

A hand is shown reaching upwards, with several fingers pointing towards a series of glowing, semi-transparent square icons arranged in a grid-like pattern. The background is a soft, light green gradient. The overall image conveys a sense of reaching for knowledge or technology.

HHS Learning Portal: Learning Admin Advanced Topics – Attaching Online Course Content Training Manual

Table of Contents

❑ Introduction: The Attaching Online Course Content Process.....	3
❑ Task 1: Access the LMS Staging Environment.....	4
❑ Task 2: Create the Online Course Content (Folder) Object in the Production Repository.....	7
❑ Task 3: Import the SCORM Package Into the Production Repository.....	13
❑ Task 4: Create the Course and Set the Online Training Delivery Type.....	31
❑ Task 5: Create the Course Offering.....	40
❑ Task 6: Add the Online Course Content to the Course Offering.....	47
❑ Support Resources	57

The Attaching Online Course Content Process

The process for adding an online course to the HHS Learning Portal (LMS) is a bit different from the process for adding a course with another delivery type. The process for adding an online course to the LMS requires you to complete an additional series of tasks that include attaching the online course content that you developed outside of the LMS, in the form of a SCORM package, to the Production Repository in the LMS Staging environment; and then, testing it in the LMS Staging environment to ensure that it is technically ready to be deployed into the LMS.

This training manual provides instruction on how to complete each task in the process for attaching online course content to the LMS so that you can conduct the online course testing that will be required. The process tasks are:

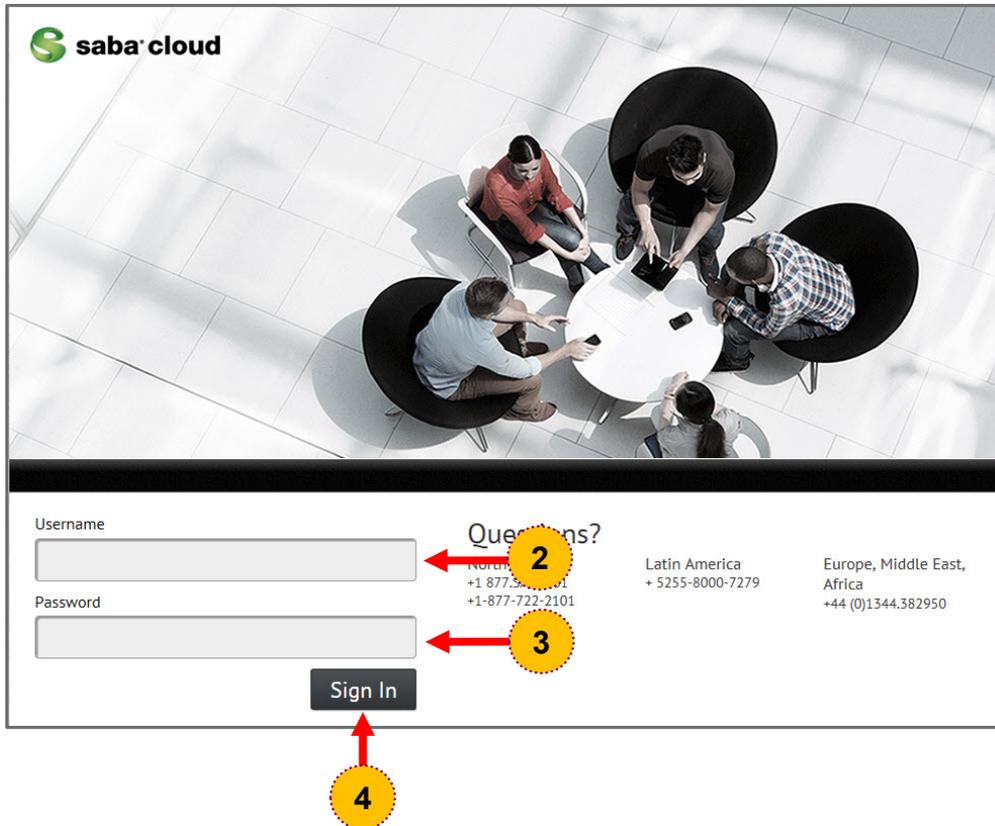
1. Access the LMS Staging environment.
2. Create the online course content folder (object) in the Production Repository.
3. Import the online course content, in the form of a SCORM package, into the online course content folder in the Production Repository.
4. Create the Course and set the Online Training Delivery Type for the Course.
5. Create the Course Offering.
6. Add the online course content to the Course Offering.



- **Task 1: Access the LMS Staging Environment**
- 
- A hand is shown from the wrist up, reaching out towards a grid of glowing square icons. The icons are arranged in a pattern that recedes into the background, creating a sense of depth. The hand is positioned in the lower right quadrant of the image, with the fingers spread. The background is a dark, gradient blue-grey. The overall image conveys a sense of digital interaction or training.

Task 1: Access LMS Staging

To access the LMS Staging environment, do the following:



saba cloud

Questions?

Username

Password

Sign In

Latin America
+ 5255-8000-7279

Europe, Middle East,
Africa
+44 (0)1344.382950

North America
+1 877-544-1111
+1-877-722-2101

1

2

3

4

Step 1. Access the HHS LMS Staging environment login portal via the link that was sent to you.

NOTE: The LMS Staging environment website resides outside of the NIH firewall and can be accessed from any computer.

Step 2. Enter your LMS Staging environment Username in the **Username** field.

Step 3. Enter your LMS Staging environment Password in the **Password** field.

Step 4. Click the **Sign In** button.

NOTE: The Staging environment is configured to lock the account after 4 incorrect login attempts. If your account has been locked due to repeated failed login attempts, please submit a LMS Help Desk ticket request for help.

Task 1: Access LMS Staging

After the Sign In button is clicked, the LMS Home Page will open as shown below.

The screenshot displays the HHS Learning Portal Staging interface. At the top, the header includes the HHS logo, the text "HHS Learning Portal Staging", and user information for "MONTEIN BYRD" with a notification icon showing 6 items. Navigation links for "Preferences", "Calendar", and "Log Out" are also present. A "Configure This Page" link is located in the top right corner.

The main content area is divided into several sections:

- Video Announcements:** Features a "Welcome to the HHS Learning Portal!" message and a video player titled "LMS On Demand Video: Searching the Catalog". A thumbnail image shows two people working on a laptop.
- Announcements for NIH Staff:** Contains a "DDM Seminar Series 'Resilient and Ready: How to Thrive Through Challenge and Change'" announcement by Valorie Burton, including a registration link and a "Skillsoft Online Course Update" section with important notes about course migration and access.
- Catalog Search:** Provides a search interface with fields for "Search", "In" (set to "Learning Catalog"), "Location" (set to "Any Location"), and "Starting" (set to "In Next Six Months"). It includes a "Search" button and a link to "Advanced Search".

A sidebar on the left contains a user profile picture and a menu with options: Home, Learning, Plans, Competencies, and Reports.

- 
- A hand is shown with several glowing square icons overlaid on it, suggesting a digital interface or training content. The background is a gradient of light green and blue.
- **Task 2: Create the Online Course Content Folder (Object) in the Production Repository**

Task 2: Create the Course Content Folder

To create the online course content folder in the Production Repository in the LMS Staging environment, do the following:

The screenshot shows the HHS Learning Portal interface. At the top, there is a blue header with the HHS logo and the text "HHS Learning Portal" and "The Joy of Learning Enabled Through Access!". Below the header, there is a navigation menu on the left and a main content area. The main content area is titled "Courses" and contains a search form with fields for Title, Course ID, Domain, and Audience Type/Subtype. A red arrow labeled "1" points to the Admin icon in the top right corner of the header. The left-hand navigation menu is expanded to show the "Courses" section, and a red arrow labeled "2" points to the "Production Repository" menu item.

