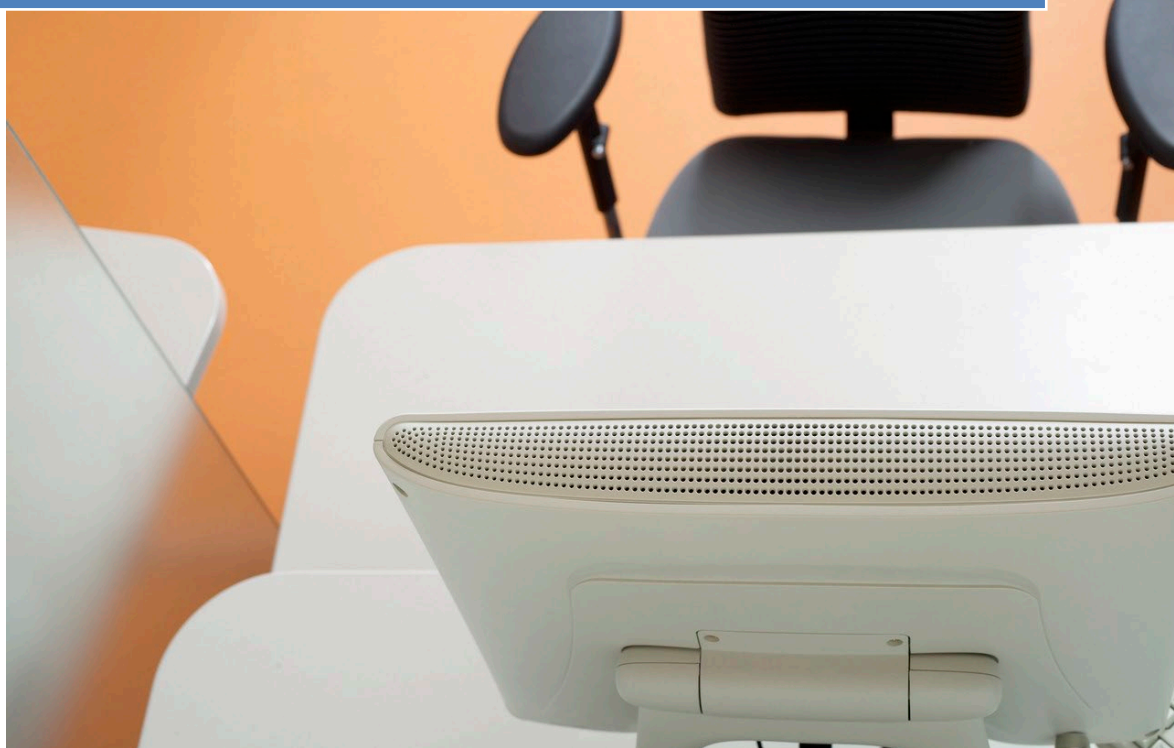


# HHS Learning Portal

## NIH LMS Content Administrator



NIH Training Center  
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# HHS LEARNING PORTAL CONTENT ADMINISTRATOR

Version 6.0



# National Institutes of Health Training Center

National Institutes of Health Training Center, Rockville, MD 20817

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<b>3.1</b>	02/24/2014	Jesus Bonet	02/24/2014	Updated HRSS Helpdesk contact information
<b>4.0</b>	02/19/2015	Tom Holscher		Updates for the 7.2 Upgrade
<b>5.0</b>	07/24/2019	Tom Holscher	07/29/2019	Updated URLs
<b>6.0</b>	08/09/2022	Tom Holscher	08/09/2022	Updated Import Content screen shots

Please submit any questions or suggestions for changes to [https://nihohrweb.nih.gov:1010/WiTS\\_IntraHR/index.aspx](https://nihohrweb.nih.gov:1010/WiTS_IntraHR/index.aspx).

## CONTENTS

Introduction .....	8
Developing Course Content for the LMS .....	9
SCORM / AICC Standards .....	9
Section 508 Accessibility .....	11
Online Course Development Process .....	13
Getting Your Course Into the LMS .....	15
Scorm Compliance .....	15
Test for SCORM Compliance .....	15
Import Content .....	20
Content Inventory Details Screen .....	27
Content Subscriptions Tab.....	28
Content Metadata Tab .....	30
Test Online Course .....	30
Building Tests and Questionnaires .....	31
Tests Versus Questionnaires .....	31
Question Groups .....	32
Create a Question Group.....	32
Tests .....	37
Create a Test .....	37
Add Sections to a Test.....	41
Adding Questions to A Section .....	44
Add Multiple Choice Questions .....	45
Add True/False Questions .....	47
Add Fill-in-the-Blank Questions .....	50
Add A Question From A Question Group.....	51
Preview and Publish a Test .....	52
Questionnaires .....	55
Create a Questionnaire .....	55
Add Sections to a Questionnaire .....	56
Add Essay Questions.....	57
Add Likert Scale Questions.....	58

**Content Administrator**

Add Multiple Choice Questions .....61

Add Yes/No Questions.....61

Preview and Publish a Questionnaire .....61

Using the Knowledge Base.....61

Helpful Information.....63

    Links and Resources.....63

Appendix A – Organization Codes .....64

Appendix B – HHS Learning Portal Domain Structure .....65

## INTRODUCTION

The LMS Content Administrator role is for those who need to upload online content for courses or develop tests and questionnaires in the LMS.

**NOTE:** Even though a Content Administrator may upload course content, a Training Administrator must make that content available to learners by attaching it to a course and offering.

In the Content Administrator course, you will learn to:

- Manage the development of course content, to include consideration of...
  - SCORM standards
  - Section 508 compliance
  - Courseware development process
- Import content into the LMS and make it available as a course for learners
- Create an assessment question group
- Create a test
- Create a questionnaire
- Use the Knowledge Base for informal content

This section of the user manual will guide you through the process of using the privileges assigned to you as a Content Administrator.



### DEVELOPING COURSE CONTENT FOR THE LMS

This course is not intended to teach you how to develop online courseware. Rather, it is intended to teach you to manage online courseware in the LMS, post development. Prior to being loaded to the LMS, the content may have been developed 'in-house' or by an outside vendor.

Online courseware standards, LMS interaction, audience, roll-out plan and expected deliverables should be considered **BEFORE** any work begins. Paying attention to these key factors before your content is loaded to the LMS will help ensure a successful deployment. It will also save considerable time and money by minimizing the need for remediation later.

### SCORM / AICC STANDARDS

Standards from the Aviation Industry Computer Based Training (CBT) Committee, a.k.a. AICC, and the Shareable Content Object Reference Model, a.k.a. SCORM, are designed to pass information back and forth between your course and the LMS.

The information is passed through variables, and allows such things as bookmarking, tracking of progress, test scoring, and ensuring a learner completes the entire course before it is marked as successful. SCORM is the newer, preferred standard; however, both AICC and SCORM courses will work with the Saba LMS. The HHS Learning Portal currently supports versions 1.2 and 2004 SCORM standards; however, SCORM 1.2 is the preferred, and most utilized, version.

**AICC** primarily uses the HTTP AICC Communication Protocol (HACP) to facilitate communication between the course content and the learning management system (LMS). The HACP method uses an HTML form to send information to the LMS and the LMS sends information back to the course as a simple text string.

**Pro:** AICC allows content to exist on a separate server and supports secure information transfers with HTTPS.

**Con:** Organization of data is more complicated and it requires multiple functions to remove information from the string returned by the server.

**Con:** AICC-compliant LMSs only have to support specific features. Thus, the content developer is required to write all of the functions for communication.

**SCORM** was developed by Advanced Distributed Learning (ADL), a research group sponsored by the Department of Defense to develop standards for e-learning training materials. The method used to communicate between the course content and the LMS is referred as JavaScript Application Programming Interface (JS API). JS API is a set of functions defined on the LMS that a developer can call, using JavaScript, to pass information to and retrieve information from the LMS.

## **Content Administrator**

**Pro:** There is a standard set of functions to send and retrieve information.

**Con:** There are issues with cross-browser scripting. The content and LMS must be on the same server.

If you are contracting course development, your statement of work (SOW) and contract should specify that the end product must be AICC or SCORM 1.2/2004 compliant and work with HHS' implementation of the Saba LMS.

For more information on the SCORM standard, visit:

- SCORM: <http://www.adlnet.gov/>

**IMPORTANT:** Content can be loaded to the LMS without being AICC or SCORM compliant, such as PowerPoint files, PDF documents, etc. However, since there is no communication being passed to the LMS, this content will mark complete as soon as a learner opens it, regardless of whether learners read the content or not. Be sure to determine tracking needs for the course before determining how it will be developed.

### SECTION 508 ACCESSIBILITY

All electronic content made available by government agencies must be Section 508 compliant. There are no exceptions! This applies to materials intended for internal and external use, regardless of the audience size. Failing to comply with Section 508 accessibility standards can derail your training initiative and make your organization susceptible to legal action.

Section 508 is part of the Rehabilitation Act of 1973 enacted to overcome barriers in information technology for people with disabilities. It is mandatory for all Federal government agencies. Not only is it mandatory, but it is the right thing to do in order to avoid excluding people with disabilities from accessing the same information to which everyone else has access.

If you develop materials in-house, you assume responsibility for ensuring Section 508 compliance. If you contract for development, make sure you include Section 508 requirements in your SOW and contract, and require your vendor to complete the HHS Product Accessibility Template (PAT) thoroughly. (See reference below.)

There are many resources available to help you comply with Section 508.

➤ **Section 508.gov**

<http://www.section508.gov/>

This site is targeted to the Federal government and includes a wealth of information, including Section 508 law, training, tools, Department-level contacts, etc. It also includes links to the Buy Accessible Wizard (BAW).

➤ **Buy Accessible Wizard (BAW)**

<http://www.buyaccessible.gov/>

This is a GSA site designed to help you comply with Section 508 requirements with any procurement, including online courseware development.

**NOTE:** Even if you are developing courseware in-house, use the Buy Accessible Wizard to ensure you are complying with all applicable standards from the beginning. The site includes training on how to use the tool. It will give you provisions to include in a SOW for online course development, ensuring your vendor knows exactly what is expected up front. It will also help you search for vendors who have the expertise to meet Section 508 requirements.

## ***Content Administrator***

- **HHS Office for Web Communications & New Media, Section 508**  
<http://www.hhs.gov/web/508/>  
This site contains a wealth of information, including compliance checklists for different types of files and standards to follow. There are also links to some online training resources.
  
- **NIH's Office of Acquisition Management and Policy (OAMP) provides some information at**  
<http://oamp.od.nih.gov/dape>
  
- **NIH's Center for Information Technology (CIT)**  
<http://training.cit.nih.gov/>  
CIT offers some classes on developing Section 508 compliant documents.

Some ICs have additional information and contacts regarding Section 508 compliance as well.

### ONLINE COURSE DEVELOPMENT PROCESS

Although this is not a lesson to teach all the details of online course development, there are some highlights and deliverables you should be aware of. If you are contracting development, make sure these milestones and deliverables are in your SOW and contract.

At a minimum, each of the major milestones below should be sign-off approval points for the project:

- **Storyboards:** At this point in development, the content outline and course flow should be documented. Storyboards show a screen-by-screen layout of the content, graphics, links, and navigation to be developed into each page of the course. This is the time to ensure the content is correct, the navigation is logical, and you like the overall color and navigation scheme for the course.
- **Beta:** This is the first time you see a programmed product. It is still a draft at this point, but you should make sure it will load into the LMS (using the Staging environment) with all functions (launch, bookmarking, completion, exit) working correctly. This is also a good time to have an initial Section 508 compliance evaluation done.
- **Pilot:** At this stage, your course should be very close to complete. All major course elements should be present. The pilot course should be loaded into the LMS Production environment, but only made available to a small testing group. Your pilot testers should be representative of the target population of learners, and you should include users with disabilities, PC users, and Mac users. Your testers should complete the pilot course in its entirety and provide you with feedback.
- **Final product:** All revisions should be complete and any problems uncovered during pilot testing should be resolved. Final deliverables include:
  - *Source files* – Unpackaged course files in the authoring tool format and all original graphics or other resources used in the course. You will need these if the course requires revisions later.
  - *SCORM package* – This is a ZIP file containing all course resources that is packaged and exported from the authoring software. It should be exported from the authoring tool as a SCORM 1.2/2004 or AICC package.

**NOTE:** Be sure the `imsmanifest.xml` file is always at the root of the ZIP SCORM package. This means that the `imsmanifest.xml` file cannot be inside a folder within the ZIP package.

**IMPORTANT:** Make sure you always obtain the source files and SCORM package from any vendor. These are government property if the project was developed with government funds. You need the SCORM package to load into the LMS, and you need the source files if you ever need to make any course revisions.

## ***Content Administrator***

Any course authoring tool may be used to develop online content for the LMS as long as the output is Section 508 compliant and AICC or SCORM 1.2/2004 compliant. Ideal tools allow the content to be saved as HTML files, as well. This supports the manipulation of course files for Section 508 remediation.

Saba Publisher is just one example of an authoring tool, derived from Lectora, that is specifically compatible with the Saba LMS, but it is not required.

## GETTING YOUR COURSE INTO THE LMS

### SCORM COMPLIANCE

Once you have content ready to load into the LMS, there are several steps you must follow to make it available for learners to access.

1. Test the SCORM package for SCORM compliance. (Not applicable to non-SCORM content.)
2. Import the content to the LMS content repository.
3. Preview the uploaded content.
4. Make the content available to learners through a course offering.
5. Test it as a learner.

