

# LMS Step-by-Step Guide

## Running Competency Reports

### Step 1

Log into LMS at <https://lms.learning.hhs.gov/Saba/Web/Main>, and you will arrive at the Homepage screen.

The screenshot shows the LMS homepage with a navigation bar at the top containing 'Calendar', 'Preferences', 'Help', and 'Log out'. A 'Go To' dropdown menu is open, showing options: 'My Learning', 'My Learning', 'My Team's Learning', 'Helping Administrators', 'Administration', 'Human Capital Administrator - People', and 'Human Capital Administrator - Orgs & Jobs'. A green callout box with an arrow points to the 'Human Capital Administrator - Orgs & Jobs' option. The main content area includes announcements for NBS staff, a search bar, and a 'My Communities' table.

Name	Category	Owner
Comorbidity	LMS Governance	NHSELBYHILL
NIH/ODON American Disabilities Act (ADA) Update Seminar	General Interest	BOSE FRUITT
HW03	General Interest	MARIN COOKE

### Step 2

You will arrive at the Human Capital Administrator Homepage. Click on the Reports Tab.

The screenshot shows the Human Capital Administrator homepage. The navigation bar includes 'Calendar', 'Preferences', 'Help', and 'Log Out'. Below the navigation bar are tabs for 'Organizations', 'Positions', 'Competencies', 'Places', 'Reports', and 'Learning Plans'. The 'Reports' tab is selected. A green callout box with an arrow points to the 'Reports' tab. The main content area shows a form for 'Internal Organization' with fields for 'Internal Organization', 'Internal Organization Number', 'City', and 'Objectives Administrator'. There are 'Save Search Query' and 'Search' buttons.

**Click on the "Reports" Tab**

The competency Reports are listed under the Assessment group, press the “+” sign to expand the list. There are three reports listed here: 1) Competency Assessment by Competency Detail 2) Competency Assessment by Job Series Detail 3) Competency Assessment by Job Series Summary.

**Step 3**

Organizations Positions Competencies Places **Reports** Learning Plans

**Reports** Run Reports

Run Reports Modify Table

Name	Description	Actions
General Category		
Assessment		
Competency Assessment by Competency Detail	This report will provide competency assessment information on learner, by competency.	
Competency Assessment by Job Series Detail	This report will provide competency assessment information on learner, by job type.	
Competency Assessment by Job Series Summary	This report will provide a summary of competency assessment information on learners, by job type.	
Experts for a Competency.	Experts for a Competency Organized by Proficiency across Organization.	Email Subscribe
Job Specific Competency Report.	This report is used to identify which jobs are impacted by certain competencies. It also provides a manager or administrator information that is specific to a Job.	Email Subscribe
MRA Detailed Results by Rater	This report enables administrators to monitor the responses of raters for a given MRA.	Email Subscribe

1) Click the “+” next to Assessment

2) Select one of the three competency Reports

# Explanation of the Reports

**Note:** The Organization ID criteria of all the reports is the same thing as a SAC code, you can enter in a parent SAC code to pull up all of the child org's data. For example, you can enter HN to search all of NIH. A detailed list of SAC Codes can be found at <http://www1.od.nih.gov/oma/manualchapters/management/1123/>

**Note:** In each of the reports you have an option to add in a range of assessment dates. If you enter dates, it will only show you information from assessments completed in that period. If you do not enter dates it will show you all individuals that fit into the category whether they have completed an assessment or not.

## Competency Assessment by Competency Detail

This report allows you to enter in a specific competency, SAC code, and dates of assessment. It is designed to provide a list of individuals who have assessed on that competency and what those values were.



### Competency Assessment by Competency Detail Report

Competency Name: NIH Communications  
 Organization ID: HN  
 Pay Grade:  
 Start Date: 9/11/2009  
 End Date: 9/16/2009

Summary of criteria entered

LAST NAME	FIRST NAME	USERNAME	Pay Grade	ORG ID	TARGET LEVEL	MANAGER LEVEL	SELF LEVEL	HELD LEVEL	GAP	ASSESSMENT DATE
This information hidden to protect user's identity					4	0	4	4	0	09/14/2009
					3	0	3	3	0	09/15/2009
					5	0	4	4	-1	09/11/2009
					4	3	4	3	-1	09/11/2009
					4	4	4	4	0	09/14/2009
					4	4	3	4	0	09/11/2009
<b>TOTALS</b>					24	11	22	22	-2	

Totals of data displayed. In this case, the total gap is -2

If date is blank, user has not assessed.

