LEARNING MANAGEMENT SYSTEM (LMS)
REVIEW A COMPLETED ONLINE COURSE

Most LMS online courses will allow you to review the content after you have completed the course. This QRG will guide you through the steps required to review the course material after you have completed the course.

1. Log on to the LMS.

   NOTE: For instructions about logging on, refer to the Log-On Instructions (TS02-L) QRG.

2. Navigate to your transcript/completed learning.

   NOTE: For instructions on viewing your transcript, refer to the Viewing Your Transcript (TS04-L) QRG.

3. Under the Actions column, click the **View Learning Assignments** link.

Figure 1 – View Learning Assignments link on Completed Learning page

4. On the Learning Assignments screen, click the **Launch Content** button.

Progress Report for Alternative Dispute Resolution (ADR)

If you have reached this page and the words "Sign Off" appear under "Sign Off" column:

Follow these 3 steps after launching and completing the training module:
Click Sign Off (below)
A pop-up box will appear
Click Save

Offering Name	Alternative Dispute Resolution (ADR)
Completion Status	Successful
Score	0

Learning Assignments   Print | Export | Modify Table

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
HHS-ADR_2.1	Content Module	Required	Attempts Allowed: Unlimited	Successful	06/15/2015	Launch Content more actions

Cancel

Launch Content button

Figure 2 – Launch Content button on course details page

5. Courses in the LMS are created by several different vendors and some are created internally by NIH resources. As such, the launch behavior of the course can vary from developer to developer. The following are some example screens that you might see when launching a course.

   SkillSoft – this is a sample screen that is displayed after clicking the **Launch Content** button from your Current Learning page. Click the **Play this Course** link to launch the course content.

Play this Course link

Getting Started with Safari

Play this Course

Overview/Description
Target Audience
Expected Duration
Lesson Objectives

Overview/Description
This course introduces you to Safari - Apple's innovative, fast, and full-featured web t
intuitive interface, and working with Safari using Mac OS X Lion's multi-touch gesture
favorite web sites, and using tabbed browsing and Safari's customizable Top Sites fea

Figure 3 – Play this Course link for a sample SkillSoft course

Books 24x7 – this is a sample screen that is displayed after clicking the **Launch Content** button from your Current Learning page. Click the **SkillSoft Books 24 x 7** link to launch the course content.
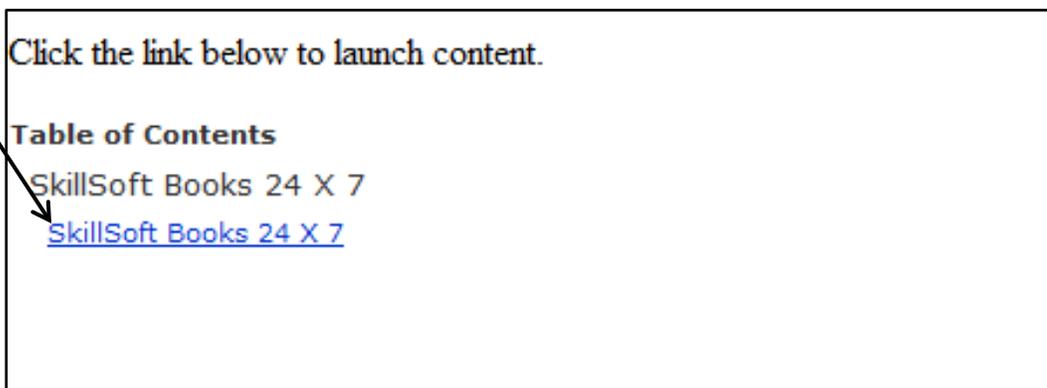
SkillSoft Books 24 x 7 link

Click the link below to launch content.

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Figure 4 – SkillSoft Books 24 x 7 link for a sample Books 24x7 course

If you experience trouble with this process, please refer to the LMS Support Page.

TS18-L: Review a Completed Online Course