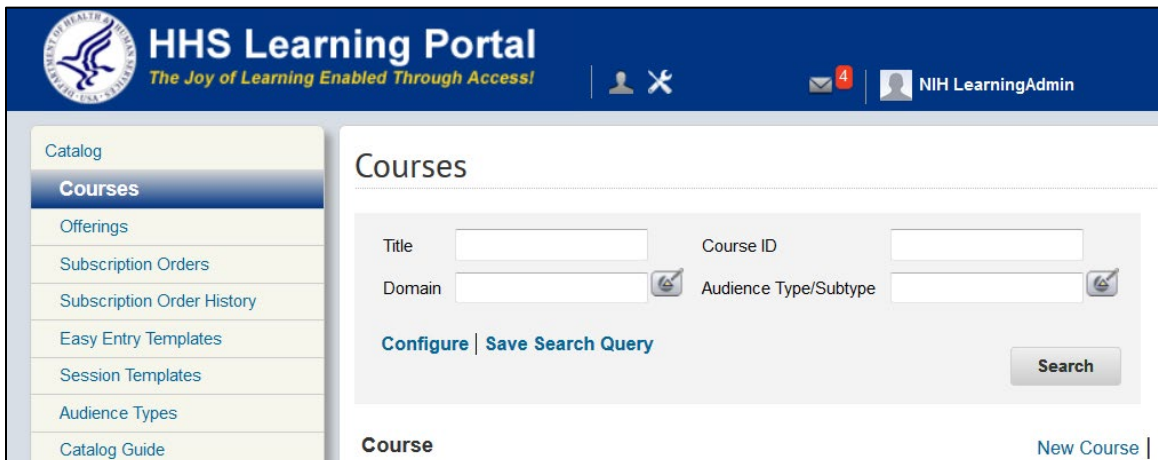
The Step-By-Step procedures that follow will guide you through the process.

**IMPORTANT:** Before you begin the process of uploading any content, make sure the content file is on a local computer drive, not a network drive. This will make the process faster, more efficient, and avoid any problems with network traffic.

### TEST FOR SCORM COMPLIANCE

The SCORM compliance test should only be run on a ZIP file that was exported as a SCORM 1.2/2004 package. For all other content, skip this procedure.

1. Click the **Admin** icon.
2. Select the **Learning** role in upper menu bar. If the Learning Administrator role is the only role you have, it will be the default.

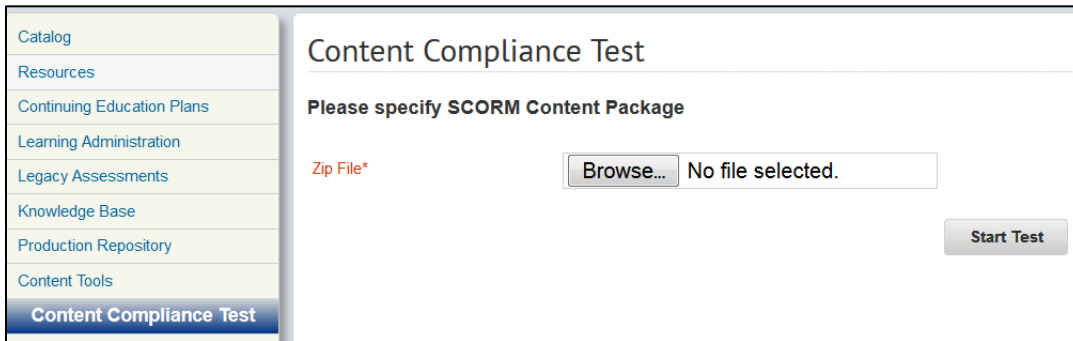


The screenshot shows the HHS Learning Portal interface. The header includes the HHS logo, the text "HHS Learning Portal" with the tagline "The Joy of Learning Enabled Through Access!", and user information for "NIH LearningAdmin". A left-hand navigation menu lists "Catalog", "Courses", "Offerings", "Subscription Orders", "Subscription Order History", "Easy Entry Templates", "Session Templates", "Audience Types", and "Catalog Guide". The main content area is titled "Courses" and contains a search form with fields for "Title", "Course ID", "Domain", and "Audience Type/Subtype". Below the form are links for "Configure" and "Save Search Query", and a "Search" button. At the bottom of the main area, there is a "Course" label and a "New Course" link.

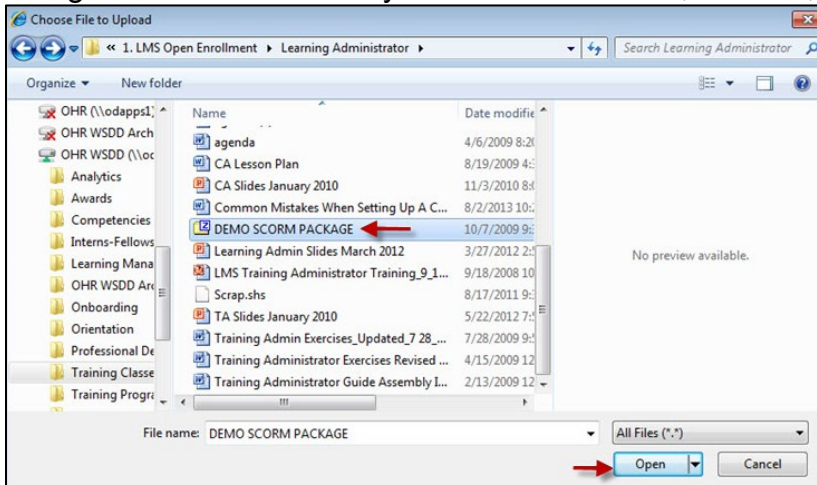
3. Click Content **Tools** on the left hand menu.

## Content Administrator

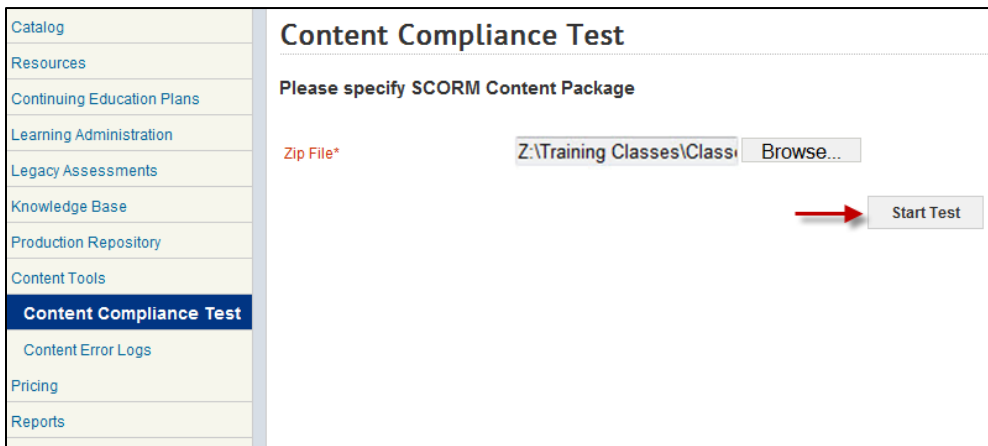
- Click **Browse**.



- Navigate to the location of your SCORM ZIP file, select it, and click **Open**.



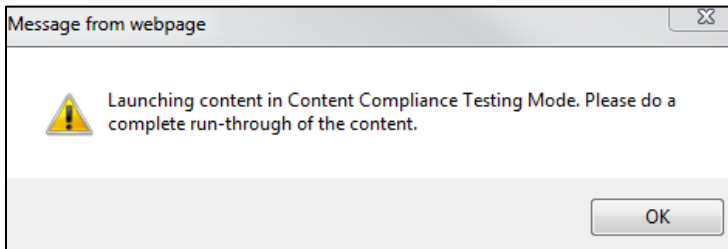
- Click **Start Test**.





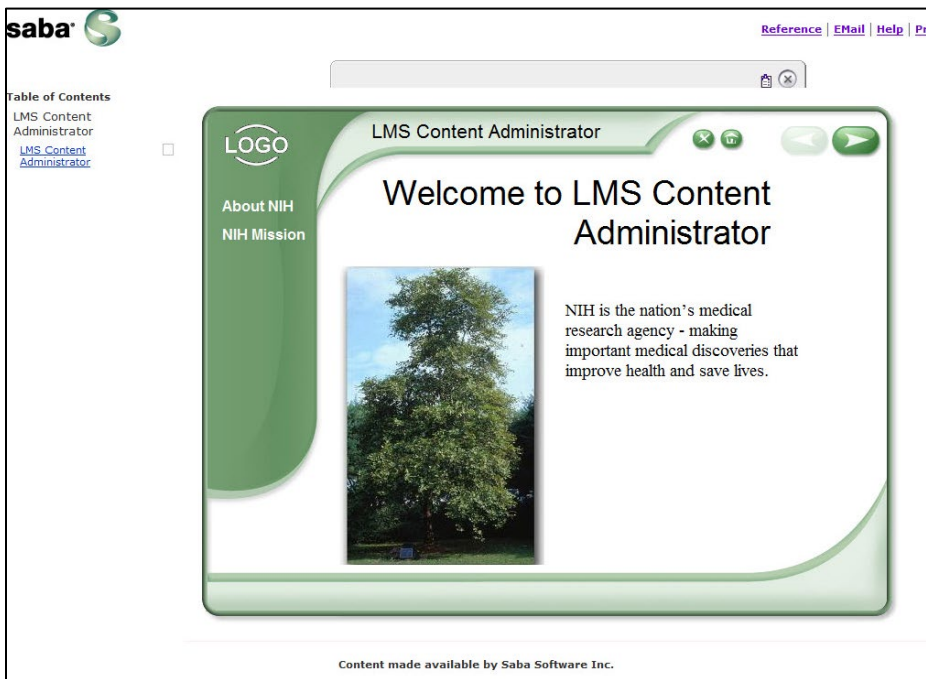
## Content Administrator

- Click **OK** from the Message from webpage dialog box.



- When the course content launches, navigate through it and exit as your learner will.

**NOTE:** If the content is exited without being completed, the LMS will prompt you to “Exit and Finish” “Exit and Resume Later,” or “Exit without Saving.”



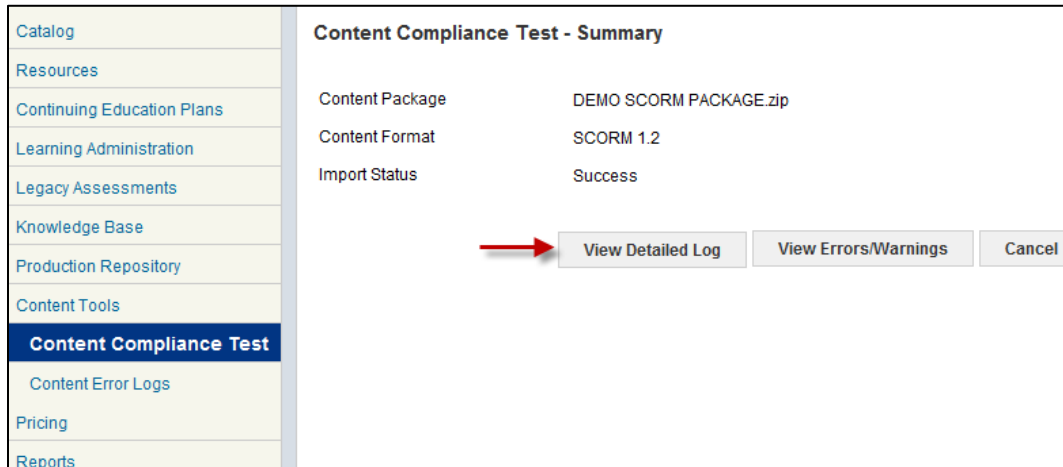
- If the SCORM package is formatted properly for use in the LMS, then the “Content Compliance Test – Summary” indicates an **Import Status of Success** and the content may be uploaded to the LMS for additional testing.

**NOTE:** This test tool checks the content’s ability to communicate with the LMS. It is possible for the content to successfully communicate with the LMS without correctly functioning as a course (internal navigation, menus, pass correct values, etc.).

If errors are encountered during the Content Compliance Test, they can be examined in more detail by clicking **View Errors/Warnings**. These errors should be provided to the course developer for correction.

## Content Administrator

10. Click **View Detailed Log** to view a detailed list of communications that took place between the course content and the LMS. Near the bottom, verify that there is a line that reads **“cmi.core.lesson\_status = p”** or **“cmi.core.lesson\_status = passed.”**



**IMPORTANT:** If this communication value does not specify “p” or “passed,” then the course will not mark a completion in the LMS, even when the learner completes the course content.

```
LMSSetValue() finished successfully.

LMSCcommit() has been invoked.
Data sent by Content to Saba LMS:
cmi.core.lesson_location = a001_roles_and_responsibilities_course_complete.html
cmi.core.lesson_status = p
cmi.core.session_time = 00:01:26

LMSCcommit() finished successfully.

LMSFinish() has been invoked.
Data sent by content to Saba LMS at the time of exit:
```

A successful compliance test and `cmi.core.lesson_status` variable set to “p” or “passed” means that the SCORM package is formatted correctly and it should complete when learners finish. It does not mean that every aspect of the course functions the way it is intended. There are several other steps at which testing is done before the course is ready for learners.

**Note:** A Shareable Content Object (SCO) is a launchable learning object (resource) that communicates with the run-time environment that launched it.

