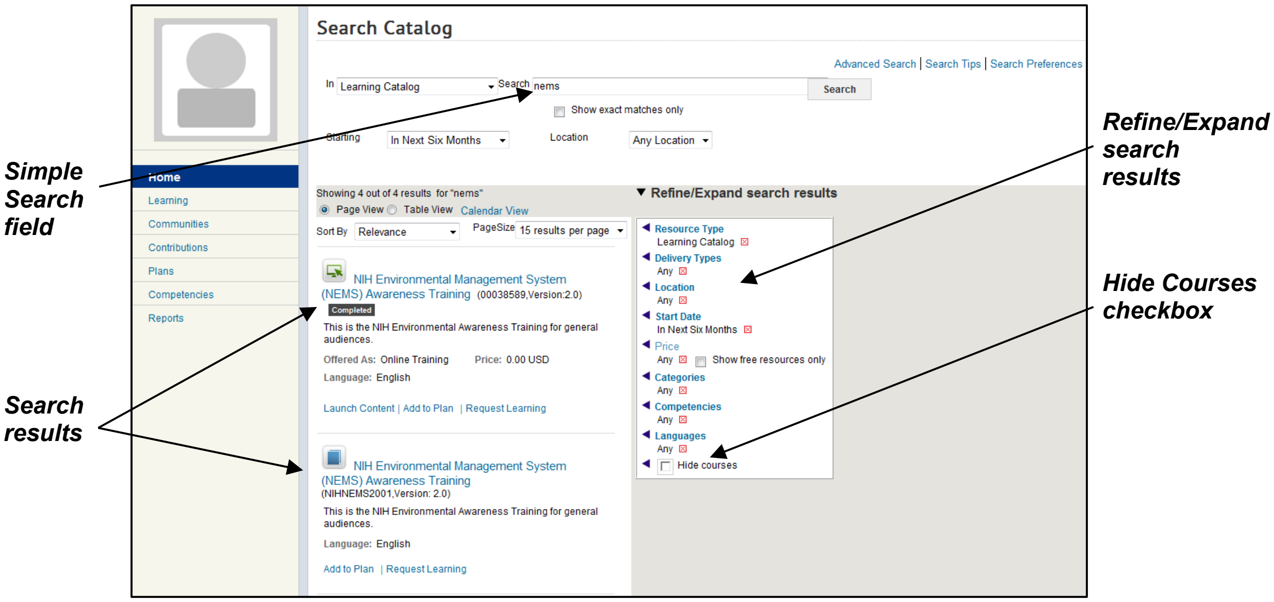
STEP-BY-STEP (REGISTER FOR TRAINING USING THE SIMPLE SEARCH)

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**.



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.



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.

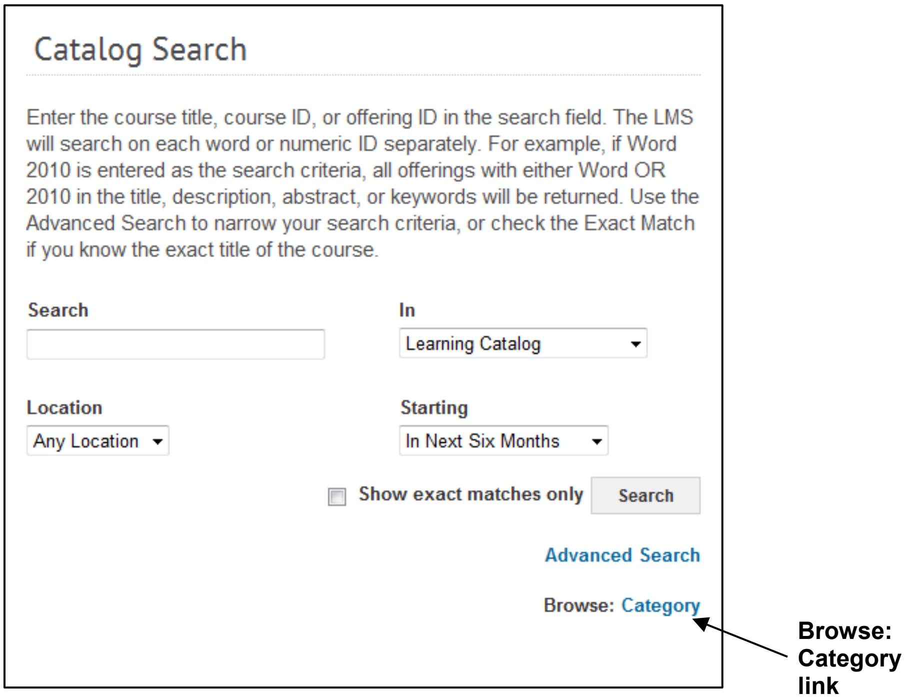
Browse catalog allows you to search for trainings by moving from one category of offerings to another, or by moving within a category by going from a higher level to more detailed levels of offerings. Browsing the catalog is a way to search for offerings by group.

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.

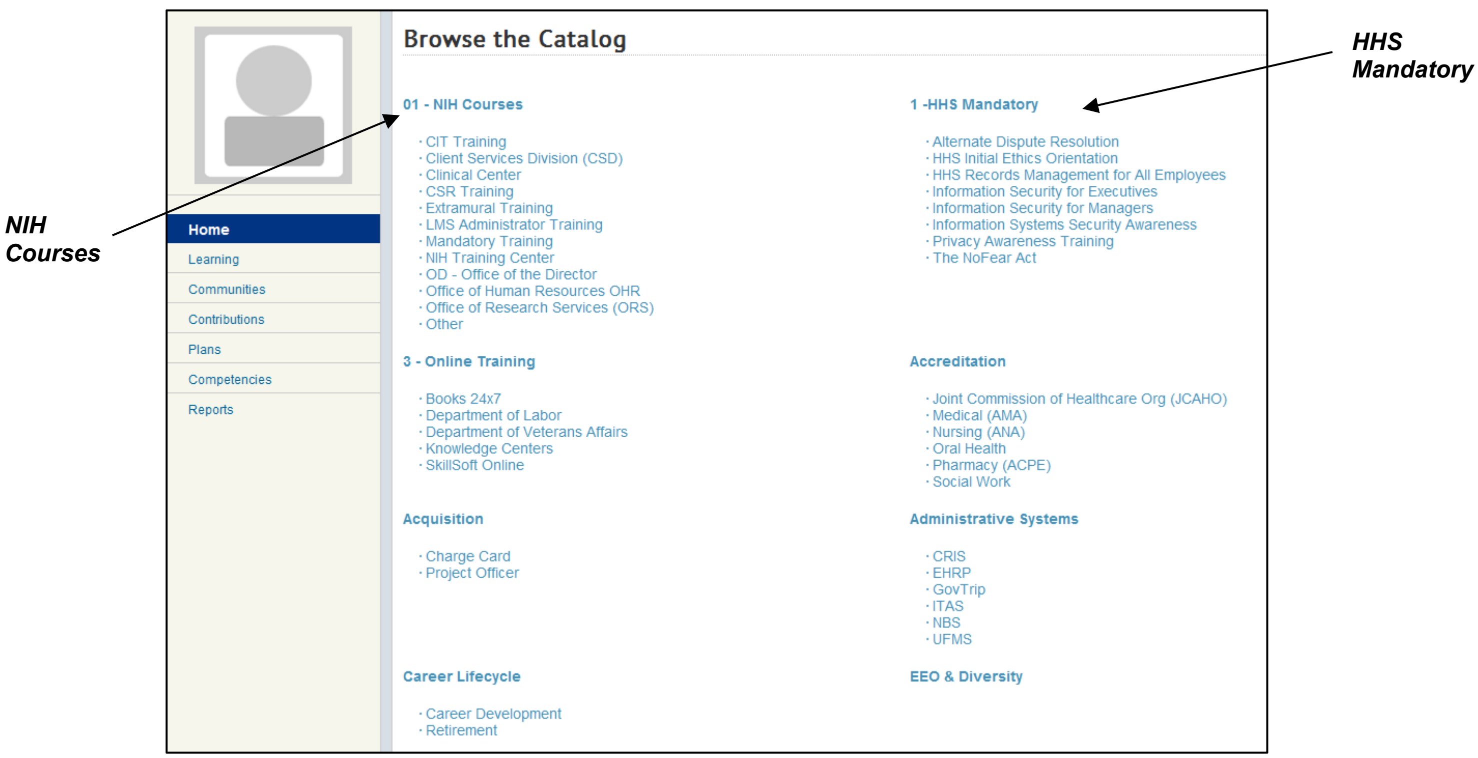
The catalog can be searched depending on how your system has been configured by your administrator, which search method you wish to use, and which type of items you wish to find.

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

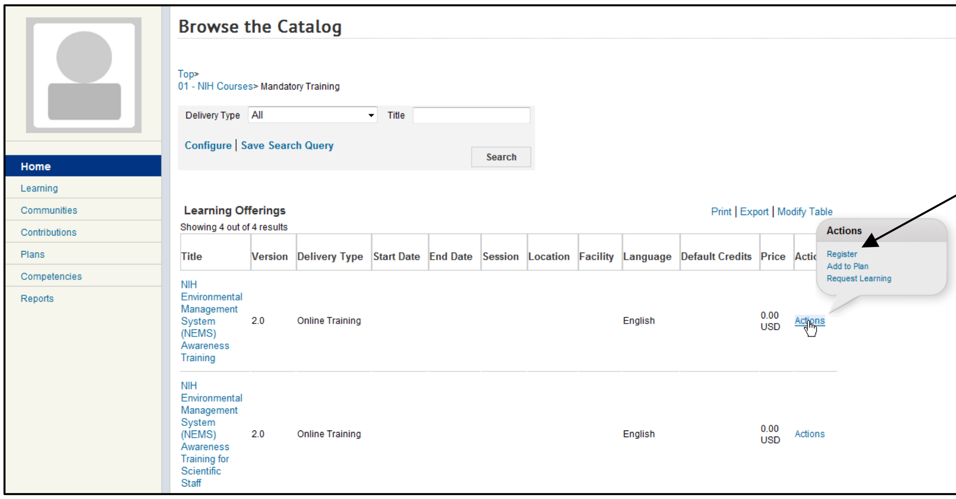
Learner



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

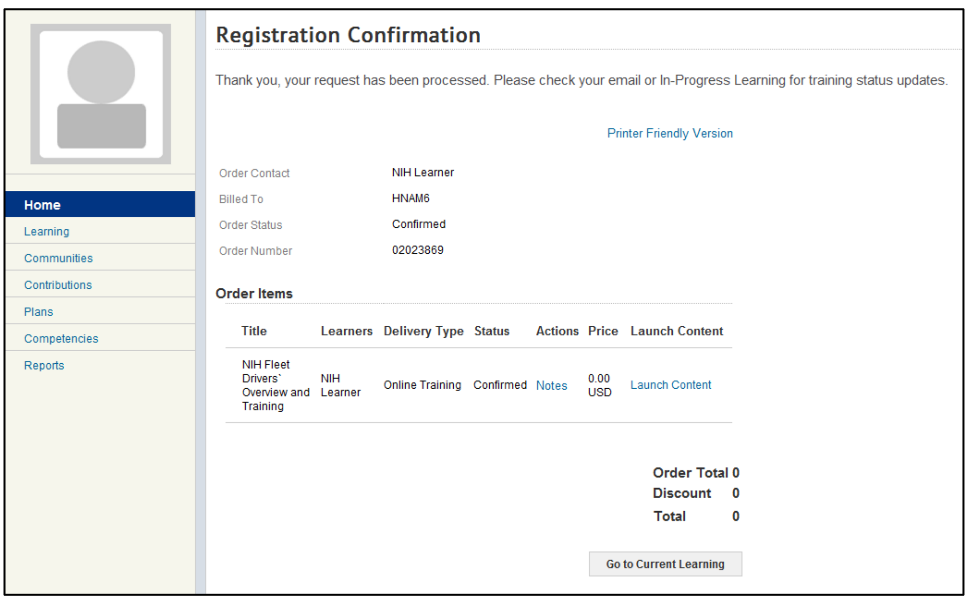


4. Click any category to see a list of offerings available to you. Click the title of an offering to view more details.
5. Click **Register** to register for the offering or **Launch Content** if the course requires no registration



Register

6. 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.

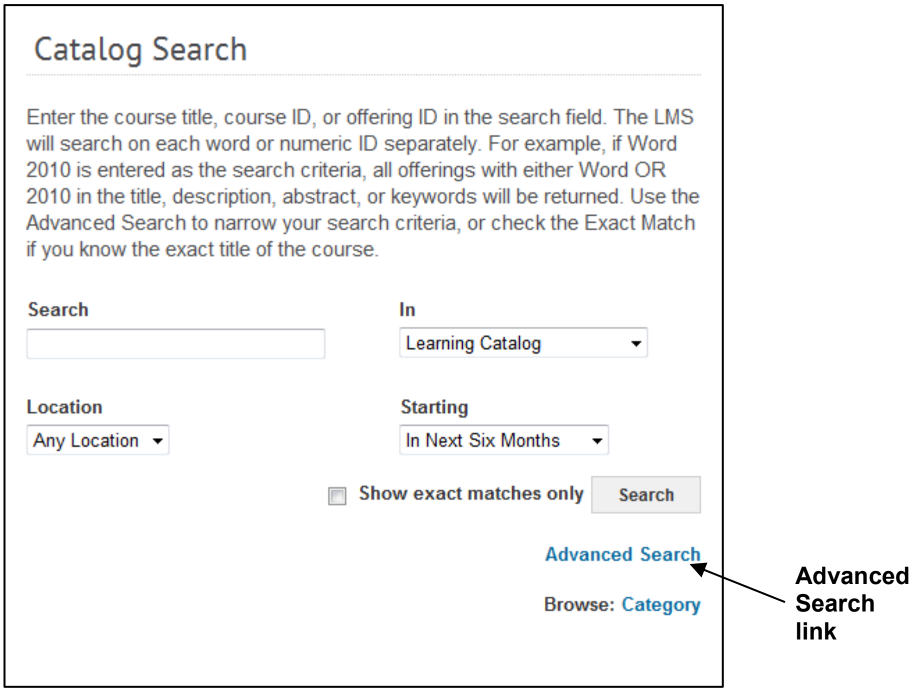


STEP-BY-STEP (REGISTER FOR TRAINING USING ADVANCED SEARCH)

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.

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

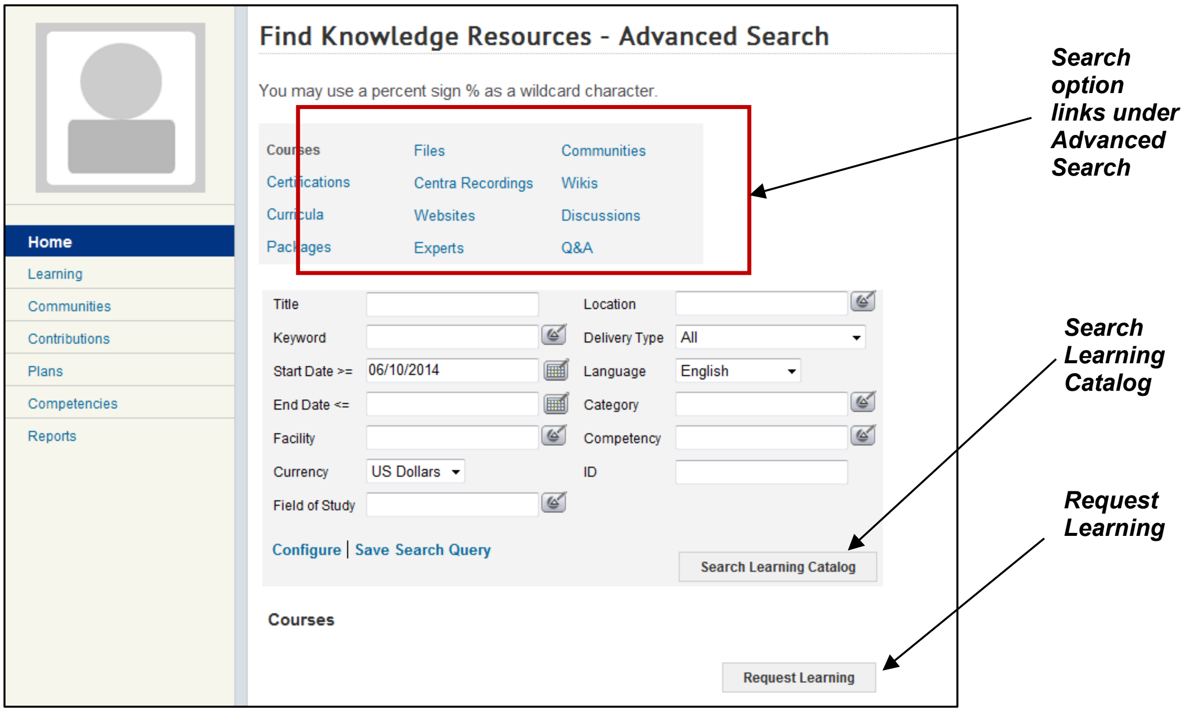
2. Click **Advanced Search**.



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**.

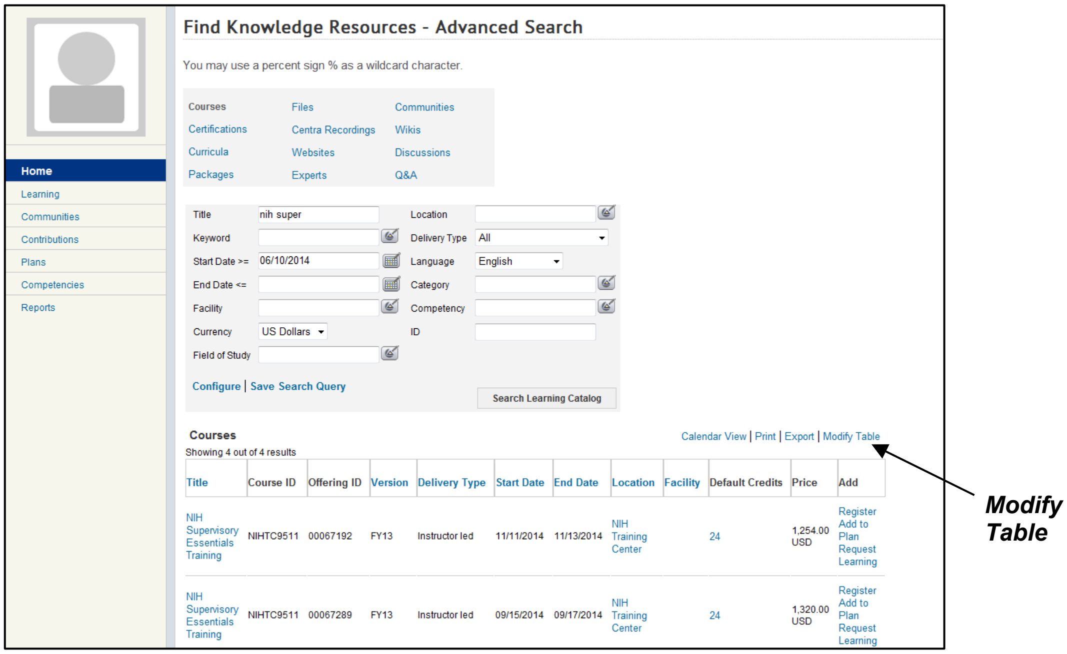


STEP-BY-STEP (VIEW SEATS AVAILABLE FOR AN OFFERING)

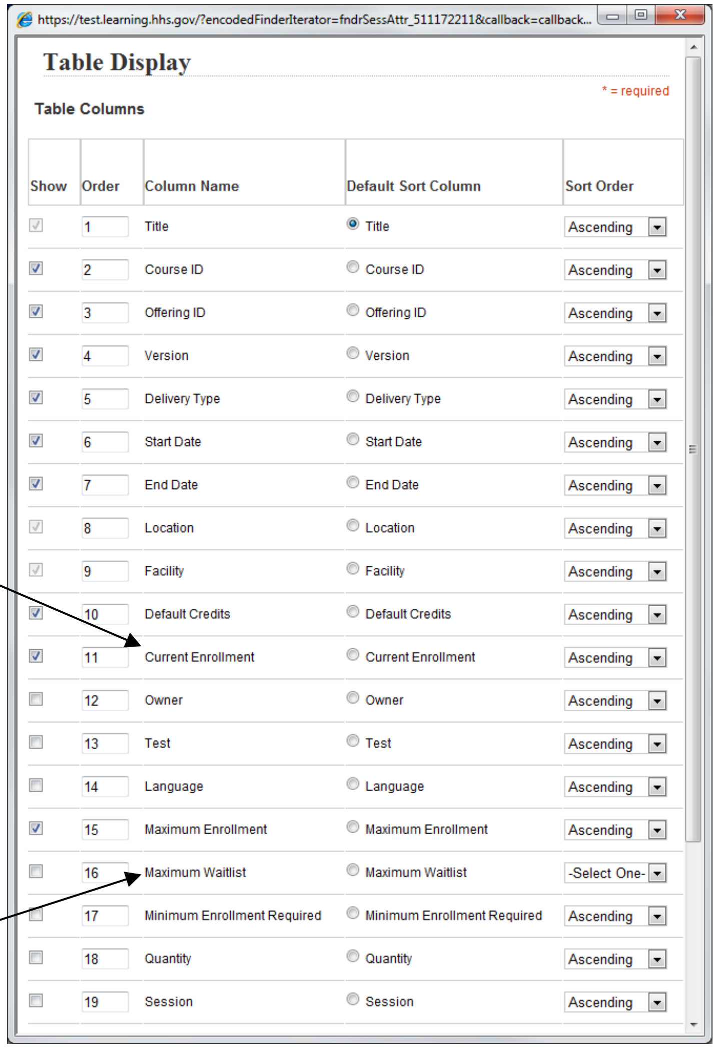
It is possible to view the seats available in an offering before you try to register for it. The following steps will work from any list of offerings returned in an advanced search.

