LEARNING MANAGEMENT SYSTEM (LMS)
ADDING EXTERNAL LEARNING ITEMS TO TRANSCRIPTS – LEARNING ADMIN

This QRG will guide Learning Administrators through the task of adding external items to a transcript in the LMS. External Learning items are those which do not exist in the course catalog or have already been added to another Learner’s transcript.

Two specific fields should be populated on the transcript record:
- EHRI: Default Training Type
- Field of Study

These instructions are intended for use by NIH LMS Learning Admins.

IMPORTANT: Guidelines for verifying completed training may vary. Please be sure to check with your organization to determine the process for verifying the completion of training prior to manually adding the completion to a learner’s LMS record.

1. Log into the LMS.
2. Click the Admin icon.

Figure 1 – Admin icon
3. Click the **Learning Administration** link in the left navigation menu.
4. Click the **Completed Learning** link in the left menu.

![Completed Learning link](image)

**Figure 3 – Completed Learning link**

5. Enter the name of the Learner in the Person Names search field then click the **Search** button.

![Person Names field and Search button](image)

**Figure 4 – Person Names field and Search button**
6. Click the **View Completed Courses** link in the Actions column.

![Figure 5 – View Completed Courses link]
7. Click the **Add Completed Learning** link.
8. Check to see if the completion being added already exists in the LMS. Creating new transcript items without first checking for an existing course or transcript completion may result in duplications, which complicates reporting. Check for various spellings and abbreviations as well.

   a. Click the **Use Existing Item** link.

   ![Use Existing Item Link Screen](image)

   **Figure 7 – Use Existing Item Link Screen**

   b. Use the Course ID or Name fields in addition to the **Search Catalog** (to search in the LMS catalog) or the **Search Existing Completed Course Items** (other Learner transcripts) radio buttons.

   ![Search for Items to Add a Completed Learning to Learner's Transcript Screen](image)

   **Figure 8 – Search for Items to Add a Completed Learning to Learner's Transcript Screen**
9. If the course does not have existing completions that you can utilize, then enter data directly on the Add Completed Course to Learner’s Transcript page.

This would then begin the process of adding a new external item to a learner’s transcript. All red fields are required. NOTE: Course ID must be unique.
10. To enter supervisory training specific values, do the following:

   a. Locate the EHRI: Training Type Sub Code (1124) field on the New Course page, in the Other Information section.

   b. Select **Supervisory Program** from the drop-down menu.

   c. Click the **Save** button.

   **NOTE:** Make sure to complete all required fields in Red to avoid the following error:

   ![Figure 10 – EHRI Required Fields Error Screen](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)