National Institutes of Health
Office of Management

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

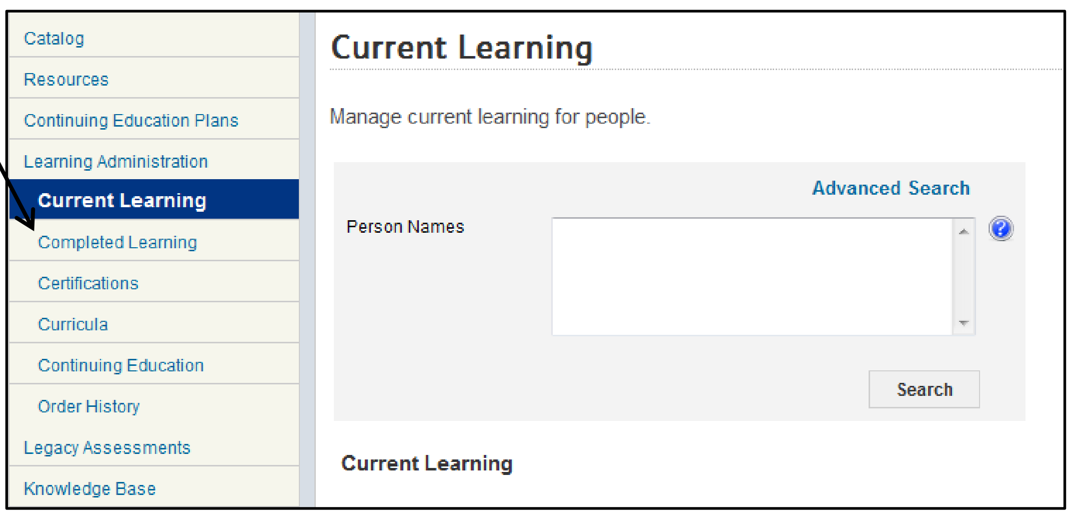

Figure 2 – Completed Learning link

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

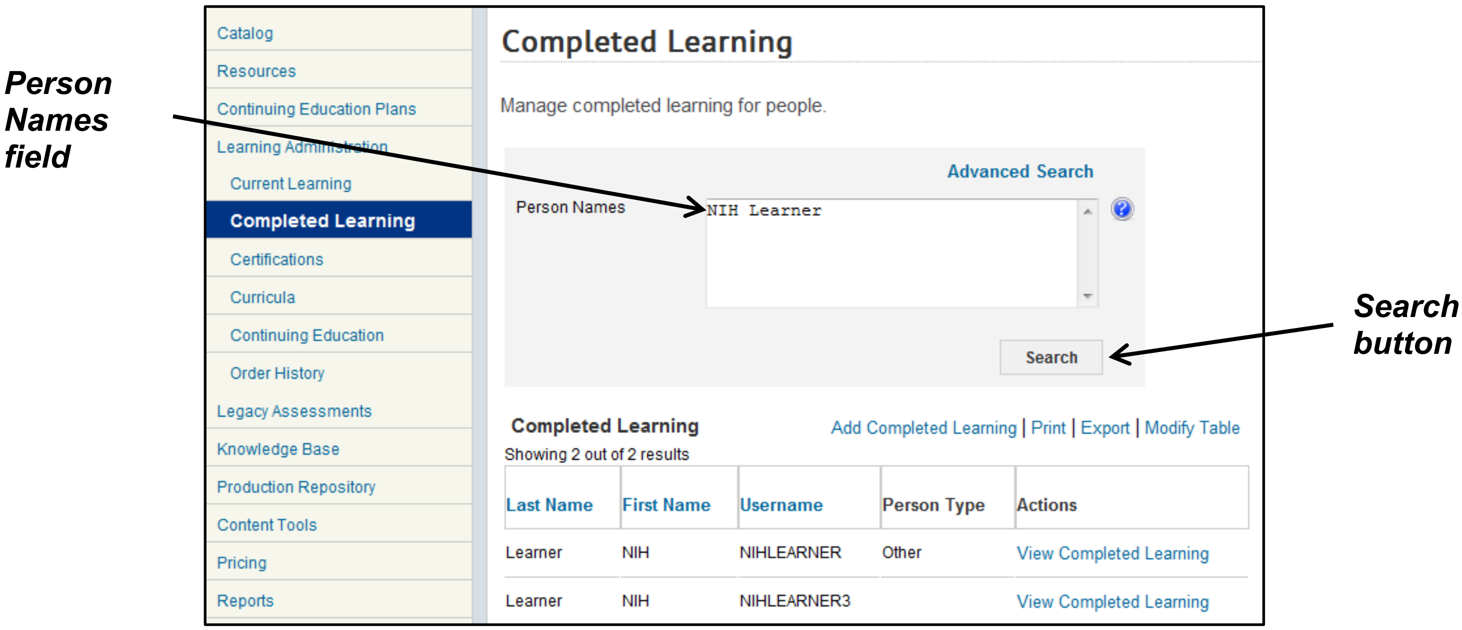