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

Learner



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

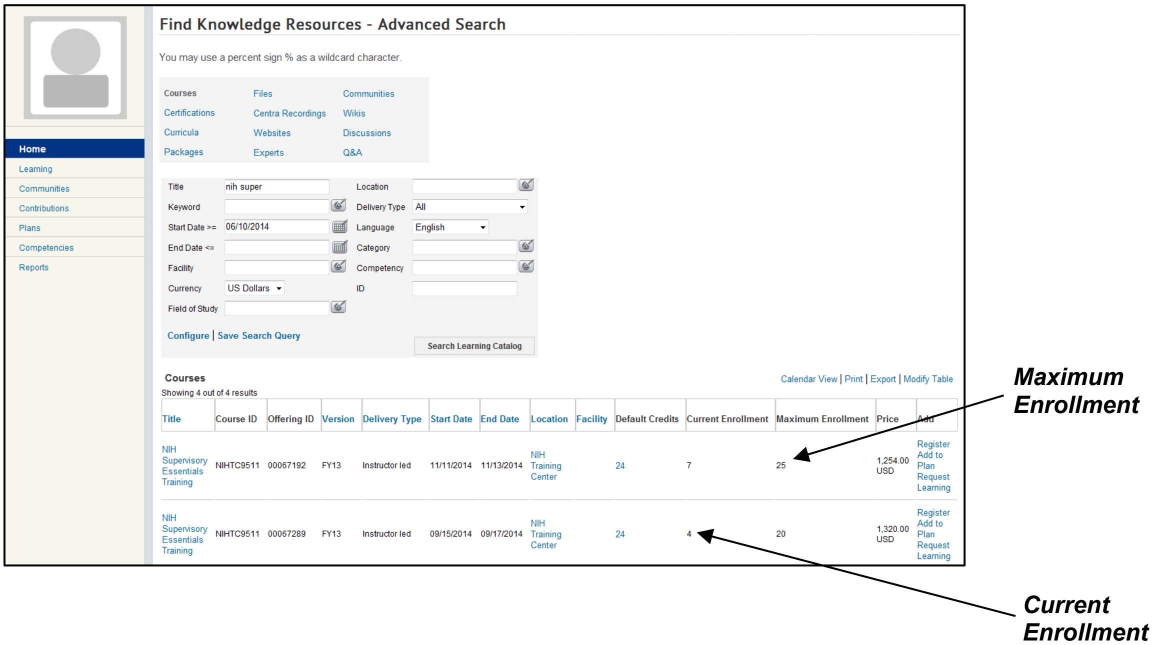
Show	Order	Column Name	Default Sort Column	Sort Order
☑	1	Title	◉ Title	Ascending
☑	2	Course ID	○ Course ID	Ascending
☑	3	Offering ID	○ Offering ID	Ascending
☑	4	Version	○ Version	Ascending
☑	5	Delivery Type	○ Delivery Type	Ascending
☑	6	Start Date	○ Start Date	Ascending
☑	7	End Date	○ End Date	Ascending
☑	8	Location	○ Location	Ascending
☑	9	Facility	○ Facility	Ascending
☑	10	Default Credits	○ Default Credits	Ascending
☑	11	Current Enrollment	○ Current Enrollment	Ascending
☐	12	Owner	○ Owner	Ascending
☐	13	Test	○ Test	Ascending
☐	14	Language	○ Language	Ascending
☑	15	Maximum Enrollment	○ Maximum Enrollment	Ascending
☐	16	Maximum Waitlist	○ Maximum Waitlist	-Select One-
☐	17	Minimum Enrollment Required	○ Minimum Enrollment Required	Ascending
☐	18	Quantity	○ Quantity	Ascending
☐	19	Session	○ Session	Ascending

Current Enrollment

Maximum Enrollment

Learner

5. 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.



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.

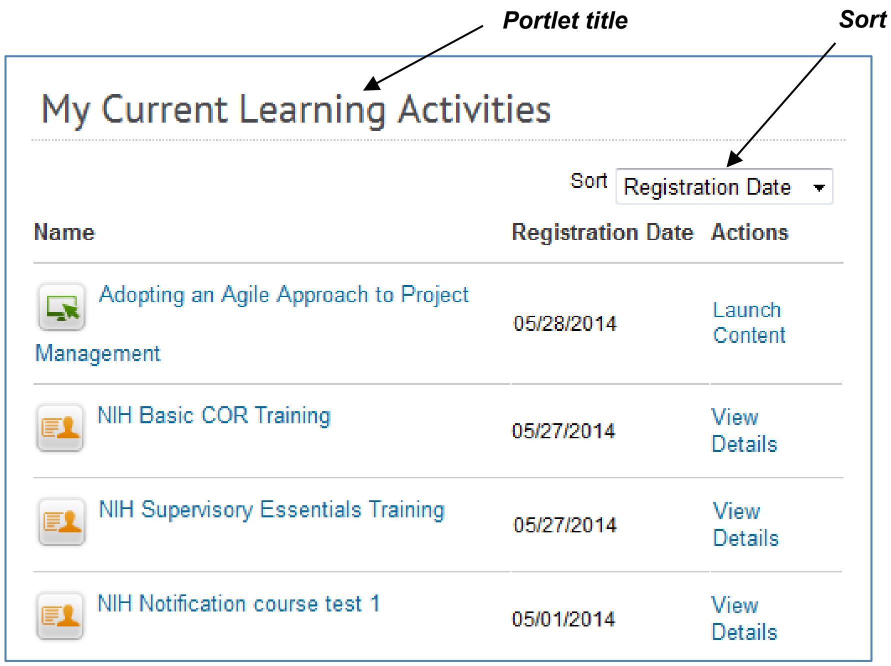
Learning Requests – Submit requests or view your request history.

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.

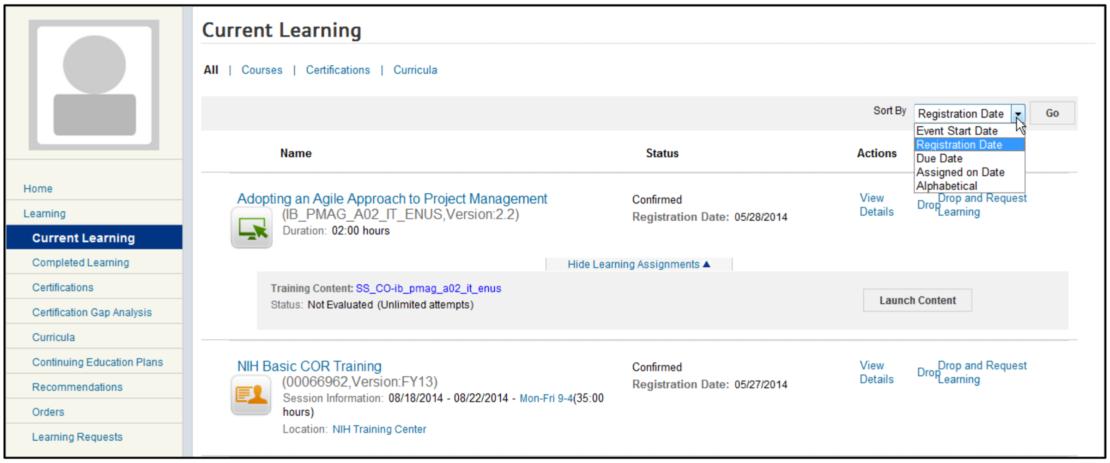


2. You may …
    a. Click the title of an enrollment to access more details about the offering;
    b. View details about an Instructor-led offering using **View Details;**
    c. Access the content of an online course using **Launch Content**;
    d. Register for an offering by clicking **Begin Registration;**
    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)

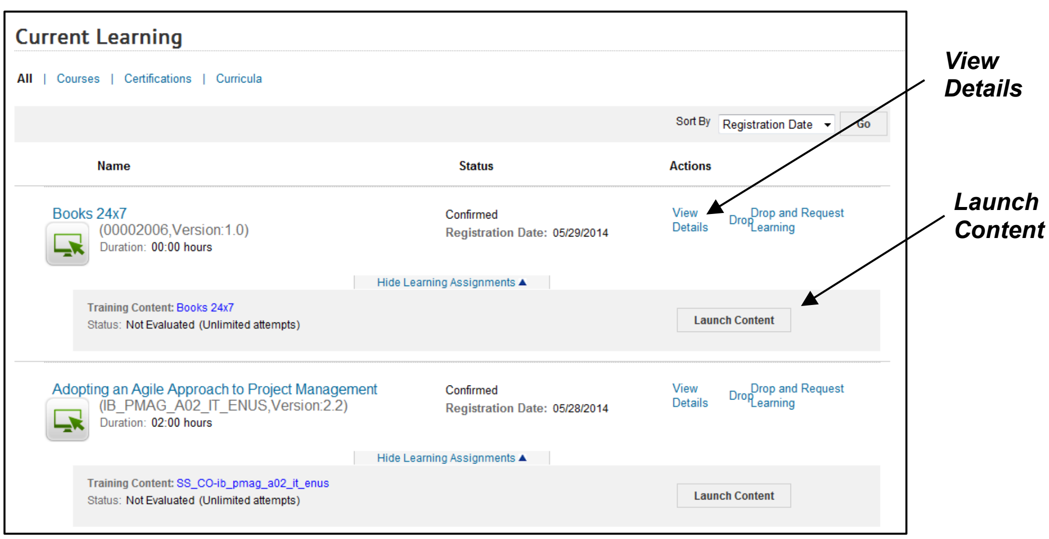
1. Upon successful login to the LMS, click on **Learning** on the left hand menu. **Current Learning** is the default screen. You will see a list of all courses (online and/or classroom) for which you are currently registered or order offering.
2. You may choose to sort your Current learnings by: **Event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

Learner



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.

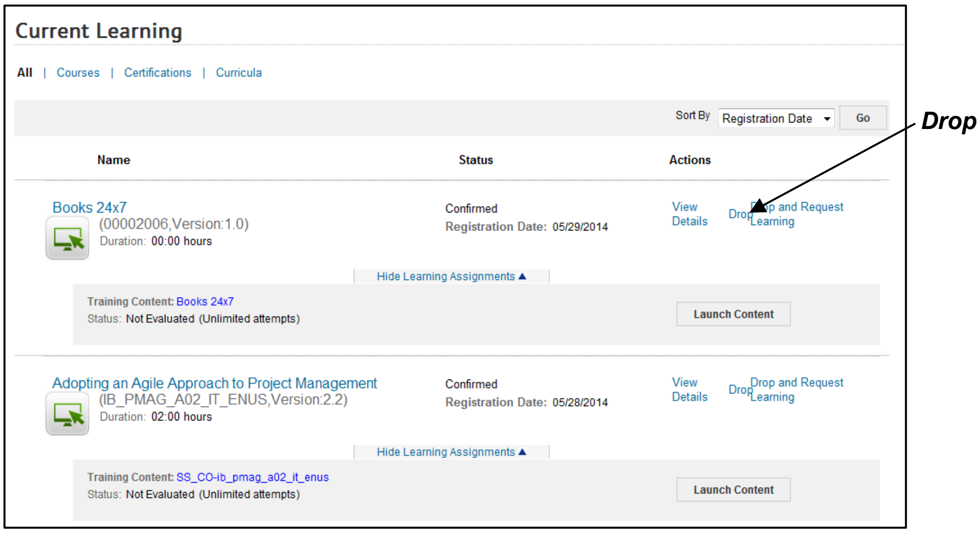


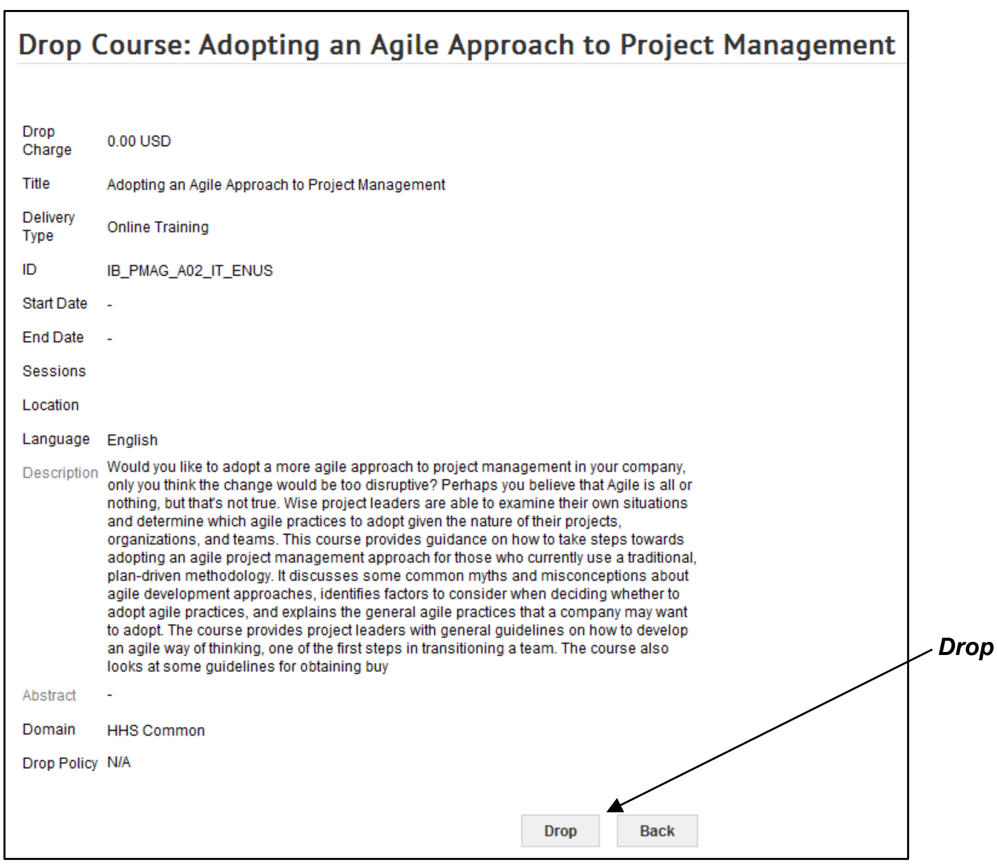
STEP-BY-STEP (DROP AN ENROLLMENT)

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.





> **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.

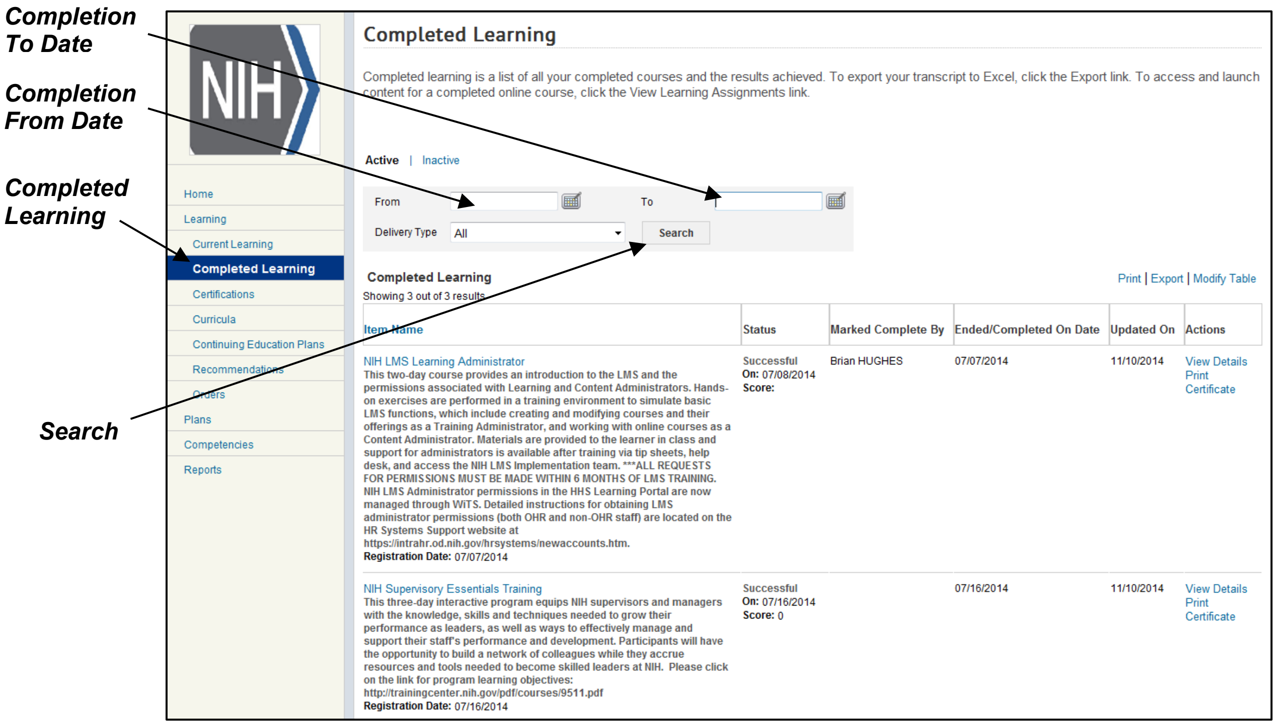
You can specify the date range of your transcript items, print certificates of completion, review completed online courses, and export your record from this screen.

> **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**.



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

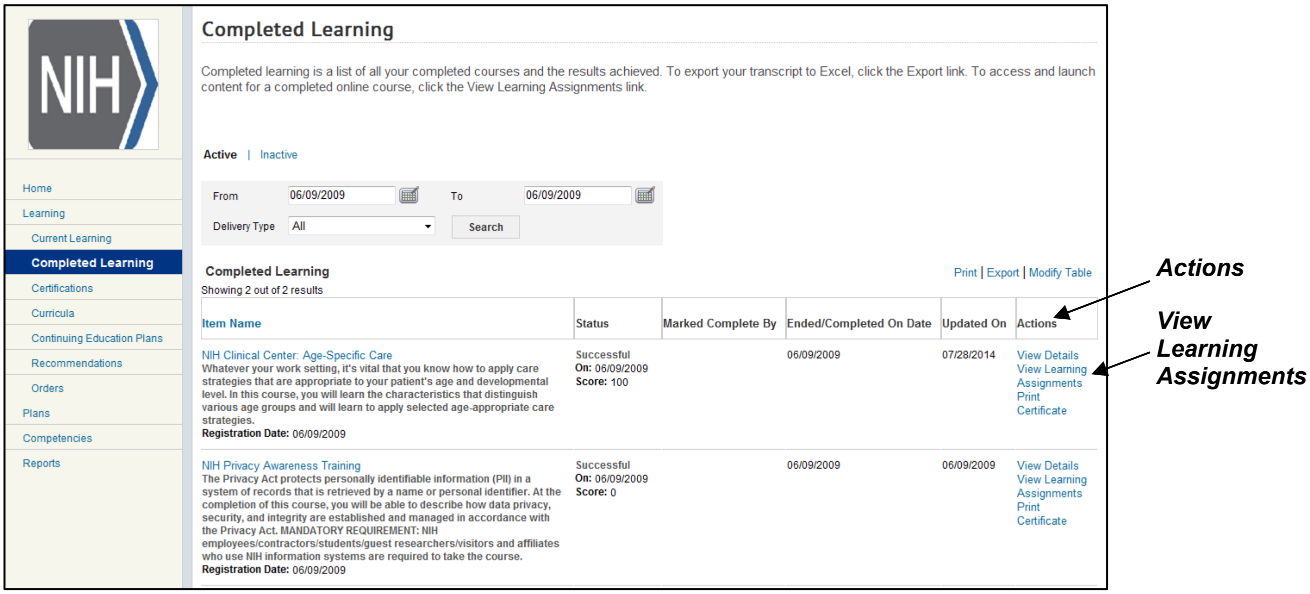
STEP-BY-STEP (REVIEW A COMPLETED ONLINE COURSE)

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.

