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.

![View Learning Assignments link](image.png)

Figure 1 – View Learning Assignments link on Completed Learning page
4. On the Learning Assignments screen, click the **Launch Content** button.

![Figure 2 – Launch Content button on course details page](image)
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.

![Figure 3 – Play this Course link for a sample SkillSoft course](image)

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.

![Figure 4 – SkillSoft Books 24 x 7 link for a sample Books 24x7 course](image)

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

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