

LEARNING MANAGEMENT SYSTEM (LMS)

LMS CONTENT ADMINISTRATOR TRAINING

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

Functions of a Content Administrator include:

- Managing the development of course content, to include consideration of:
 - SCORM standards
 - Section 508 compliance
 - Courseware development process
- Importing content into the LMS and making it available for learners
- Creating assessment question groups
- Creating tests and questionnaires

NOTE: Even though a Content Administrator may upload course content, the Learning Administrator role is needed to make that content available to learners by attaching it to a course and offering. The <u>LMS Learning Administrator</u> training is a required prerequisite for the LMS Content Administrator training.

To become a LMS Content Administrator:

- 1) Register for and complete the self-paced online LMS Content Administrator training.
- 2) Submit a request for LMS Content Administrator privileges and LMS Staging Environment access by selecting <u>Get Help with an HR System</u>.

Get Acce To An HI System	w Sy	et Help Vith An HR Istem	NIH employe	Request a Retirement Estimate	Authorized Add	Submit a Senior Level Case for Review	
requests for new, modified ar deleted access to HR system Learn more about <u>HR system</u> access.	ns.	o with HR system s. ut <u>HR systems</u>	Retire	imate of their projected ement annuity. about <u>Retirement at NIH.</u>		bmit Senior Level cases for review. nore about <u>Pay at NIH.</u>	
Ticket SECTION 1 - Ticket Inform	ation					* Required Fields	*
Ticket #		Date Initiated		04/11/2023 03	04/11/2023 03:05 PM		
Status*	Pending	Priorit	y Code*	Moderate ~			
Full Name of User* (<u>NED Lookup)</u>		User B	Email*				
User Phone# (no dashes)	301000000	Organ	ization*	IC User		~	
Total Number of Users Affected	1] IC*			~		
System* (<u>Request History)</u>	LMS	✓ Issue	Category*	LMS - Staging	Access Request	t (Internal user) 🖌	
	I have completed the LMS Content Administrator training. I am requesting LMS Content Administrator privileges and access to the LMS Staging Environment.						
Description of Issue or Request					li	•	
Note: Do NOT enter SSN in this area. Documents containing such information may be attached. 😢							
		Save Ticket	ubmit Ticket				