



LEARNING MANAGEMENT SYSTEM (LMS) VIEW INFORMATION ATTACHED TO A COURSE

Some courses in the LMS have additional information linked in the course description, such as a course syllabus, general policies and practices, or even materials you can view prior to taking the course. This QRG will show you how to view any information that has been attached to the course.

1. Log into the LMS.

NOTE: For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

2. Search for the desired course.

NOTE: For instructions about searching for a course, refer to [Search for a Course and Register \(TS15-L\)](#) QRG.

3. Click the link for the name of the course you wish to view.

The screenshot shows the LMS Search Catalog interface. On the left is a navigation menu with links for Home, Learning, Plans, Competencies, and Reports. The main content area is titled 'Search Catalog' and contains search filters: 'In Learning Catalog', 'Search government contra', 'Starting In Next Six Months', and 'Location Any Location'. Below the filters, it says 'Showing first 15 out of 75+ results for "government contra"'. There are options for 'Page View', 'Table View', and 'Calendar View'. The results are sorted by 'Relevance' and show 'Page 1 2 3 4 5 ... Next'. The first result is 'Government Contracting Essentials' with a small icon and a link to the course name. Below the course name is the text '(LCHR_01_A75_LC_ENUS,Version:2.2)' and a description: 'This course will provide a resource for employees of organizations who do business with the federal government and who therefore need to know how various federal laws that govern the contracting pr ...'. Below the description are details: 'Offered As: Online Training Price: 0.00 USD' and 'Language: English'. At the bottom of the result are links for 'Launch Content | Add to Plan'. An arrow points from the text 'Course name link' to the course name link in the search results.

Figure 1 – Course name link on the Search Results page

4. Click the **Learning Assignments** tab.

Learning Assignments tab

The screenshot shows a user interface for a course titled "Government Contracting Essentials (LCHR_01_A75_LC)". On the left is a navigation menu with options: Home, Learning, Plans, Competencies, and Reports. The "Learning Assignments" tab is selected and highlighted in yellow. The main content area displays the course details, including the delivery type "Online Training" and a detailed description. Below the description is a sub-tabbed menu with "Main", "Learning Assignments", and "Associated Learning". The "Learning Assignments" sub-tab is active. Underneath, the "Scheduling Information" section shows a duration of 01:00 and a language of English.

Figure 2 – Learning Assignments tab on the course details page

5. If there are attachments for the course, click on the link for the name of the attachment you wish to view in the Attachments section.

NOTE: You may be required to have a specific application installed on your computer to view certain attachments.

Attachment name link

The screenshot shows the "Attachments" section of the course details page. At the top, the "Learning Assignments" tab is selected. Below it, there is a section for "Optional Tasks to Complete" showing 0 tasks. A "Content" table lists training content, including "Core 5 Archived Video" with details on attempts and requirements. Below the content table is the "Attachments" section, which contains a link for "Core Curriculum Schedule".

Type	Name	Details	Requirement	Actions
Training Content	Core 5 Archived Video	Attempts on Content Allowed: Unlimited	Required	

Figure 3 – Attachment link in the Attachments section on the course details page

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>

TS16-L: View Information Attached to a Course