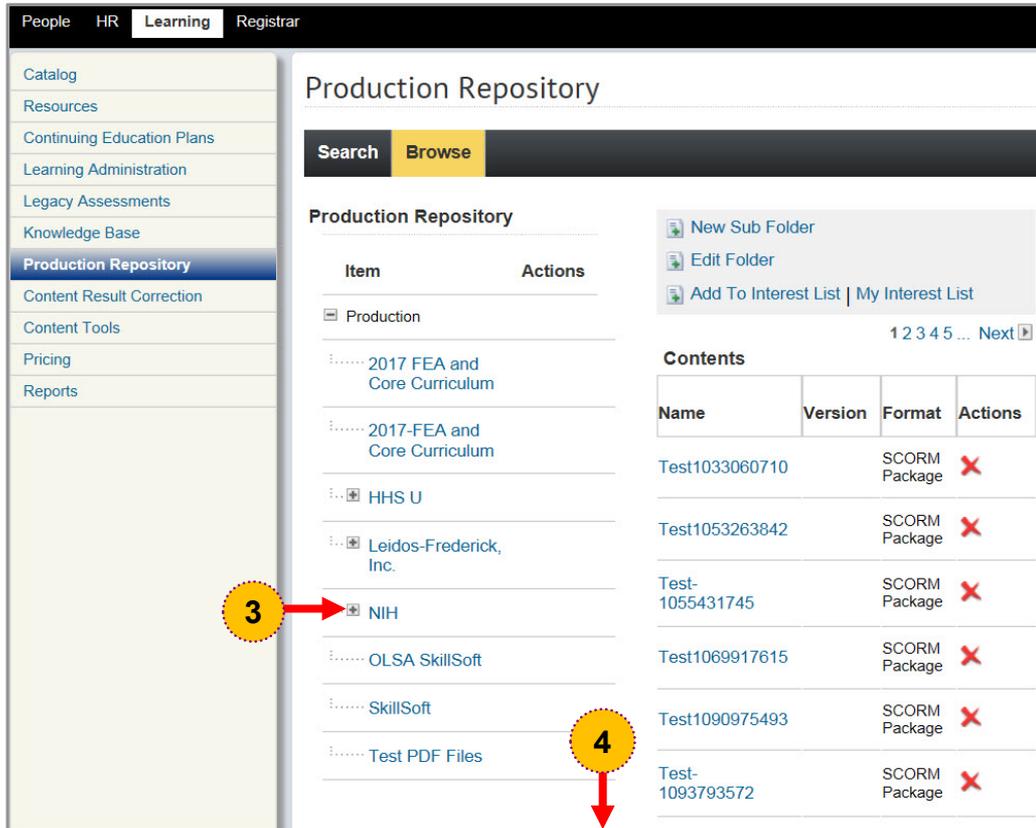
Step 1. Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

NOTE: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

Step 2. Click the **Production Repository** menu.

Task 2: Create the Course Content Folder

The Production Repository is a dedicated server within the LMS that stores the online content that is made available to learners through the LMS course catalog. After the Production repository menu is selected, the Production Repository page will open defaulted to the Browse tab as shown below.



The screenshot shows the Production Repository interface. The top navigation bar includes 'People', 'HR', 'Learning', and 'Registrar'. The left sidebar contains a menu with 'Production Repository' selected. The main content area is titled 'Production Repository' and has 'Search' and 'Browse' tabs. A list of folders is shown on the left, with 'NIH' highlighted by a red arrow and a yellow circle with the number '3'. Below the folders, a 'Contents' table is displayed, with a red arrow and a yellow circle with the number '4' pointing to the 'Actions' column of the first row.

Name	Version	Format	Actions
Test1033060710		SCORM Package	✗
Test1053263842		SCORM Package	✗
Test-1055431745		SCORM Package	✗
Test1069917615		SCORM Package	✗
Test1090975493		SCORM Package	✗
Test-1093793572		SCORM Package	✗

Step 3. Click the **plus (+)** symbol that appears to the left of the **NIH** folder item on the Browse tab.

All of the NIH sub folders will open below.

NOTE: All online content posts must belong in a sub folder under the NIH folder item.

Step 4. Scroll down the page to find a sub folder with your IC's acronym.

Task 2: Create the Course Content Folder

The screenshot illustrates the process of selecting a subfolder and viewing its contents. It is divided into three main sections:

- Top Left:** A vertical list of folders: ORS, P3 Courses, Privacy, Your IC, and Zaib. A red arrow labeled '5' points to 'Your IC'.
- Top Right:** A secondary view of the folder list with 'Your IC' highlighted in a red box and a red 'X' to its right. A red arrow labeled 'A' points to this view.
- Bottom:** The 'Production Repository' page. It features a 'Search' and 'Browse' tab. Below the tabs is a table of items. A 'Contents' section is highlighted with a red box and a red arrow labeled 'B'. The 'Contents' section shows 'No items found' and an 'Import' link.

Item	Actions
Production	
..... 2017 FEA and Core Curriculum	
..... 2017-FEA and Core Curriculum	

Contents Import

No items found

Step 5. Click the name of **your IC's** sub folder.

NOTE: For training purposes, the title "Your IC" will be used in place of your IC's actual acronym.

NOTE: After you click the name of your IC's sub folder, a red X will appear to the right of the link as shown in image A. The red X indicates that you currently have the sub folder selected. Content stored in the selected folder will display in the Contents table that appears on the upper right-side of the Production Repository page as shown in image B. Ensure that the red X appears for the correct subfolder.

Task 2: Create the Course Content Folder

Production Repository

Search Browse

Production Repository

Item	Actions
Production	
2017 FEA and Core Curriculum	
2017-FEA and Core Curriculum	

New Sub Folder (6)
Edit Folder
Add To Interest List | My Interest List

Contents Import
No items found

Step 6. Click the **New Sub Folder** link. The New Content Folder window will open.

Step 7. Enter the name of your course into the **Name** field.

NOTE: For tracking purposes, it is recommended that you give your content sub folder the same name as your course.

Step 8. Ensure that the **Security Domain** field stays defaulted to NIH.

Step 9. Verify that the **Parent Folder** field defaults to your IC's sub folder item.

Step 10. Click the **Save** button.