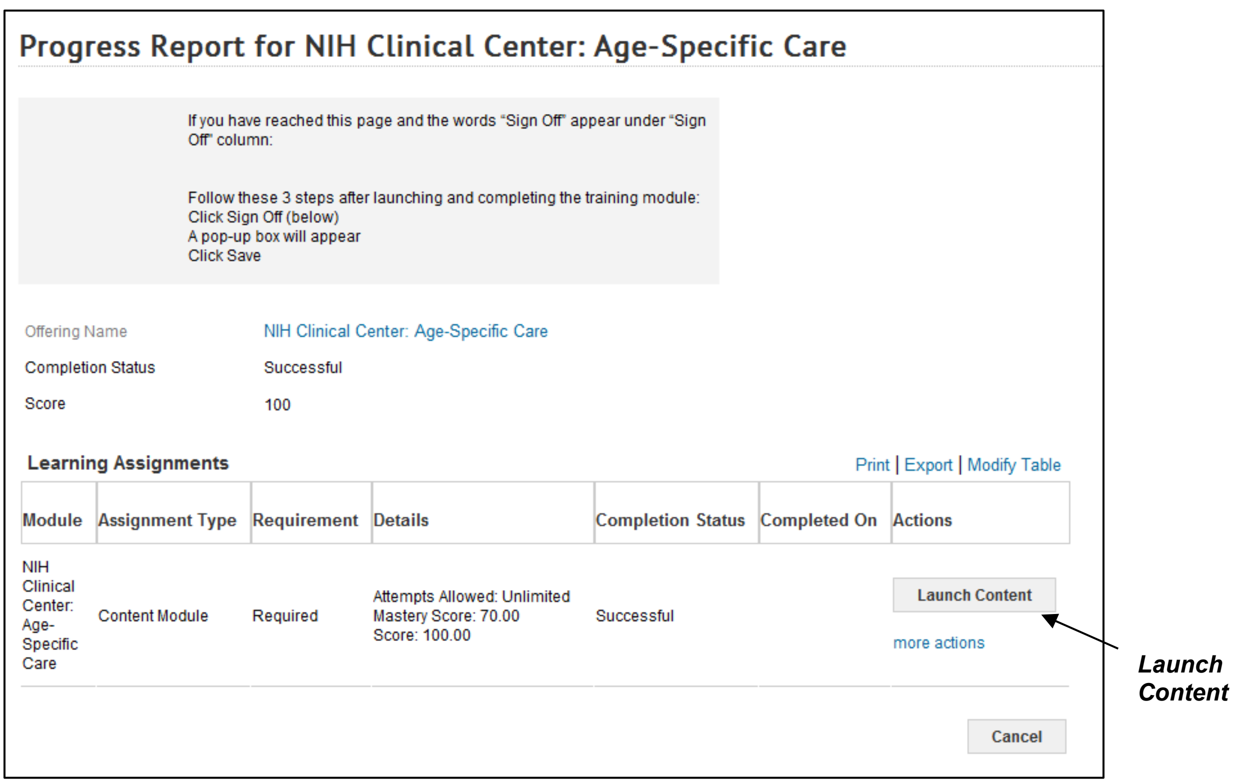
1. From the LMS Home page, click on **Learning** on the left hand menu.
2. Click on **Completed Learning** on the left hand menu.
3. Screen shot of completed online course showing the Actions pop up that contains the "View Learning Assignments" Hyperlink. You can filter by **From**, **To**, and **Delivery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

Learner

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



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

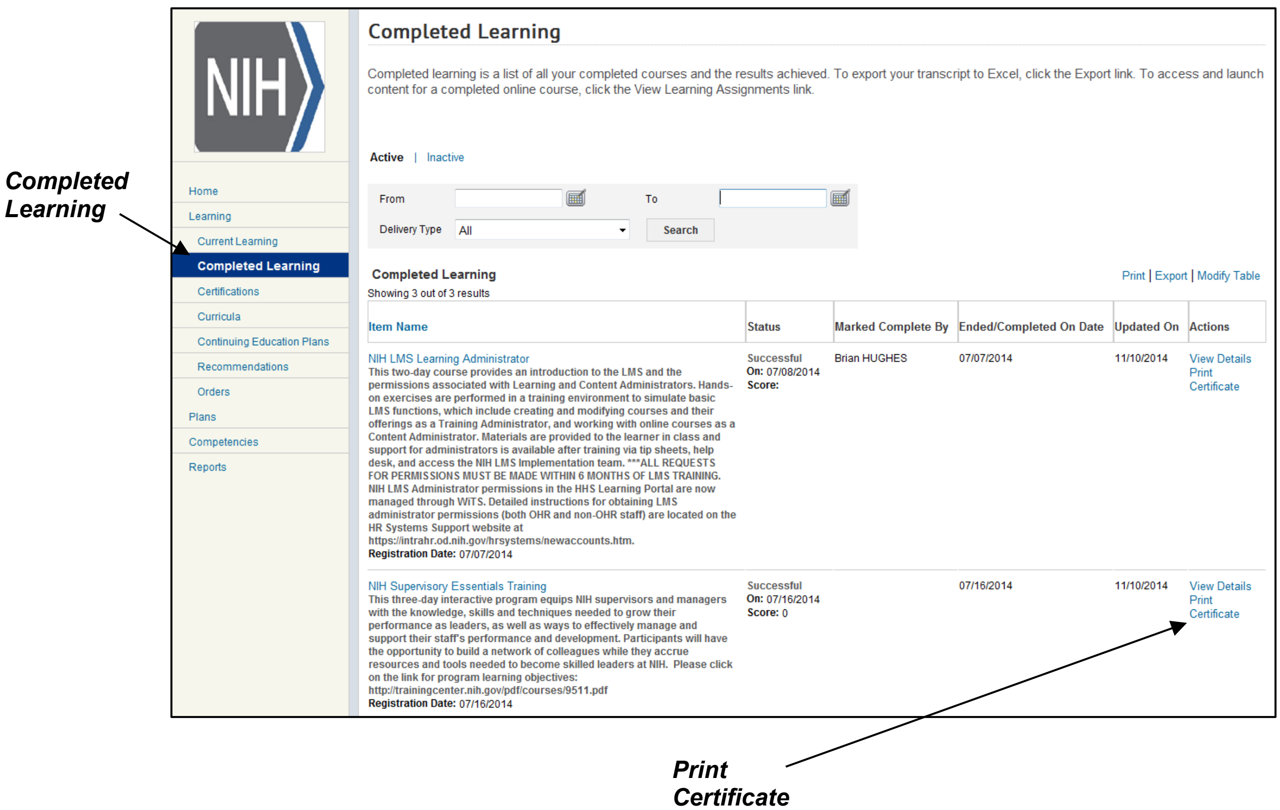


6. Follow prompts to access the content as you did when you completed the course the first time. When you are finished, close the course pop-up content window(s) to return to the LMS screen.

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.



4. The certificate will open in a pop-up window.

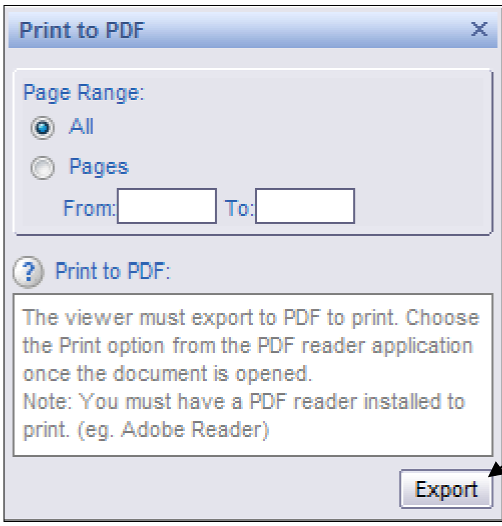
   NOTE: Make sure pop-ups are not blocked by your web browser.

5. Click on the print icon in the upper left corner of the certificate.

Learner

Print Icon

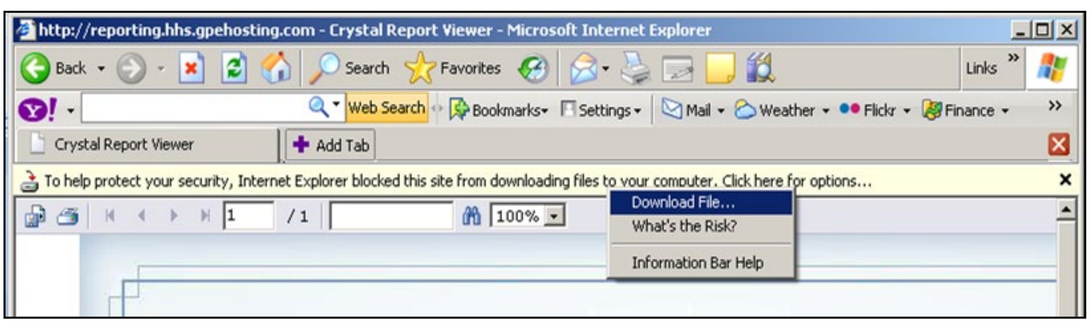
6. On the next dialog box, click **Export** to print all pages.



Export

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.

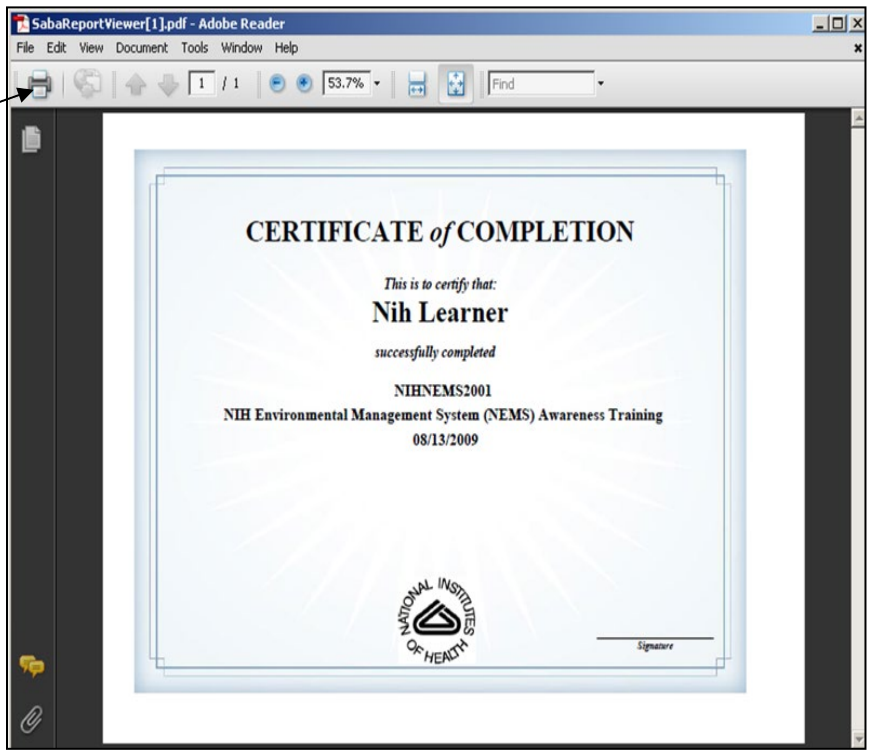
   If this banner does not come up, go on to step 9.



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.

Print Icon



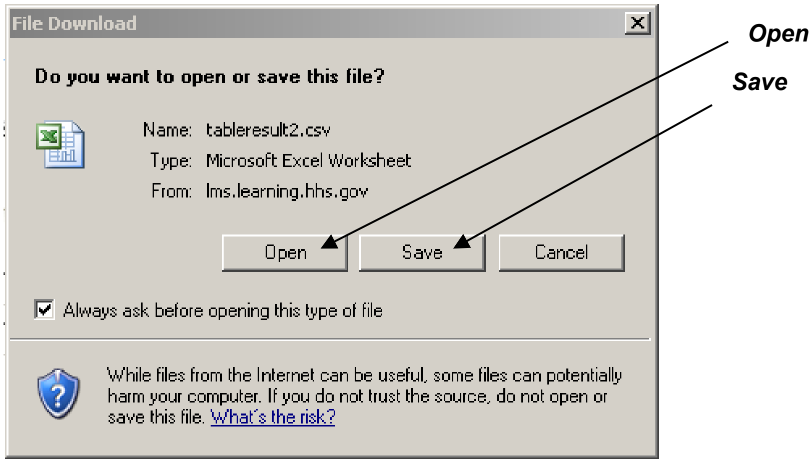
STEP-BY-STEP (EXPORT YOUR COMPLETED LEARNING)

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.

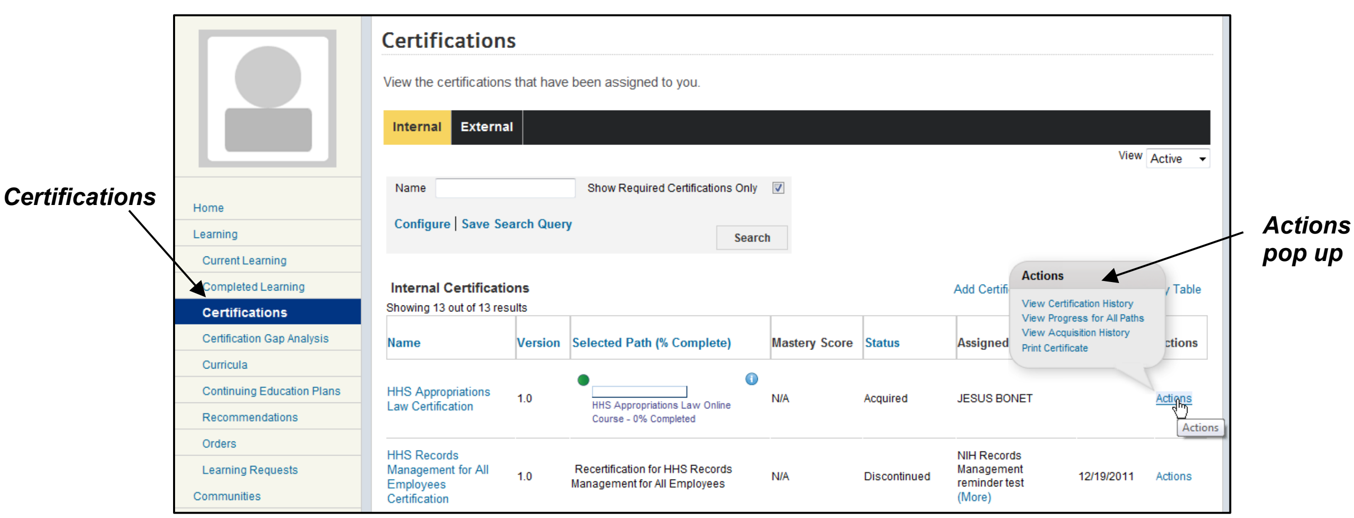
The **Certifications** area of the LMS allows you to manage certifications that have been assigned to you by someone else or selected by you. Internal certifications are those that are set up and administered in the LMS. External certifications are those that are administered outside the LMS.

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.

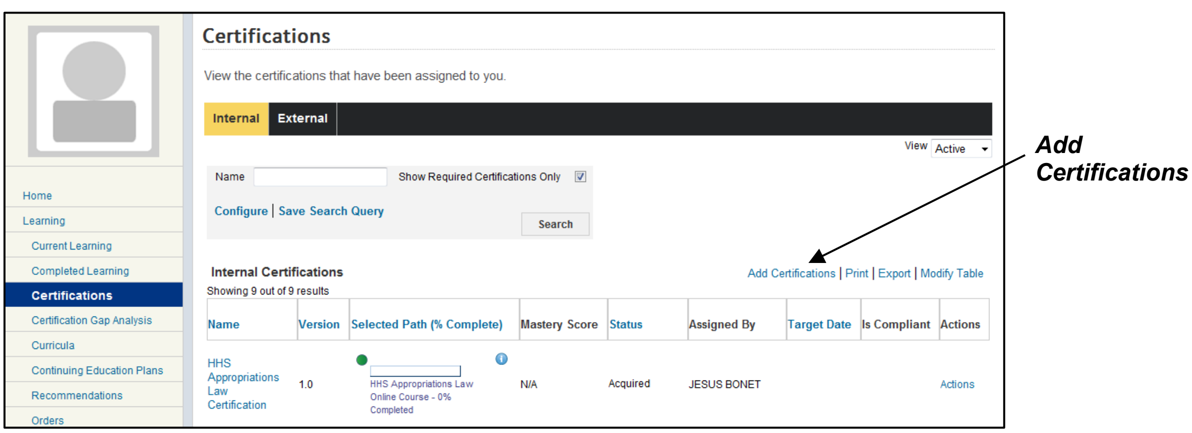


6. Under the **Actions** column you may have options to **View Certification History**, **View Progress for All Paths**, **View Acquisition History,** and **Print Certificate**.
7. **View Certification History** takes you to the same **Complete Progress Report** mentioned in step 4 above.
8. **View Progress 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.
9. **Begin Registration** takes you to register for the offering. You can complete registration or cancel.
10. **View Acquisition History** will show you the date certification was acquired and the version if applicable.
11. **Print Certificate** allows you to print a certificate of completion for the certification.

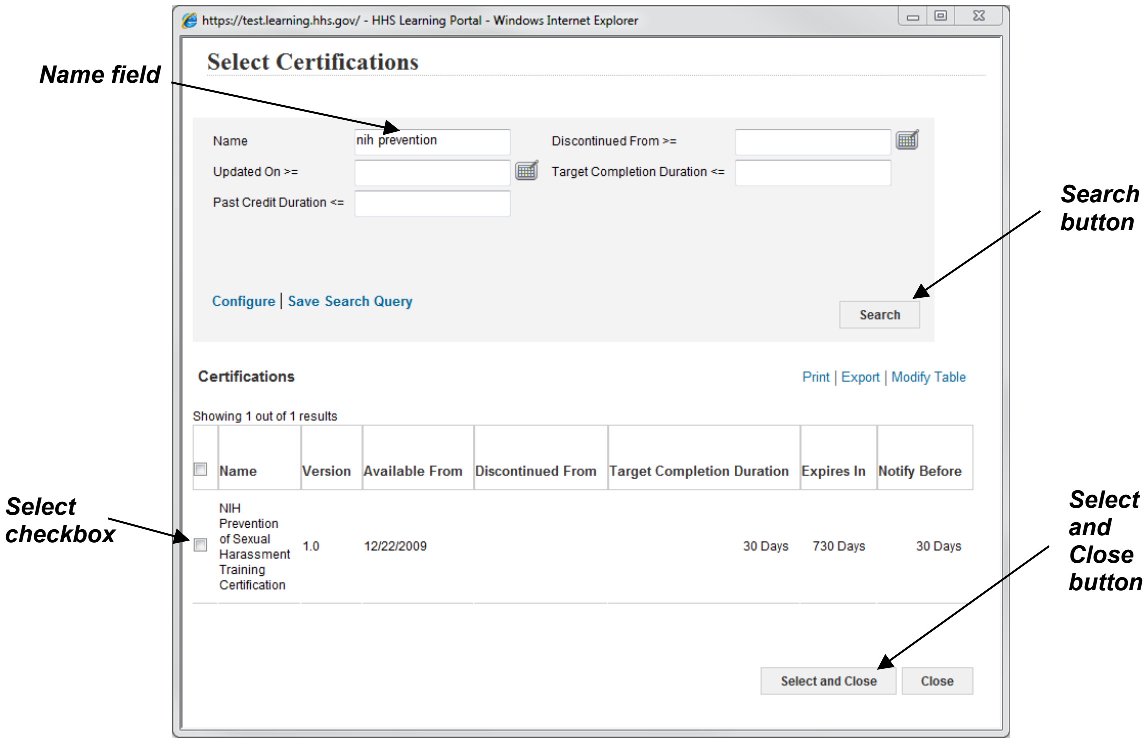
STEP-BY-STEP (ADD AN INTERNAL CERTIFICATION)

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.

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. Click **Add Certifications**.



4. 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.
5. Click the checkbox to select a certification. Then click **Select and Close**.



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

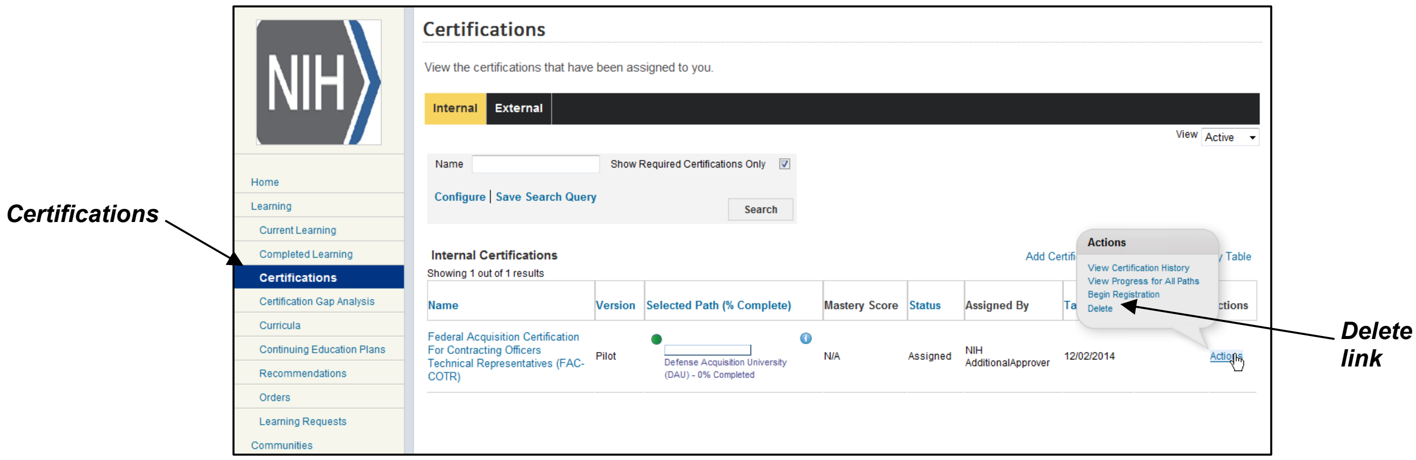
STEP-BY-STEP (DELETE AN INTERNAL CERTIFICATION)

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.



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.

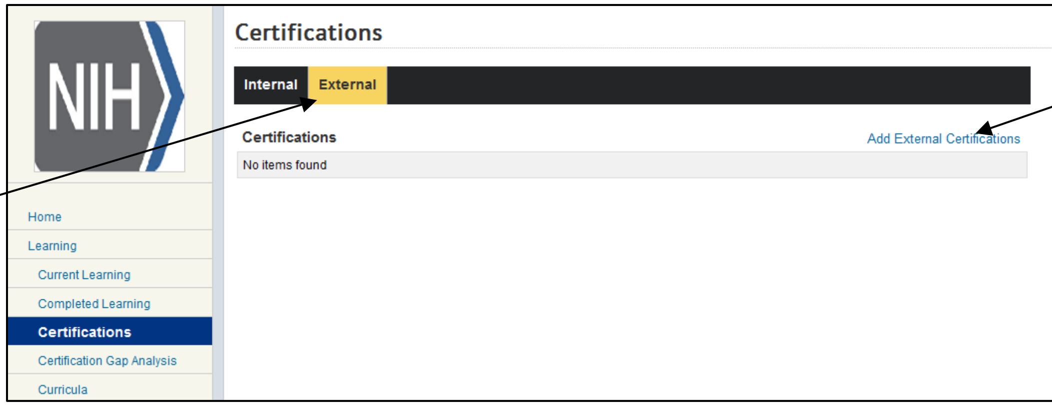
6. Click **OK** to confirm you want to delete the certification.