The `cmi.core.lesson_status` must always be one of the following values:

## **Content Administrator**

- **“p” or “passed”**: Necessary number of objectives in the SCO were mastered, or the necessary score was achieved. Student is considered to have completed the SCO and passed.
- **”completed”** The SCO may or may not be passed, but all the elements in the SCO were experienced by the student. The student is considered to have completed the SCO. For instance, passing may depend on a certain score known to the LMS system. The SCO knows the raw score, but not whether that raw score was high enough to pass.
- **“failed”**: The SCO was not passed. All the SCO elements may or may not have been completed by the student. The student is considered to have completed the SCO and failed.
- **“incomplete”**: The SCO was begun but not finished.
- **“browsed”**: The student launched the SCO with a LMS mode of "browse" on the initial attempt.
- **“not attempted”**: Incomplete implies that the student made an attempt to perform the SCO, but for some reason was unable to finish it. Not attempted means that the student did not even begin the SCO. Maybe they just read the table of contents, or SCO abstract and decided they were not ready. Any algorithm within the SCO may be used to determine when the SCO moves from "not attempted" to "incomplete".

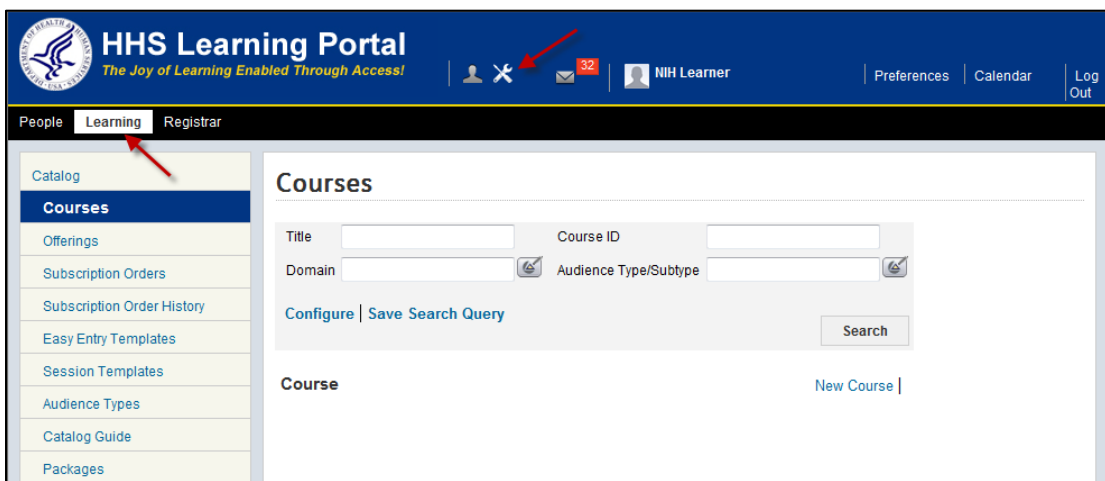
## Content Administrator

### IMPORT CONTENT

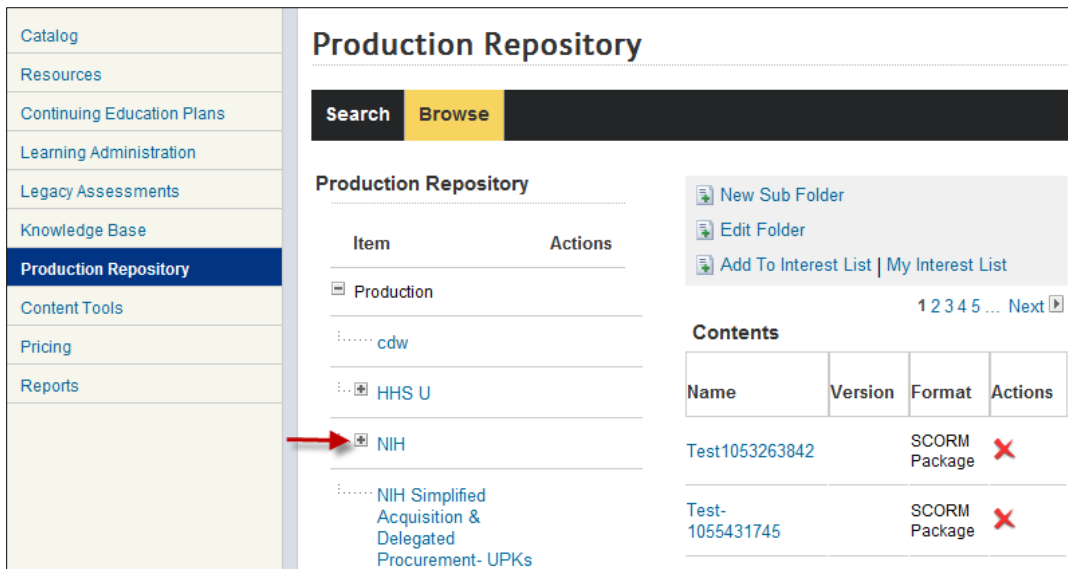
The HHS Learning Portal has a dedicated server for storing online content. Online content must be uploaded to the server and then made available to learners through the course catalog. Although it is possible to host online content on an external server as well, there are a number of complications to consider (content completing on launch, non-network access to content stored inside the NIH network, coordination with an external vendor, etc.).

Contact the NIH LMS Team before pursuing external content hosting.

1. Click the **Admin** icon.
2. Select the **Learning** role in upper menu bar. If the Learning Administrator role is the only role you have, it will be the default.



3. Click **Production Repository** on the left hand menu.
4. Locate NIH in the hierarchy and click the Plus sign (+) to its left to expand the sub folders.



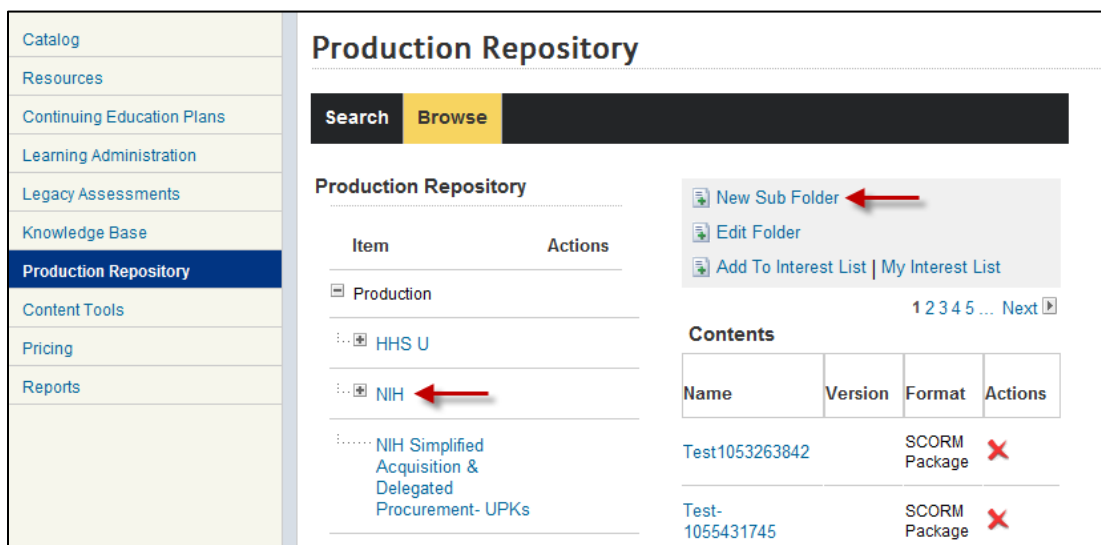
## Content Administrator

All content post belongs in a sub folder under the **NIH** folder.

**NOTE:** Some sub folders exist already. The **red X** appearing next to the sub folder name indicates which sub folder you currently have selected. Notice that the view below indicates you have the NIH root folder selected. Content stored in each folder is listed in the Contents table. Clicking the red X under the Actions column will delete the content item. Clicking the item title will display more details, including a link to preview the content. If the list of content items is long, use the Search tab to locate content.

If a sub folder needs to be created for your IC or organization, do the following:

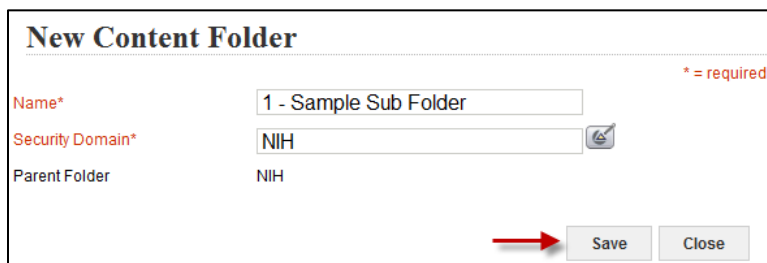
1. Make sure you are at the NIH folder by clicking the NIH folder title.
2. Click **New Sub Folder**.



The screenshot shows the 'Production Repository' interface. On the left is a navigation menu with 'Production Repository' selected. The main area has a 'Search' and 'Browse' tab. Below the tabs is a tree view of folders: 'Production', 'HHS U', 'NIH' (selected with a red arrow), and 'NIH Simplified Acquisition & Delegated Procurement- UPKs'. To the right of the tree view is a 'New Sub Folder' button (highlighted with a red arrow), 'Edit Folder', and 'Add To Interest List | My Interest List'. Below this is a 'Contents' table with columns 'Name', 'Version', 'Format', and 'Actions'. The table contains two rows of content items, each with a red 'X' in the Actions column.

Name	Version	Format	Actions
Test1053263842		SCORM Package	X
Test-1055431745		SCORM Package	X

3. In the **New Content Folder** pop-up window, specify the name of your new folder, and make sure it is set at **Security Domain NIH** and **Parent Folder NIH**.
4. Click **Save**.



The 'New Content Folder' pop-up window has the following fields:

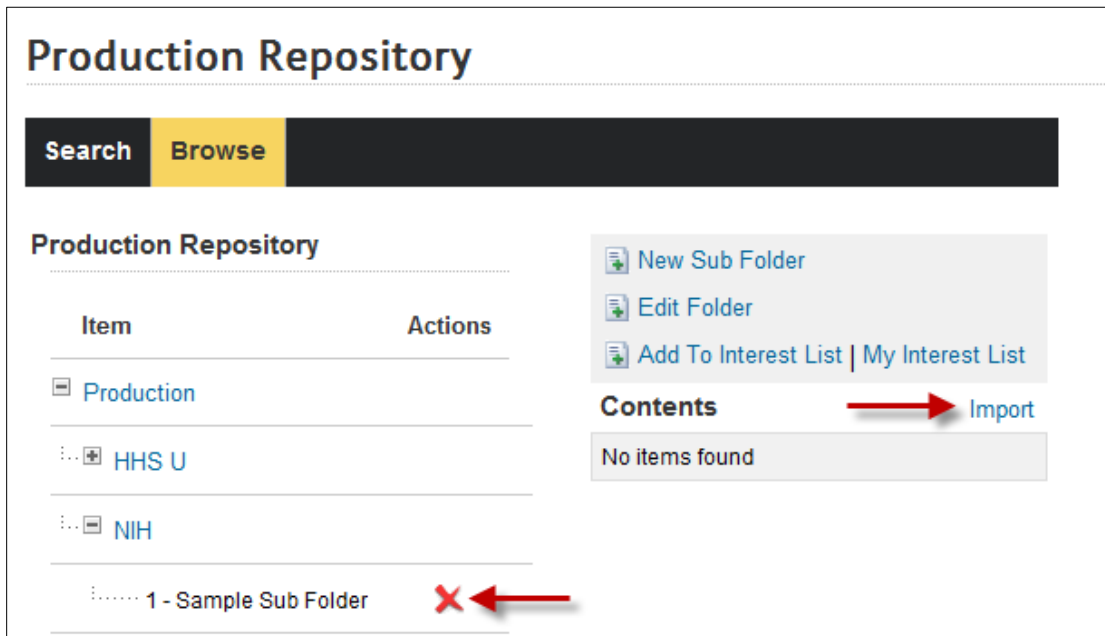
- Name\***: 1 - Sample Sub Folder
- Security Domain\***: NIH
- Parent Folder**: NIH

At the bottom right, there are 'Save' and 'Close' buttons, with a red arrow pointing to the 'Save' button.

5. The new sub folder should appear under the **NIH** folder.
6. Click the name of the sub folder that will be used to store the content.

## Content Administrator

### 7. Click **Import**.



8. Give the content a meaningful **Name** and make sure the **Security Domain** is set to NIH.
9. If you are uploading a SCORM package, select SCORM Package in the drop-down menu for **Content Format**. Other types of files you may upload for content are AICC, a file (use if your content is a PDF, PPT, etc.), URL, or ZIP file. (Remember that only SCORM and AICC content types will track learner information.)
10. Choose an appropriate **Player Template** using the picker icon next to that field. There are three choices:
  - a. **3x/5.1 Compatibility Template** – This player is typically used for Skillsoft courses and may be necessary for Mac usability, depending on your course.
  - b. **AICC Player Template with no frames** – This player is for external AICC URL type content, for more details please refer to the product documentation.
  - c. **CDC – MISO CSC** – This player is oversized and includes a table of contents (TOC). The TOC can be moved off the screen to allow the viewing of a full screen presentation.
  - d. **Content Player in Modal Window** – This player should be used for content which needs to be displayed in a modal window.
  - e. **Empty Player** – This player will open your course in a window without additional navigation or menu options. To use this template, all

## Content Administrator

navigation and menu features must have been programmed into the course itself.

- f. **System Defined** – This player will open your course in a window with additional navigation features on the top and left sides. These additions take away from the screen size to view your course.
11. For **Content Type**, choose Learning Objects from the drop-down menu if your content is a SCORM package. If your content is not a SCORM package, click the drop-down arrow to see your choices and select the one most appropriate.
12. Add a **Version Number** if needed.
13. An **Expiration Date** may be entered for the content. This means it will no longer be available to learners or administrators to use. A BEST PRACTICE IS TO LEAVE THIS FIELD EMPTY. If ever the content needs to be discontinued, it can be discontinued at the offering level.
14. Make sure the **Parent Folder** listed is the one intended for the content.
15. A **Content Provider** does not need to be selected.
16. The **Delivery Vendor** may be left as Saba.
17. Click **Next**.