New Content Folder

Name* The Name of Your Course (7) * = required

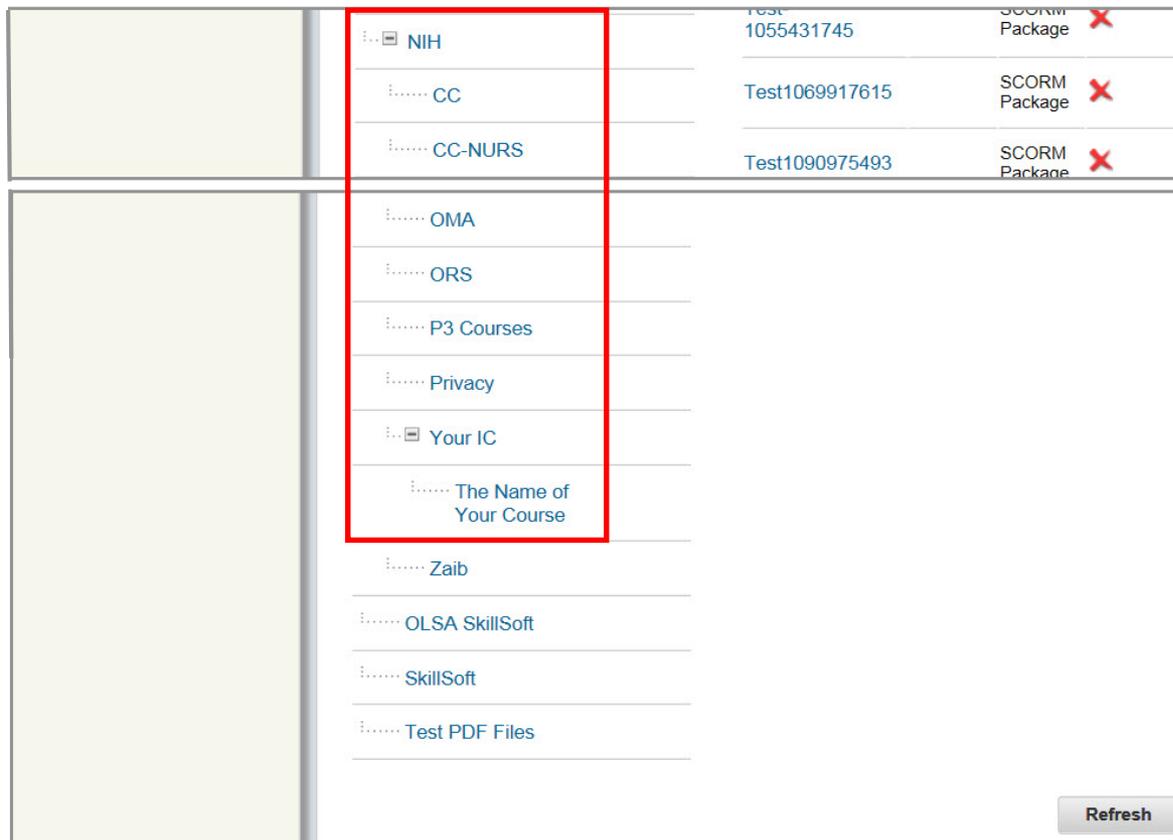
Security Domain* (8) NIH

Parent Folder Your IC (9)

(10) Save Close

Task 2: Create the Course Content Folder

After the Save button on the New Content Folder window is clicked, your new online course content sub folder item will appear subordinate to your IC sub folder within the NIH folder item as shown below.



The screenshot displays a hierarchical folder structure. A red rectangular box highlights the 'NIH' folder and its immediate subfolders: 'CC', 'CC-NURS', 'OMA', 'ORS', 'P3 Courses', 'Privacy', 'Your IC', and 'The Name of Your Course'. To the right of the tree view, a table lists details for the highlighted folders. The table has three columns: folder name, a test ID, and a status. The 'Your IC' folder is expanded to show its subfolders: 'Zaib', 'OLSA SkillSoft', 'SkillSoft', and 'Test PDF Files'. A 'Refresh' button is located at the bottom right of the interface.

NIH	Test 1055431745	SCORM Package ✗
CC	Test1069917615	SCORM Package ✗
CC-NURS	Test1090975493	SCORM Package ✗
OMA		
ORS		
P3 Courses		
Privacy		
Your IC		
The Name of Your Course		
Zaib		
OLSA SkillSoft		
SkillSoft		
Test PDF Files		

- **Task 3: Import the SCORM Package into the Production Repository**

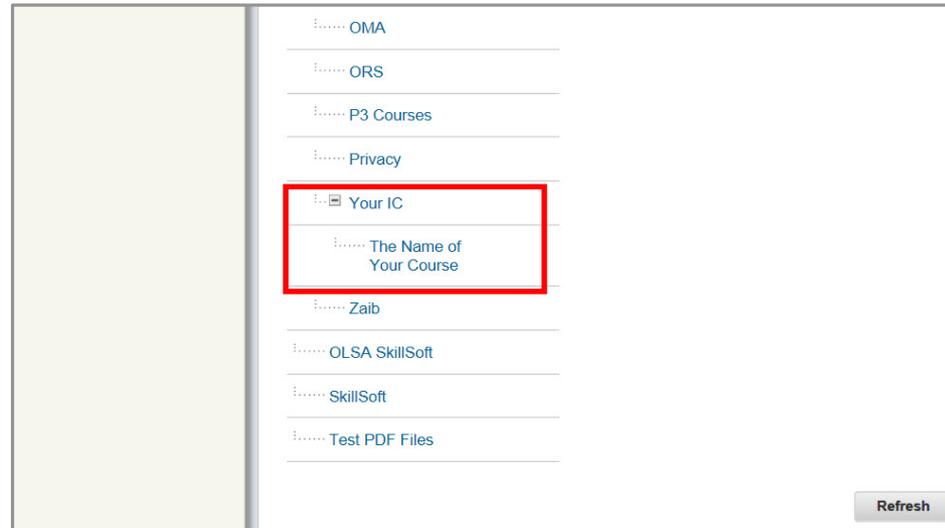


Task 3: Import the SCORM Package

After your new online course content sub folder item is created and appears subordinate to your IC sub folder within the NIH folder item as shown below, you are ready to import your online course content, in the form of a SCORM package, into that folder.

NOTE: A SCORM package is a ZIP file that contains all of your course resources and is exported from the course authoring software used to develop your online course content as a SCORM 1.2/2004 package.

Be sure the imsmanifest.xml file is always at the root of the ZIP SCORM package. This means that the imsmanifest.xml file cannot be inside a folder within the ZIP package.



Before you import your online course content, your online course content sub folder should appear subordinate to your IC's folder as shown in this example

Task 3: Import the SCORM Package

To import online course content, in the form of a SCORM package, into your online course content folder in the Production Repository, do the following:

The screenshot shows the HHS Learning Portal interface. At the top, there is a blue header with the HHS Learning Portal logo and the text "The Joy of Learning Enabled Through Access!". Below the header, there is a navigation menu on the left and a main content area. The navigation menu includes items such as Catalog, Courses, Offerings, Subscription Orders, and Production Repository. The main content area shows the "Courses" page with search filters for Title, Course ID, Domain, and Audience Type/Subtype. A red arrow labeled "1" points to the Admin icon in the top right corner of the header. Another red arrow labeled "2" points to the "Production Repository" item in the left-hand menu.

Step 1. Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

NOTE: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

Step 2. Click the **Production Repository** menu.

The Production Repository page will open defaulted to the Browse tab.

Task 3: Import the SCORM Package

The screenshot shows the 'Production Repository' interface. On the left is a navigation menu with 'Production Repository' selected. The main area has 'Search' and 'Browse' tabs, with 'Browse' active. Below the tabs is a list of items, including 'NIH', which is highlighted with a red arrow and a yellow circle containing the number 3. To the right of the items list is a 'Contents' table with columns for Name, Version, Format, and Actions. A yellow circle containing the number 4 is positioned below the 'NIH' item, with a red arrow pointing down to the 'Contents' table.