STEP-BY-STEP (ADD AN EXTERNAL CERTIFICATION)

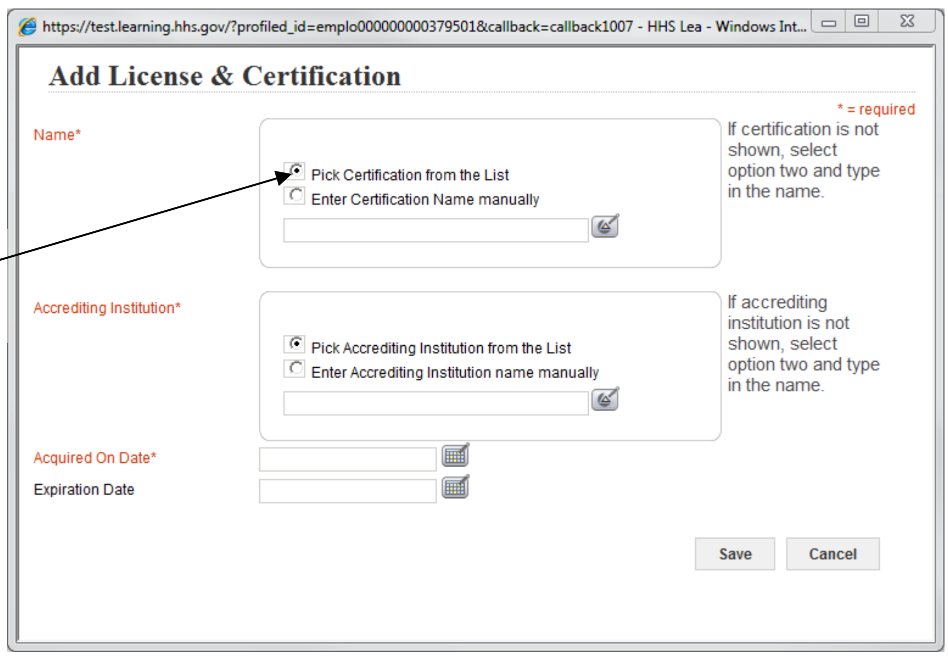
If you have earned a professional certification that was managed outside the HHS Learning Portal, you may still add it to your LMS record.

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**.



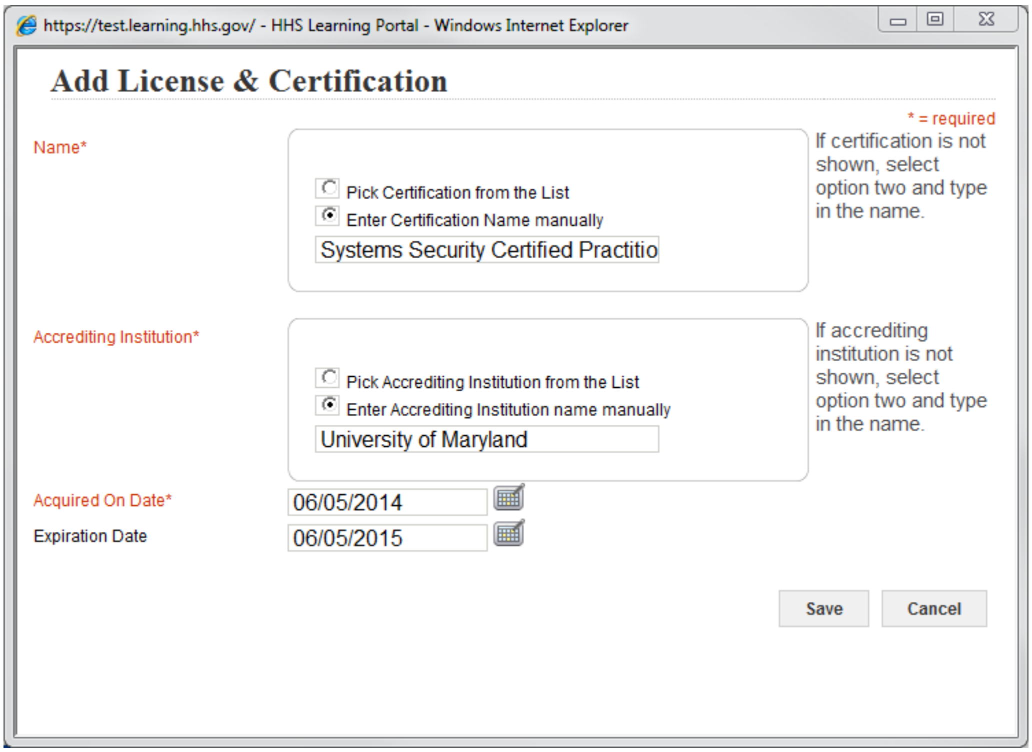
5. The **Add License & Certification** pop-up window will appear.



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.

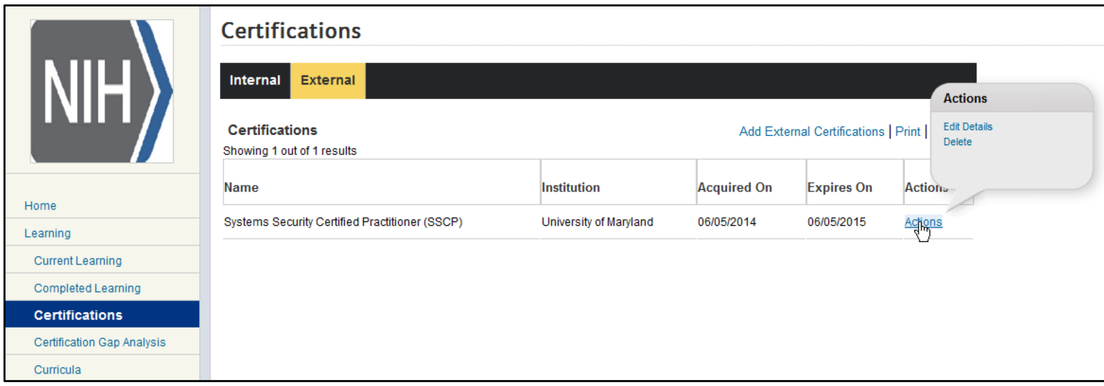
   IMPORTANT: You should always search for the certification and accrediting institution before entering them manually. This helps maintain uniform data in the LMS and prevents having multiple versions of the same certification or accrediting institution due to spelling and abbreviation errors.

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.



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**.

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

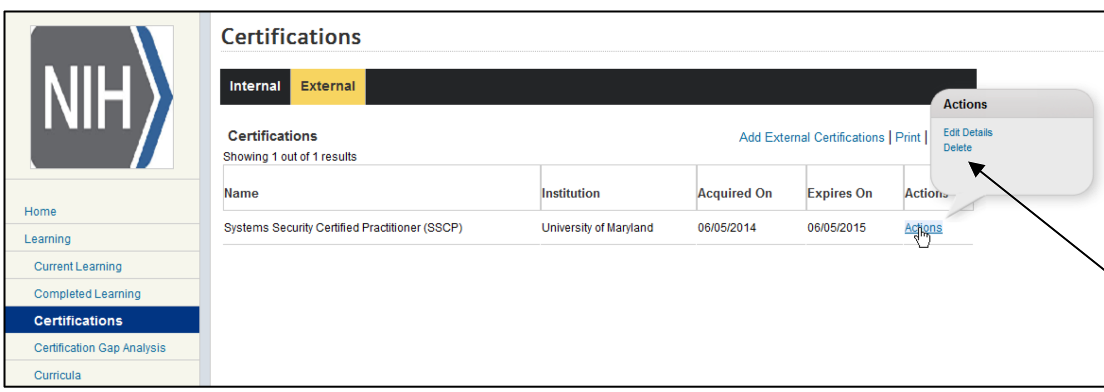


12. Hold your cursor over **Actions** in the **Actions** column for a pop-up menu that will allow you to **Edit Details** of the certification if necessary or **Delete** the certification.

STEP-BY-STEP (DELETE AN EXTERNAL CERTIFICATION

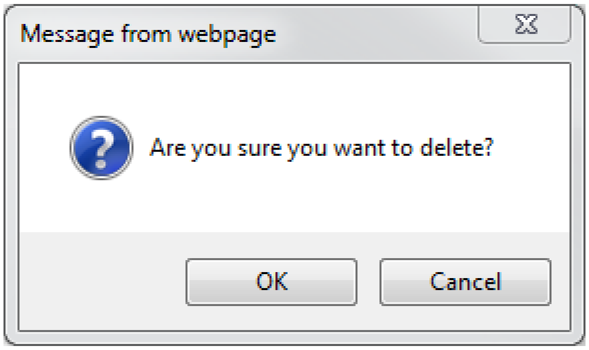
If you want to delete an external certification from your record for any reason, follow these steps.

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 **Delete** from the **Actions** menu.
5. 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.

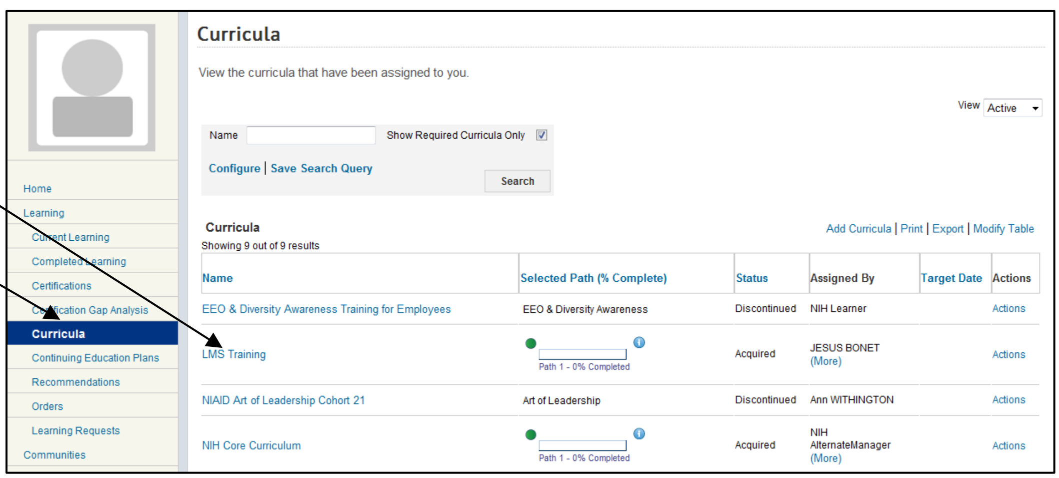
STEP-BY-STEP (VIEWING YOUR CURRICULA)

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



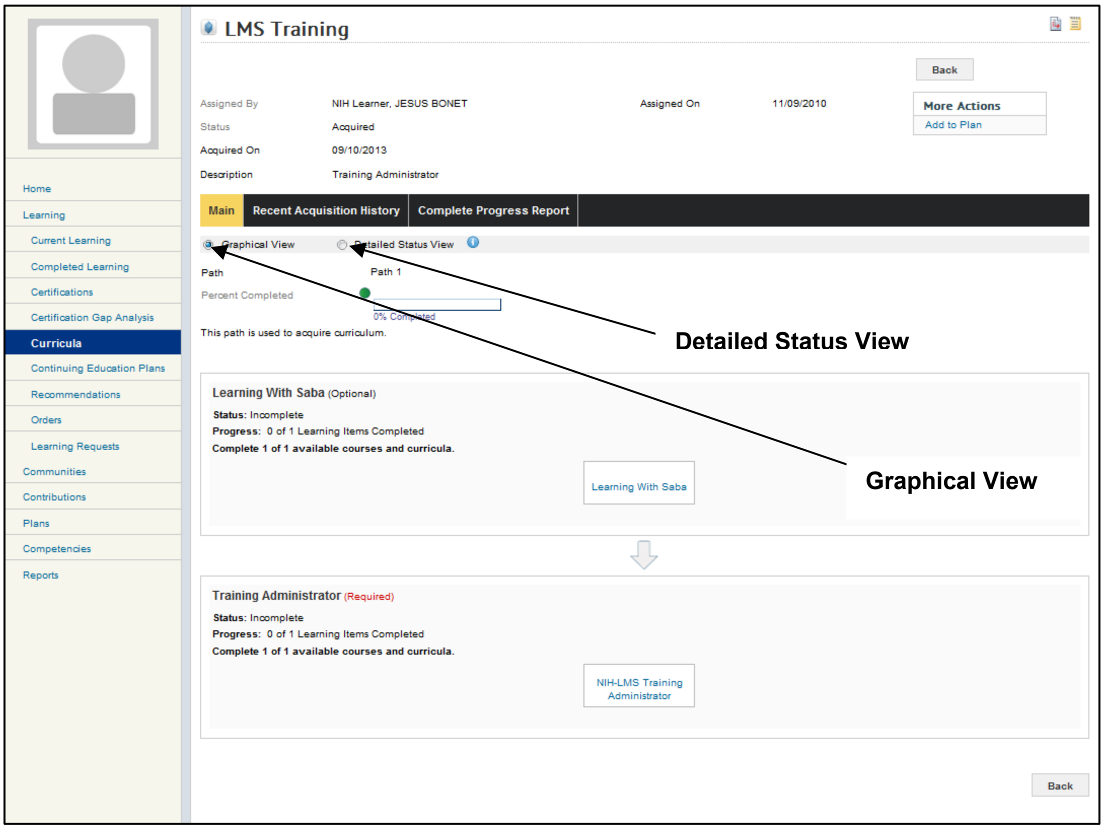
5. This will allow you to view the following curriculum details:
    - Name - The name of the curriculum.
    - Description - The description of the curriculum.
    - Person Name - The name of the person who owns the curriculum.

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.

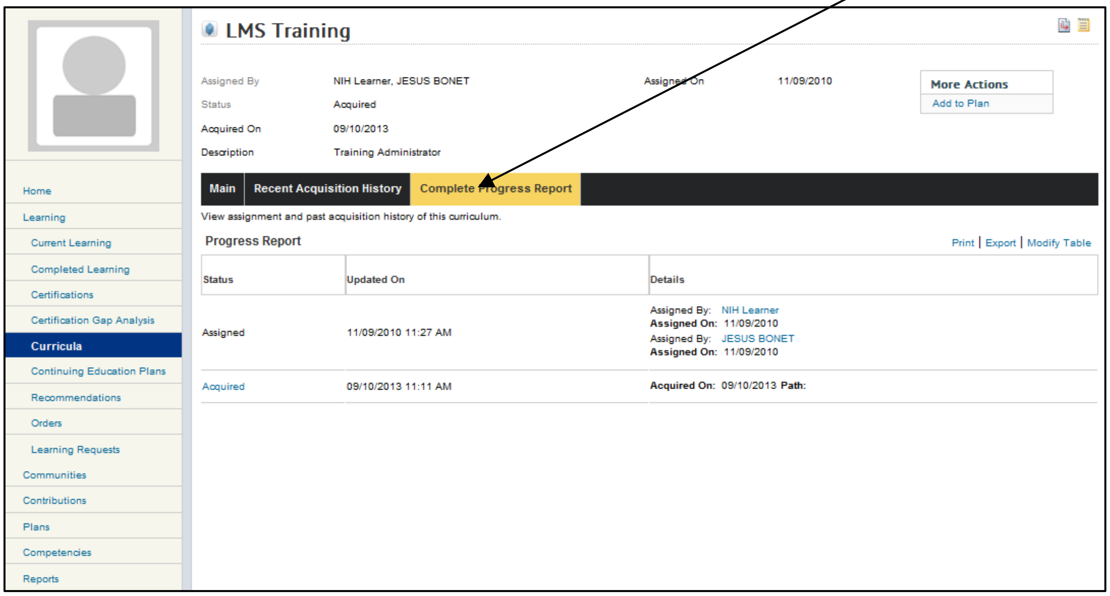
6. There are two tabs: the **Main** tab and the **Complete Progress Report** tab.

   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.



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

Completed Progress Report

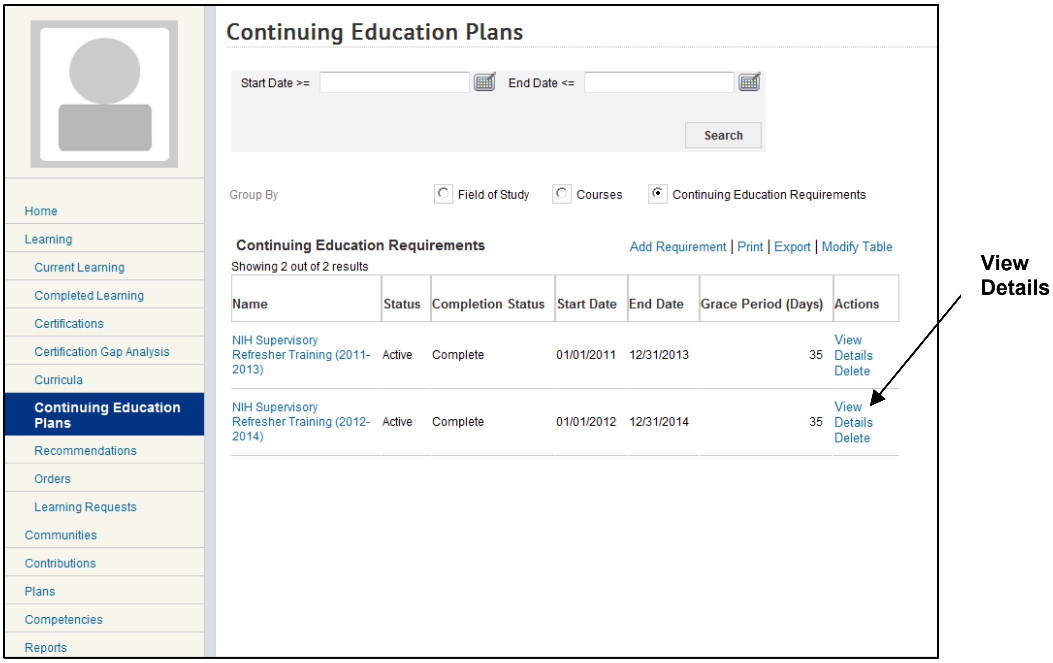


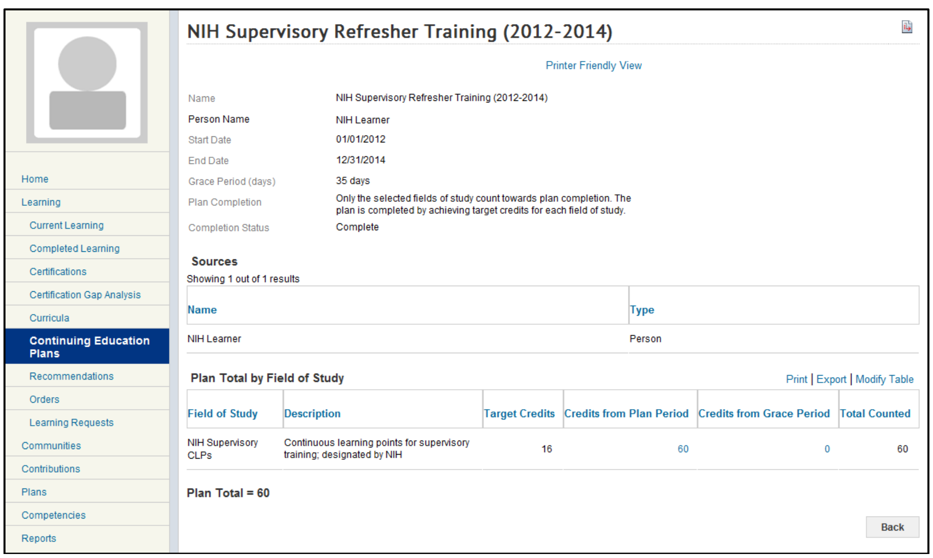
CONTINUING EDUCATION PLANS

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.

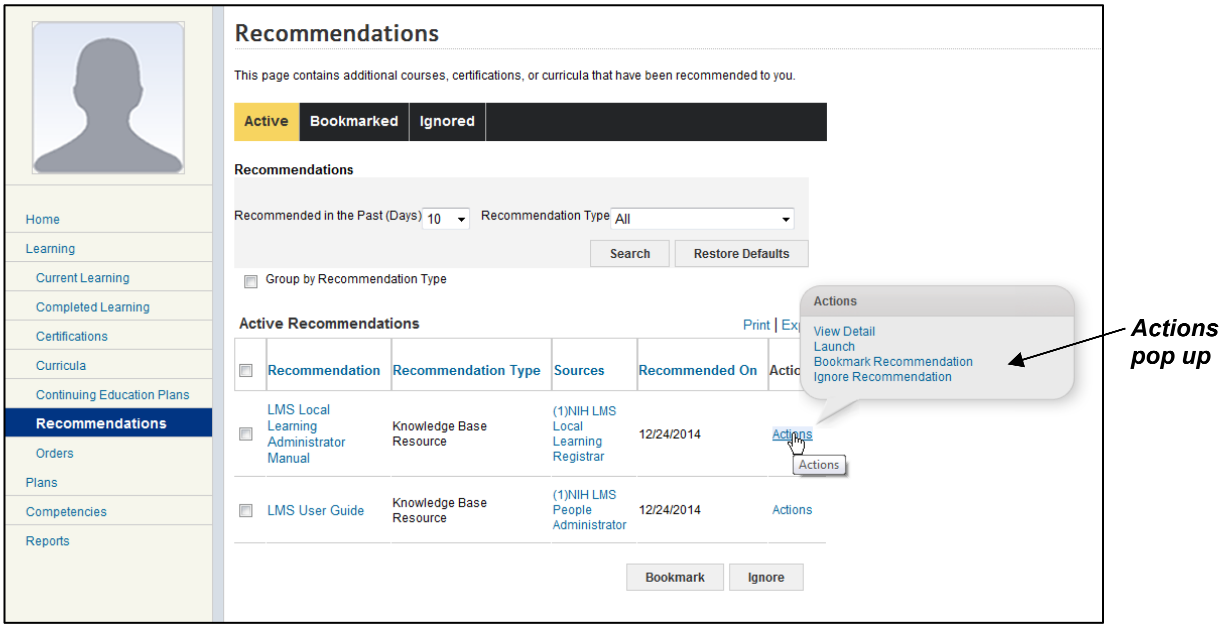
Clicking on **View Details** will show the details for that Plan.