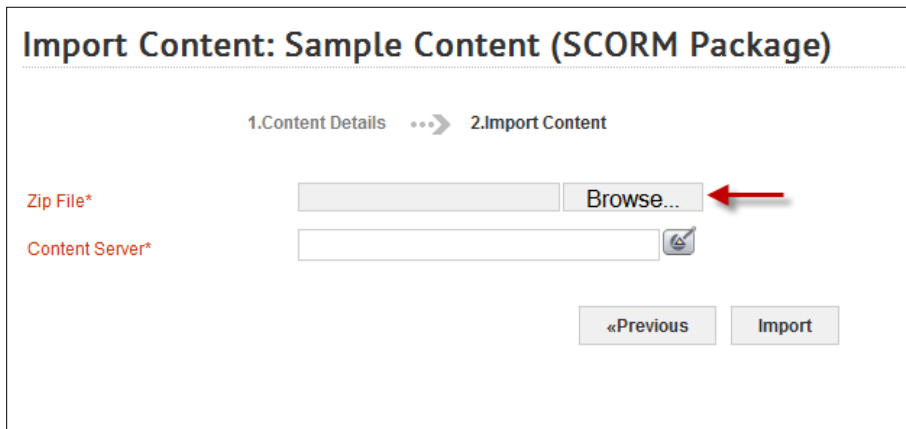
### Import Content

1.Content Details >>> 2.Import Content

Name*	<input type="text" value="Sample Content"/>
Security Domain*	<input type="text" value="NIH"/>
Content Format*	SCORM Package ▾
Player Template*	<input type="text" value="Empty Player"/>
Mobile Device Compatibility	Not Compatible ▾
Content Type	Learning Objects ▾
Version Number	<input type="text" value="2015"/>
Available From	02/20/2015
Expiration Date	<input type="text"/>
Parent Folder	1 - Sample Sub Folder
Content Provider	-Select One- ▾
Delivery Vendor*	Saba ▾


## Content Administrator


18. Click **Browse**.



Import Content: Sample Content (SCORM Package)

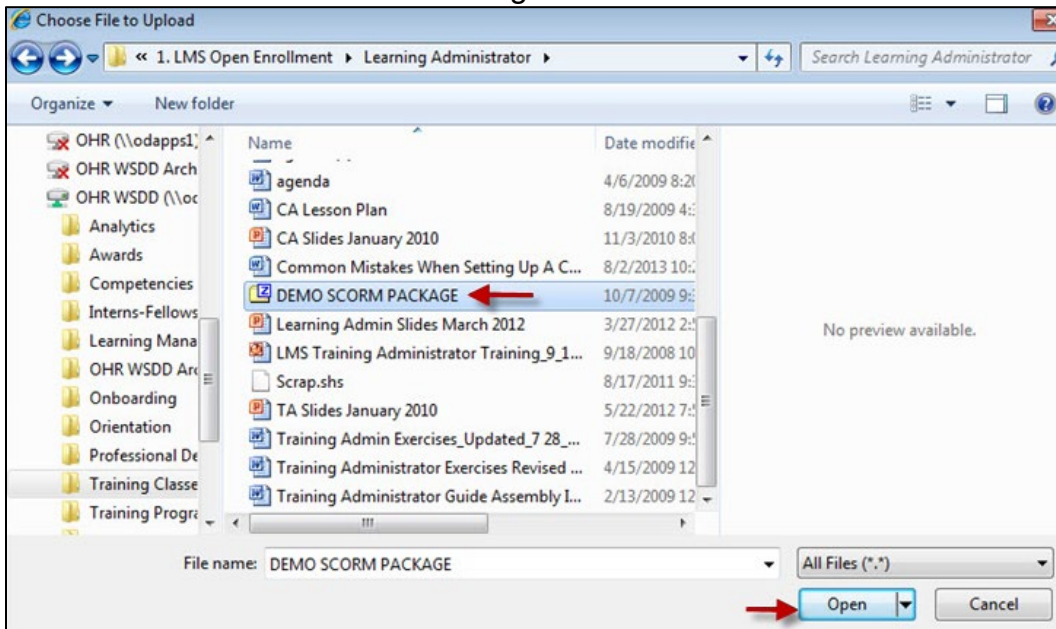
1.Content Details ...> 2.Import Content

Zip File\*  Browse... 

Content Server\*  

«Previous Import

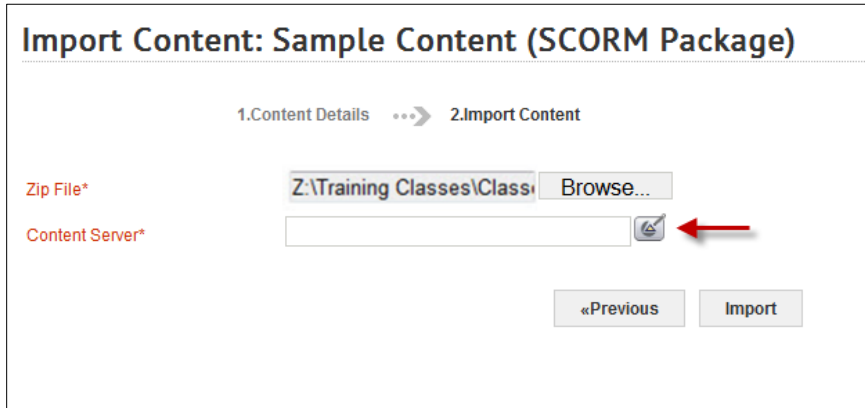
19. Locate the **ZIP File SCORM Package**.





## Content Administrator



20. Click the **pick icon** to select the content server.



Import Content: Sample Content (SCORM Package)

1.Content Details ...> 2.Import Content

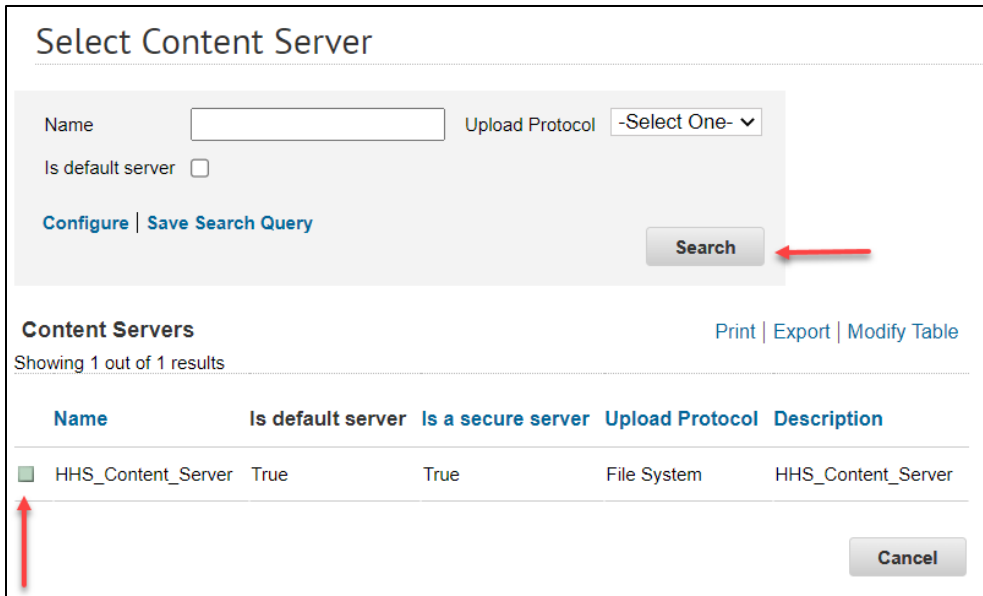
Zip File\* Z:\Training Classes\Class Browse...

Content Server\*   

«Previous Import

21. Click **Search** in the Select Content Server window.


22. Click the **checkbox** associated with the content server.



Select Content Server

Name  Upload Protocol -Select One- v


Is default server

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

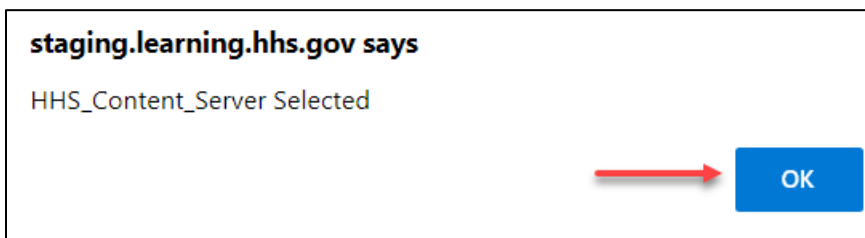
**Content Servers** [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

Name	Is default server	Is a secure server	Upload Protocol	Description
<input checked="" type="checkbox"/> HHS_Content_Server	True	True	File System	HHS_Content_Server


 [Cancel](#)

23. Click **OK** in the confirmation window.



staging.learning.hhs.gov says

HHS\_Content\_Server Selected

 [OK](#)

## Content Administrator

24. Click **Import**.

Import Content: Sample Content (SCORM Package)

1.Content Details → 2.Import Content

Zip File\* Choose File DEMO SCO...ACKAGE.zip

Content Server\* HHS\_Content\_Server

«Previous Import

25. The SCORM package will be uploaded to the Production Repository.

26. Click **Preview Content** to view the course from within the LMS. This will also allow verification of the player template being used.

27. Click **Return to Repository** to go back to the production repository where the content is stored.

Import Content: Sample Content (SCORM Package)

The content has been imported successfully.

Name	Sample Content
Security Domain	NIH
Content Format	SCORM Package
Mobile Device Compatibility	Not Compatible
Content Format Version	SCORM 1.2
Parent Folder	1 - Sample Sub Folder
Player Template	Empty Player
Content Provider	
Delivery Vendor	Saba
External Content ID	
Use as survey, evaluation, or multi-rater assessment.	<input type="checkbox"/>
Zip File	DEMO SCORM PACKAGE.zip
Content Server	HHS_Content_Server

[Preview Content](#) [View Content Communication Log](#)

Edit Return to Repository

## Content Administrator

28. Clicking the course content title takes administrators back to the [Content Inventory Details screen](#) where edits to the content details can be made.

The screenshot shows the 'Production Repository' interface. At the top, there are 'Search' and 'Browse' buttons. Below this, there is a 'Production Repository' section with a table of 'Item' and 'Actions'. The table lists folders: 'Production', 'HHS U', 'NIH', '1 - Sample Sub Folder', and 'CC'. A red arrow points from the '1 - Sample Sub Folder' row to a 'Contents' table. The 'Contents' table has columns for 'Name', 'Version', 'Format', and 'Actions'. It lists 'Sample Content' with version '2015' and format 'SCORM Package'. A red 'X' is in the 'Actions' column for 'Sample Content'.

Name	Version	Format	Actions
Sample Content	2015	SCORM Package	X

## CONTENT INVENTORY DETAILS SCREEN

At the bottom of the Content Inventory Details screen is a field where the **Owner** of the course can be entered. It is necessary to do this in case there is ever a question or problem with the course and an administrator needs a contact person.

1. Click **Add Owner**, search for the person's account, and designate him/her as the content owner. Multiple owners may be added to the content.
2. The **Preview Content** link allows you to see what your course will look like to learners when they launch it. (Feel free to change the Player Template setting if you want to see how the course looks in different players.)
3. The **View Content Communication Log** link will list communications that have passed between the LMS and the content while you were previewing it. If you navigated all the way through the course, you should verify again that the `cmi.core.lesson_status` variable is set to 'p.'

## Content Administrator

### Content Inventory Details: Sample Content (SCORM Package)

- Content Details
- Current Subscriptions
- Content Metadata

Name\* Sample Content

Security Domain\* NIH

Content Format SCORM Package

Content Format Version SCORM 1.2

Player Template\* Empty Player

Mobile Device Compatibility Not Compatible

Status Published [Edit](#)

Version Number 2015

Available From 02/20/2015

Expiration Date

Parent Folder\* 1 - Sample Sub Folder

Content Provider

Delivery Vendor Saba

External Content ID

Zip File DEMO\_SCORM\_PACKAGE.zip [Browse...](#)

Content Server\* Test\_Saba\_Content\_Server

Use as Survey, Evaluation, or Multi-Rater Assessment

Is Scoring

**Owner** [Add Owner](#)

No items found

[Preview Content](#)

[View Content Communication Log](#)

[Save](#) [Cancel](#) [Return to Repository](#)

**NOTE:** If your content item was neither AICC nor SCORM compatible, you will not see a **View Content Communication Log** link.

The content you uploaded is now ready for a Learning Administrator to attach it to a course offering and make it available in the LMS catalog. (See Adding Content Modules section of the Learning Administrator manual.)

### CONTENT SUBSCRIPTIONS TAB

The **Current Subscriptions** tab will list any courses and offerings to which a piece of content is connected. NOTE: A course will have the course number designated by the Training Administrator. The offering will have an LMS-generated 8-digit number under the **PartNo** column.

**IMPORTANT:** You cannot delete a content item that has been attached to a course or offering. It can be disabled by adding an expiration date, but it cannot be deleted.