Name	Version	Format	Actions
Test1033060710		SCORM Package	✗
Test1053263842		SCORM Package	✗
Test-1055431745		SCORM Package	✗
Test1069917615		SCORM Package	✗
Test1090975493		SCORM Package	✗
Test-1093793572		SCORM Package	✗

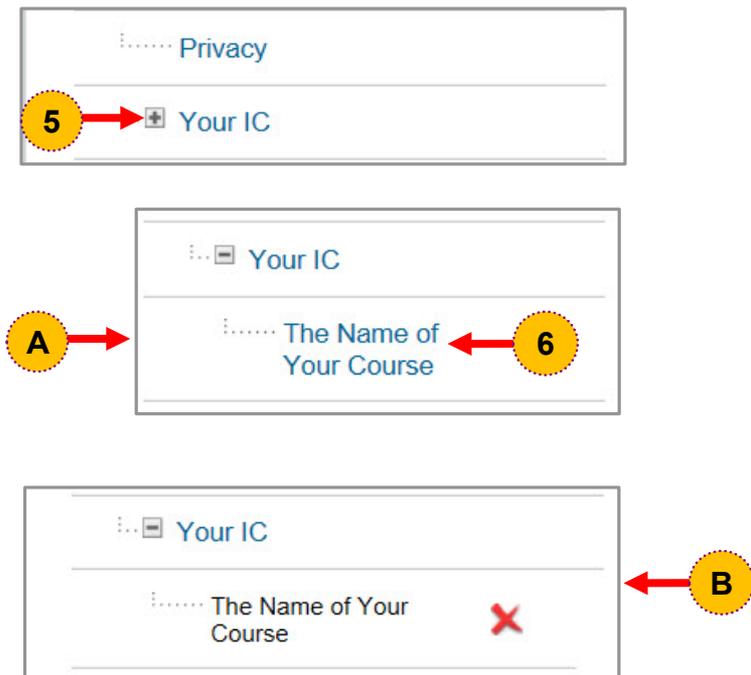
Step 3. Click the **plus (+)** symbol that appears to the left of the **NIH** folder item on the Browse tab.

All of the NIH sub folders will open below.

NOTE: All online content posts must belong in a sub folder under the NIH folder item.

Step 4. Scroll down the page to find the sub folder with your IC's name on it.

Task 3: Import the SCORM Package



Step 5. Click the **plus (+)** symbol that appears to the left of Your IC sub folder item.

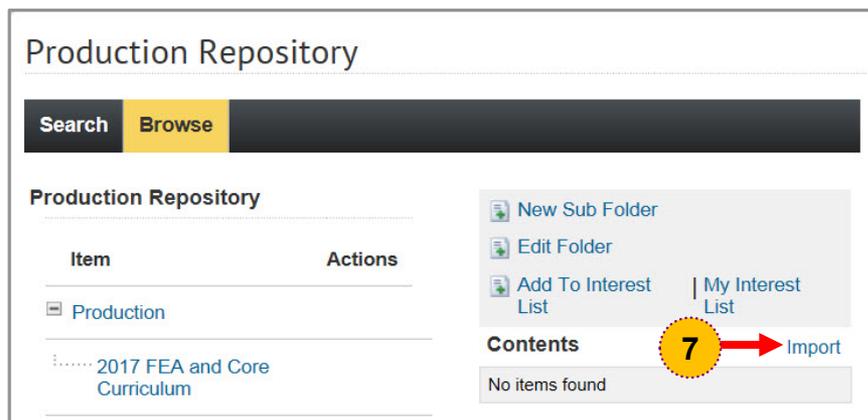
After you click the **plus (+)** symbol that appears to the left of Your IC sub folder item, the folder will open to reveal the sub folder you created in Task 2 as shown in image A.

Step 6. Click to select the **Name of Your Course** sub folder (this is the sub folder you created in Task 2).

After the sub folder is selected, a red X will appear to the right of the sub folder, as shown in image B, to indicate the folder is selected. Ensure that the red X appears for the correct subfolder.

NOTE: Content stored in a selected folder will display in the Contents table that appears on the upper right-side of the Production Repository page (image not shown here).

Task 3: Import the SCORM Package



Step 7. Click the **Import** link located at the top of the Production Repository page.

The Import Content page will display as shown in image A.

Step 8. Enter the name of your course into the **Name** field on the Import Content page.

NOTE: For tracking purposes, we recommend that you *also* give your online course content the same name as your course.

NOTE: The online course content can also be referred to as a *content object*.

Step 9. Ensure that the **Security Domain** field stays defaulted to NIH.

Step 10. Select SCORM Package from the **Content Format** drop-down menu.

Step 11. Click the **Player Template** pick icon.

This figure depicts the top portion of the Import Content page.

Task 3: Import the SCORM Package

The Select Player Template window opens so that you may select the type of player template needed for your online course content.

Select Player Template

Name **12**

[Configure](#) | [Save Search Query](#) **13**

[Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

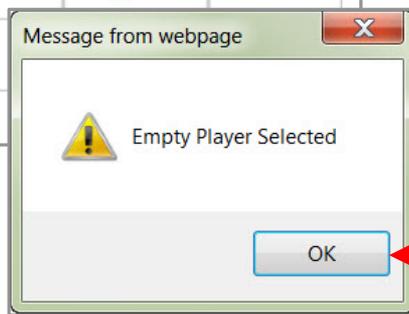
	Name	Description	Height	Width
14 <input type="checkbox"/>	Empty Player	Empty Player		

Step 12. Enter Empty Player in the **Name** field.

Step 13. Click the **Search** button. Results based on the Name field will display in a table at the bottom of the window.

Step 14. Click the **Select** box to the left of the name Empty Player.

Step 15. Click the **OK** button on the Empty Player Selected confirmation popup.



Task 3: Import the SCORM Package

After confirming your Player Template selection, you will return to the Import Content page and your template selection will appear in the Player Template field as shown below.

The screenshot shows the 'Import Content' form with the following fields and values:

- Name*: Also the name of your course
- Security Domain*: NIH
- Content Format*: SCORM Package
- Player Template*: Empty Player
- Mobile Device Compatibility: Not Compatible (indicated by a red arrow and a yellow callout labeled '16')
- Content Type: Learning Objects (indicated by a red arrow and a yellow callout labeled '17')
- Version Number: (empty)
- Available From: 05/25/2017
- Expiration Date: (empty)
- Parent Folder: The Name of Your Course
- Content Provider: -Select One-
- Delivery Vendor*: Saba

Buttons: Next», Cancel

Step 16. Select the Not Compatible option from the **Mobile Device Compatibility** drop-down field.

NOTE: Mobile Device Compatibility is not presently supported.

Step 17. Select Learning Objects from the **Content Type** drop-down menu.

Task 3: Import the SCORM Package

Import Content

1.Content Details >> 2.Import Content

Name*

Security Domain*

Content Format*

Player Template*

Mobile Device Compatibility

Content Type

Version Number

Available From

Expiration Date

Parent Folder

Content Provider

Delivery Vendor*

Step 18. Do NOT set a date in the **Expiration Date** field.

NOTE: Setting an expiration date here would cause the content to no longer be available to learners or administrators beyond the date of expiration.

Step 19. Ensure that the **Parent Folder** field has defaulted to your online course content folder.

Step 20. Do NOT select a provider from the **Content Provider** drop-down menu.

Step 21. Ensure that the **Delivery Vendor** field stays defaulted to Saba.

Step 22. Click the **Next** button.

Task 3: Import the SCORM Package

After setting your content attributes on the Import Content page, you are ready to import your SCORM package on the Import Content: Also the name of your course (SCORM Package) page.

Import Content: Also the name of your course (SCORM Package)

1.Content Details ... 2.Import Content

Zip File* Browse... **23**

Content Server* 

«Previous Import



Step 23. Click the **Browse** button in the Zip File field, navigate to the directory on your local workstation or network drive where the SCORM package is located and select it for import.

After the package is selected for import, the file path will appear in the Zip File field as shown in image A.

Step 24. Click the **Content Server** pick icon.