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.



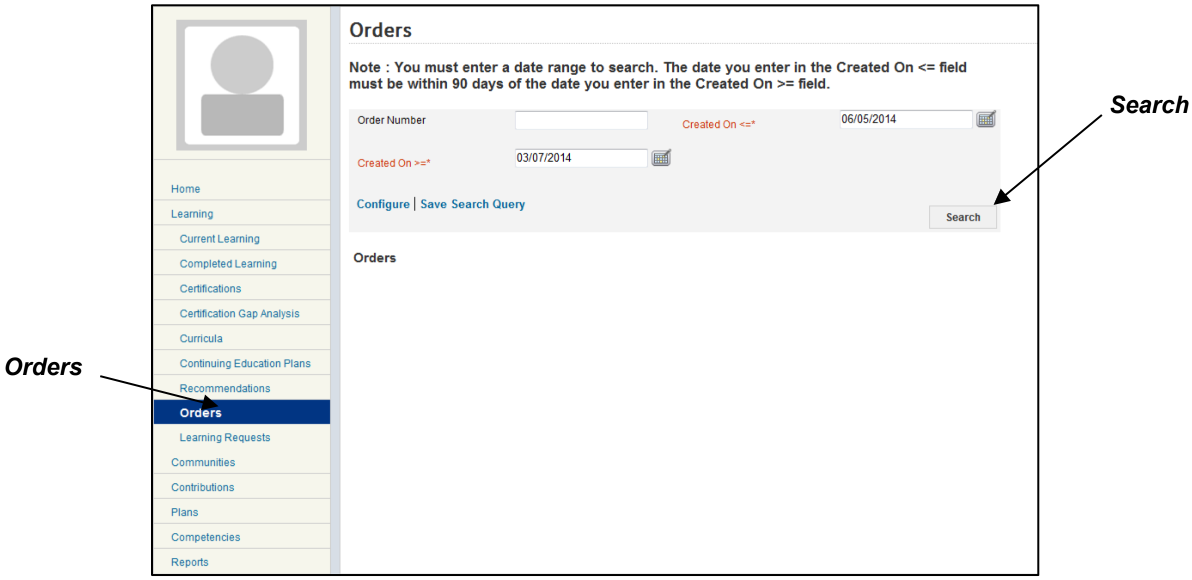
ORDERS

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.).

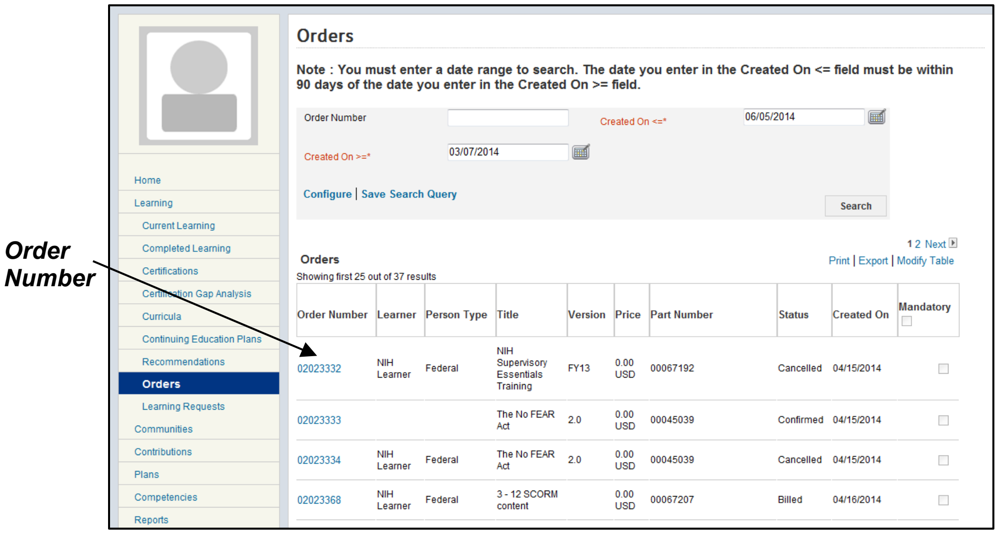
STEP-BY-STEP (VIEW YOUR ORDER HISTORY)

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**.

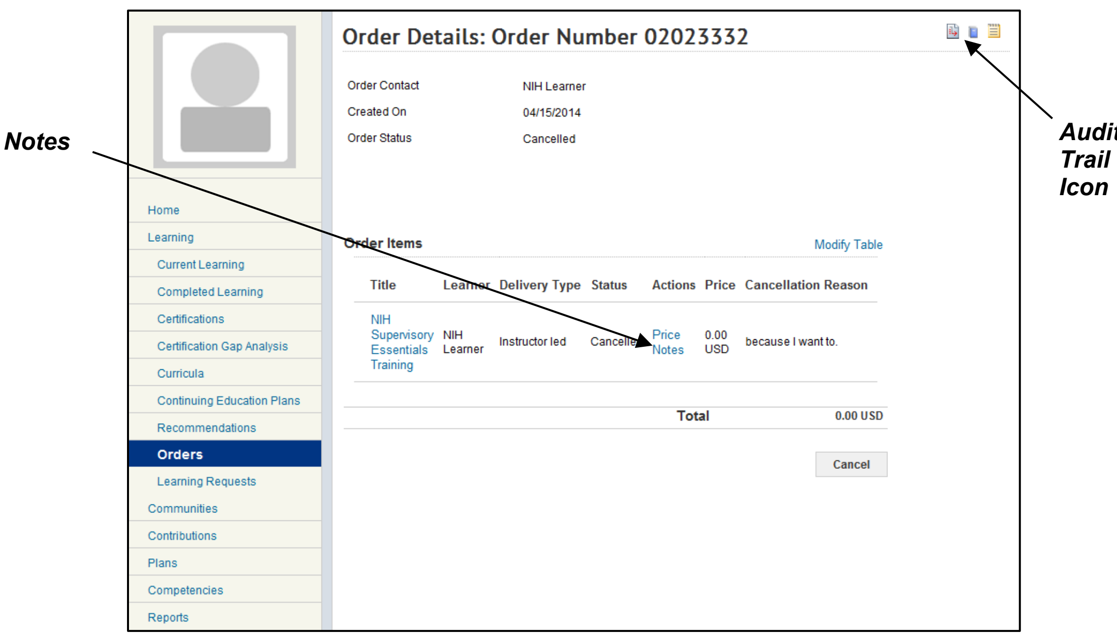
Learner



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



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.



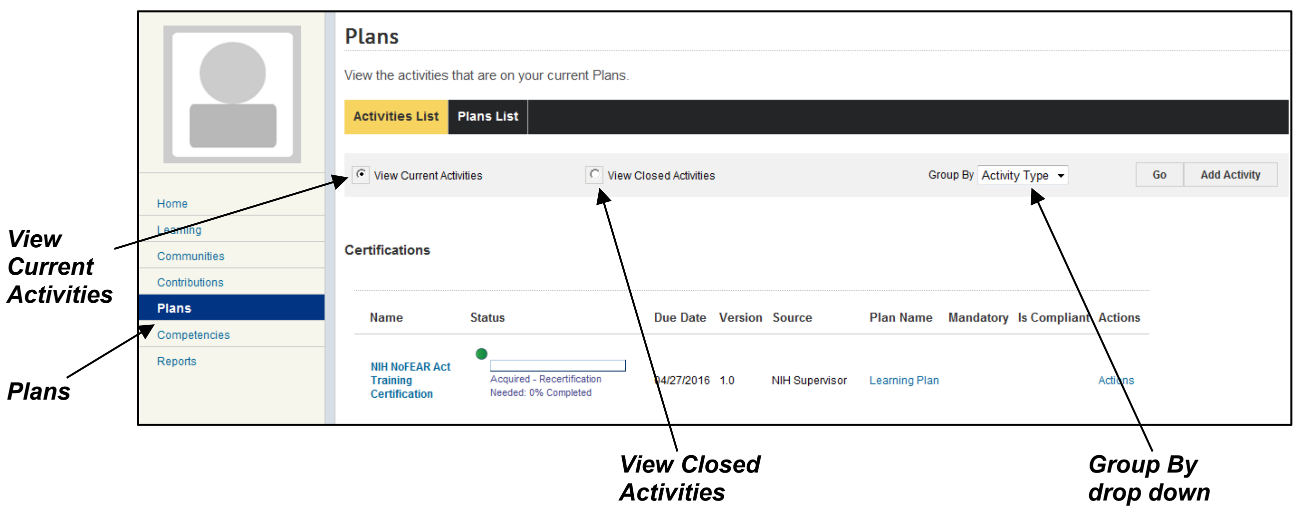
MANAGING YOUR LEARNING PLAN (PLANS)

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

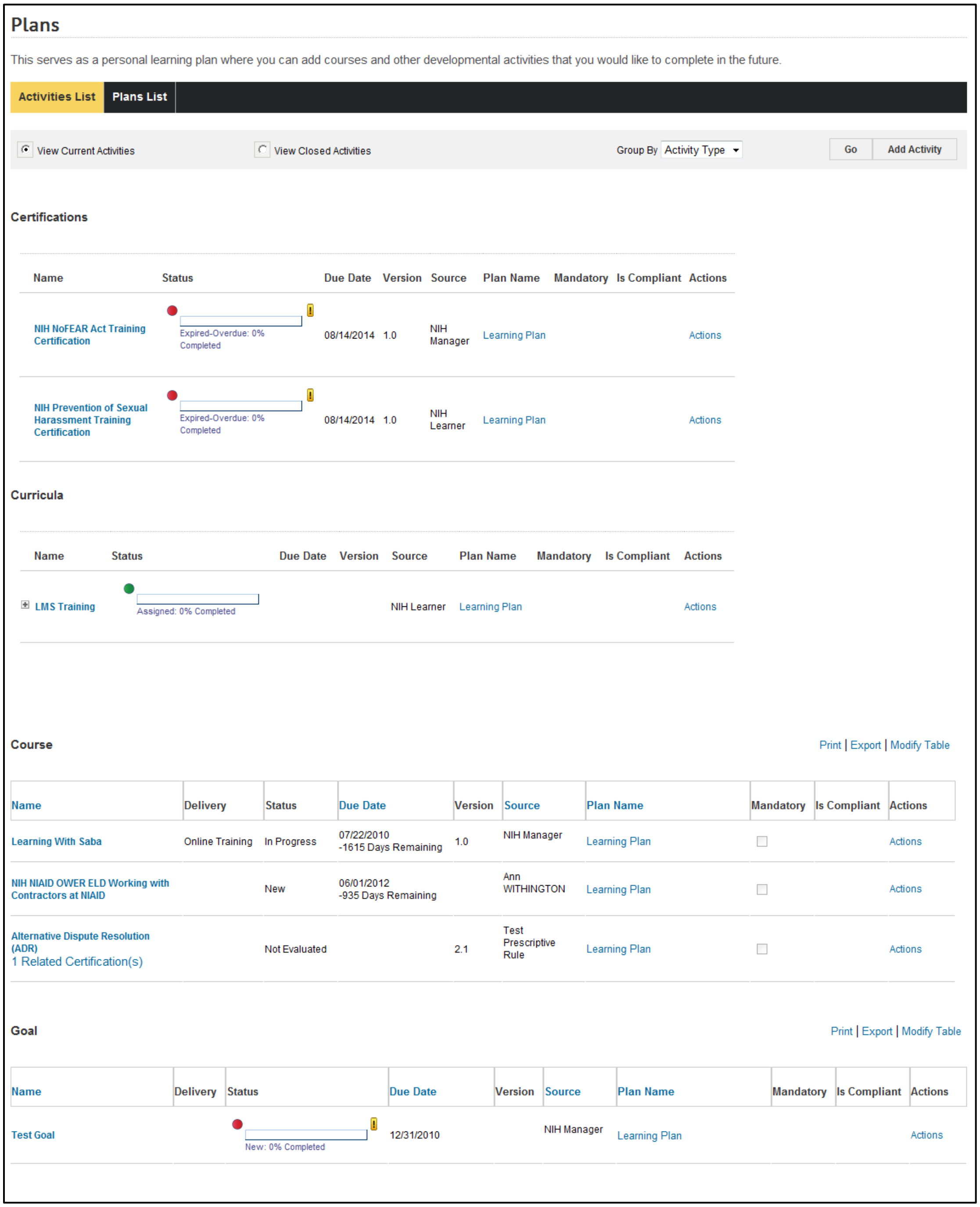
STEP-BY-STEP (MANAGE YOUR PLANS)

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.



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.

4. 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.



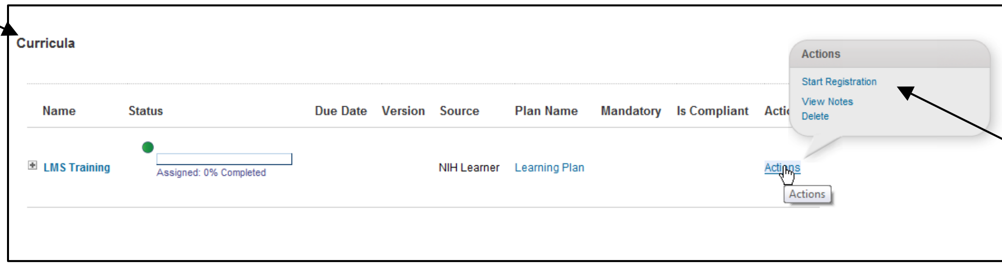
5. Different types of learning plan activities will allow you to access different options under the **Actions** column. Hold your cursor over **Actions** to see the pop-up menu choices.

Learner

a. 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.

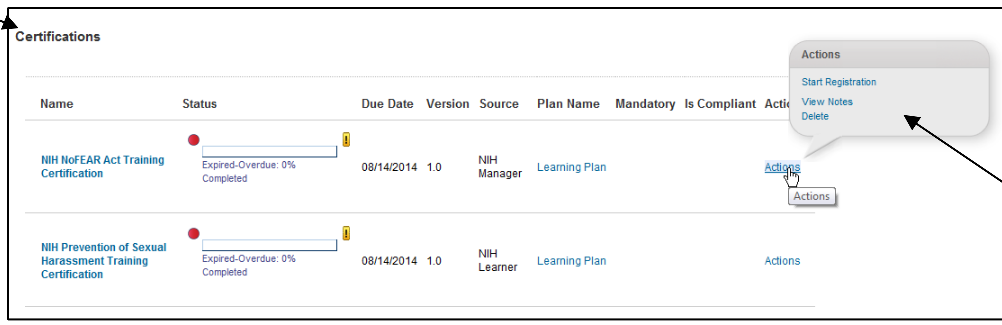
Curriculum

Curricula



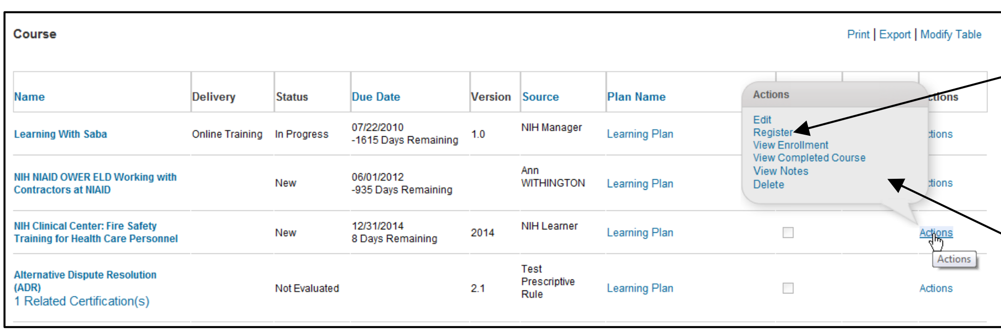
Actions Pop up

Certifications



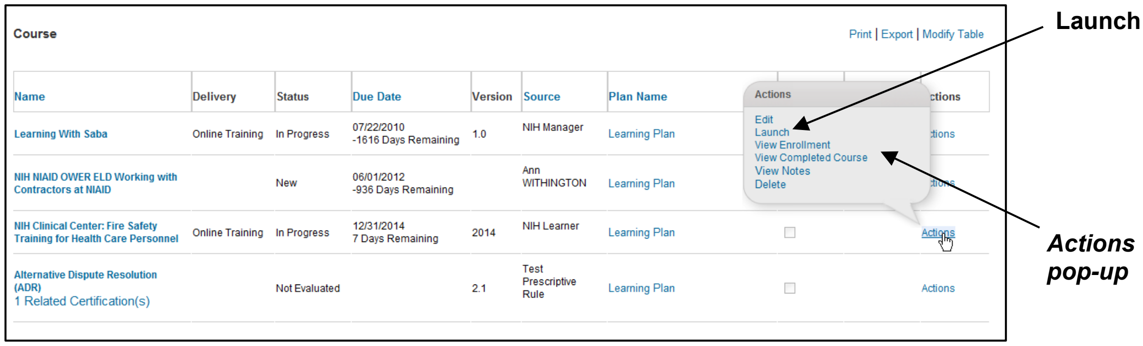
Actions pop-up

b. 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.



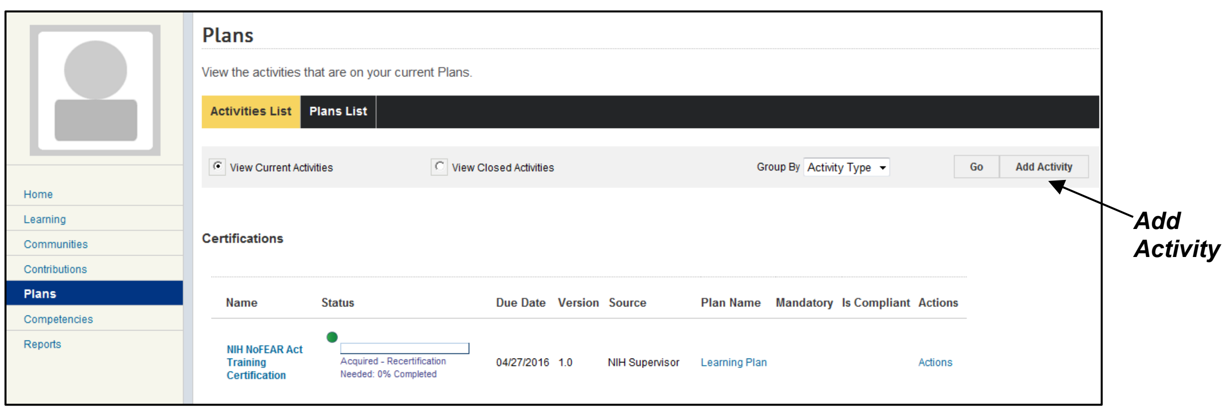
Register

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**.

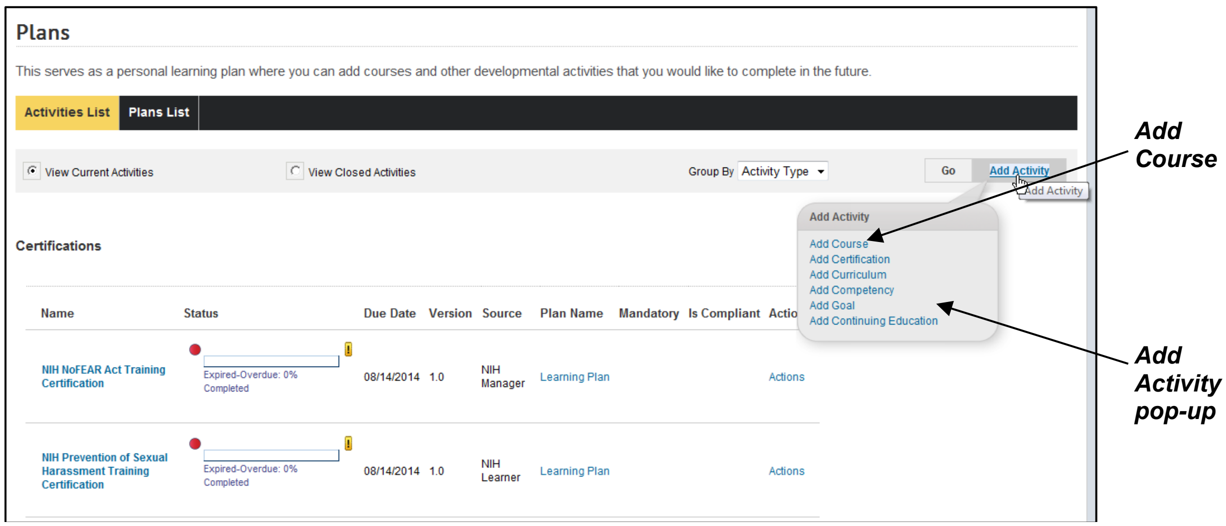


4. You will see a pop-up window listing the types of activities you may add to your learning plan in the LMS. Add an **Activity** (such as **Course**, for example).

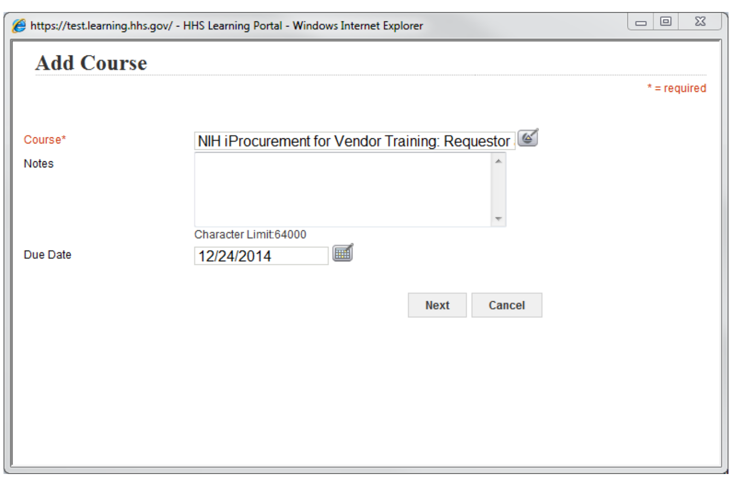
   IMPORTANT: You should not add **Competencies** to your learning plan. Competencies you want to develop should be added under the Competencies functional area of the LMS. (See previous section in this manual.)