## Content Administrator

### Content Inventory Details: NIH Clinical Center Fire Safety Training for Health Care Personnel (SCORM Package)

**Content Details** **Current Subscriptions** **Content Metadata**

#### Current Subscriptions

[Print](#) | [Export](#)

Showing 10 out of 10 results

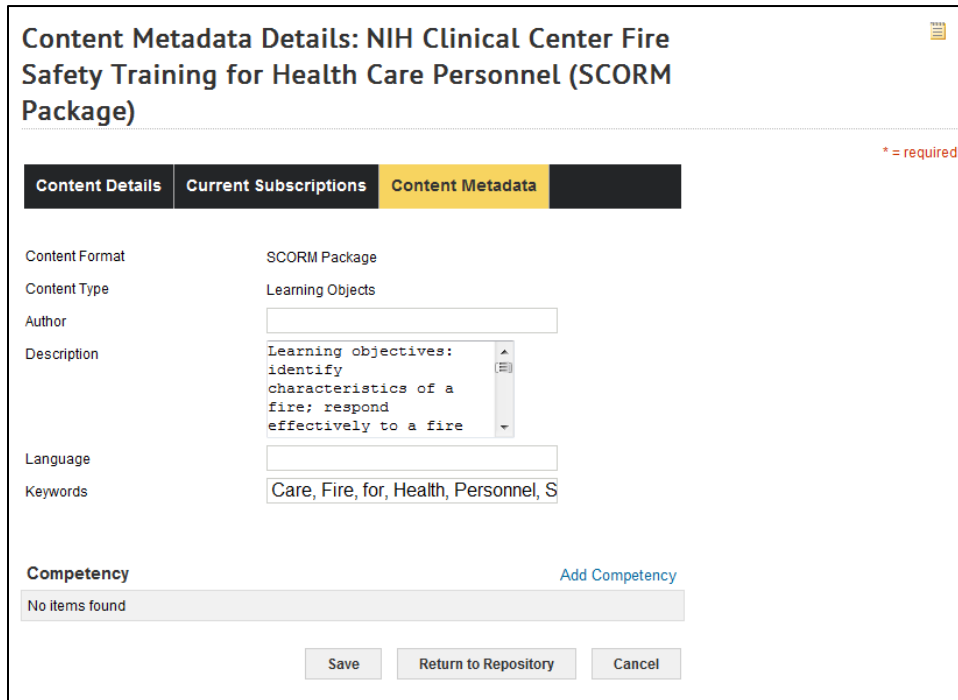
PartNo	Name	Subscribed On	Subscribed By	Subscription Type
00075055	NIH Clinical Center: Fire Safety Training for Health Care Personnel	03/25/2014	00106797	Learning
00084604	TMH UAT Technical Writing - No Mgr Approval	09/17/2014	UAT NIH LA-01	Learning
00084622	TMH UAT Business Writing - Mgr Approval	09/18/2014	UAT NIH LA-01	Learning
00084638	TMH UAT Business Writing - No one-click learning	09/19/2014	UAT NIH LA-01	Learning
12343222	TMH UAT Business Writing - Mgr Approval	09/19/2014	UAT NIH LA-01	Learning
NIHCCFS2014	NIH Clinical Center: Fire Safety Training for Health Care Personnel	03/25/2014	00106797	Learning
TMH0002	TMH UAT Business Writing - Mgr Approval	09/18/2014	UAT NIH LA-01	Learning
TMH0002	TMH UAT Business Writing - Mgr Approval	09/25/2014	UAT NIH LA-01	Learning
TMH0003	TMH UAT Technical Writing - No Mgr Approval	09/16/2014	UAT NIH LA-01	Learning
TMH0005	TMH UAT Business Writing - No one-click learning	09/19/2014	UAT NIH LA-01	Learning

[Return to Repository](#)

## Content Administrator

### CONTENT METADATA TAB

The **Content Metadata** tab allows you to add metadata that may help others find your content more easily. Add information in the appropriate fields then click **Save**.



The screenshot shows a web interface for editing content metadata. The title is "Content Metadata Details: NIH Clinical Center Fire Safety Training for Health Care Personnel (SCORM Package)". There are four tabs: "Content Details", "Current Subscriptions", "Content Metadata" (which is active and highlighted in yellow), and an unlabeled tab. A legend indicates that an asterisk (\*) denotes a required field. The form includes the following fields:

- Content Format:** SCORM Package
- Content Type:** Learning Objects
- Author:** (empty text input field)
- Description:** Learning objectives: identify characteristics of a fire; respond effectively to a fire (text area with a scroll bar)
- Language:** (empty text input field)
- Keywords:** Care, Fire, for, Health, Personnel, S (text input field)

At the bottom, there is a "Competency" section with a link "Add Competency" and a message "No items found". At the very bottom are three buttons: "Save", "Return to Repository", and "Cancel".

### TEST ONLINE COURSE

1. Select **My Learning** from the **Go-To** drop-down menu.
2. Make sure you can find the correct course through a catalog search as well as browsing the catalog by category.
3. Register for, launch, and complete the course as a learner would to ensure that everything is functioning as desired.
4. Check your transcript to make sure the completion record moved to the transcript.
5. If there are no problems, then the course is ready to be announced to NIH staff that needs to use it.

**IMPORTANT:** Be sure to complete the '[Testing Online Training Courses](#)' form that can be obtained from the LMS Support page at [LMS Support Page](#) and submit to the NIH HR Systems Support Help Desk at: [Submit a support ticket](#)

## BUILDING TESTS AND QUESTIONNAIRES

As a Content Administrator, you have access to tools used to build question groups, tests, and questionnaires in the LMS.

### TESTS VERSUS QUESTIONNAIRES

	<b>Test</b>	<b>Questionnaire</b>
<b>Purpose</b>	To grade whether the learner has certain knowledge	To gather information
<b>Scored</b>	Yes	No
<b>Question Answers</b>	Questions must have one or more correct answers with incorrect distracters	Questions do not have correct/incorrect answers
<b>Question Types Allowed in Saba</b>	fill-in-the-blank multiple choice true/false	Essay Likert scale multiple choice yes/no
<b>Relationship to Courses</b>	Can be attached to a course as a Content Module to be used as a pre- or post-test or can be available in the catalog as a stand-alone item	Must be attached to a course under the Related Info tab Evaluation section and will show up in a learner's Evaluations menu when the course is completed
<b>Relationship to Competencies</b>	Question groups can be associated with a competency and a score can be associated with a competency proficiency level	Not associated with competencies

**NOTE:** Surveys may also be developed and deployed through the LMS, however that is done through the Human Capital Administrator role. Surveys must be deployed to a specific target audience and are not available through the course catalog.

## Content Administrator

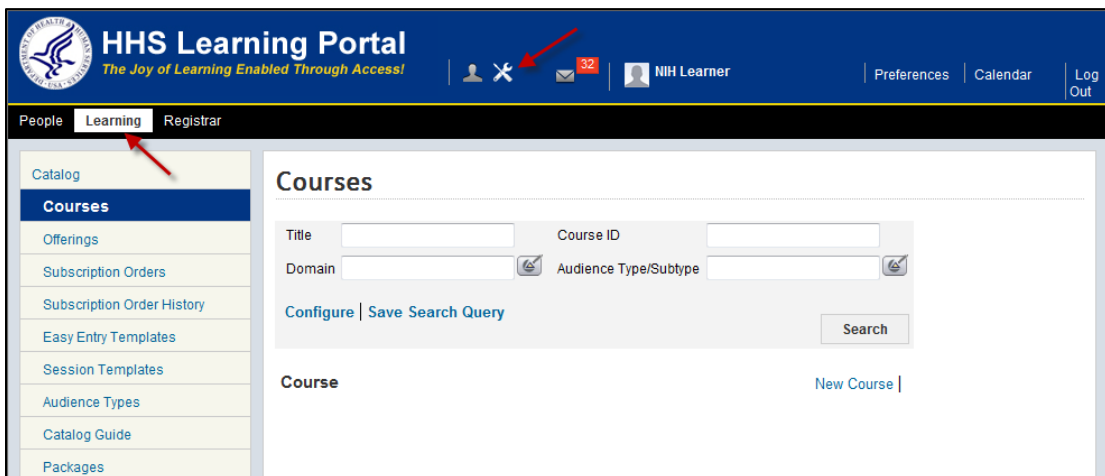
### QUESTION GROUPS

Under your Content Administration role, Assessments tab, you will see a Question Groups menu item. If you have common questions that you use for more than one questionnaire or test, you may pre-enter them in the LMS so they are available for your use when you build a test or questionnaire later.

When you build a **New Question Group**, you must designate it as a Test question group or a Questionnaire question group. This designation will determine which types of questions you may add to the group, and the designation may not be changed. Test question groups may only be used when you are building a test; questionnaire question groups may only be used when you are building a questionnaire.

### CREATE A QUESTION GROUP

1. Click the **Admin** icon.
2. Select the **Learning** role in upper menu bar. If the Learning Administrator role is the only role you have, it will be the default.



3. Click **Legacy Assessments** on the left hand menu.
4. Click the **Question Pools** on the left hand menu.



## Content Administrator

### 5. Click **New Question Group**.

The screenshot shows the 'Question Pools' page. On the left is a navigation menu with 'Question Pools' highlighted. The main content area has the title 'Question Pools' and a sub-header 'Question Pools'. Below this is a search form with a 'Name' input field, a 'Type' dropdown menu set to 'Any', and a 'Search' button. A red arrow points from the 'Question Pools' menu item to the 'Question Pools' sub-header. Another red arrow points from the 'New Question Group' link to the right of the search form.

### 6. Enter a **Name** for the new question group.

### 7. Make sure it is in the NIH **Security Domain**.

### 8. Select the **Type** of questions in the group (Test or questionnaire).

The screenshot shows the 'New Question Group' form. The left navigation menu is the same as in the previous screenshot. The main content area has the title 'New Question Group'. The form contains three fields: 'Name\*' with the value 'Sample Question Group', 'Security Domain\*' with the value 'NIH', and 'Type\*' with the value 'Test'. A red arrow points to the 'Name' field, another red arrow points to the 'Type' dropdown menu, and a third red arrow points to the 'Save' button. There is also a 'Cancel' button next to the 'Save' button.

### 9. Click **Save**.


### 10. Add a group description if desired, then click **Add Question** to start building your question group.

## Content Administrator

### Edit Question Group: Sample Question Group


**Main** **Advanced**

Name\*

Security Domain\*  

Type

Description   
Character Limit 500

**Question** [Add Question](#) 

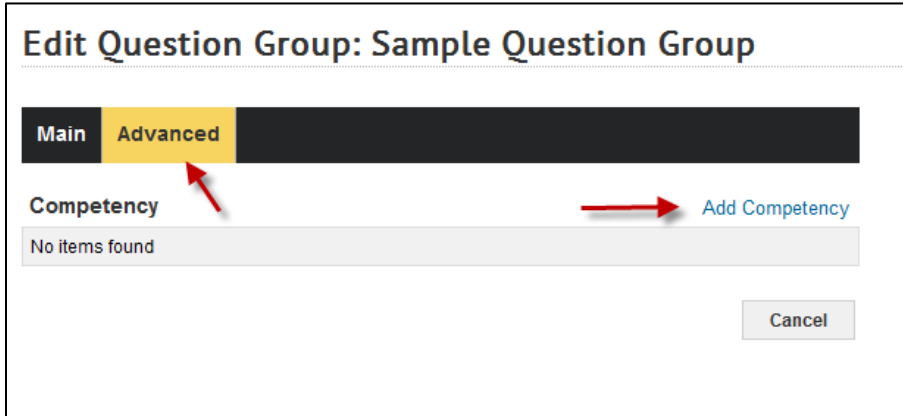
No items found

11. For details on adding questions, visit the LMS help and search on “adding questions.”

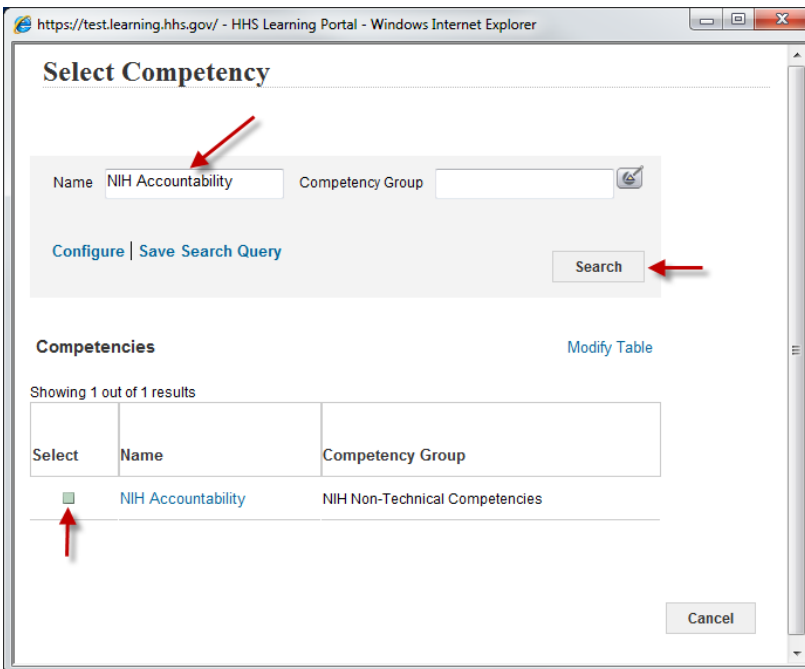
## Content Administrator

### ADDING A COMPETENCY TO A QUESTION GROUP

1. While viewing the Main tab for a competency group, click the **Advanced tab**.
2. Click **Add Competency**.



3. Enter the Name of the competency in the **Name** field.
4. Click **Search**.
5. Click the **checkbox** associated with the competency.



## Content Administrator

6. Select the **minimum proficiency level** then click **Save**.

https://test.learning.hhs.gov/ - HHS Learning Portal - Windows Internet Expl...