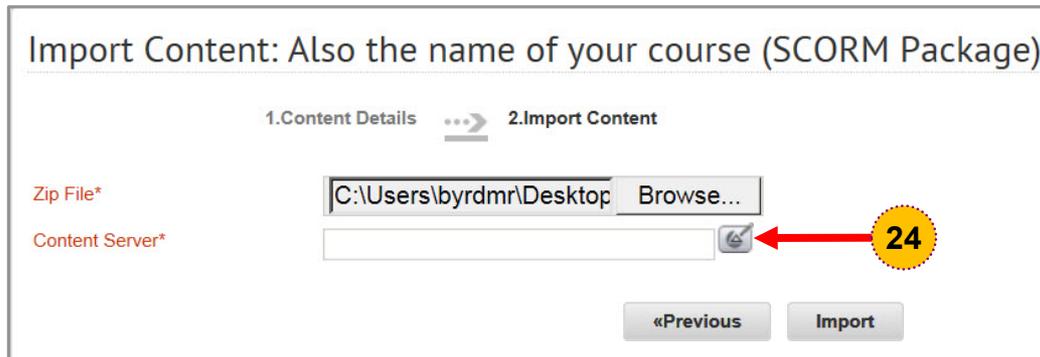
Import Content: Also the name of your course (SCORM Package)

1.Content Details ... 2.Import Content

Zip File* Browse... **24**

Content Server*  **A**

«Previous Import



Task 3: Import the SCORM Package

The Select Content Server window will open as shown below.

Select Content Server

Name Upload Protocol

Is default server

[Configure](#) | [Save Search Query](#) 25

Content Servers [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

	Name	Is default server	Is a secure server	Upload Protocol	Description
26 <input type="checkbox"/>	Staging Content Server	True	True	FTP	Saba_Content_Server

Message from webpage

Staging Content Server Selected

27

Step 25. Click the **Search** button. Search results will display in a table at the bottom of the window.

NOTE: There is no need to set Name search criteria here because there is only one content server available.

Step 26. Click the **Select** box to the left of the Staging Content Server name.

Step 27. Click the **OK** button on the Staging Content Server Selected confirmation popup.

Task 3: Import the SCORM Package

After selecting your content server, you will return to the Import Content: Also the name of your course (SCORM Package) page to perform the import.

Import Content: Also the name of your course (SCORM Package)

1. Content Details >> 2. Import Content

Zip File* Browse...

Content Server* 



Step 28. Click the **Import** button. The SCORM package will begin to upload to the Production Repository.

NOTE: Depending on the size of the SCORM package, it can take a few moments to complete uploading.

Task 3: Import the SCORM Package

After the package has imported successfully, the Import Content: Also the name of your course (SCORM Package) page will display a confirmation message at the top of the page as shown below.

Import Content: Also the name of your course (SCORM Package)

The content has been imported successfully.

Name	Also the name of your course
Security Domain	NIH
Content Format	SCORM Package
Mobile Device Compatibility	Not Compatible
Content Format Version	SCORM 1.2
Parent Folder	The Name of Your Course
Player Template	Empty Player
Content Provider	
Delivery Vendor	Saba
External Content ID	
Use as survey, evaluation, or multi-rater assessment	<input type="checkbox"/>
Zip File	SCORM Online Content.zip
Content Server	Staging Content Server

[Preview Content](#) 

[View Content Communication Log](#)



Step 29. Click the **Preview Content** link to view the course from within the LMS. This will allow you to verify the player template you selected.

Step 30. Click the **Return to Repository** button to go back to the Production Repository page where your online course content is stored.

Task 3: Import the SCORM Package

After the package has imported successfully, the Production Repository page will display your imported content as a file link in the Contents table that appears on the upper right-side of the page as shown below.

The screenshot shows the 'Production Repository' interface. At the top, there are 'Search' and 'Browse' tabs. Below this, there are navigation options: 'New Sub Folder', 'Edit Folder', and 'Add To Interest List | My Interest List'. The main content area is divided into two sections: 'Production Repository' and 'Contents'. The 'Production Repository' section contains a table with columns 'Item' and 'Actions'. The 'Contents' section contains a table with columns 'Name', 'Version', 'Format', and 'Actions'. The 'Name' column in the 'Contents' table has a red box around the text 'Also the name of your course'. The 'Format' column for this entry is 'SCORM Package' and the 'Actions' column has a red 'X' icon.

Name	Version	Format	Actions
Also the name of your course		SCORM Package	X

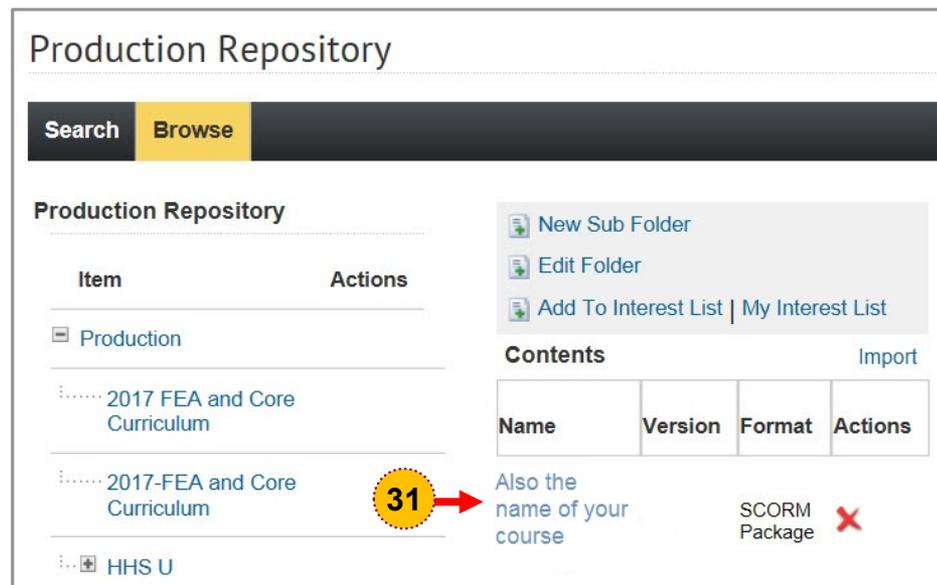
This figure depicts the top portion of the Production Repository page.

Task 3: Import the SCORM Package

After successfully importing your online course content, you may view and edit content file details as necessary.

IMPORTANT: Online course content that has already been attached to a course or a course offering cannot be deleted. However, it may be disabled by setting a date in the Expiration Date field on the Content Details tab.

To view or edit the course content details, do the following:



The screenshot shows the 'Production Repository' interface. At the top, there are 'Search' and 'Browse' buttons. Below this, there is a 'Production Repository' section with a table of items. The table has columns for 'Item' and 'Actions'. The first item is 'Production'. The second item is '2017 FEA and Core Curriculum'. The third item is '2017-FEA and Core Curriculum', which is highlighted with a yellow circle containing the number '31' and a red arrow pointing to it. The fourth item is 'HHS U'. To the right of the table, there is a 'Contents' table with columns for 'Name', 'Version', 'Format', and 'Actions'. The 'Name' column contains the text 'Also the name of your course'. The 'Format' column contains 'SCORM Package' with a red 'X' next to it. Above the 'Contents' table, there are buttons for 'New Sub Folder', 'Edit Folder', and 'Add To Interest List | My Interest List'. An 'Import' button is also visible.

Step 31. Click the **online course content** link.

Task 3: Import the SCORM Package

After selecting the online course content link, the Content Inventory Details page will display the Content Details tab.