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

5. 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.
6. For this example, click **Add Course**.



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



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

6. 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.

ALL COMPETENCIES

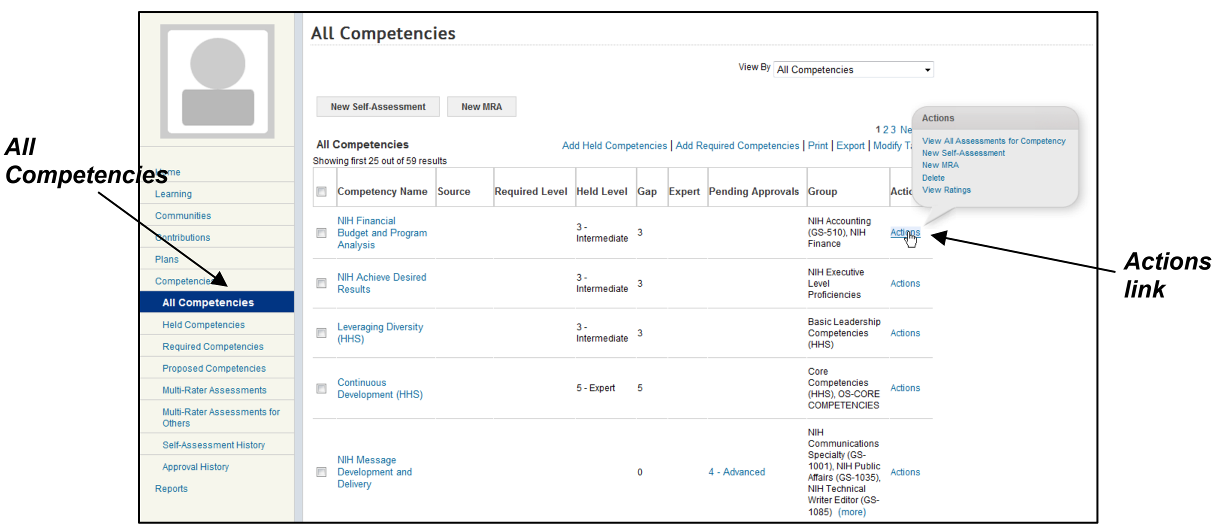
The LMS allows you to self-select competencies you want to work on. Your supervisor and your IC administrator can also assign competencies to you. You may assess your competency proficiency level and find training to improve your skills and knowledge.

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.

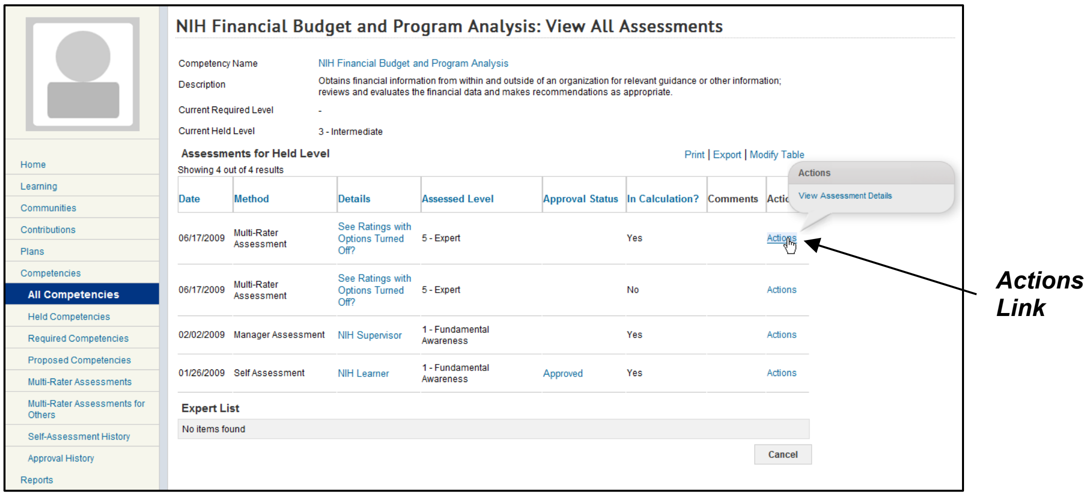
STEP-BY-STEP (VIEW HELD COMPETENCIES)

'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.

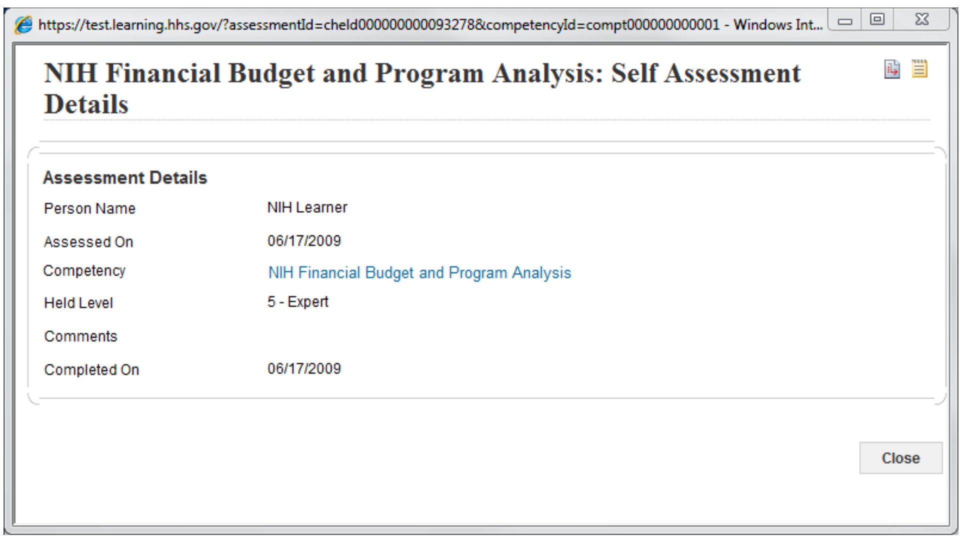
1. From the LMS Home page, click on **Competencies** on the left hand menu.
2. Under the **Actions** column you have options to **View Assessments**, complete a **New Self Assessment**, initiate a **New MRA**, **Delete**, or **View Ratings**. Hold your cursor over the **Actions** link next to the appropriate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



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.

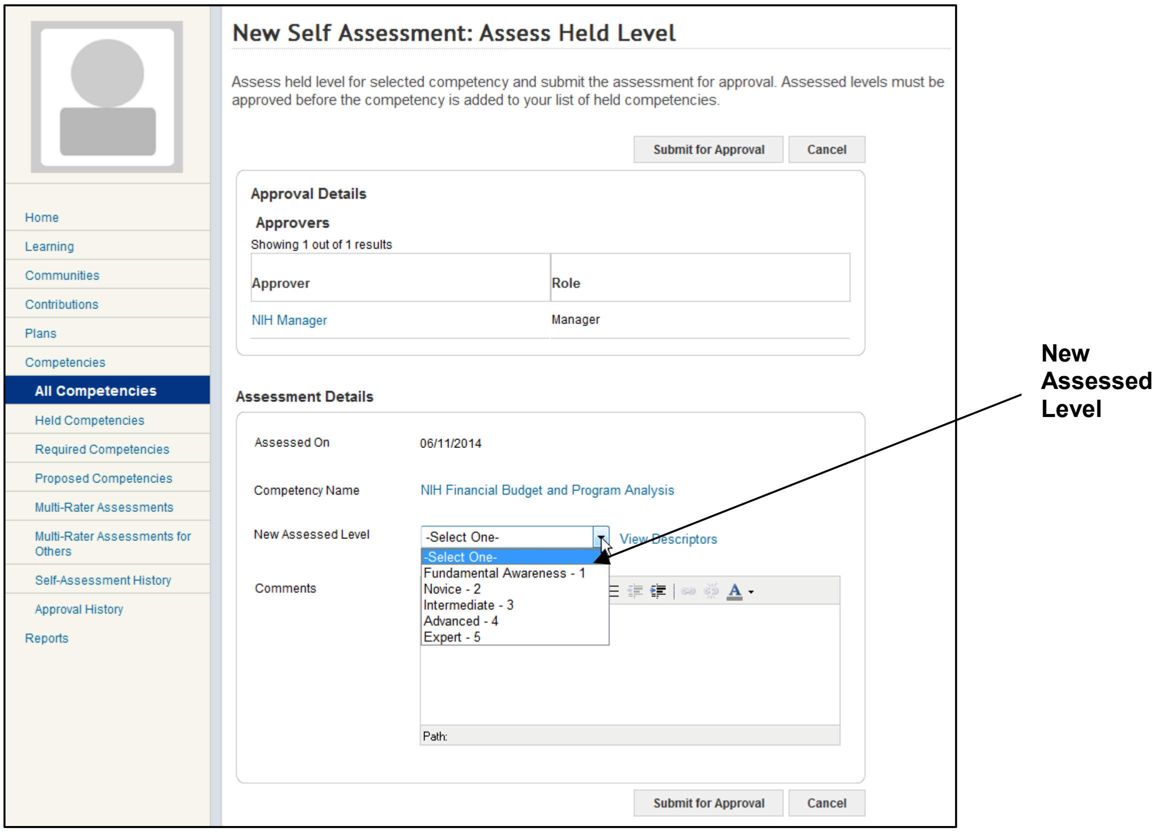


By clicking the **View Assessment Details** link, the **Self Assessment Details** page shows you the assessment required level, current level held, date assessment was assigned and completed.



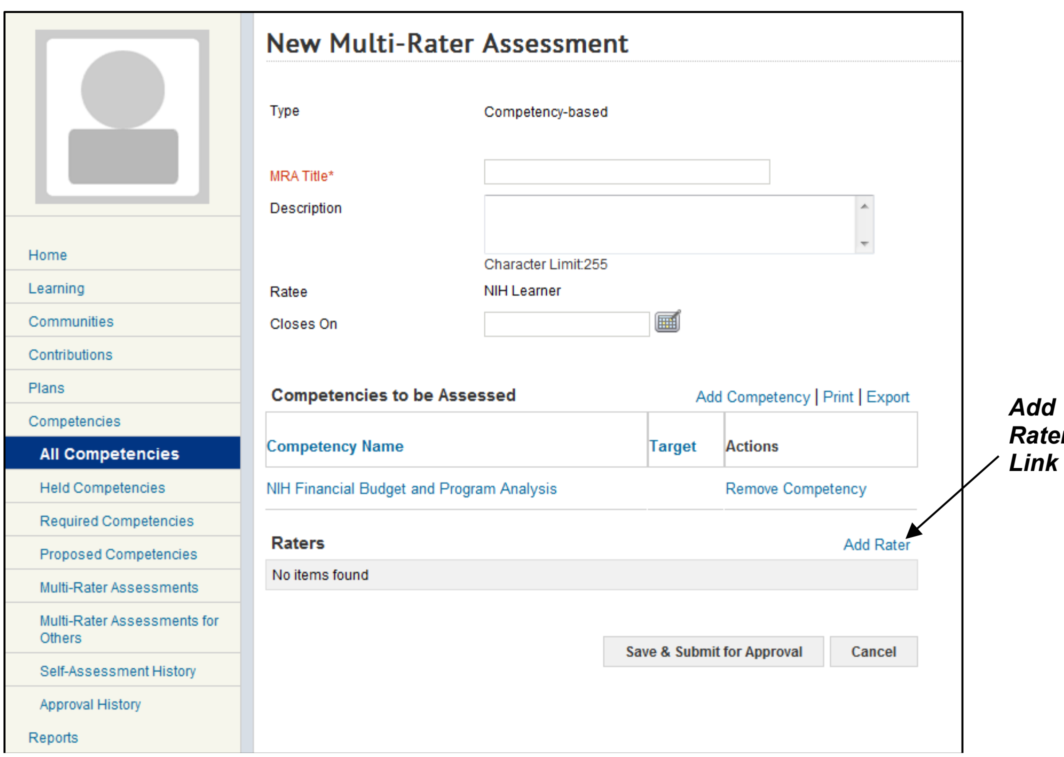
4. **New Self-Assessment** allows a learner to assess the held level for the selected competency. You can add a new assessed level for the competency by choosing the assessed level from the drop down box and then save.

Learner

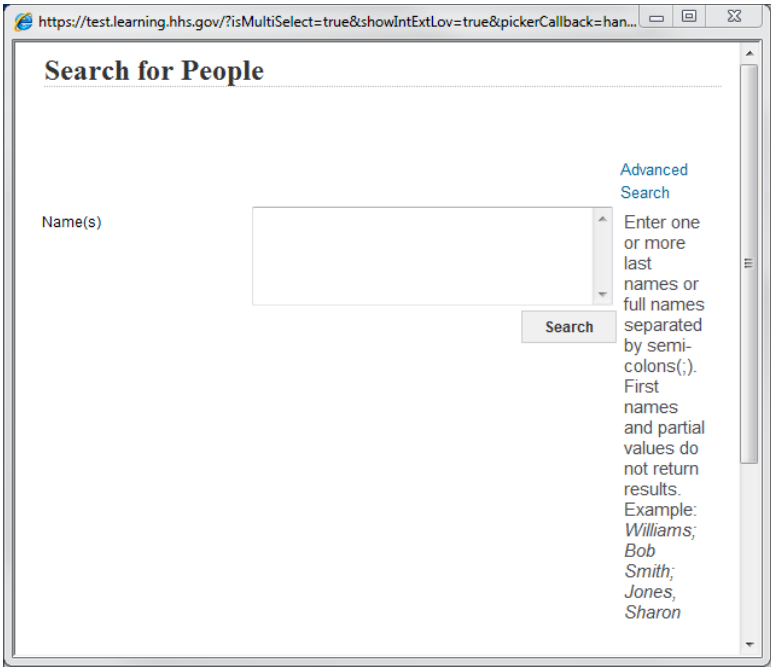


5. **New MRA** allows a learner to initiate a new MRA for that competency. Click on New MRA .

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

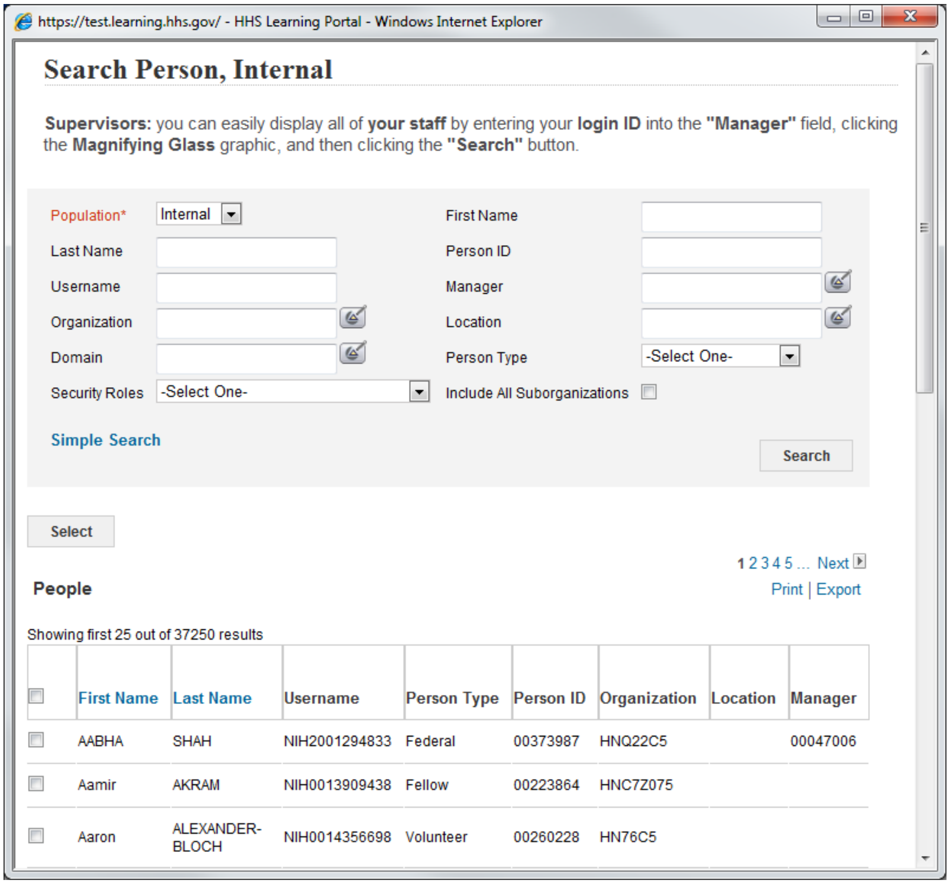


6. Click **Add Rater** to view a **Search for People** pop-up window.

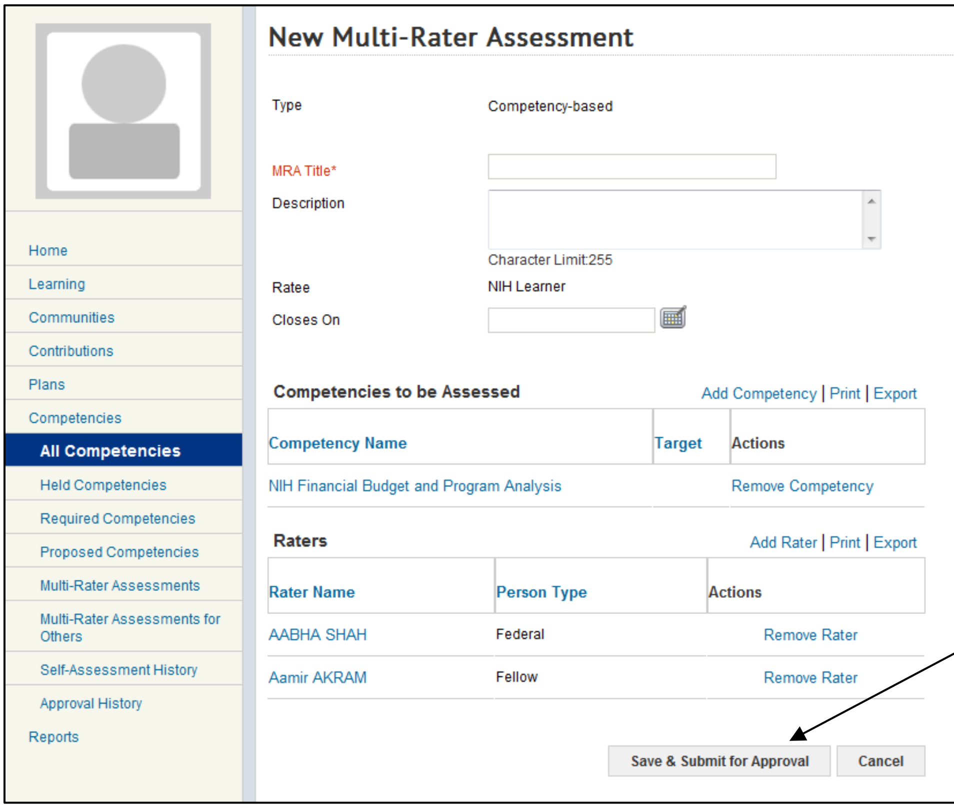


7. Type the person's legal first name and last name in the **Name(s)** box and click **Search**.

   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.