Figure 3 – Person Names field and Search button

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

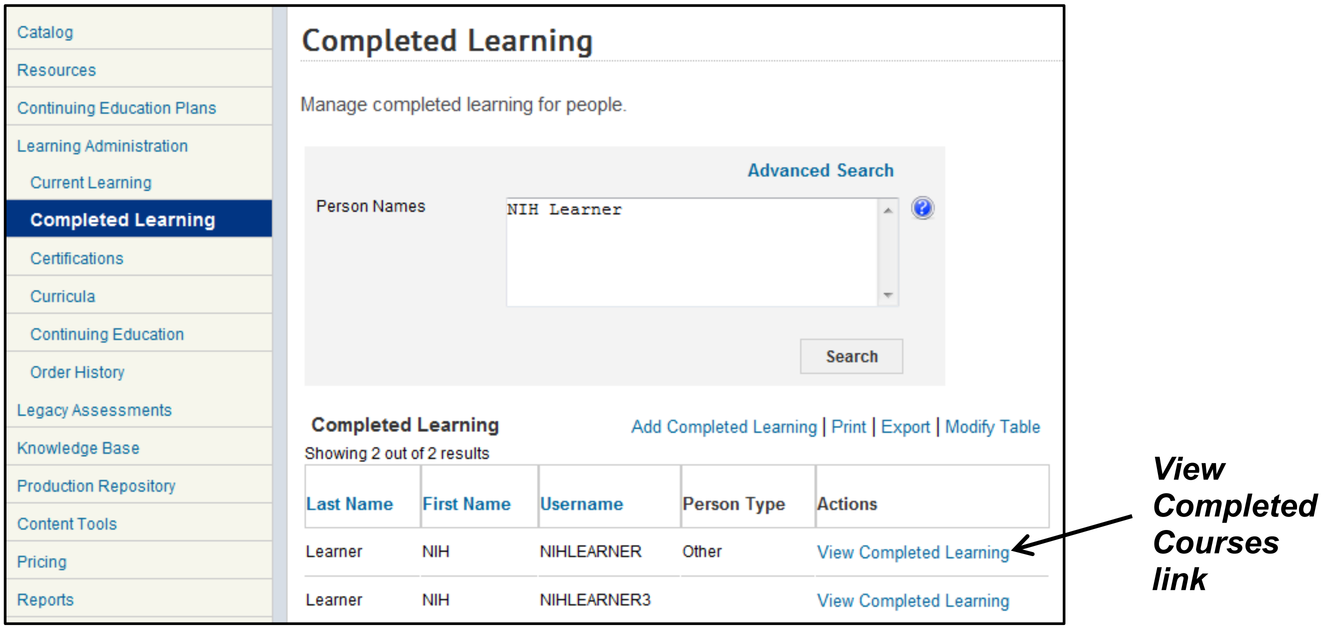

Figure 4 – View Completed Courses link

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

