



## LEARNING MANAGEMENT SYSTEM (LMS) ADDING LEARNING ITEMS TO TRANSCRIPTS

This QRG will guide Local Learning Registrars and Learning Administrators through the task of adding existing or 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.

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

**Admin icon**



Figure 1 – Admin icon

3. Click **Learning** under the People tab or **Learning Administration** under the Learning tab in the left-hand menu.
4. Click **Completed Learning** in the left-hand menu.

**Completed Learning link**

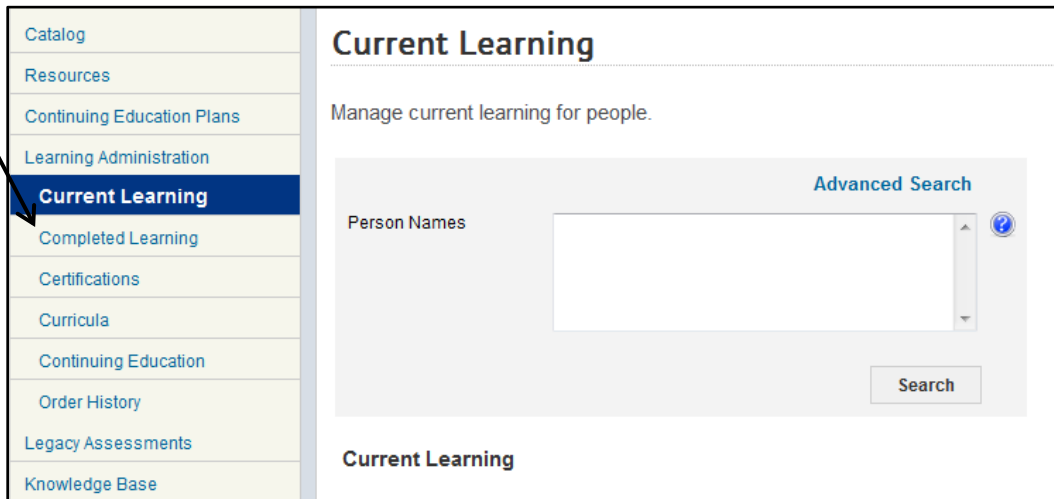


Figure 2 – Completed Learning link

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

**Person Names field**

**Completed Learning**

Manage completed learning for people.

**Advanced Search**

Person Names

**Completed Learning** [Add Completed Learning](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 2 out of 2 results

Last Name	First Name	Username	Person Type	Actions
Learner	NIH	NIHLEARNER	Other	<a href="#">View Completed Learning</a>
Learner	NIH	NIHLEARNER3		<a href="#">View Completed Learning</a>

**Search button**

Figure 3 – Person Names field and Search button

6. Click **View Completed Learning** in the Actions column.

The screenshot shows a web application interface for managing completed learning. On the left is a navigation menu with items like 'Catalog', 'Resources', 'Continuing Education Plans', 'Learning Administration', 'Current Learning', 'Completed Learning' (highlighted), 'Certifications', 'Curricula', 'Continuing Education', 'Order History', 'Legacy Assessments', 'Knowledge Base', 'Production Repository', 'Content Tools', 'Pricing', and 'Reports'. The main content area is titled 'Completed Learning' and includes a search bar with the text 'NIH Learner' and a 'Search' button. Below the search bar is a table with the following data:

Last Name	First Name	Username	Person Type	Actions
Learner	NIH	NIHLEARNER	Other	<a href="#">View Completed Learning</a>
Learner	NIH	NIHLEARNER3		<a href="#">View Completed Learning</a>

An arrow points from the text 'View Completed Courses link' to the 'View Completed Learning' link in the first row of the table.

Figure 4 – View Completed Courses link

7. Click the **Add Completed Learning** link.

**Completed Learning: NIH Learner**

Completed learning is a list of all your completed courses and the results achieved. To export your transcript to Excel, click the Export link. To access and launch content for a completed online course, click the View Learning Assignments link.

[Active](#) | [Inactive](#)

From  To   
Delivery Type

**Completed Learning** [Add Completed Learning](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 2 out of 2 results

Item Name	Status	Ended/Completed On Date	Created On	Actions
External Course Test Testing	Successful On: 06/01/2015 Score:		06/04/2015	<a href="#">View Details</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print Certificate</a>
<a href="#">Alternative Dispute Resolution (ADR)</a> Registration Date: 06/15/2015	Successful On: 06/15/2015 Score: 0	06/15/2015	01/07/2015	<a href="#">View Details</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Learning Assignments</a> <a href="#">Print Certificate</a>

**Add Completed Learning link**

Figure 5 – 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.