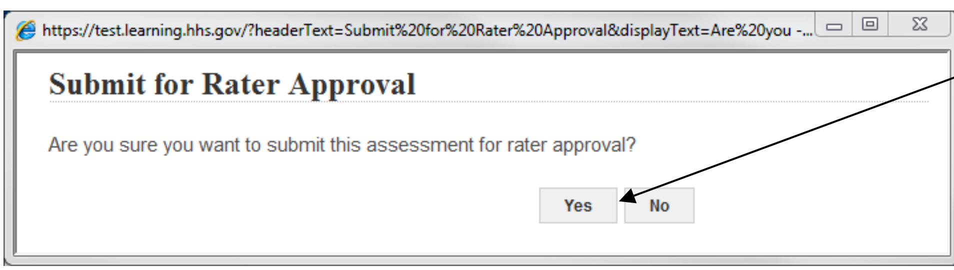


8. Click the checkbox next to each person in the **People** results list that you want to assess your competencies.
9. Scroll to the bottom of the pop-up window and click **Select**.
10. Your supervisor will need to log in to the LMS to approve or reject people you have added to your MRA. Click **Save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



Save & Submit for Approval button

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



Yes

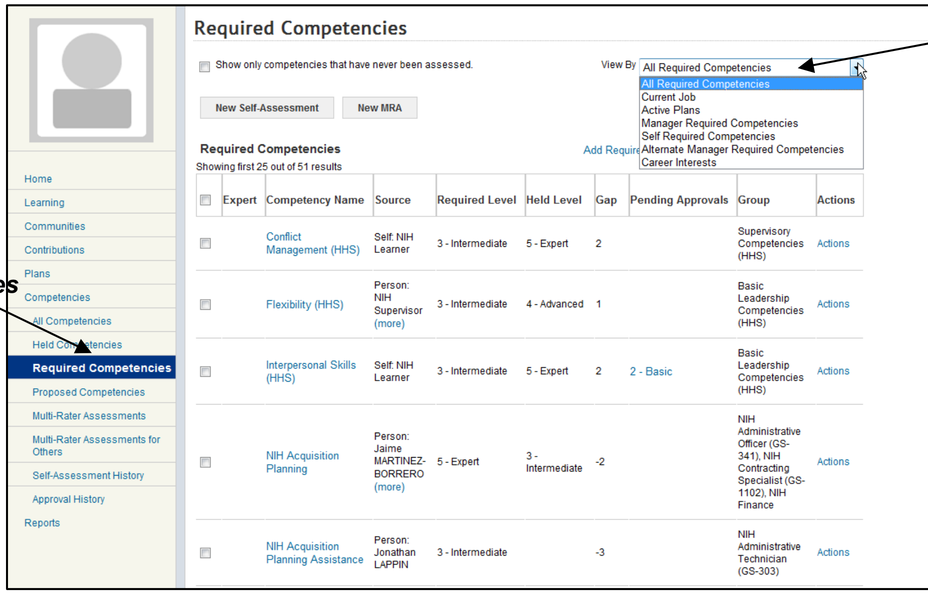
STEP-BY-STEP (VIEW REQUIRED COMPETENCIES)

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

View By
drop-down

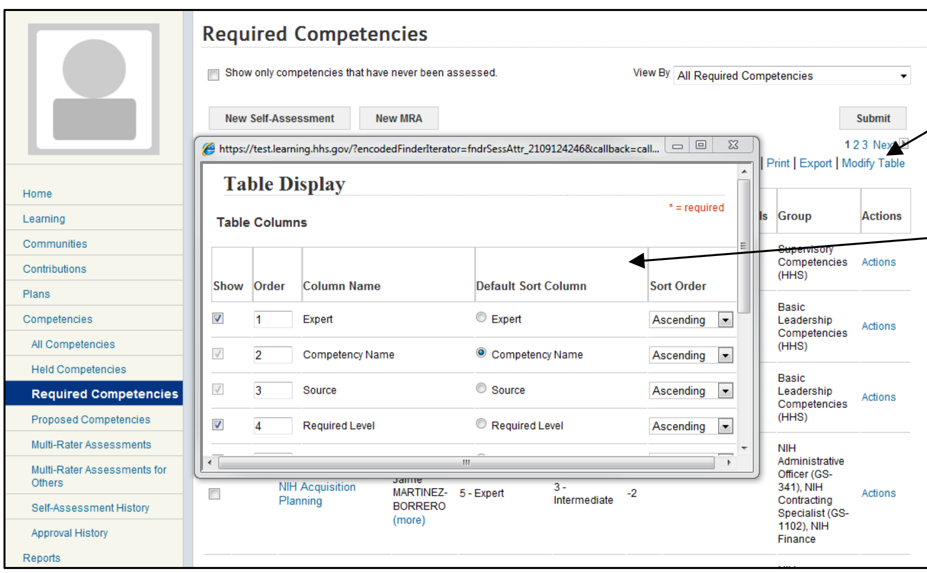
Required
Competencies



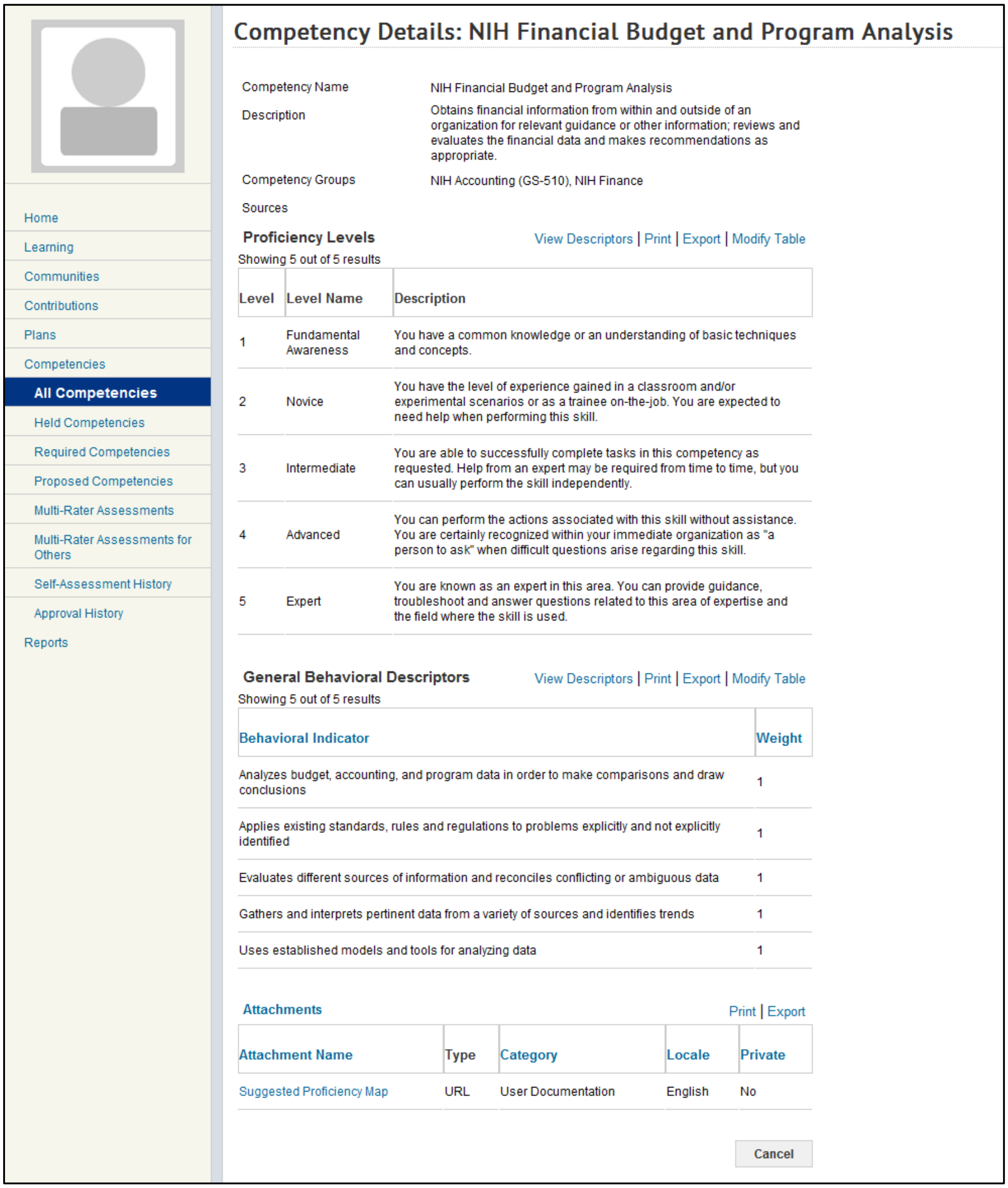
4. You may also modify the table to clear unused columns from your display. Click **Modify Table**. Deselect the check box under the **Show** column in the **Modify Table Display** pop-up window. Click **Save**.

Modify
Table

Modify
Table
window

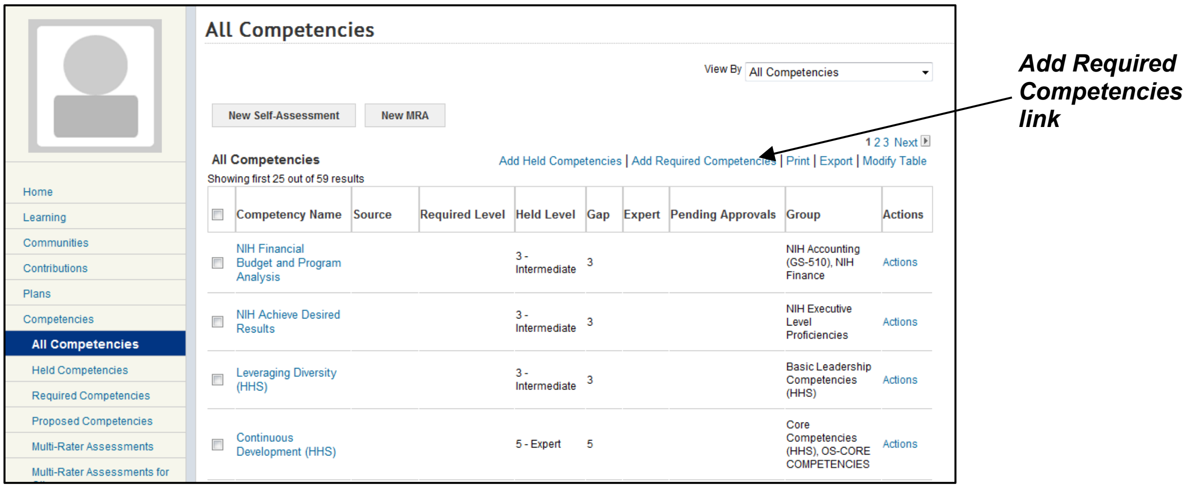


5. Click on the **Title** of a required competency to access details about it, including a description, the competency group it belongs to, proficiency level descriptions, behavioral descriptors, and any attachments added by administrators.

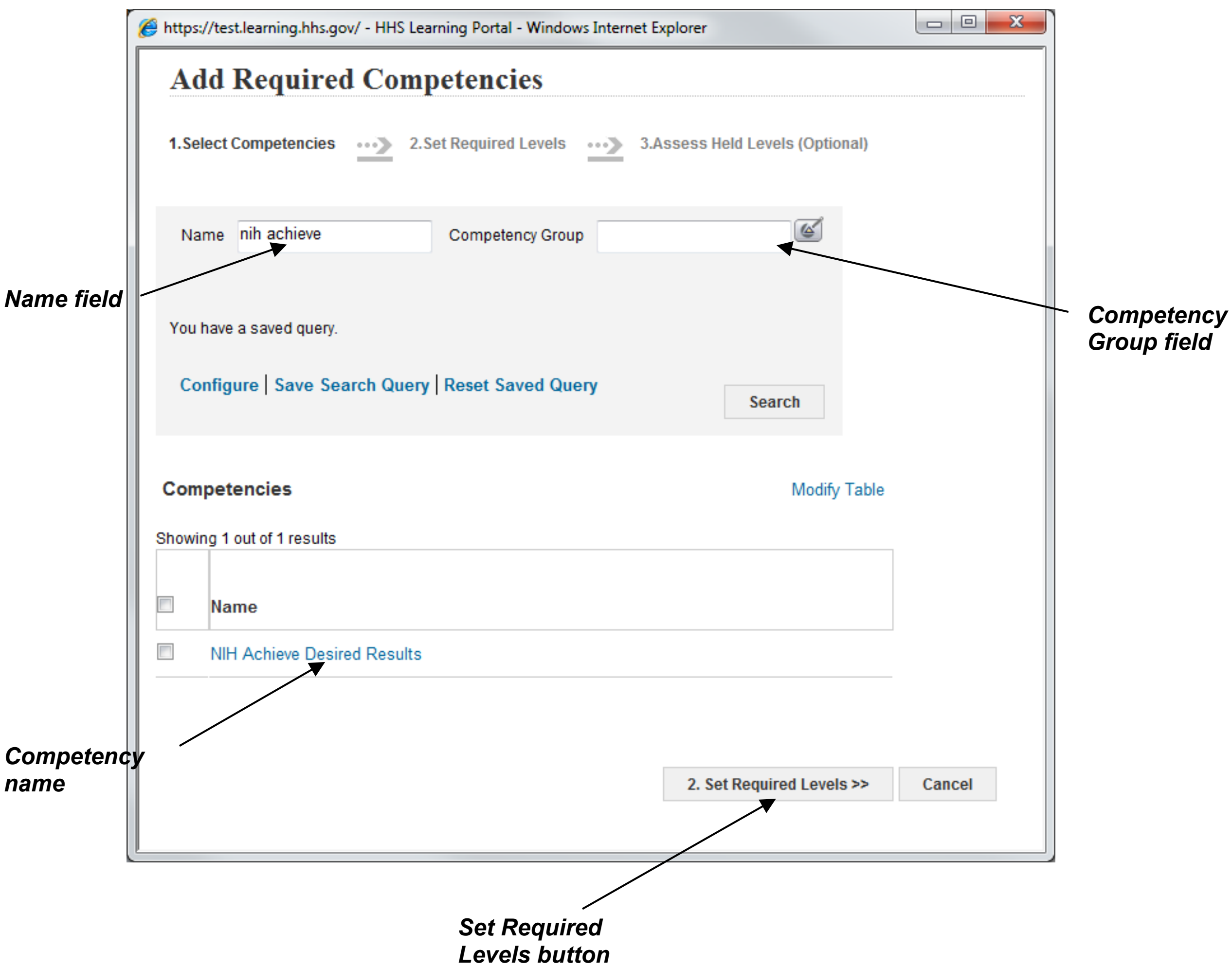


STEP-BY-STEP (ADD A REQUIRED COMPETENCY)

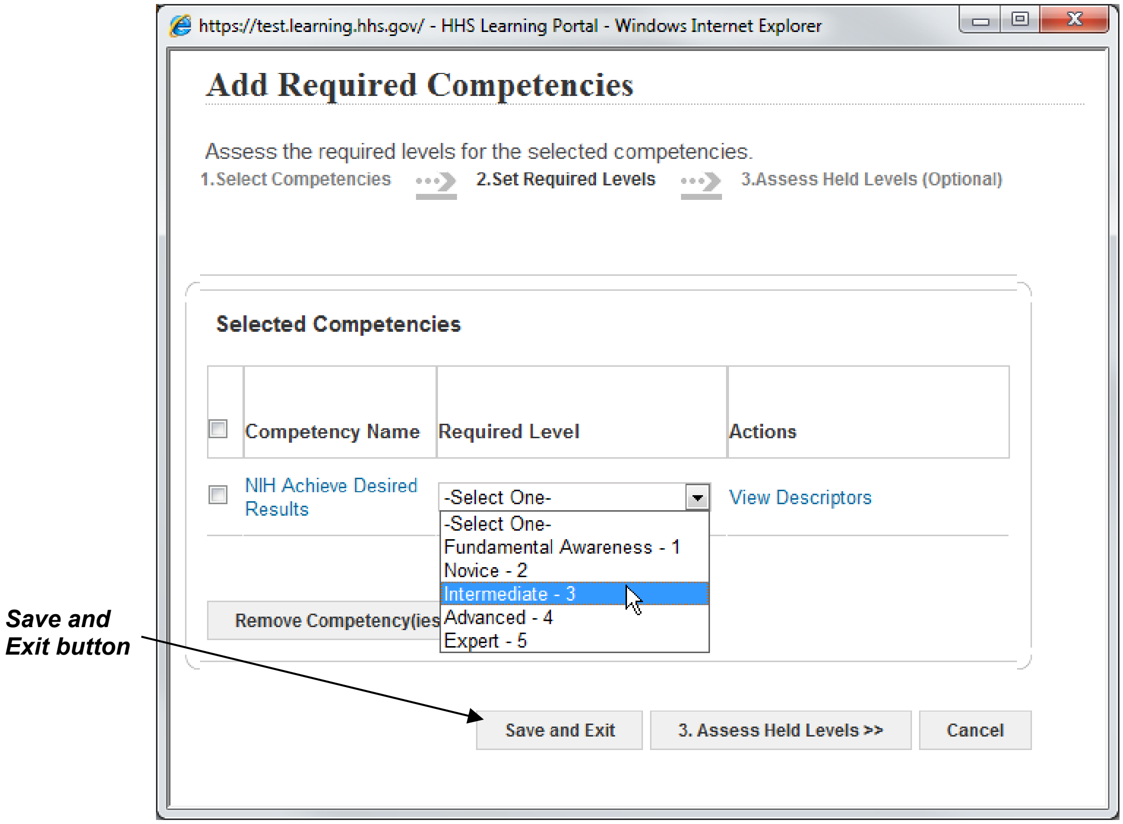
1. From the LMS Home page, click on **Competencies** on the left hand menu.
2. Click on **Add Required Competencies** located on the top right hand-side of the screen.



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**.



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



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

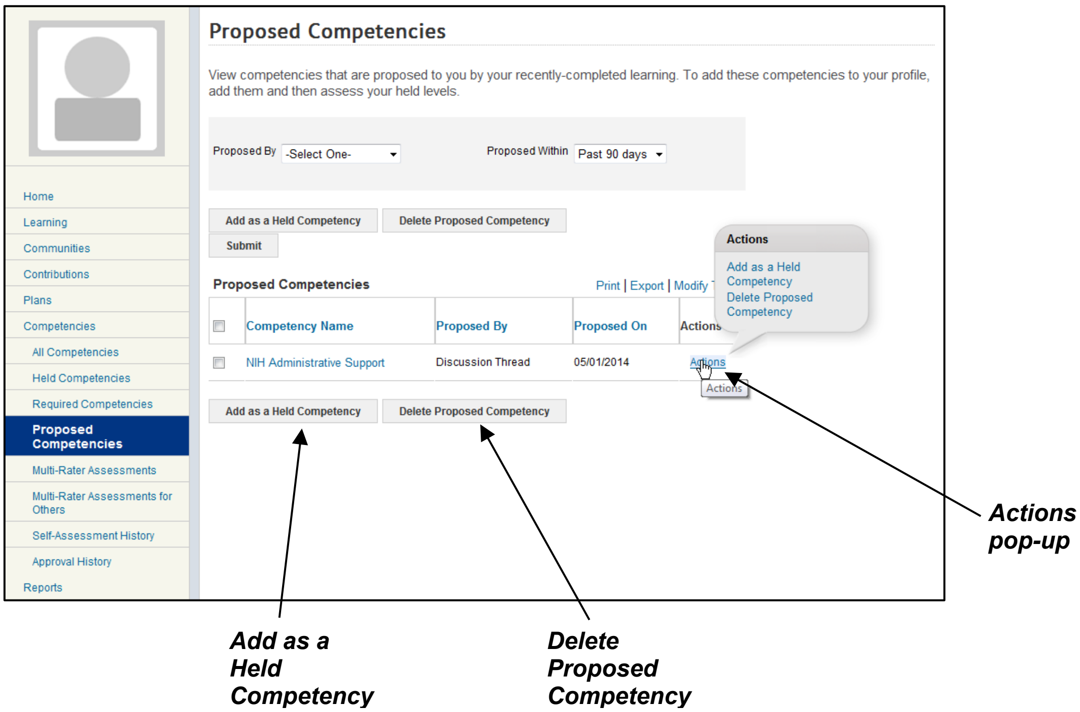
STEP-BY-STEP (VIEW AND ADD PROPOSED COMPETENCIES)

A proposed competency is one that 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:

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

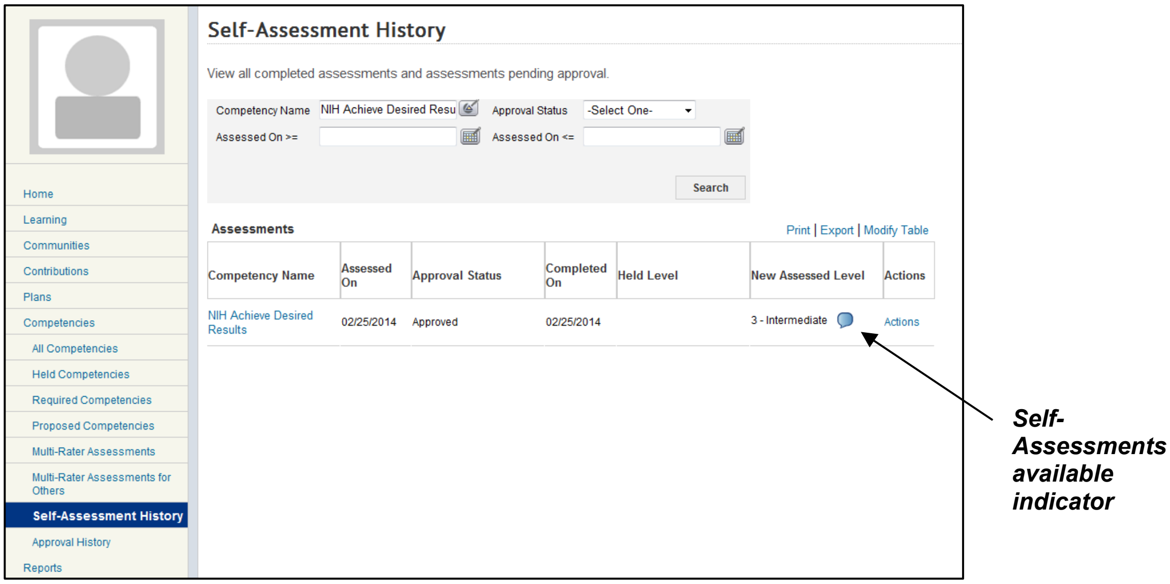
3. A list of proposed competencies of competencies that have been proposed to you by your recently completed learning is displayed. This can be further filtered by the **Proposed By** and **Proposed Within** drop-down lists.
4. If you have a proposed competency, you have the option to either **Add as 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.



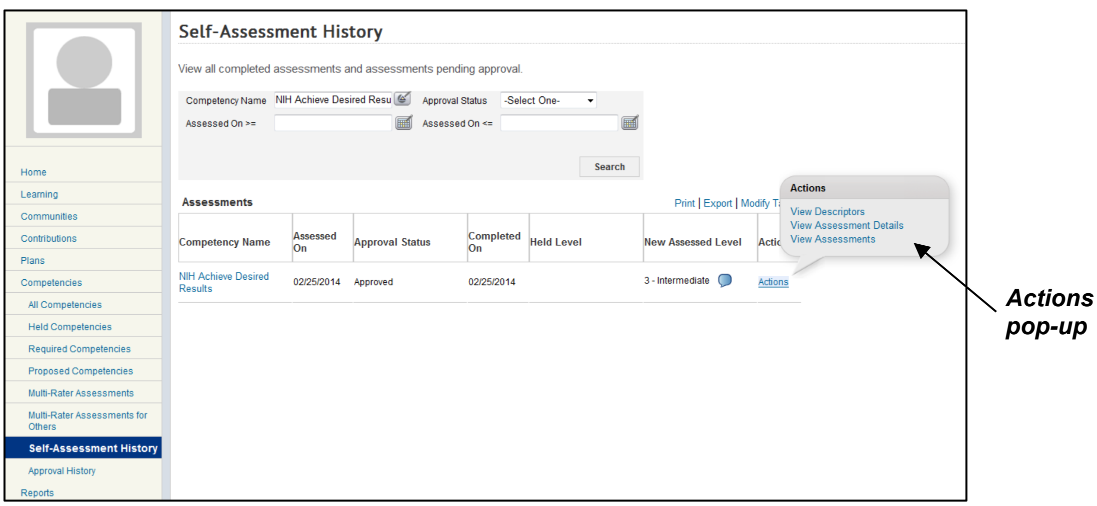
SELF ASSESSMENT HISTORY

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.