Content Inventory Details: Also the name of your course (SCORM Package)

Content Details | Current Subscriptions | Content Metadata

Name* 34

Security Domain*

Content Format

Content Format Version

Player Template*

Mobile Device Compatibility

Status [Edit](#)

Version Number

Available From

Expiration Date

Parent Folder*

Content Provider

Delivery Vendor

External Content ID

Zip File [Browse...](#)

Content Server*

Use as Survey, Evaluation, or Multi-Rater Assessment

Is Scoring

Owner [Add Owner](#) 32

[Preview Content](#) 33

[View Content Communication Log](#)

Step 32. Click the **Add Owner** link, search for the person, and designate him/her as the content owner.

NOTE: Defining a course content owner is recommended to ensure that other Administrators know whom to contact with questions. Multiple owners may be added and we recommend that you establish yourself as one of the owners.

Step 33. Click the **View Content Communication Log** link if you wish to view the list of communications that have passed between the LMS and the content while you were previewing it.

NOTE: If your content item was not SCORM compliant, you will not see a View Content Communication Log link.

Step 34. Edit the other content details as appropriate.

Task 3: Import the SCORM Package

The Current Subscriptions tab on the Content Inventory Details page will list any courses and offerings to which a piece of content is connected.

NOTE: The PartNo column displays the unique course ID or the 8-digit offering ID for the course or offering to which the content has been associated and the Name column displays the name of that course or offering.

Content Inventory Details: Also the name of your course (SCORM Package)

Content Details **Current Subscriptions** **Content Metadata**

Current Subscriptions [Print](#) | [Export](#)

Showing 1 out of 1 results

PartNo	Name	Subscribed On	Subscribed By	Subscription Type
00143281	The Name of Your Course Offering	05/31/2017	nih2001779880	Learning

[Return to Repository](#)

Task 3: Import the SCORM Package

The Content Metadata tab on the Content Inventory Details page will allow you to add metadata that may help others find your content more easily.

NOTE: Adding data to the Content Metadata tab is optional and NOT required.

Content Metadata Details: Also the name of your course (SCORM Package)

Content Details **Current Subscriptions** **Content Metadata**

Content Format: SCORM Package

Content Type: Learning Objects

Author:

Description:

Language:

Keywords: The Name of Your Course

Competency [Add Competency](#)

No items found

- **Task 4: Create the Course and Set the Online Training Delivery Type**



Task 4: Create the Course and Set Delivery

After completing the task of importing your online course content to the Production Repository, you need to create the course in the LMS and set the online training delivery type for the course.

To create a course, do the following:

Step 1. Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

NOTE: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

Step 2. Click the **New Course** link.

The screenshot displays the HHS Learning Portal interface. At the top, there is a blue header with the HHS Learning Portal logo and the tagline "The Joy of Learning Enabled Through Access!". To the right of the header, there are icons for user profile and settings, with a red arrow labeled "1" pointing to the settings icon. Below the header, the main content area is divided into two sections. On the left is a navigation menu with the "Courses" option selected. On the right is the "Courses" page, which includes a search form with fields for Title, Course ID, Domain, and Audience Type/Subtype. Below the search form, there are links for "Configure" and "Save Search Query", and a "Search" button. At the bottom of the "Courses" page, there is a "New Course" link, with a red arrow labeled "2" pointing to it.

Task 4: Create the Course and Set Delivery

The New Course page will display organized into six sections: Course Details, Recurring Course, Availability Information, Pricing Information, Registration Information and Other Information.

New Course

For information on EHRI values, please refer to the [OPM Guide](#)

Course Details

Title*

Course ID*

Version

Domain*

Abstract

Character Limit:1000

Description

Character Limit:1000

Course Deeplink URL

Course Deeplink URL for Private View

Recurring Course

Mark Course as Recurring Course

Availability Information

Available From*

Discontinued From

Display for Call Center

Display for Learner

Allow Ratings

Pricing Information

One-click Launch Enabled

Currency

Price

Multi-Currency Pricing

- This Course is available only in the currency
- This Course is available in the currency selected as default currency, US Dollars.
- This Course is available in all the active currencies.

Note: Prices are only calculated for currencies that are defined in the system.

Training Units

Registration Information

Min Count

Max Count

Waitlist Max

Vendor

Customer Service Representative

Target Completion Duration

Allow Drop Before Days

Other Information

Certificate Information

Training Accreditation Organization Type (1103)

Course ID From Vendor (1105)

*EHRI: Training Credit (1126)

*EHRI: Training Credit Designation Type Code (1127)

*EHRI: Training Delivery Type Code (1129)

*EHRI: Training Credit Type Code (1131)

Instructor Competencies (1200)

Multilingual Course (1201)

Internal or External Course (1202)

Training Certification Type (1211)

Course Development Cost (1220)

*EHRI: Training Source Type Code (1120)

*EHRI: Training Type Sub Code (1124)

*EHRI: Training Accreditation Indicator (1102)

*EHRI: Continued Service Agreement Required Indicator (1231)

Task 4: Create the Course and Set Delivery

In the Course Details section, do the following:

Step 3. Enter the title for the course in the **Title** field.

Step 4. Enter a unique course ID in the **Course ID** field.

NOTE: The unique course ID should always follow a standardized, structured sequence that is defined by your organization.

Step 5. Click the Domain pick icon and select NIH Common as the domain.

Step 6. Enter a course abstract in the Abstract field (optional).

Step 7. Enter a course description in the Description field (optional).

The screenshot shows a 'Course Details' form with the following fields and callouts:

- Title***: 'Name of Your Course' (Callout 3)
- Course ID***: 'Unique_ID_101' (Callout 4)
- Version**: Empty text box
- Domain***: 'NIH Common' with a pick icon (Callout 5)
- Abstract**: Text area with a scroll bar (Callout 6). Below the field: 'Character Limit: 1000', 'Remaining character count: 870'
- Description**: Text area with a scroll bar (Callout 7). Below the field: 'Character Limit: 1000', 'Remaining character count: 920'
- Course Deeplink URL**: Empty text box
- Course Deeplink URL for Private View**: Empty text box

Recurring Course

Mark Course as Recurring Course

Task 4: Create the Course and Set Delivery

In the Other Information section, do the following:

Step 8. Enter all required **Other Information** (required fields have names in red font and an asterisk).

NOTE: Six of the eight required fields automatically populate with default values. (The six fields are highlighted yellow in the screenshot example.) However, if a default value does not work for your course, you may change it.

If each EHRI required field is not completed, you will not be able to save your new course information.

Step 9. Click the **Save** button.

The screenshot shows a form titled "Other Information" with various input fields. Six fields are highlighted in yellow: "*EHR: Training Credit (1126)*" (value: 0), "*EHR: Training Credit Designation Type Code (1127)*" (value: Other), "*EHR: Training Credit Type Code (1131)*" (value: Non applicable), "*EHR: Training Source Type Code (1120)*" (value: Government Internal), "*EHR: Training Accreditation Indicator (1102)*" (value: Non Applicable), and "*EHR: Continued Service Agreement Required Indicator (1231)*" (value: Non Applicable). A red bracket on the right side of the form is labeled with a circled "8". At the bottom right, a red arrow points to a circled "9" next to the "Save" button.

Field Name	Value
Certificate Information	
Training Accreditation Organization Type (1103)	
Course ID From Vendor (1105)	
EHR: Training Credit (1126)	0
EHR: Training Credit Designation Type Code (1127)	Other
EHR: Training Delivery Type Code (1129)	-Select One-
EHR: Training Credit Type Code (1131)	Non applicable
Instructor Competencies (1200)	
Multilingual Course (1201)	
Internal or External Course (1202)	-Select One-
Training Certification Type (1211)	
Course Development Cost (1220)	
EHR: Training Source Type Code (1120)	Government Internal
EHR: Training Type Sub Code (1124)	-Select One-
EHR: Training Accreditation Indicator (1102)	Non Applicable
EHR: Continued Service Agreement Required Indicator (1231)	Non Applicable

Task 4: Create the Course and Set Delivery

Once saved, the New Course page becomes the Course Details page that includes several important tabs and course owner information. It also includes navigational buttons to view all offerings or create new versions of the course.