### Competency Detail: NIH Accountability

\* = required

Competency Name NIH Accountability

Minimum Proficiency Level\* Fundamental Awareness - 1

**Attachments**

No items found

Save Back Close

7. The competency will now be attached to the question group. Repeat these steps to add additional competencies.

### Edit Question Group: Sample Question Group

Main Advanced

Competency Add Competency | Print | Export | Modify Table

Name	Description	Level	Actions
NIH Accountability	Assumes responsibility for successfully accomplishing work objectives and delivering business results; setting high standards of performance for self and others.	Fundamental Awareness	X

Cancel

**NOTE:** Click the **red X** in the Actions column to delete the association of the competency to the question group.

## Content Administrator

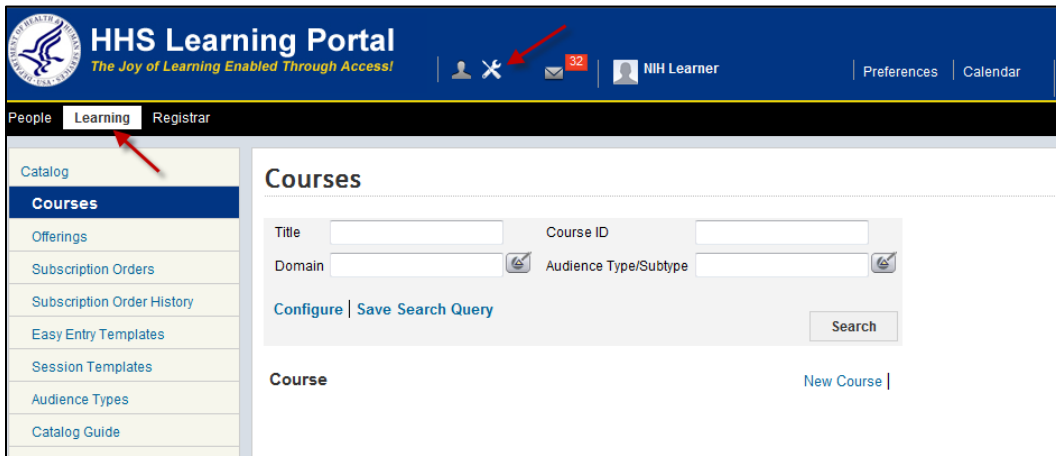
### TESTS

#### CREATE A TEST

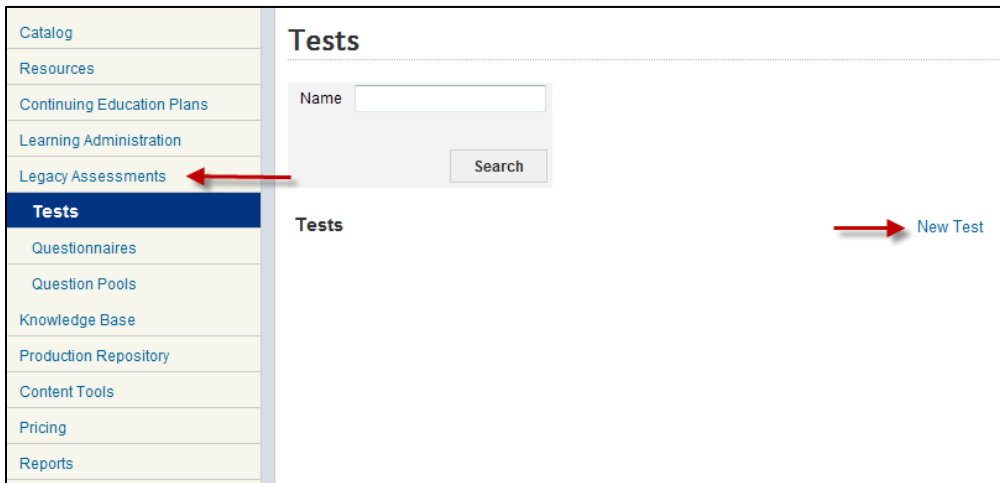
Tests may be administered after the completion of an offering in the LMS. Multiple test sections may be used to group questions within the test that may require unique instructions. Every test must have at least one section.

1. Click the **Admin** icon.

Select the **Learning** role in upper menu bar. If the Learning Administrator role is the only role you have, it will be the default.



2. Click **Legacy Assessments** on the left hand menu.
3. Click the **New Test** link.




4. Enter a name for the test in the **Name field**.


## Content Administrator

5. Select a **Theme** by clicking the pick icon.

**New Test**

Name\*

Theme\*  

Security Domain\*  

Description

Character Limit: 500  
Remaining character count: 500

6. Click **Search**.
7. Select the **checkbox** associated with the theme (color scheme) for the test.

**Select Theme**

Name

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

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

Showing 4 out of 4 results

	Name
<input checked="" type="checkbox"/>	Blue and Off-White Assessment Player Theme
<input type="checkbox"/>	Default Assessment Player Theme
<input type="checkbox"/>	Gray 2-Tone Assessment Player Theme
<input type="checkbox"/>	Saba Assessment Player Theme

## Content Administrator

- Verify that the security domain is NIH.
- Enter a Description of the test if desired then click **Save**.

The screenshot shows the 'New Test' form. On the left is a navigation menu with 'Tests' selected. The form fields are: Name\* (Sample Test), Theme\* (Blue and Off-White Assessment Pla), Security Domain\* (NIH), and Description (This is a sample test.). Below the description field, it says 'Character Limit:500' and 'Remaining character count: 478'. At the bottom right, there are 'Save' and 'Cancel' buttons. Red arrows point to the description field and the 'Save' button.

- The Edit Test screen will now be displayed.
- Enter a description and instructions if desired then click **Save**.

The screenshot shows the 'Edit Test: Sample Test' form. At the top, there are tabs for 'Main', 'Advanced', and 'Publishing History'. The form fields are: Name\* (Sample Test), Theme\* (Blue and Off-White Assessment Pla), Security Domain\* (NIH), Description (This is a sample test.), and Instructions (empty). Below the instructions field, it says 'Character Limit:500' and 'Text entered in the instructions field will be displayed to the learner taking the test.'. Below the form, there is a 'Questions and Sections' section with an 'Add Section' link. A table with columns 'Questions and Sections', 'Type', 'Relative Weight', 'Up', 'Down', and 'Actions' is shown. The table has one row: 'Default Section'. At the bottom, there are 'Save', 'Preview', 'Publish', and 'Cancel' buttons.

## Content Administrator

12. Select the **Advanced** tab to set test properties.

**Edit Test: Sample Test**

**Main** **Advanced** Publishing History

**General Properties**

Randomize Questions

Display all questions in one page

Allow Backtracking

Allow Save for Later


**Scoring Properties**

Mastery Score

Outcome Processing  Calculate Overall Score By Question  Calculate Overall Score By Section Rollup

**Competency** [Add Competency](#)

No items found

 Save Preview Publish Cancel

13. Click the checkboxes next to **General Properties** needed for the test.

You may:

- a. **Randomize Questions** (or your questions appear in the same order each time a learner takes the test)
- b. **Display all questions in one page** (or each questions displays on its own page)
- c. **Allow Backtracking** (or learners will not be able to go back to a question they already answered)
- d. **Allow Save for Later** (or learners will have to complete the test in one session)

14. Set **Scoring Properties** by indicating a **Mastery Score** and selecting the radio button for how you want the LMS to calculate the test score.

15. You may also [Add A Competency](#) to the overall test if desired. This will allow you to attach a competency to the test and indicate a proficiency level the learner will have attained if they master the test.

16. Click **Save**.



---

## ADD SECTIONS TO A TEST

Every test will start with a default section that can be renamed if desired. Multiple sections may be added to any test.

1. While viewing the Edit Test screen, click the **Default Section** link.

### Edit Test: Sample Test

**Main** | **Advanced** | **Publishing History**

Name\*

Theme\*

Security Domain\*

Description   
Character Limit:500

Instructions   
Character Limit:500  
Text entered in the instructions field will be displayed to the learner taking the test.

**Questions and Sections** [Add Section](#)

Questions and Sections	Type	Relative Weight	Up	Down	Actions
<a href="#">Default Section</a>					

2. Enter a description in the **Description text box** if desired.
3. In the **Instructions text box**, enter any instructions the learner should see before they begin answering any questions in this section.

## Content Administrator

4. Click **Save**.
5. Click the **Advanced** tab.

**Edit Section: Default Section**

[Test Details](#) > [Edit Section: ...](#)

**Main** **Advanced**

**Name\***

**Description**   
Character Limit: 500  
Remaining character count: 475

**Instructions**   
Character Limit: 500  
Remaining character count: 461  
Text entered in the instructions field will be displayed to the learner taking the test.

6. The **Advanced** tab allows any test properties that may need to be different for this section to be adjusted. Return to this screen later to make adjustments as you build your test. A mastery score and competency may be added for this section of the test if desired.
7. Click **Save**.
8. Click **Test Details** to return to the **Edit Test** screen.

## Content Administrator

**Edit Section: Default Section**

Test Details > Edit Section: ...

Main Advanced

**General Properties**

Override Test Properties

Randomize Questions

Display all questions in one page

Allow Backtracking

Allow Save for Later

**Scoring Properties**

Mastery Score

**Competency** [Add Competency](#)

No items found

Save Cancel

6. Use the **Add Section link** to add more sections to the test.
7. Click the **section name** to edit its properties.
8. Use the Up/Down arrows to change the order learners will encounter the sections during the test.

**Questions and Sections** [Add Section](#)

Questions and Sections	Type	Relative Weight	Up	Down	Actions
Section 1				↓	⊕ ⊖ ✕
Section 2			↑		⊕ ⊖ ✕

Save Preview Publish Cancel

**ADDING QUESTIONS TO A SECTION**

1. While viewing the Edit Test Screen, click the **Add Question** button.

### Edit Test: Sample Test

**Main** | **Advanced** | **Publishing History**

Name\*

Theme\*

Security Domain\*

Description

Character Limit: 500

Instructions

Character Limit: 500

Text entered in the instructions field will be displayed to the learner taking the test.

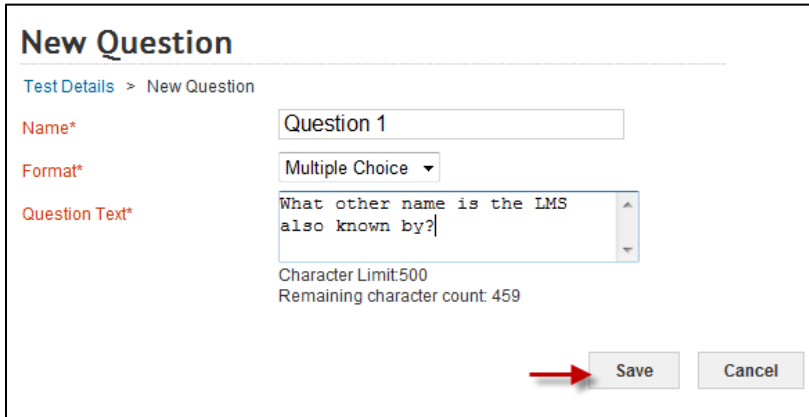
**Questions and Sections** [Add Section](#)

Questions and Sections	Type	Relative Weight	Up	Down	Actions
Section 1					
Section 2					

## Content Administrator

### ADD MULTIPLE CHOICE QUESTIONS

1. On the **New Question** screen, enter the **Name** of the question.
2. Select the Multiple Choice **Format**.
3. In the **Question Text** field, type the question text the learners will see.
4. Click **Save**.



**New Question**

Test Details > New Question

Name\* Question 1

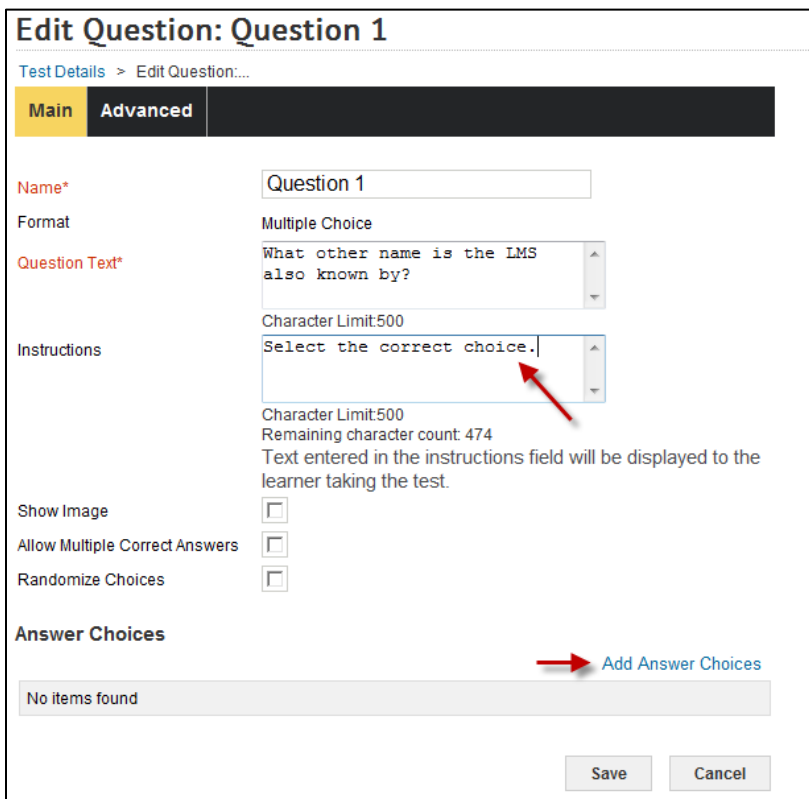
Format\* Multiple Choice

Question Text\* What other name is the LMS also known by?

Character Limit: 500  
Remaining character count: 459

Save Cancel

5. Enter instructions for the question if needed and select any other options that may be required.
6. Click the **Add Answer Choices** link.