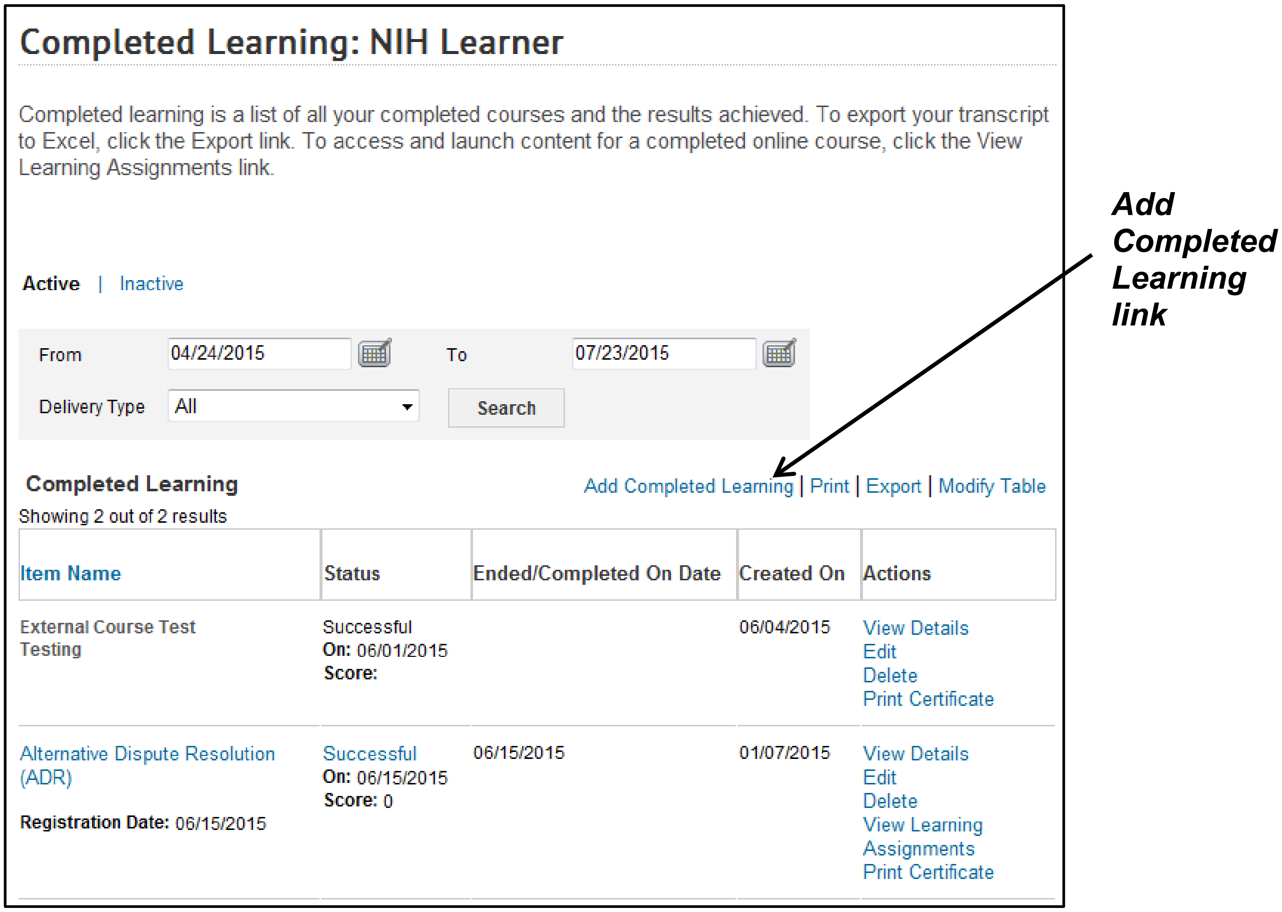

Figure 5 – Add Completed Learning link

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.

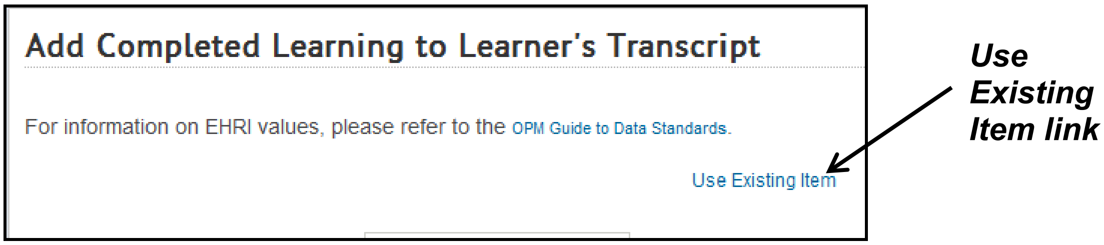

Figure 7 – Use Existing Item Link Screen

   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.