Course Details: Name of Your Course, #UNIQUE_ID_101

For information on EHRI values, please refer to the [OPM Guide to Data Standards](#).

Main Learning Assignments Related Info Policies Delivery Types Notifications Ratings

Course Details

Title*

Course ID*

Version

Domain*

Abstract
Character Limit: 1000

Description
Character Limit: 1000

Course Deeplink URL

Course Deeplink URL for Private View

Owner [Add Owner](#)

No items found

Other Information

Certificate Information

*EHRI: Training Accreditation Indicator (1102)

Training Accreditation Organization Type (1103)

Course ID From Vendor (1105)

*EHRI: Training Source Type Code (1120)

*EHRI: Training Type Sub Code (1124)

*EHRI: Training Credit (1126)

*EHRI: Training Credit Designation Type Code (1127)

*EHRI: Training Delivery Type Code (1129)

*EHRI: Training Credit Type Code (1131)

Instructor Competencies (1200)

Multilingual Course (1201)

Internal or External Course (1202)

Training Certification Type (1211)

Course Development Cost (1220)

*EHRI: Continued Service Agreement Required Indicator (1231)

[View All Offerings](#) [Create New Version](#) [Save](#) [Cancel](#)

Task 4: Create the Course and Set Delivery

Adding a course owner is always a best practice. To add an owner to the course, do the following:

- Step 1.** Select the **Add Owner** link on the Course Details page. As shown here, the Search Person, Internal screen will display.
- Step 2.** Enter the search criteria for the owner in the search fields.
- Step 3.** Click the **Search** button.
- Step 4.** Click the **checkbox** to the left of the first name of the owner.
- Step 5.** Click the **Select** button. The name of the course owner will appear under Owner Name on the Main tab of the Course Details page.

Course
Deeplink
URL for
Private
View
[https://staging.learning.hhs.gov/Saba/Web/Main/goto/GuestCourseDetailURL?
otld=cours00000000497917&callerPage=/learning/offeringTemplateDetails.xml&privateView=true](https://staging.learning.hhs.gov/Saba/Web/Main/goto/GuestCourseDetailURL?otld=cours00000000497917&callerPage=/learning/offeringTemplateDetails.xml&privateView=true)

Owner 1 → Add Owner

No items found

Search Person, Internal 2 ↓

Supervisors: you can easily display all of your staff by entering your login ID into the "Manager" field, click

Population* First Name

Last Name Person ID

Username Manager

Organization Location

Domain Person Type

Security Roles Include All Suborganizations

3 → Search

Select ← 5

1 2 3 4 5 ... Next

Print | Export

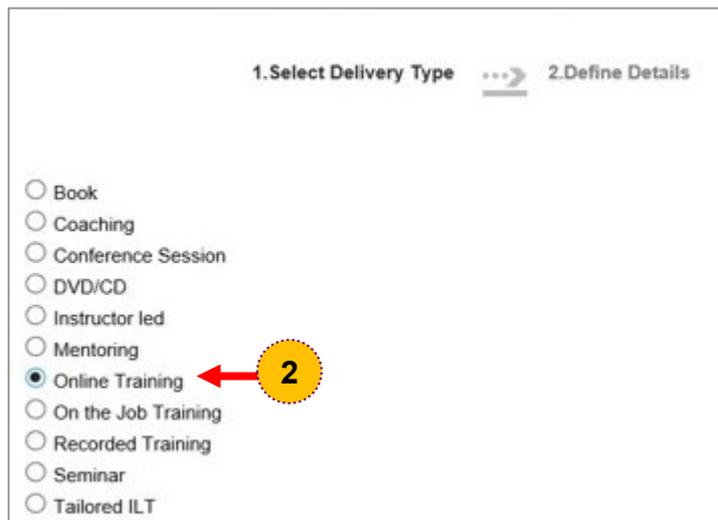
Showing first 25 out of 235 results

<input type="checkbox"/>	First Name	Last Name	Username	Person Type	Person ID	Organization	Location	Manager
<input type="checkbox"/>	ADAM	SMITH	NIH2001323330	Fellow	00375575	HN76L8		00033429



Task 4: Create the Course and Set Delivery

Now that the course is created, you must set the Online Training delivery type. To add the Online Training delivery type to the course, do the following:



Step 1. Click the **Add Delivery Type** link on the Delivery Types tab of the Course Details screen. The Add Delivery Type screen will open.

Step 2. Click the radio button for the **Online Training** delivery type you need.

Step 3. Click the **Next** button at the bottom of the screen.

Task 4: Create the Course and Set Delivery

The Online Training Delivery Mode screen will display after the delivery type is selected.

Delivery Mode Information

Title *Name of Your Course*

ID UNIQUE_ID_101 UNIQUE_ID_101

Domain* NIH Common

Description

Character Limit:255

Course Description Description of your course

Duration(HH:MM)* 01:00

Finish

Callouts: 4 points to the ID field, 5 points to the Domain dropdown, 6 points to the Duration field, and 7 points to the Finish button.

Step 4. Copy the **Course ID** that appears just to the right of the ID field into the ID field.

Step 5. Ensure that the **Domain** field is set to NIH Common.

Step 6. Set the **Duration** field to the total amount of time it will take a learner to complete your training.

NOTE: In the example shown here, it will take learner's 1 hour to complete the training.

Step 7. Scroll to the bottom of the page and click the **Finish** button.

The new delivery type will appear on the Delivery Types tab, as shown in image A.

Course Details: Name of Your Course, #UNIQUE_ID_101

Main	Learning Assignments	Related Info	Policies	Delivery Types	Notifications
Delivery Types		Add Delivery Type Print Export			
Delivery Types		New Offering			
Delivery Mode Details: Online Training		New Online Training Offering			

Callout: A points to the 'New Offering' text in the Delivery Types section.

- **Task 5: Create the Course Offering**
- 
- A hand is shown from the wrist up, reaching upwards. The hand is positioned in the center-right of the frame. Several glowing, white-outlined square icons are scattered around the hand, some appearing to be touched or selected. The background is a gradient of light green and blue.

Task 5: Create the Course Offering

After creating the course and setting the delivery type in the LMS Staging Environment you must create the one course offering you will need.

