

# LMS Step-by-Step Guide

## My Learning Plan

### Part I: Adding an Activity

#### 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. At the top, there is a navigation bar with links for Calendar, Preferences, Help, and Log Out. Below this is a secondary navigation bar with tabs for Home, Learning, Competencies, Collaboration, My Learning Plan, Reports, and My Profile. The 'My Learning Plan' tab is highlighted. A callout box with a green border and text 'Select the My Learning Plan tab' has a green arrow pointing to the 'My Learning Plan' tab. The main content area is divided into several sections: '0 - Announcements for NIH Staff', 'Looking for NBS GovTrip classes?', 'HPOC classes (HPOCs are the first level of support for their IC for the GovTrip System.)', 'Course Recommendations:', and 'Catalog Search'. On the right side, there are sections for 'Announcements', 'Current Enrollments', and 'All Enrollments'.

#### Step 2

You will arrive at the My Learning Plan Homepage.

The screenshot shows the 'My Success Plan' page. At the top, there is a navigation bar with links for Calendar, Preferences, Help, and Log Out, and a 'Welcome' message. Below this is a secondary navigation bar with tabs for Home, Learning, Competencies, Collaboration, Reports, My Profile, and My Success Plan. The 'My Success Plan' tab is highlighted. The main content area is divided into 'My Plans' and 'My View'. Under 'My Plans', there are links for My View, Plan Approvals, and Recommendations For Me. Under 'My View', there are tabs for View Activities and View Plans. Below these tabs, there are radio buttons for View Current Activities and View Closed Activities, a 'Group By' dropdown menu set to Activity Type, and an 'Add Activity' button. A callout box with a green border and text 'Select the Add Activity button' has a green arrow pointing to the 'Add Activity' button. At the bottom of the page, there is a footer with the Saba logo and text: 'Saba © Saba Software, 1997-2009 | About | Contact'. The page number 'Done' is visible in the bottom left corner, and the URL 'lms.learning.hhs.g' is visible in the bottom right corner.

### Step 3

### Select the Activity Type

The screenshot shows a web browser window titled "https://lms.learning.hhs.gov - HHS Learning Portal - Microsoft Internet Explorer". The page content is titled "Pick Activity Type" and includes the instruction "Select Activity Type." Below this, there is a list of radio buttons for activity types: Course (selected), Certification, Curriculum, Competency, Goal, and Continuing Education. A green callout box with the text "1) Select an Activity" has an arrow pointing to the "Course" radio button. Below the list, there are "Next" and "Cancel" buttons. A second green callout box with the text "2) Click Next" has an arrow pointing to the "Next" button. A note at the bottom of the page reads: "Note: If an activity does not fit the criteria of at least one plan, then the activity is not displayed on the activity page." The browser's status bar at the bottom shows "Done" and "Trusted sites".

### Step 4

If you select "Goal" you will come to a unique page. The information at the top does not apply to NIH.

The screenshot shows a web page titled "New Goal". At the top right, there is a red asterisk and the text "\* = required". Below this, there is a list of instructions for creating and managing goals. A green callout box with the text "Does not apply to NIH" has an arrow pointing to the first instruction, which mentions "external courses for Learning Plans". Below the instructions, there are several form fields: "Title/Element Name\*" (text input), "Description (required for Performance Plans)" (text area with a character limit of 5000), "Assignee" (text input with the value "JONATHAN LAPPIN"), "Type\*" (dropdown menu with "-Select One-"), "Category\*" (dropdown menu with "-Select One-"), and "Start Date\*" (calendar input with the value "12/02/2009"). A green callout box with the text "1) Select the Type to Learning Goal" has an arrow pointing to the "Type\*" dropdown menu.

