



LEARNING MANAGEMENT SYSTEM (LMS) CHECKING YOUR CURRICULUM PROGRESS

This QRG will guide you through the steps to check the progress made in a curriculum.

1. Log on to the LMS.

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

2. Click the **Learning** link in the left menu.

Learning link

HHS Learning Portal
The Joy of Learning Enabled Through Access

Welcome

We are very excited to welcome you to the new 7.2 version of the HHS Learning Portal!

Please take a quick look at this video that shows how the LMS system can be used to help you attain your training goals.

The LMS-- Here for YOU!

Project Management, Health,

01 - Announcements for NIH Staff

Please visit the [LMS Support web page](#).

For Additional LMS Assistance: A [LMS Learner/User Guide](#) is available.

If further LMS assistance is needed, please submit a [Help Desk Ticket](#).

Prior to launching an online course:

Please run the [Skillsoft Browser Capability Check](#) to test your system to ensure the online course will launch and function properly. If any of the tests fail, contact your local IT support to make the changes to your system.

- Use IE8 or Safari 32-bit browsers only. 64-bit browsers may not work with online courses.

Catalog Search

Enter the course title, course ID, or LMS will search on each word or n Word 2010 is entered as the search Word OR 2010 in the title, descrip returned. Use the Advanced Search check the Exact Match if you know

Search

Location

Figure 1 – Learning link on LMS Home Page

3. Click the **Curricula** link.

**Curricula
link**

Current Learning

Current learning is a list of courses, offerings, certifications, and curricula for which y

[All](#) | [Courses](#) | [Certifications](#) | [Curricula](#)

Home
Learning
Current Learning
Completed Learning
Certifications
Curricula
Continuing Education Plans
Recommendations
Orders
Plans
Competencies
Reports

Getting Started with Visio 2010 Status: Confirmed
(MO_BVIS_A01_DT_ENUS,Version:2.2) Registration Date: 06
Duration: 01:00 hours
Hide Learning Assignments ▲
Training Content: [SS_CO-mo_bvis_a01_dt_enus](#)
Status: Not Evaluated (Unlimited attempts)

Books 24x7 Status: Confirmed
(00002006,Version:1.0) Registration Date: 06
Duration: 00:00 hours
Hide Learning Assignments ▲
Training Content: [Books 24x7](#)

Figure 2 – Curricula link in the left menu

4. Click the link for the name of the curriculum you wish to view.

Curricula

A certification or curriculum is a set of learning items configured in a selected path that must be completed in order to become "Acquired." Both track your progress as the items are completed.

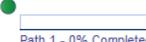
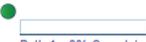
View **Active** ▾

Name Show Required Curricula Only

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

Curricula [Add Curricula](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 6 out of 6 results

| Name | Selected Path (% Complete) | Status | Assigned By | Target Date | Actions |
|--|---|--------------|------------------------|-------------|-------------------------|
| EEO & Diversity Awareness Training for Employees | EEO & Diversity Awareness | Discontinued | NIH Learner | | Actions |
| LMS Training |  Path 1 - 0% Completed | Acquired | NIH PeopleAdmin (More) | | Actions |
| Sample Curriculum |  Path 1 - 0% Completed | Acquired | NIH Manager | | Actions |
| Test Supervisor Development Curriculum | Supervisory Development Skills | Discontinued | NIH Manager | 01/01/2011 | Actions |

Curriculum name link



Figure 3 – Link for the name of the curriculum on the Curricula page

5. The current status of the curriculum is displayed.

The screenshot displays the 'LMS Training' interface. At the top, there is a header with the title 'LMS Training' and a 'Back' button. Below the header, a table shows the following information: Assigned By: NIH PeopleAdmin, Assigned On: 11/09/2010, Status: Acquired, Acquired On: 01/29/2015, and Description: Training Administrator. To the right of this table is a 'More Actions' button with a sub-button 'Add to Plan'. Below the table is a navigation bar with three tabs: 'Main' (selected), 'Recent Acquisition History', and 'Complete Progress Report'. Underneath the navigation bar, there are two radio buttons: 'Graphical View' (selected) and 'Detailed Status View' (unselected). An arrow points from the text 'Detailed Status View radio button' to the 'Detailed Status View' radio button. Below the radio buttons, the 'Path' is 'Path 1' and 'Percent Completed' is shown as a progress bar at 0%. A note states 'This path is used to acquire curriculum.' The main content area contains two curriculum items: 'Learning With Saba (Optional)' and 'Training Administrator (Required)'. Both items show a status of 'Incomplete', 'Progress: 0 of 1 Learning Items Completed', and 'Complete 1 of 1 available courses and curricula.' Each item has a corresponding button: 'Learning With Saba' and 'NIH-LMS Training Administrator'. A 'Back' button is located at the bottom right of the page.

Figure 4 – Detailed Status View radio button on the selected curriculum status page

NOTE: Select the **Detailed Status View** button for a more detailed view. The courses associated with the curriculum are displayed at the bottom.

LMS Training

Assigned By: NIH PeopleAdmin Assigned On: 11/09/2010

Status: Acquired

Acquired On: 01/29/2015

Description: Training Administrator

Back

More Actions
Add to Plan

Main Recent Acquisition History Complete Progress Report

Graphical View **Detailed Status View** ⓘ

Path: Path 1

Percent Completed:
0% Completed

This path is used to acquire curriculum.

Path 1

Completion Requirement: 1 of 2 Modules Required
Status: **Not Completed**
Percentage Completed: (0%)

Legend:
 Not Enrolled
 Enrolled
 Complete

Modules

| | | |
|---|--------|--------------------------|
| Learning With Saba (Optional) Completion Requirement: 1 of 1 Learning Items Required Status: Not Completed Progress: 0 of 1 Learning Items Completed | | |
| Learning With Saba | Course | Register |
| Training Administrator (Required) Completion Requirement: 1 of 1 Learning Items Required Status: Not Completed Progress: 0 of 1 Learning Items Completed | | |
| NIH-LMS Training Administrator | Course | Register |

Back

Figure 5 – Detailed Status View of the selected curriculum

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