



## **LEARNING MANAGEMENT SYSTEM (LMS) COURSE REGISTRATION WITHIN A CURRICULUM**

This QRG will provide instructions for registering for a course that is part of a curriculum in which you are enrolled.

1. Log into 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 navigation menu.

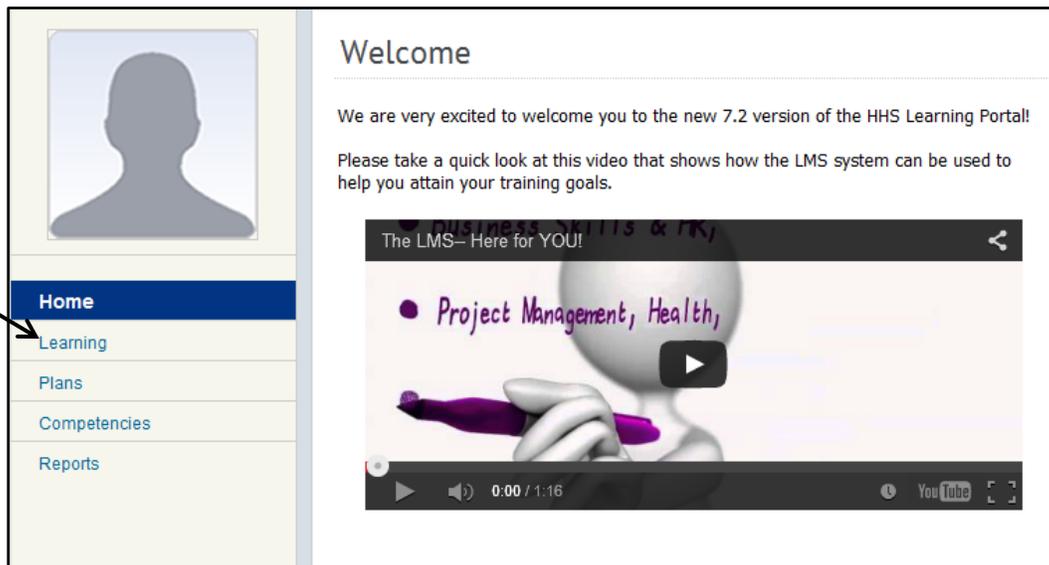


Figure 1 – Learning link in the left menu on the LMS home page

3. Click the **Curricula** link on the left.

**Curricula link**

**Current Learning**

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

All | Courses | Certifications | Curricula

Getting Started with Visio 2010 (MO\_BVIS\_A01\_DT\_ENUS,Version:2.2) Status: Confirmed  
Duration: 01:00 hours Registration Date: 06  
Hide Learning Assignments ▲

Training Content: SS\_CO-mo\_bvis\_a01\_dt\_enus  
Status: Not Evaluated (Unlimited attempts)

Books 24x7 (00002006,Version:1.0) Status: Confirmed  
Duration: 00:00 hours Registration Date: 06  
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 with courses 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 7 out of 7 results

Name	Selected Path (% Complete)	Status	Assigned By	Target Date	Actions
<a href="#">ASAM Action Officer Training</a>	ASAM Action Officer Path - 0% Completed	Assigned	NIH Learner		<a href="#">Actions</a>
<a href="#">MS Training</a>	Path 1 - 0% Completed	Acquired	NIH PeopleAdmin <a href="#">(More)</a>		<a href="#">Actions</a>
<a href="#">NIH Core Curriculum</a>	Path 1 - 0% Completed	Assigned	NIH Learner		<a href="#">Actions</a>
<a href="#">Sample Curriculum</a>	Path 1 - 0% Completed	Acquired	NIH Manager		<a href="#">Actions</a>
<a href="#">Test Supervisor Development Curriculum</a>	Supervisory Development Skills	Discontinued	NIH Manager	01/01/2011	<a href="#">Actions</a>

**Name link**



Figure 3 – Link for the name of a curriculum

5. Scroll down the Main tab to view the required courses within the curriculum and click on the link for the title of the course for which you want to register.