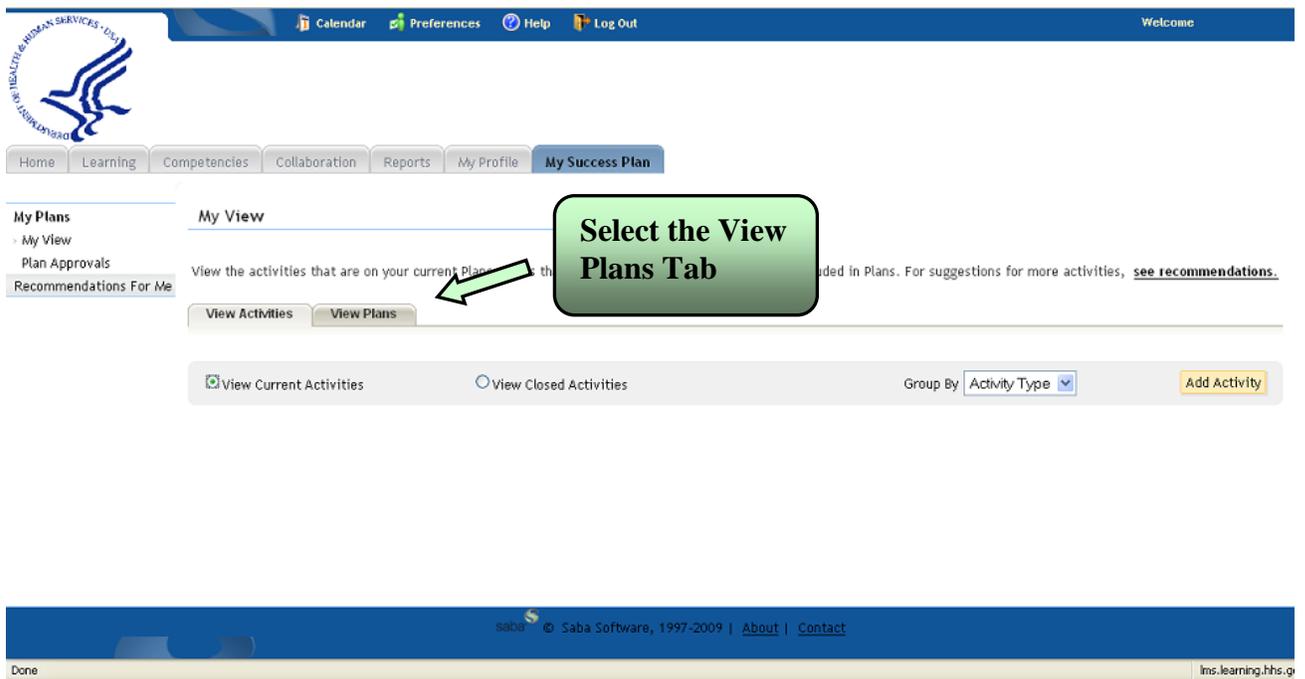


# My Learning Plan

## Part II: Deleting an Activity

### Step 1

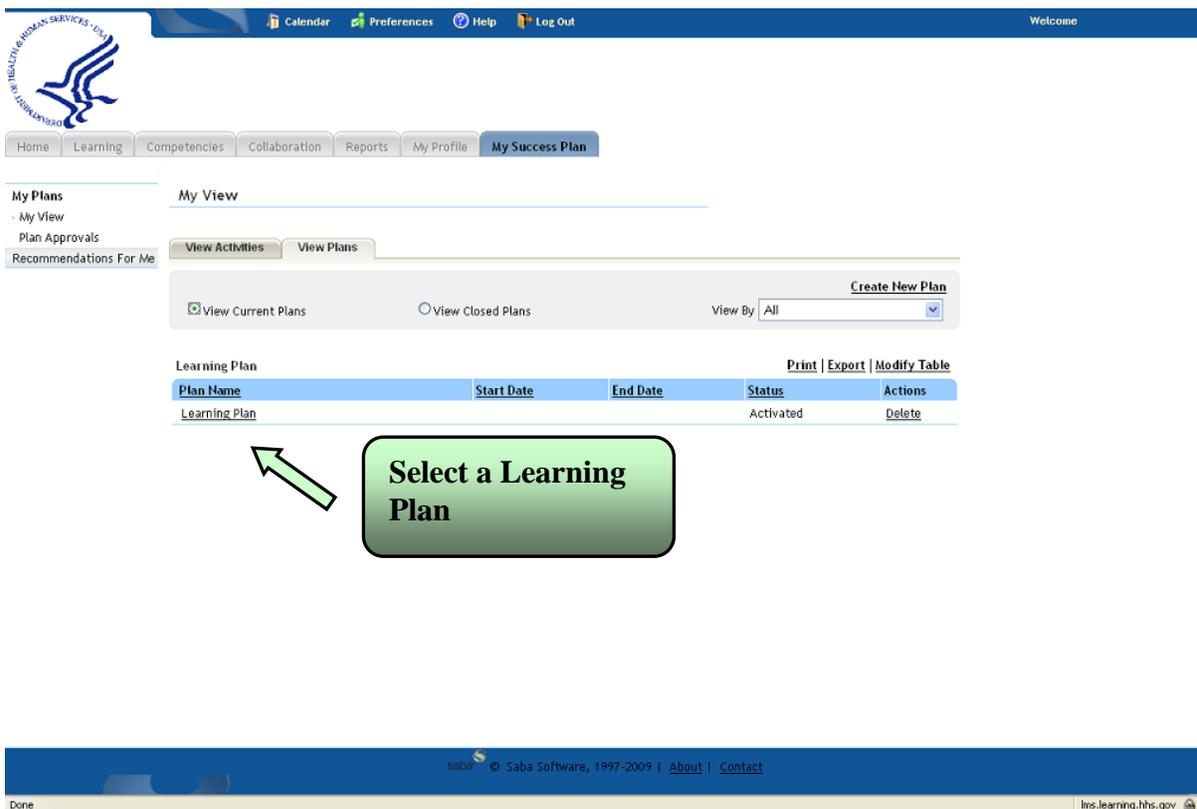
Start from the My Success Plan Homepage.



