LEARNING MANAGEMENT SYSTEM (LMS)
RUNNING THE HHS COURSE CATALOG REPORT

This QRG provides instructions for generating the HHS Course Catalog Report. This report allows a LMS Administrator to create a Course Catalog by Domain, Course Title, Category, Delivery Type (Instructor-led, Web-based, or All), Competency, and/or Job.

This report is especially useful to create the current list of the free Skillsoft online courses that are available in the LMS. This can be done by selecting the HHS Common Domain, and select the Delivery Type of Web-Based.

1. Log on to the LMS.

2. Click on Admin icon.

Figure 1 – Admin icon
3. Click the **Reports** link in the left navigation menu.
4. Enter HHS Course Catalog in the Name field and click the **Search** button.

![Figure 3 – Name field and Search button](image)

5. Click the **Actions** link for the HHS Course Catalog Report.

![Figure 4 – Actions link](image)

6. Click the **Execute** link on the Actions activity menu.
7. Click the **Domain** pick icon.
8. Enter the Domain name in the Name field and click the **Search** button. You can also simply click the **Search** button to see all Domains.

![Figure 7 – Name field and Search button](image-url)
9. Click the **Select** checkbox.

![Figure 8 – Select checkbox](image-url)
10. Using the Delivery Type pull-down menu, select either **All**, **Instruct-Led**, or **Web-Based**.

11. Click the **Generate Report** button.
12. To print the report, click the **Print this report** icon.

![Print this report icon](image1)

**Figure 12 – Print this report icon**

13. Click the **Export** button on the Print to PDF message box.

![Export button](image2)

**Figure 12 – Export button**
14. Depending on the amount of data in the report, it could take up to five minutes for the LMS to export the report data into a pdf file. A notification bar will display at the bottom of the screen in the Internet Explorer browser when the pdf has been created. Click the **Open** button on the notification bar to open the pdf file in Adobe Reader/Acrobat.

![Figure 13 – Open button](image)

15. Print the file from Adobe Reader/Acrobat.

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)