**Edit Question: Question 1**

Test Details > Edit Question:...

Main Advanced

Name\* Question 1

Format Multiple Choice

Question Text\* What other name is the LMS also known by?

Character Limit: 500  
Remaining character count: 474

Instructions Select the correct choice.

Character Limit: 500  
Remaining character count: 474  
Text entered in the instructions field will be displayed to the learner taking the test.

Show Image

Allow Multiple Correct Answers

Randomize Choices

Answer Choices

Add Answer Choices

No items found

Save Cancel

## Content Administrator

7. Enter the multiple choice options. Hit the <enter> key after each choice.
8. Click **Save**.

**New Answer Choices** \* = required

Answer Choices\*   
HHS Learning Portal  
NIH Portal

Character Limit:500  
Remaining character count: 441

Enter choice text for multiple answer choices separating each choice by hitting <enter> key

→ Save Close

9. Edit the answer choices by clicking the **answer choice link**.
10. Designate which answer is correct.
11. Change the order of the answers with the Up/Down arrows, delete answers by clicking the **red X**), or add new answer choices as outlined above.
12. Click **Save** after editing.

**Answer Choices** → Add Answer Choices

Answer Choices	Correct Answer	Up	Down	Actions
<a href="#">Learning Management System</a>	<input checked="" type="checkbox"/>			
<a href="#">HHS Learning Portal</a>	<input type="checkbox"/>	<span style="color: red;">→</span>		
<a href="#">NIH portal</a>	<input type="checkbox"/>			

↑ → Save Cancel

13. The **Advanced** tab allows you to add a weight to the question. All questions default to a weight of 1. A weight of 0 means the question will not be calculated in the score. A higher weight gives that question more importance to the test score.

## Content Administrator

14. Click the **Test Details** link to return to the Edit Test screen.

**Edit Question: Question 1**

Test Details > Edit Question...

Main Advanced

Question Weight 1

Save Cancel

15. Click the + symbol by the Section name to view all added questions in that section.

16. Click the Question Name to edit its properties.

17. Delete any question by clicking the red X associated with it.

**Questions and Sections** [Add Section](#)

Questions and Sections	Type	Relative Weight	Up	Down	Actions
[-] Section 1					⬇️ ⬆️ ⬇️ ⓧ
..... Question 1	Multiple Choice	1.0			ⓧ
Section 2					⬆️ ⬆️ ⬆️ ⓧ

Save Preview Publish Cancel

## ADD TRUE/FALSE QUESTIONS

1. On the **New Question** screen, enter the **Name** of the question.
2. Select the True/False **Format**.
3. In the **Question Text** field, type the question text the learners will see.

## Content Administrator

4. Click **Save**.

**New Question**

Test Details > New Question

Name\*

Format\*

Question Text\*

Character Limit:500  
Remaining character count: 439

5. Enter instructions for the question if needed and select any other options that may be required.
6. Identify the correct answer by clicking the appropriate **radio button**.
7. Click **Save**.

**Edit Question: Question 2**

Test Details > Edit Question...

Main Advanced

Name\*

Format

Question Text\*

Character Limit:500

Instructions

Character Limit:500  
Text entered in the instructions field will be displayed to the learner taking the test.

Show Image

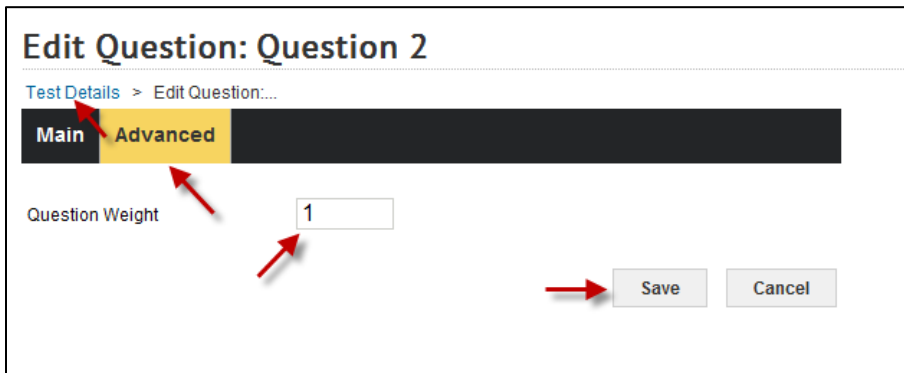
**Answer Choices**

Answer Choices	Correct Answer	Up	Down	Actions
True	<input checked="" type="radio"/>		<input type="button" value="v"/>	
False	<input type="radio"/>	<input type="button" value="^"/>		



## Content Administrator

- As with other question types, the **Advanced tab** allows you to add a weight to the question for scoring purposes.
- Click **Advanced** tab.



The screenshot shows the 'Edit Question: Question 2' interface. At the top, there is a breadcrumb trail: 'Test Details > Edit Question:...' followed by two tabs: 'Main' and 'Advanced'. The 'Advanced' tab is highlighted in yellow. Below the tabs, there is a 'Question Weight' label and a text input field containing the number '1'. To the right of the input field are two buttons: 'Save' and 'Cancel'. Red arrows point to the 'Advanced' tab, the 'Question Weight' input field, and the 'Save' button.

- Click **Test Details** to return to the Edit Test screen.

## Content Administrator

### ADD FILL-IN-THE-BLANK QUESTIONS

1. On the **New Question** screen, **Name** your question and select the **Fill-in-the-Blank Format**.
2. Type the question in the **Question Text** field.
3. Click **Save**.

**New Question**

Test Details > New Question \* = required

Name\*

Format\*

Question Text\*

Character Limit: 500  
Remaining character count: 454

4. The **Edit Question** screen will allow you to add **Correct Answer(s)** choices for the **Fill-in-the-Blank** question. Try to account for any variations a learner might enter that would still be considered correct.

Click **Save**.

**Edit Question: Question 3**

Test Details > Edit Question... \* = required

**Main** **Advanced**

Name\*

Format

Question Text\*

Character Limit: 500

Instructions

Character Limit: 500  
Text entered in the instructions field will be displayed to the learner taking the test.

Show Image

Correct Answer(s)

Provide set of correct answers separated by commas.  
Also account for misspellings and alternate spellings.

5. The **Advanced** tab will allow you to weight the question.

## Content Administrator

- Click **Test Details** to return to the Edit Test screen.

**Edit Question: Question 3**

Test Details > Edit Question:...

\* = required

Main Advanced

Question Weight

Save Cancel

## ADD A QUESTION FROM A QUESTION GROUP

- Click the **Add Question From Question Group** button in the Actions column.

**Questions and Sections** [Add Section](#)

Questions and Sections	Type	Relative Weight	Up	Down	Actions
Section 1			⬇	⬆	⊕ ⊖ ✖
Section 2			⬆	⬇	⊕ ⊖ ✖

Save Preview Publish Cancel

- Click the **radio button** associated with the question group.
- Click **Select**.

**Browse Question Group**

Choose a question group to select questions.

Question Group [Modify Table](#)

Select	Name	Type
<input type="radio"/>	Content Administrator Demo	Test
<input type="radio"/>	NIH OER	Test
<input checked="" type="radio"/>	Sample Question Group	Test

Search Question Group Select Cancel

- Click the **checkbox(es)** associated with the question(s) selected for the test.

## Content Administrator

5. Click **Select**.

**Select Questions**

Select question(s) to add to the assessment section.

**Questions** [Print](#) | [Export](#) | [Modify Table](#)

<input type="checkbox"/>	Question Name	Question Type
<input type="checkbox"/>	Sample Group Question	True/False

6. The question(s) will be added to the test.

## PREVIEW AND PUBLISH A TEST

You will not be able to preview a test until it contains at least one question. After that, you may preview as many times as you like while you are building the test. Once questions are added to a test section, a + appears before the section title. Click the + to expand the list and show the questions in the section. You can adjust the weight and order of questions here as well. Remember to click **Save** after making changes.

1. Click **Preview** to view the test.

**Questions and Sections** [Add Section](#)

Questions and Sections	Type	Relative Weight	Up	Down	Actions
+ Section 1					
Section 2					
Section 3					

2. Click **Next** to start the test to view it as a learner would.

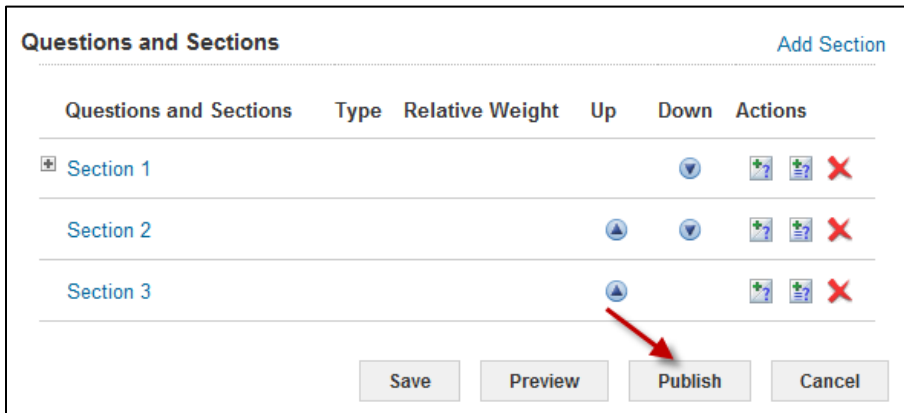
**Sample Test**

Contents

- Section 1
- Section 2
- Section 3

## Content Administrator

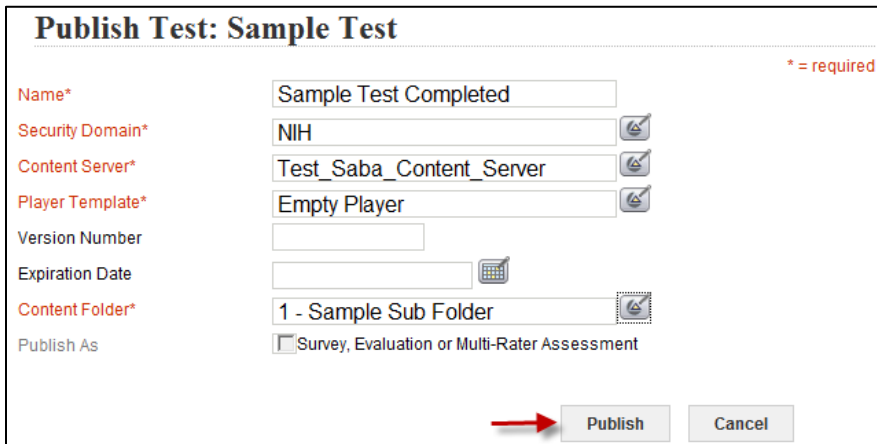
3. Make any necessary edits to the test then click **Publish**.



Questions and Sections	Type	Relative Weight	Up	Down	Actions
Section 1				▼	⊕ ? ⊖ ? ✖
Section 2			▲	▼	⊕ ? ⊖ ? ✖
Section 3			▲		⊕ ? ⊖ ? ✖

Save Preview **Publish** Cancel

4. The **Publish Test** window will be displayed.
5. Enter a **Name** for the test content item.
6. The **Security Domain** will always be NIH
7. The **Content Server** will always be Production Content Server.
8. Choose a **Player Template**.
9. Add a **Version Number** if needed but leave the **Expiration Date** field empty.
10. Choose the appropriate **Content Folder** from the Production Repository in which to place the test content.
11. Click **Publish**.



**Publish Test: Sample Test** \* = required

Name\* Sample Test Completed

Security Domain\* NIH

Content Server\* Test\_Saba\_Content\_Server

Player Template\* Empty Player

Version Number

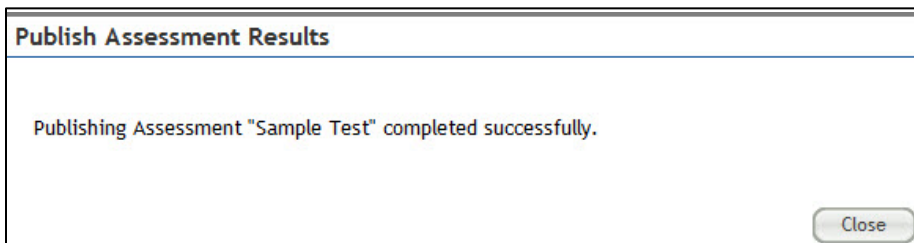
Expiration Date

Content Folder\* 1 - Sample Sub Folder

Publish As  Survey, Evaluation or Multi-Rater Assessment

**Publish** Cancel

12. Click **Close** when you see that your test content has published successfully.



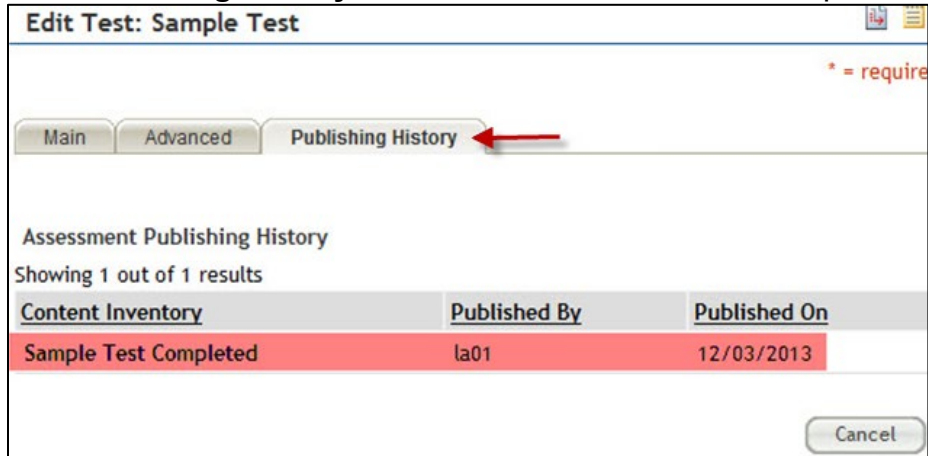
**Publish Assessment Results**

Publishing Assessment "Sample Test" completed successfully.