## Competency Assessment by Job Series Detail

This report allows you to search for assessments in a particular job series. It will display all of the individuals who fit into the category you display along with the competencies they have been assigned/assessed.



### Competency Assessment by Job Series Detail Report

<b>Job Series:</b>	0343-MANAGEMENT AND PROGRAM ANALYSIS SERIES
<b>Organization ID:</b>	HN
<b>Pay Grade:</b>	
<b>Start Date:</b>	9/11/2009
<b>End Date:</b>	

Gap for each competency

LAST NAME	FIRST NAME	USERNAME	Pay Grade	DRG ID	ASSESSMENT DATE	COMPETENCY NAME	TARGET LEVEL	MANAGER LEVEL	SELF LEVEL	HELD LEVEL	GAP	TOTAL GAP
											-17	
						NIH Process Management	3	0	0	0		
						NIH Program Management	3	0	0	0	-3	
						NIH Legislation, Policy and Procedure Research	4	0	0	0	-4	
						NIH Qualitative/Quantitative Analysis	3	0	0	0	-3	
						NIH Management Analysis	4	0	0	0	-4	
											-12	
						NIH Management Analysis	3	0	0	0	-3	
						NIH Qualitative/Quantitative Analysis	3	0	0	0	-3	
						NIH Process Management	3	0	0	0	-3	
						NIH Legislation, Policy and Procedure Research	3	3	0	3	0	
						NIH Program Management	3	0	0	0	-3	
											-2	
					03/25/2009							
						NIH Qualitative/Quantitative Analysis	4	0	3	3	-1	
						NIH Legislation, Policy and Procedure Research	4	0	3	3	-1	

User Information

Competencies Assigned to individual and Assessment information

Total gap (of all competencies)

## Competency Assessment by Job Series Summary

This report provides a summary of the data obtained in the Job Series Detailed report. It is designed to help the user identify the most critical competencies and their gaps based upon occupational series.



### Competency Assessment by Job Series Summary

<b>Job Series:</b>	0343-MANAGEMENT AND PROGRAM ANALYSIS SERIES
<b>Organization ID:</b>	HN
<b>Pay Grade:</b>	
<b>Start Date:</b>	9/1/2009
<b>End Date:</b>	9/30/2009

COMPETENCY NAME	% BELOW	% TARGET	% ABOVE	# PP ASSESSED BELOW	# PP ASSESSED ON TARGET	# PP ASSESSED ABOVE	TOTAL # ASSESSED
NIH Change Leadership	0%	0%	100%	0	0	1	1
NIH Coaching	0%	100%	0%	0	1	0	1
NIH Communications	60%	40%	0%	3	2	0	5
NIH Conflict Resolution	0%	100%	0%	0	1	0	1
NIH Continuous Development	0%	100%	0%	0	1	0	1
NIH Continuous Improvement	40%	60%	0%	2	3	0	5
NIH Continuous Learning and Self-Development	50%	50%	0%	1	1	0	2
NIH Customer Service	0%	100%	0%	0	3	0	3
NIH Decision Quality	0%	0%	100%	0	0	1	1
NIH Delegation	100%	0%	0%	1	0	0	1
NIH Initiative	100%	0%	0%	1	0	0	1
NIH Knowledge Management	0%	100%	0%	0	2	0	2
NIH Knowledge Sharing	100%	0%	0%	2	0	0	2
NIH Legislation, Policy and Procedure Research	25%	75%	0%	1	3	0	4
NIH Management Analysis	20%	40%	40%	1	2	2	5
NIH Organizational Awareness	100%	0%	0%	1	0	0	1
NIH Problem Solving	67%	33%	0%	2	1	0	3
NIH Process Management	13%	50%	38%	1	4	3	8
NIH Program Management	0%	43%	57%	0	3	4	7
NIH Qualitative/Quantitative Analysis	20%	60%	20%	1	3	1	5

**For a detailed list of the individuals who are included in the list, click the competency name**

**The criticality of the numbers can be identified by comparing the total assessments.**