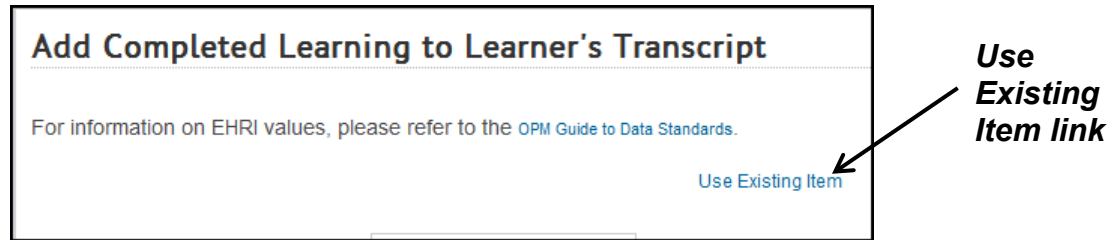


Figure 7 – Use Existing Item Link Screen

- 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.

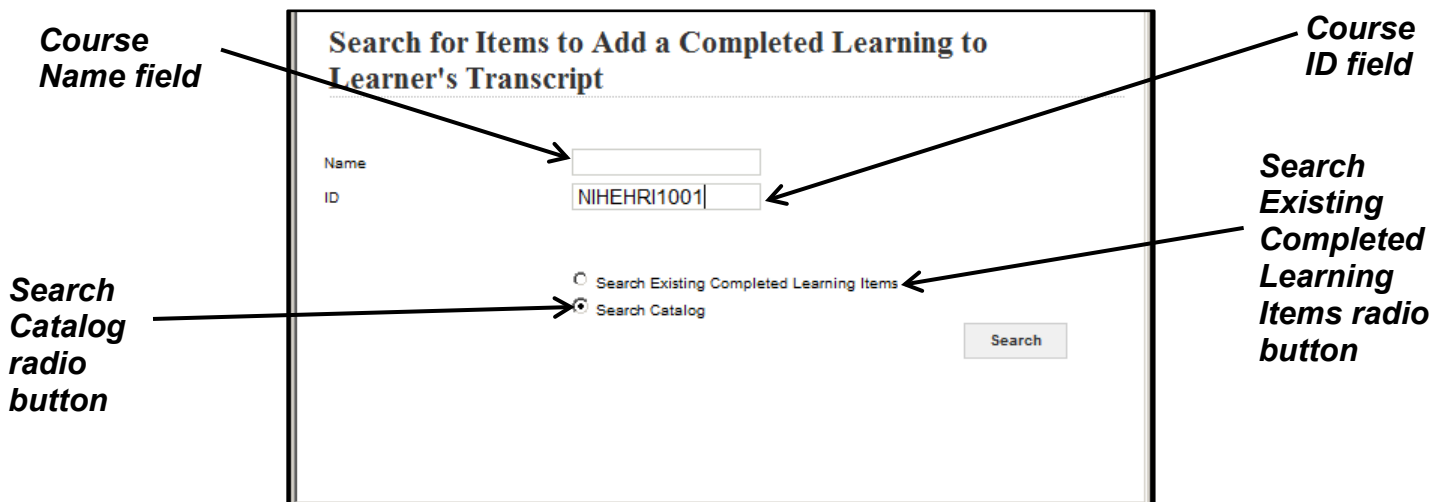


Figure 6 – Search for Items to Add a Completed Learning to Learner's Transcript Screen

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.

The screenshot shows a web form titled "Add Completed Learning to Learner's Transcript". At the top right, there is a link "Use Existing Item". Below the title, there is a note: "For information on EHRI values, please refer to the [OPM Guide to Data Standards](#)." The form contains several input fields, some of which are highlighted in red to indicate they are required. Arrows from external text labels point to these red fields:

- Item Event Name field** points to the "Item/Event Name\*" field.
- Marked Complete Date field** points to the "Marked Complete Date\*" field.
- Duration** points to the "Duration (HH:MM)" field, which contains the value "00:00".
- Course ID field** points to the "Course ID\*" field.

Other fields in the form include: "Description" (with a character limit of 1000), "Offering Start Date", "Ended/Completed On Date", "Registration Date", "Start Time (HH:MM)", "End Time (HH:MM)", "Delivery Type" (a dropdown menu currently showing "-Select One-"), "Location", and "Marked Complete By" (with a user selection icon).

Figure 7 – Add Completed Learning to Learner's Transcript Screen

10. After all of the information for the item has been filled out, click the **Save** button. The item will be saved in the Completed Learning area.

If you experience trouble with this process, please refer to the [LMS Support Page](#).