Close

## Content Administrator

The **Publishing History** tab now shows that the test was published.



Edit Test: Sample Test

\* = require

Main Advanced **Publishing History**

Assessment Publishing History

Showing 1 out of 1 results

Content Inventory	Published By	Published On
Sample Test Completed	la01	12/03/2013

Cancel

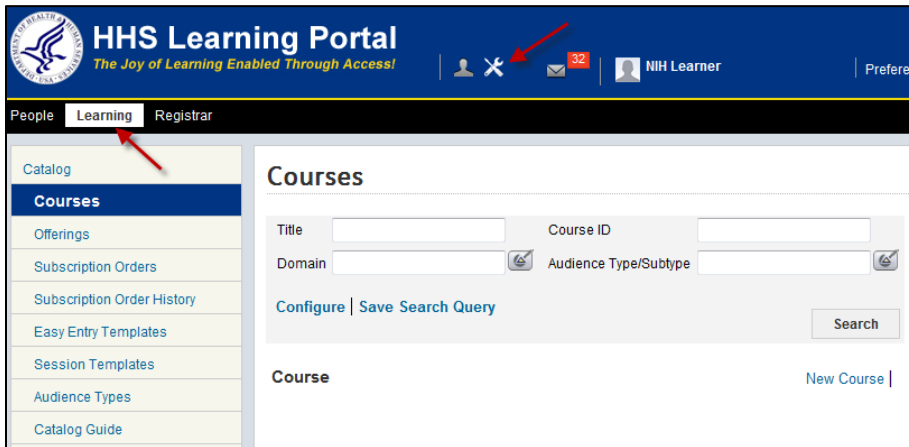
13. Find the test in the **Production Repository** to verify. It will appear as a SCORM package.

## Content Administrator

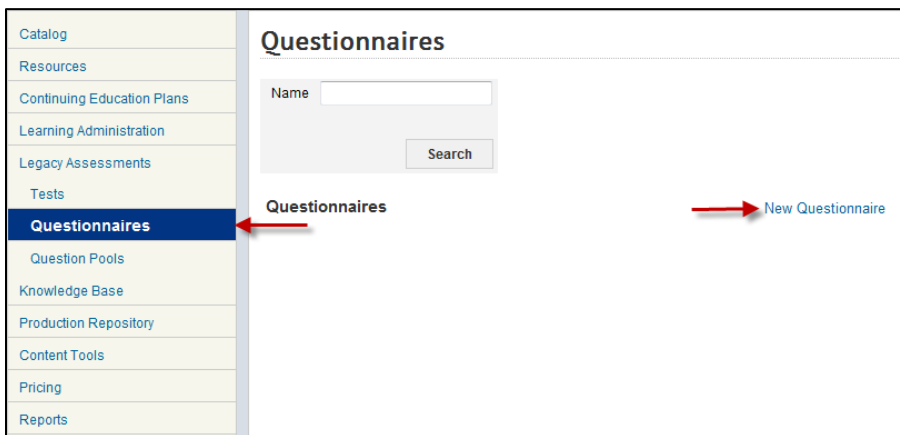
### QUESTIONNAIRES

#### CREATE A QUESTIONNAIRE

1. Click the **Admin** icon.
2. Select the **Learning** role in upper menu bar. If the Learning Administrator role is the only role you have, it will be the default.



3. Click **Legacy Assessments** on the left hand menu.
4. Click the **Questionnaires** menu item.
5. Click **New Questionnaire**.



6. Enter a **Name** for the questionnaire.
7. Select a color **Theme**
8. Make sure NIH is the **Security Domain**, and add a **Description** if desired.

## Content Administrator

9. Click **Save**.

### New Questionnaire

\* = required

Name\*

Theme\*

Security Domain\*

Description   
Character Limit:500

10. The Edit Questionnaire screen will now be displayed.

### Edit Questionnaire: Sample Questionnaire

\* = required

**Main** | Advanced | Publishing History

Name\*

Theme\*

Security Domain\*

Description   
Character Limit:500

Instructions   
Character Limit:500  
Text entered in the instructions field will be displayed to the learner taking the questionnaires.

**Questions and Sections** [Add Section](#)

Questions and Sections	Type	Up	Down	Actions
Default Section				




## ADD SECTIONS TO A QUESTIONNAIRE

See the instructions for: [Add Sections To A Test](#)



### ADD ESSAY QUESTIONS

1. From the Edit Questionnaire screen, click the **Add Question button**.

Questions and Sections	Type	Up	Down	Actions
Default Section				  

Save Preview Publish Cancel

2. Enter a **Name** for the question and select the Essay **Format**.
3. Add the **Question Text** you want learners to see then click **Save**.

Questionnaire ... > New Question \* = required

Name\* Essay Question 1

Format\* Essay

Question Text\* Explain how the LMS best helps your organization.

Character Limit:500  
Remaining character count: 451

Save Cancel

4. Add **Instructions** if they apply to this specific question.
5. Select the **checkbox** if the question will include an image, and indicate the **number of lines for input** that will be allowed in the answer field.
6. Click **Save**.

## Content Administrator

7. Click the **Questionnaire** link to return to the **Edit Questionnaire** screen.

**Edit Question: Essay Question 1**

Questionnaire ... > Edit Question:...

Name\*  \*

Format

Question Text\*

Instructions

Show Image

Number of Lines for Input

Character Limit: 500




Remaining character count: 473

Text entered in the instructions field will be displayed to the learner taking the test.

Save Cancel

## ADD LIKERT SCALE QUESTIONS

1. From the Edit Questionnaire screen, click the **Add Question** button.

Questions and Sections	Type	Up	Down	Actions
Default Section				  

Save Preview Publish Cancel

2. Enter a **Name** for the question and select the Likert Scale **Format**.

## Content Administrator

3. Add **Question Text** for your learners, then click **Save**.

**New Question**

Questionnaire ... > New Question \* = required

Name\*

Format\*

Question Text\*   
Character Limit: 500  
Remaining character count: 453

4. Add **Instructions** if they apply to this specific question.
5. Select the **checkbox** if the question will include an image, and indicate the **number of lines for input** that will be allowed in the answer field.

## Content Administrator

6. Click **Save**.

**Edit Question: Likert Scale Sample Question**

Questionnaire ... > Edit Question:...

\* = required

Name\* Likert Scale Sample Question

Format Likert Scale

Question Text\* Please rate your experience with using the LMS.

Character Limit:500

Instructions

Character Limit:500

Text entered in the instructions field will be displayed to the learner taking the test.

Show Image

Likert Scale Layout

Horizontal

Vertical

**Answer Choices**

Answer Choices	Value	Up	Down	Actions
Strongly Agree	4		▼	
Agree	3	▲	▼	
Neutral	2	▲	▼	
Disagree	1	▲	▼	
Strongly Disagree	0	▲		

Save Cancel

7. The **Answer Choices** are already completed for Likert Scale questions. However, you may change the wording of the answer choices by clicking title of each one. You may also change the value of each answer choice and the order in which they appear.

8. Click **Save** after making any necessary changes.

9. Click the **Questionnaire link** to return to the **Edit Questionnaire** screen.

## Content Administrator

### ADD MULTIPLE CHOICE QUESTIONS

See [Add Multiple Choice Questions](#) in the Test section for instructions on adding a multiple choice question. For questionnaires there will be no scoring or weighting options.

### ADD YES/NO QUESTIONS

See [Add True/False Questions](#) in the Test section for instructions on adding a Yes/No question. The answer choices will be Yes and No instead of True and False and there will be no scoring or weighting options.

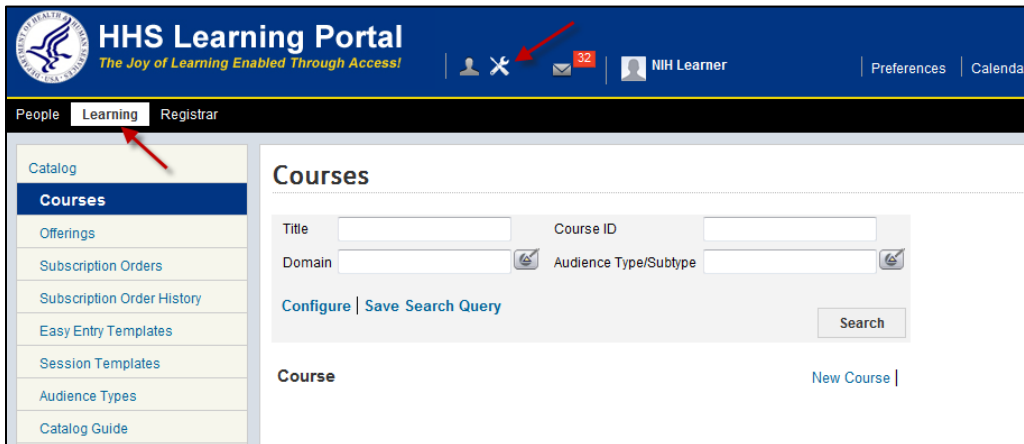
### PREVIEW AND PUBLISH A QUESTIONNAIRE

See [Preview and Publish a Test](#) in the Test section for instructions to publish a questionnaire. The steps are the same.

## USING THE KNOWLEDGE BASE

The Knowledge Base is very much like the Production Repository, however the content you post does not have to be attached to a course in order for learners to find it. Use this for informational content that does not need to be tracked and does not require a transcript record for learners. This is considered Informal Resources in the LMS.

1. Click the **Admin** icon.
2. Select the **Learning** role in upper menu bar. If the Learning Administrator role is the only role you have, it will be the default.



3. Click **Production Repository** on the left hand menu.
4. Click the **Knowledge Base** menu item.
5. To find content already in the repository, use the expandable arrows next to the appropriate folders or click on the **Search tab** to search by name.

## Content Administrator

The screenshot displays the 'Knowledge Base' interface. On the left is a vertical navigation menu with items: Catalog, Resources, Continuing Education Plans, Learning Administration, Legacy Assessments, Knowledge Base (highlighted), Production Repository, Content Tools, Pricing, and Reports. A red arrow points to the 'Reports' item. The main content area is titled 'Knowledge Base' and features a 'Search' and 'Browse' header. Below this is a table with columns 'Item' and 'Actions'. The table lists a 'Knowledge Base' folder with sub-items: CC, NIH (highlighted with a red arrow), OFM, OHR, and PRISM. To the right of the table are action buttons: 'New Sub Folder', 'Edit Folder', 'Remove From Interest List', and 'My Interest List'. Below these is a 'Contents' section showing 'No items found' and a 'Refresh' button at the bottom right.

6. To import content: See the [Import Content](#) section of this manual.

## HELPFUL INFORMATION

### LINKS AND RESOURCES

HHS Learning Portal log on page

<https://lms.learning.hhs.gov>

HRSS Help Desk

Submit a help ticket:

[https://nihohrweb.nih.gov:1010/WiTS\\_IntraHR/index.aspx](https://nihohrweb.nih.gov:1010/WiTS_IntraHR/index.aspx)

HRSS Hours of Operation: Monday through Friday: 8:00 AM to 4:30 PM

NIH Training Center website

<http://trainingcenter.nih.gov>

HRSS LMS Support website

(Tip sheets, Online Manuals, LMS Resources, etc.)

<https://hr.nih.gov/hr-systems/lms>

## APPENDIX A – ORGANIZATION CODES

Organization (org) Codes are also referred to as SAC Codes

HN	All of NIH
HNA	(OD) Immediate Office of the Director
HNB	(NIAMS) National Institute of Arthritis and Musculoskeletal and Skin Diseases
HNC	(NCI) National Cancer Institute
HND	(NCCIH) National Center for Complementary and Integrative Health
HNE	(NCMHD) National Center on Minority Health and Health Disparities
HNF	(FIC) John E. Fogarty International Center for Advanced Study in the Health Sciences
HNG	(CSR) Center for Scientific Review
HNH	(NHLBI) National Heart, Lung, and Blood Institute
HNJ	(CC) Clinical Center
HNK	(NIDDK) National Institute of Diabetes and Digestive and Kidney Diseases
HNL	(NLM) National Library of Medicine
HNM	(NIAID) National Institute of Allergy and Infectious Diseases
HNN	(NIA) National Institute on Aging
HNP	(NIDCR) National Institute of Dental and Craniofacial Research
HNQ	(NINDS) National Institute of Neurological Disorders and Stroke
HNR	(NCRR) National Center for Research Resources
HNS	(NIGMS) National Institute of General Medical Sciences
HNT	(NICHD) National Institute of Child Health and Human Development
HNU	(CIT) Center for Information Technology
HNV	(NIEHS) National Institute of Environmental Health Sciences
HNW	(NEI) National Eye Institute
HN2	(NINR) National Institute of Nursing Research
HN3	(NIDCD) National Institute on Deafness and Other Communication Disorders
HN4	(NHGRI) National Human Genome Research Institute
HN5	(NIAAA) National Institute on Alcohol Abuse and Alcoholism
HN6	(NIDA) National Institute on Drug Abuse
HN7	(NIMH) National Institute of Mental Health
HN8	(NIBIB) National Institute of Biomedical Imaging and Bioengineering
HN9	(NCATS) National Center for Advancing Transitional Sciences



# APPENDIX B – HHS LEARNING PORTAL DOMAIN STRUCTURE