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



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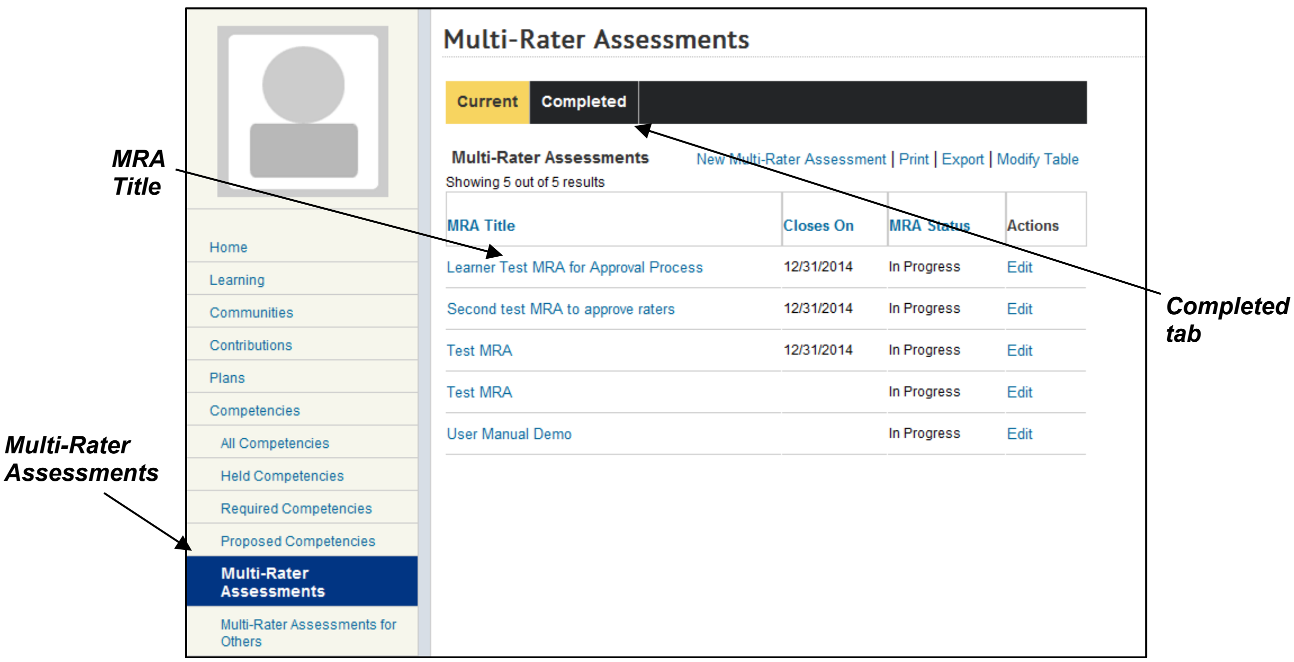
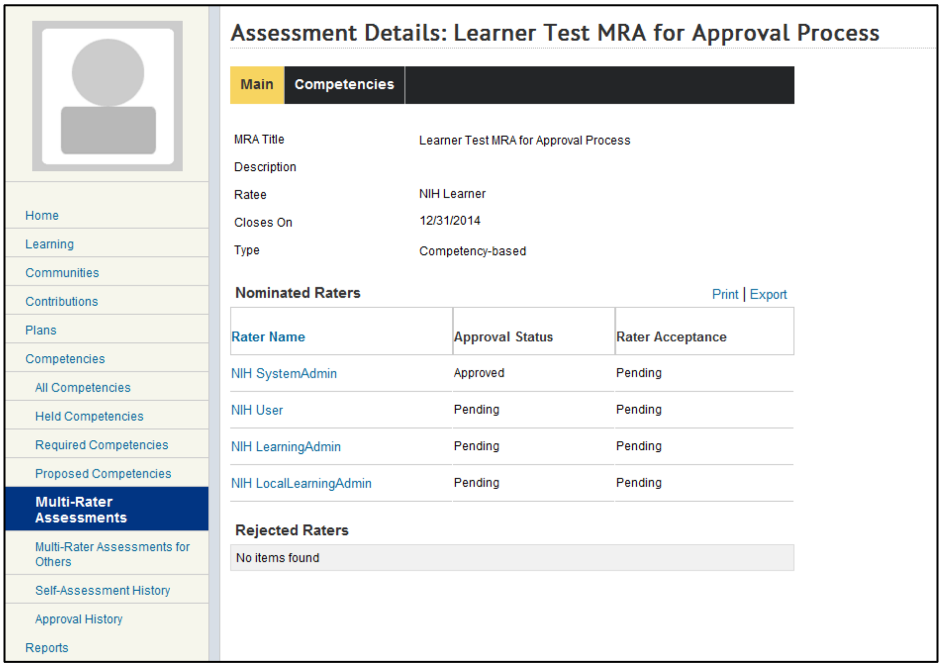
you may manage your multi-rater assessments and assess others if you have been approved as a rater.

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.

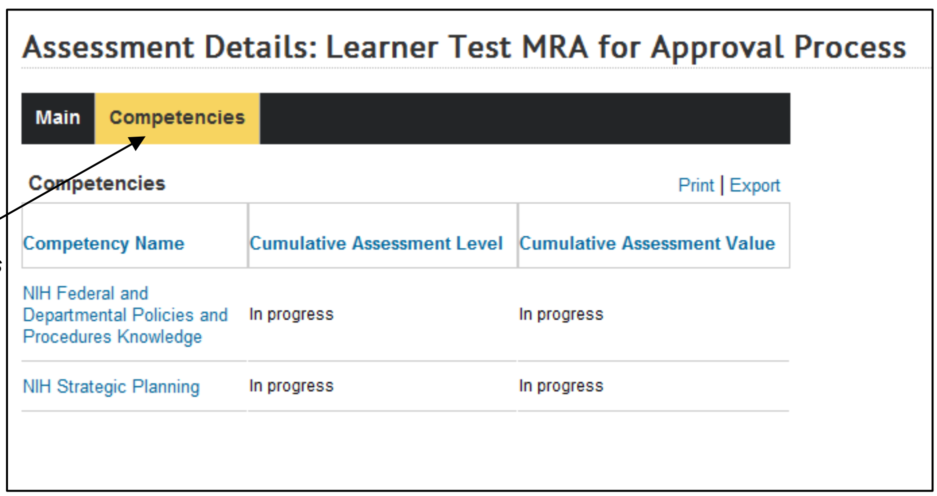


4. Click on an **MRA Title** to view the assessment details. You can see whether your **Nominated Raters** have been approved by your supervisor (**Approval Status**), and whether he/she has accepted their role as rater on your assessment (**Rater Acceptance**). You will also be able to see if your supervisor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



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.)

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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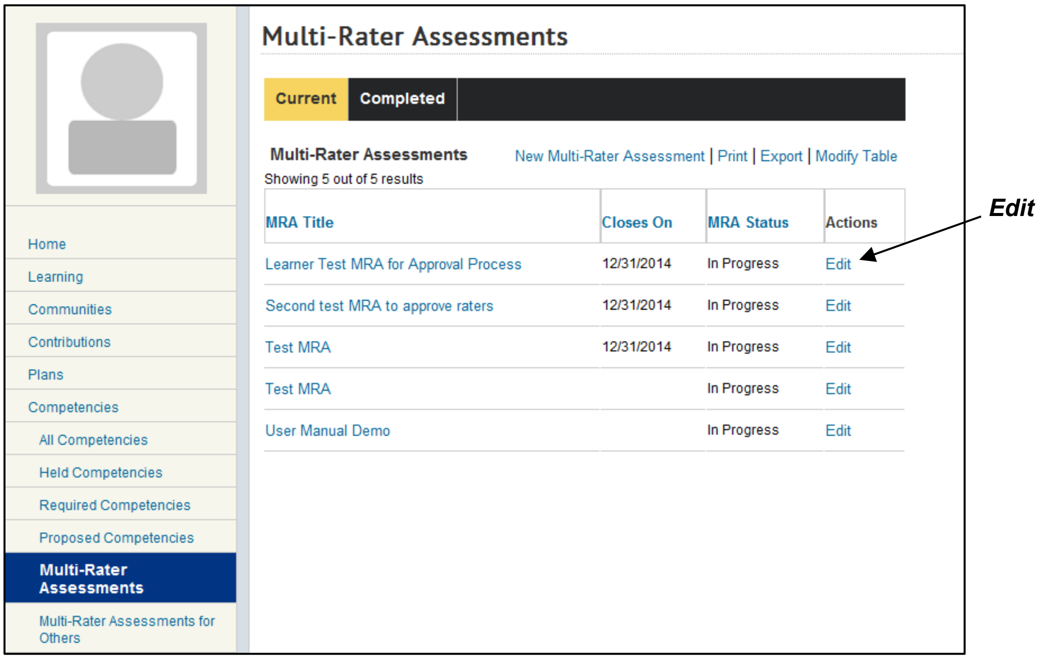
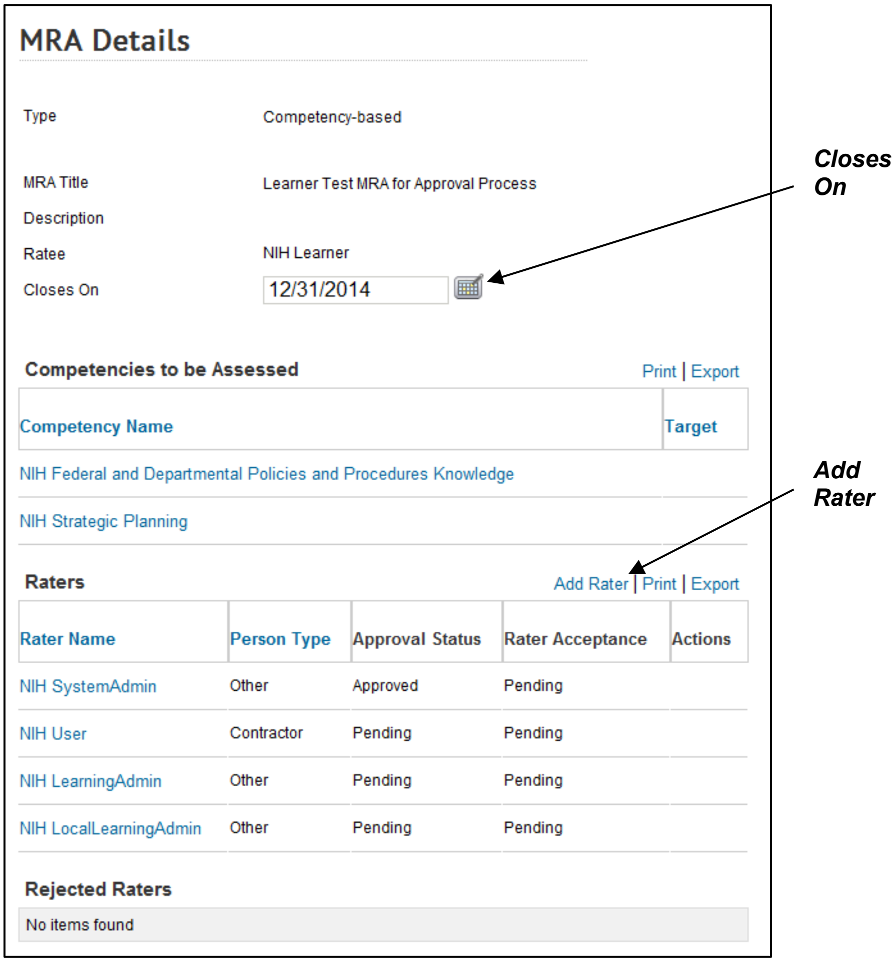


7. You will see the **MRA Details** screen.
8. From this screen, you may change the **Closes On** date.
9. You may also **Add Raters** to include more people in the MRA. (See steps 10-13 in STEP-BY-STEP (INITIATE A COMPETENCY MULTI-RATER ASSESSMENT) above.)



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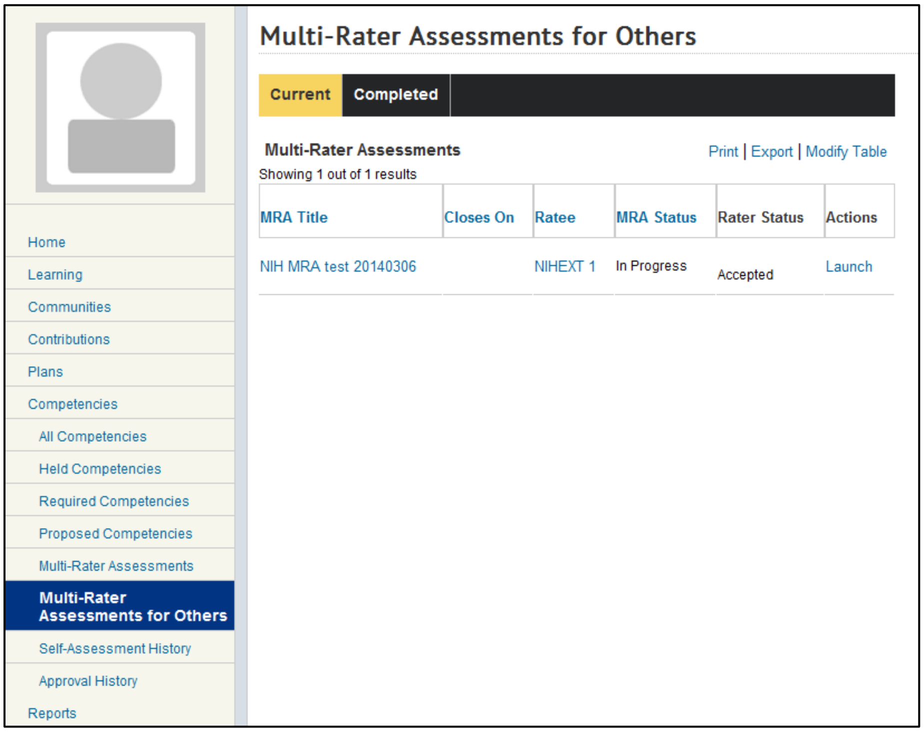
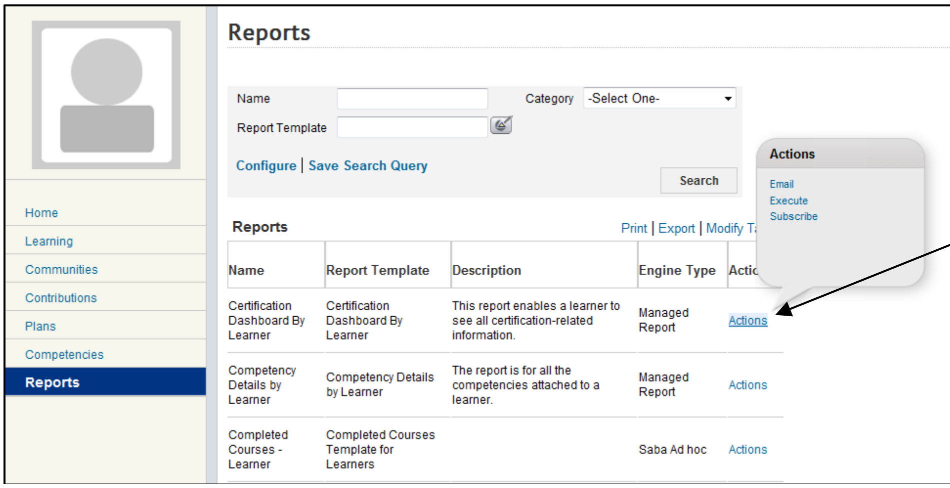
3. If you have been approved as a rater for someone else, an assessment will be listed on the **Multi-Rater Assessments for Others** screen.
4. Click **Launch** for any MRAs that are In Progress.



5. 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.
6. Assessments you have completed in the past will be found under the **Completed** tab.

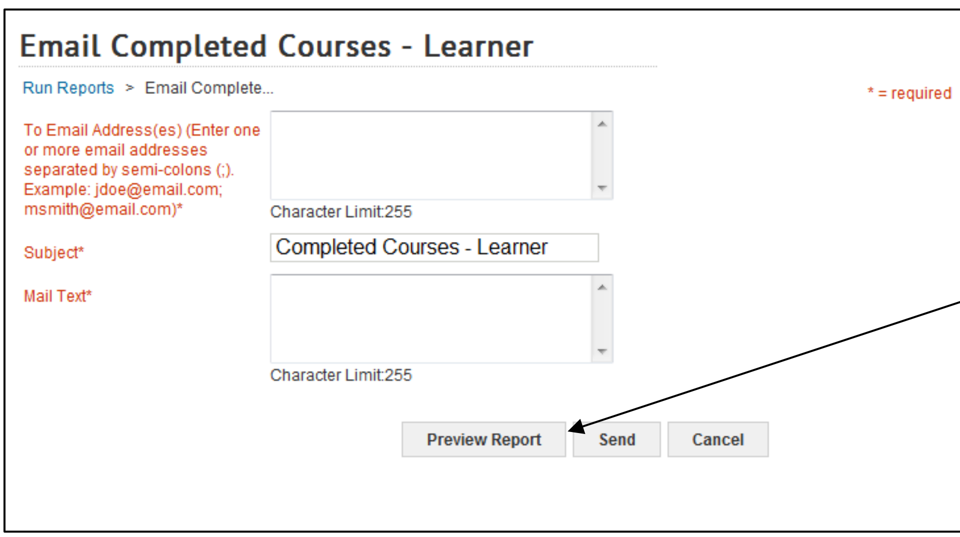
GENERATING REPORTS (REPORTS)

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.



Actions link

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.

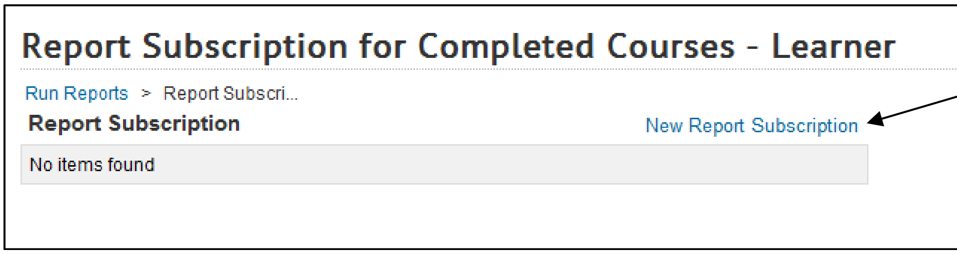


Preview Report

3. The **Execute** option will run the report and display the report on the screen.

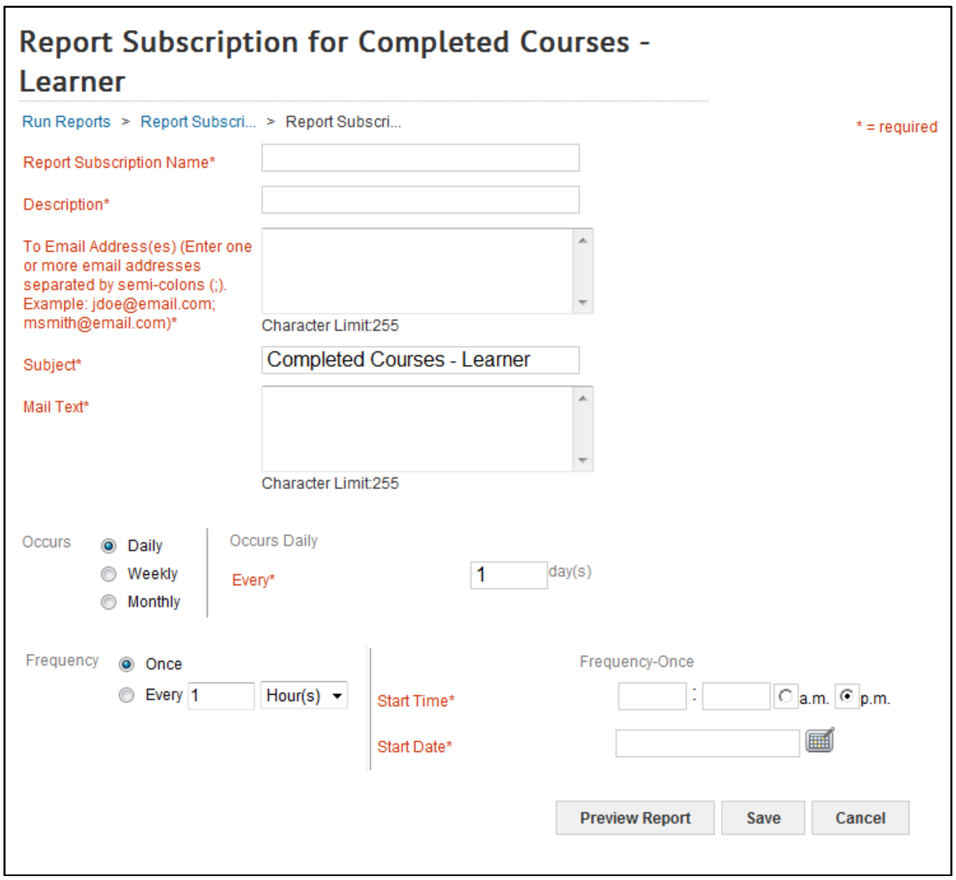
   Note: Depending on the report selected additional criteria might be needed before running the report.
4. The **Subscribe** option will open the **Report Subscription** screen.
5. Click on the **New Report Subscription** link.

Learner



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.).



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