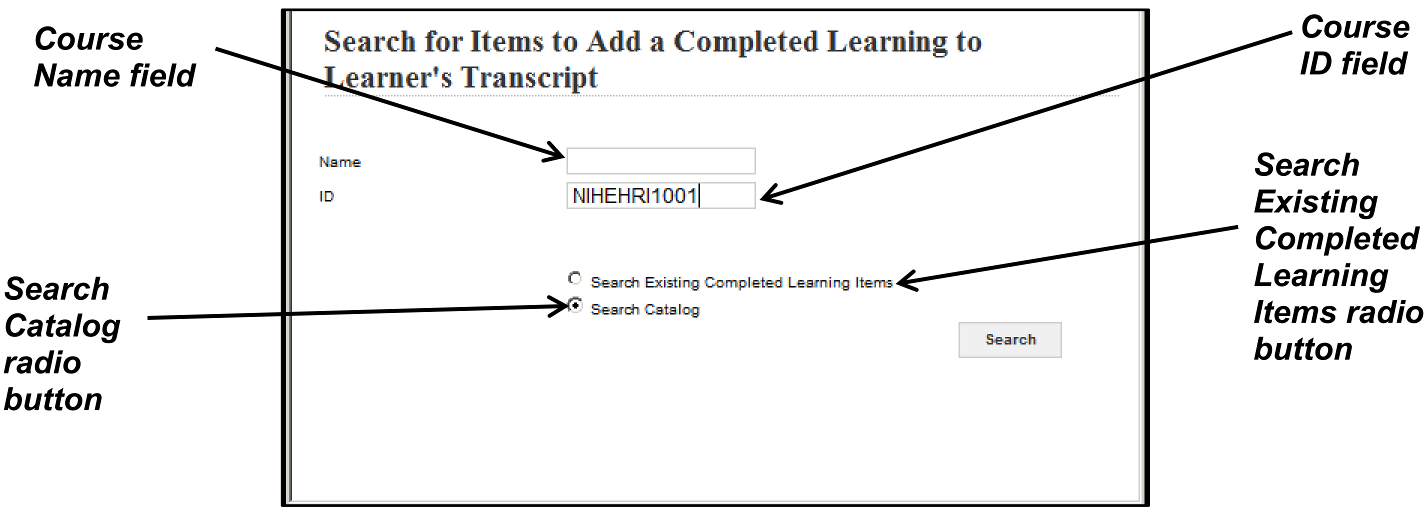

Figure 6 – Search for Items to Add a Completed Learning to Learner's Transcript Screen

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.

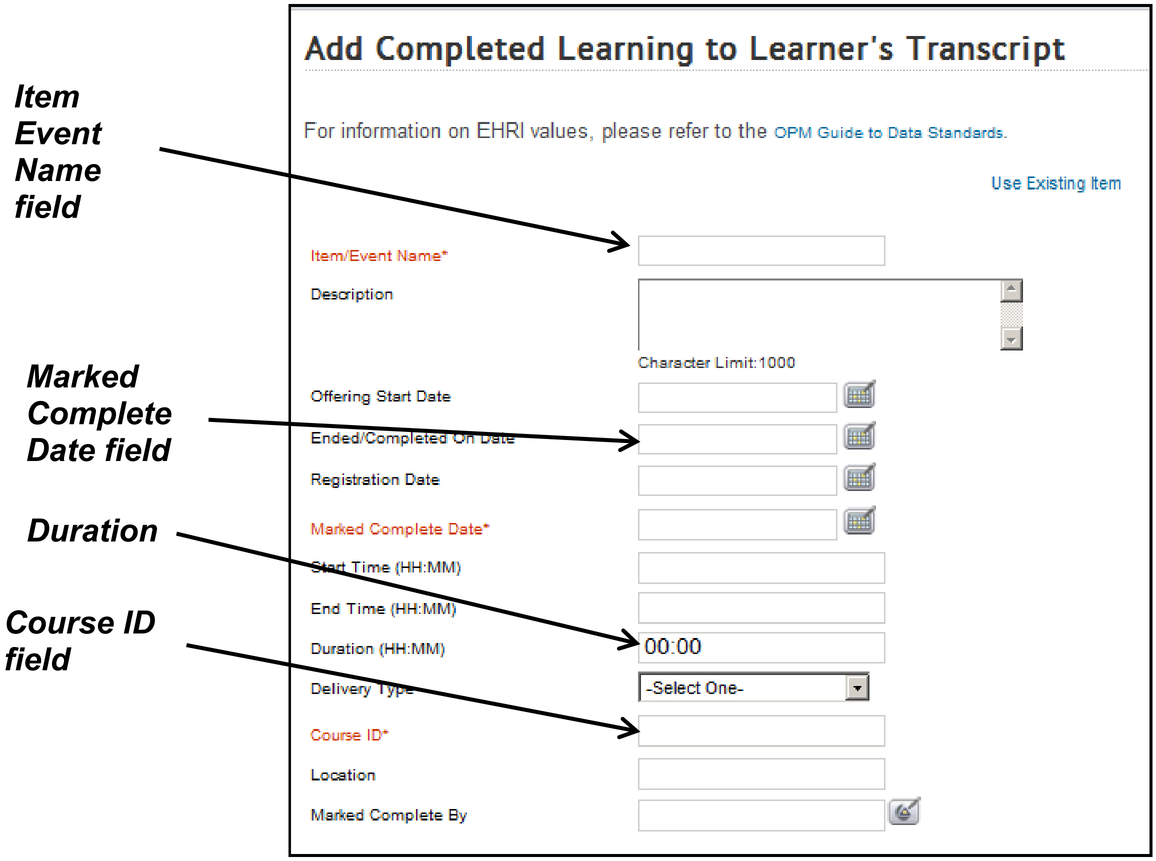

Figure 7 – Add Completed Learning to Learner's Transcript Screen

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.]