The screenshot displays the NIH Core Curriculum interface. At the top, the title "NIH Core Curriculum" is shown with a globe icon and a menu icon. Below the title, there are two buttons: "Begin Registration" and "Back". The interface shows the user is assigned by "NIH Learner" on "06/19/2015" with a status of "Assigned". A "More Actions" button with a sub-button "Add to Plan" is also present. A description states: "The Core Curriculum is a 6 part course (including the prerequisite Fundamentals of NIH Extramural Activities). When completed in full, this Curriculum earns 2 ESA Training credits." Below this, there are two tabs: "Main" (selected) and "Complete Progress Report". Under the "Main" tab, there are radio buttons for "Graphical View" (selected) and "Detailed Status View". A progress bar for "Path 1" shows "0% Completed". The main content area is titled "FEA & Core's 1-5 (Required)" and shows "State: Incomplete" and "Progress: 0 of 6 Learning Items Completed". It instructs the user to "Complete 6 of 6 available courses and curricula." Six course boxes are displayed, each with a blue link: "NIH Fundamentals of Extramural Activities", "NIH Core Curriculum One - Funding Mechanisms", "NIH Core Curriculum Two - Program Policies and Procedures", "NIH Core Curriculum Three - Review Policies and Procedures", "NIH Core Curriculum Four - Staff Interactions: How the Extramural Team Functions", and "NIH Core Curriculum Five - R&D Contract Policies and Procedures". At the bottom, there are "Begin Registration" and "Back" buttons. An external label "Course name link" with an arrow points to the first course link.

**Course name link**

Figure 4 – Link for name of a course within the curriculum

6. Click the **Register for Course** link in the activity menu.

The screenshot displays the NIH Core Curriculum interface. At the top, it shows the course title "NIH Core Curriculum" and navigation buttons for "Begin Registration" and "Back". Below this, the assignment details are listed: "Assigned By: NIH Learner", "Assigned On: 06/19/2015", and "Status: Assigned". A "More Actions" menu is visible with an "Add to Plan" option. The description states: "The Core Curriculum is a 6 part course (including the prerequisite Fundamentals of NIH Extramural Activities). When completed in full, this Curriculum earns 2 ESA Training credits." The interface includes a navigation bar with "Main" and "Complete Progress Report" tabs, and view options for "Graphical View" (selected) and "Detailed Status View". A progress indicator shows "Path 1" with a green dot and "Percent Completed". A tooltip for "NIH Fundamentals of Extramural Activities" is open, showing its ID (NIHOERFEA001), offering status ("Recorded Online Offering"), and a "Register for Course" link. An arrow points from the text "Register for Course link" to this link. Below the tooltip, a grid of course boxes is shown, including "NIH Fundamentals of Extramural Activities", "NIH Core Curriculum One - Funding Mechanisms", "NIH Core Curriculum Two - Program Policies and Procedures", "NIH Core Curriculum Three - Review Policies and Procedures", "NIH Core Curriculum Four - Staff Interactions: How the Extramural Team Functions", and "NIH Core Curriculum Five - R&D Contract Policies and Procedures". At the bottom, there are "Begin Registration" and "Back" buttons.

**Register for Course link**

Figure 5 – Register for Course link on the activity menu

7. Click the **Launch Content** link for the offering for which you wish to register.

**Search the Catalog**

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

[Catalog Search Instructions](#)

Location	<input type="text"/>	Keyword	<input type="text"/>
Delivery Type	All	Start Date >=	06/19/2015
Language	English	End Date <=	
Category	<input type="text"/>	Facility	<input type="text"/>
Competency	<input type="text"/>	Currency	US Dollars
ID	<input type="text"/>	Field of Study	<input type="text"/>
Title	NIH Fundamentals of E		

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

**Learning Offerings** [Calendar View](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Credits	Price	Add
<a href="#">NIH Fundamentals of Extramural Activities</a>		Recorded Online Offering						English		0.00 USD	<a href="#">Launch Content</a>

**Launch Content link**

**NOTE:** Online courses will only return one offering without dates associated. Instructor led course may have many dates available.

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