The screenshot shows the 'My Success Plan' homepage. At the top, there is a navigation bar with 'Calendar', 'Preferences', 'Help', and 'Log Out'. Below this is a breadcrumb trail: 'Home > Learning > Competencies > Collaboration > Reports > My Profile > My Success Plan'. The main content area is titled 'My View' and contains a description: 'View the activities that are on your current Plans. For suggestions for more activities, see recommendations.' There are two tabs: 'View Activities' and 'View Plans', with 'View Plans' selected. Below the tabs are radio buttons for 'View Current Activities' (selected) and 'View Closed Activities'. A 'Group By' dropdown menu is set to 'Activity Type', and an 'Add Activity' button is on the right. A green callout box with an arrow points to the 'View Plans' tab, containing the text 'Select the View Plans Tab'. The footer includes 'Saba Software, 1997-2009 | About | Contact' and 'lms.learning.hhs.gov'.

### Step 2

From the View Plans Tab, select the plan with the activity you wish to delete.



The screenshot shows the 'View Plans' tab selected. The breadcrumb trail is the same as in Step 1. The main content area is titled 'My View' and contains a description: 'View the activities that are on your current Plans. For suggestions for more activities, see recommendations.' There are two tabs: 'View Activities' and 'View Plans', with 'View Plans' selected. Below the tabs are radio buttons for 'View Current Plans' (selected) and 'View Closed Plans'. A 'View By' dropdown menu is set to 'All', and a 'Create New Plan' button is on the right. Below this is a table titled 'Learning Plan' with columns: 'Plan Name', 'Start Date', 'End Date', 'Status', and 'Actions'. The table contains one row: 'Learning Plan', 'Activated', and 'Delete'. A green callout box with an arrow points to the 'Learning Plan' row, containing the text 'Select a Learning Plan'. The footer includes 'Saba Software, 1997-2009 | About | Contact' and 'lms.learning.hhs.gov'.

| Plan Name     | Start Date | End Date | Status    | Actions |
|---------------|------------|----------|-----------|---------|
| Learning Plan |            |          | Activated | Delete  |

### Step 3

In your Learning Plan Details, select Actions next to the goal you wish to delete.

The screenshot shows the 'Plan Details: Learning Plan' page. The 'Assigned Learning' table has the following data:

| Name   | Version | Type | Due Date   | Completed On | Status            | Source | Actions |
|--------|---------|------|------------|--------------|-------------------|--------|---------|
| Goal 1 |         | Goal | 07/10/2009 |              | New: 0% Completed |        | Actions |

An arrow points from a green callout box labeled 'Select Actions' to the 'Actions' link in the table.

### Step 4

Select the link labeled Remove Completely in the Actions bubble.

The screenshot shows the 'Plan Details: Learning Plan' page with the 'Actions' bubble open for 'Goal 1'. The bubble contains the following links:

- Report Progress
- Remove Completely
- View Notes

An arrow points from a green callout box labeled 'Select Remove Completely' to the 'Remove Completely' link in the bubble.