



LEARNING MANAGEMENT SYSTEM (LMS) REVIEW A COMPLETED ONLINE COURSE

Most LMS online courses will allow you to review the content after you have completed the course. This QRG will guide you through the steps required to review the course material after you have completed the course.

1. Log on to the LMS.

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

2. Navigate to your transcript/completed learning.

NOTE: For instructions on viewing your transcript, refer to the [Viewing Your Transcript \(TS04-L\)](#) QRG.

3. Under the Actions column, click the **View Learning Assignments** link.

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

1 2 3 4 Next

Print | Export | Modify Table

Item Name	Status	Marked Complete By	Ended/Completed On Date	Actions
External Course Test Testing	Successful On: 06/01/2015 Score:	Brian HUGHES		View Details Print Certificate
Alternative Dispute Resolution (ADR) Registration Date: 06/15/2015	Successful On: 06/15/2015 Score: 0		06/15/2015	View Details View Learning Assignments Print Certificate

View Learning Assignments link

Figure 1 – View Learning Assignments link on Completed Learning page

4. On the Learning Assignments screen, click the **Launch Content** button.

Progress Report for Alternative Dispute Resolution (ADR)

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 [Alternative Dispute Resolution \(ADR\)](#)

Completion Status Successful

Score 0

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

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
HHS-ADR_2.1	Content Module	Required	Attempts Allowed: Unlimited	Successful	06/15/2015	<input type="button" value="Launch Content"/> more actions

Launch Content button

Figure 2 – Launch Content button on course details page

5. Courses in the LMS are created by several different vendors and some are created internally by NIH resources. As such, the launch behavior of the course can vary from developer to developer. The following are some example screens that you might see when launching a course.

SkillSoft – this is a sample screen that is displayed after clicking the **Launch Content** button from your Current Learning page. Click the **Play this Course** link to launch the course content.

Play this Course link



Getting Started with Safari

[Play this Course](#)

[Overview/Description](#)

[Target Audience](#)

[Expected Duration](#)

[Lesson Objectives](#)

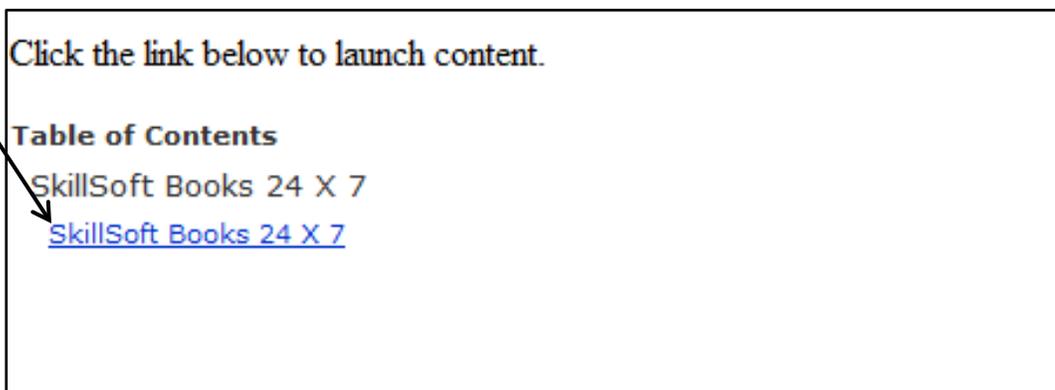
Overview/Description

This course introduces you to Safari - Apple's innovative, fast, and full-featured web browser. It covers the intuitive interface, and working with Safari using Mac OS X Lion's multi-touch gesture navigation, visiting favorite web sites, and using tabbed browsing and Safari's customizable Top Sites feature.

Figure 3 – Play this Course link for a sample SkillSoft course

Books 24x7 – this is a sample screen that is displayed after clicking the **Launch Content** button from your Current Learning page. Click the **SkillSoft Books 24 x 7** link to launch the course content.

SkillSoft Books 24 x 7 link



Click the [link](#) below to launch content.

Table of Contents

SkillSoft Books 24 X 7

[SkillSoft Books 24 X 7](#)

Figure 4 – SkillSoft Books 24 x 7 link for a sample Books 24x7 course

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