To create the course offering, do the following:

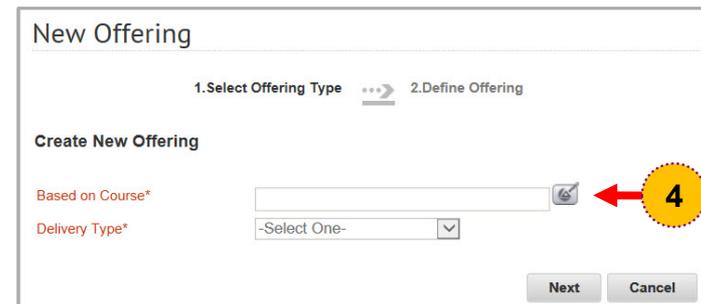
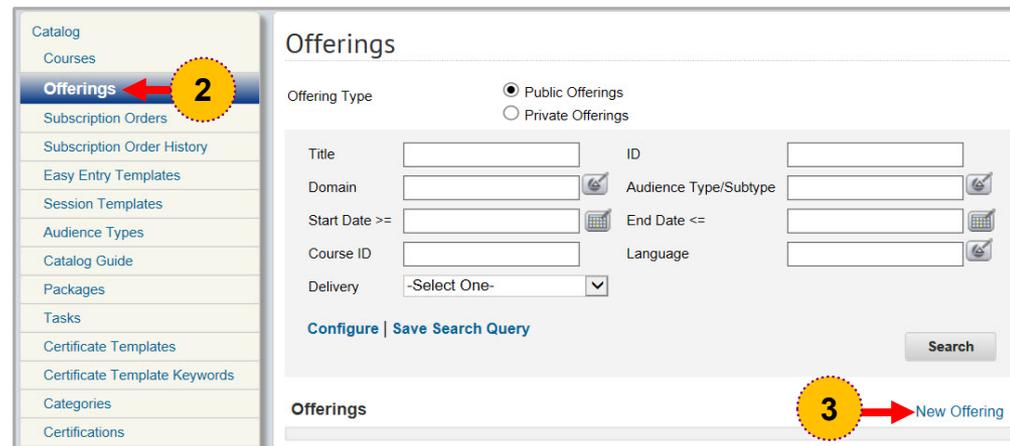
Step 1. Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

NOTE: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

Step 2. Click the **Offerings** menu option. The Offerings page will display.

Step 3. Click the **New Offering** link on the Offerings page. The New Offering screen will display.

Step 4. Click the **Pick Course** pick icon for the **Based on Course** field.



Task 5: Create the Course Offering

The Select Course screen will display.

The screenshot shows the 'Select Course' screen in Internet Explorer. The URL is <https://staging.learning.hhs.gov/>. The page title is 'Select Course'. The search criteria are: Title (name of your course), Course ID, Domain, Audience Type/Subtype, and Version. A 'Search' button is highlighted with a yellow circle and the number 6. Below the search criteria, there are links for 'Configure', 'Save Search Query', and 'Reset Saved Query'. A table of courses is shown with one result: 'Name of Your Course' with 'UNIQUE_ID_10'. A 'Select' checkbox is highlighted with a yellow circle and the number 7. A message box titled 'Message from webpage' displays a warning icon and the text 'Name of Your Course Selected'. Below the message box, the 'New Offering' screen is shown. It has two steps: '1. Select Offering Type' and '2. Define Offering'. The 'Based on Course*' field contains 'Name of Your Course'. The 'Delivery Type*' dropdown menu is open, showing 'Select One' and 'Online Training', with 'Online Training' selected. A yellow circle with the number 9 highlights the 'Online Training' option. An 'OK' button is highlighted with a yellow circle and the number 8.

- Step 5.** Enter the course search criteria on the **Select Course** screen.
- Step 6.** Click the **Search** button.
- Step 7.** Click the **select box** to the left of the course title.
- Step 8.** Click the **OK** button to confirm course selection. The New Offering screen will display with the course selected in the Based on Course field.
- Step 9.** Select the delivery type from the **Delivery Type** drop-down menu.

NOTE: The delivery type option available in the drop-down menu is inherited from the course level setting.

Task 5: Create the Course Offering

After the Delivery Type field is set, the Easy Entry Template field will display.

Step 10. Do NOT select a value from the Easy Entry Template drop-down menu.

Step 11. Click the **Next** button.

The screenshot shows a web form titled "New Offering". At the top, there are two steps: "1. Select Offering Type" and "2. Define Offering", with a right-pointing arrow between them. Below this is the section "Create New Offering". It contains three fields: "Based on Course*" with a text input containing "Name of Your Course" and a clear icon; "Delivery Type*" with a dropdown menu showing "Online Training"; and "Easy Entry Template" with a dropdown menu showing "None". A yellow callout bubble with the number "10" and a red arrow points to the "Easy Entry Template" dropdown. Another yellow callout bubble with the number "11" and a red arrow points to the "Next" button at the bottom right of the form, which is next to a "Cancel" button.

Task 5: Create the Course Offering

The New Offering screen becomes the New WBT Offering screen. To complete the offering, do the following:

The screenshot shows the 'New WBT Offering' form with three callouts: 12 points to the 'Domain*' field containing 'NIH Common'; 13 points to the 'Description' text area; and 14 points to the 'Language*' field in the 'Scheduling Details' section.

New WBT Offering	
1. Select Offering Type → 2. Define Offering	
Offering Details	
Name	Name of Your Course
Course ID	UNIQUE_ID_101
ID	00166431
Domain*	NIH Common
Description	Description of your offering (optional) Character Limit: 1000 Remaining character count: 961
Course Description	Description of your course
Delivery Mode Description	
Scheduling Details	
Language*	
Duration(HH:MM)*	01:00
Pricing Information	
One-click Launch Enabled	<input checked="" type="checkbox"/>
Base Price	0.00 (Inherited from Course)
Currency	US Dollars
Offering Price	
Multi-Currency Pricing	<input checked="" type="radio"/> This Offering is available only in inherited currencies and currency selected above. <input type="radio"/> This Offering is available in inherited currencies, the currency

Step 12. Verify that the correct Domain is specified in the **Domain** field and verify that it is the same Domain specified for the course level delivery type.

Step 13. Enter an offering description in the **Description** field.

NOTE: This is optional. If entered, this description will exist in addition to the description displayed at the course level.

Step 14. Click the **Pick Language** pick icon.

Task 5: Create the Course Offering

https://staging.learning.hhs.gov/ ...

Select Language

Name **15**

[Configure](#) | [Save Search](#) | [Search](#) **16**

Languages

[Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

Select	Name
<input checked="" type="checkbox"/> 17	English

Message from webpage

! English Selected

[OK](#) **18**

Step 15. Enter English in the **Name** field.

Step 16. Click the **Search** button.

Step 17. Click the **select box** to the left of the name English.

Step 18. Click the **OK** button on the confirmation popup.

Task 5: Create the Course Offering

New WBT Offering

1.Select Offering Type → 2.Define Offering

Offering Details

Name [Name of Your Course](#)

Course ID UNIQUE_ID_101

ID 00166431

Domain* NIH Common

Description Description of your offering (optional)

Character Limit: 1000
Remaining character count: 961

Course Description Description of your course

Delivery Mode Description

Scheduling Details

Language* English

Duration(HH:MM)* 01:00

Pricing Information

One-click Launch Enabled

Base Price 0.00 (Inherited from Course)

Currency US Dollars

Offering Price 0.00

Multi-Currency Pricing

This Offering is available only in inherited currencies and currency selected above.

This Offering is available in inherited currencies, the currency

19 → **20**

Finish

Step 19. Enter 0.00 in the **Offering Price** field.

NOTE: All offerings need a price set for it, even if it is just \$0.00.

Step 20. Click the **Finish** button that appears at the bottom of the page.

- **Task 6: Add the Online Course Content to the Course Offering**



Task 6: Add Content to the Offering

After creating the course offering in the LMS Staging Environment, your final task will be to add the online course content that you imported during Task 3 to that course offering.



To add your online course content to the course offering, do the following:

The screenshot shows the 'Offerings' page in the HHS Learning Portal. On the left is a navigation sidebar with menu items: Catalog, Courses, Offerings (highlighted with a red arrow and a yellow circle with the number '2'), Subscription Orders, Subscription Order History, Easy Entry Templates, Session Templates, Audience Types, Catalog Guide, Packages, Tasks, Certificate Templates, Certificate Template Keywords, Categories, and Certifications. The main content area is titled 'Offerings' and contains a form for adding a new offering. The form includes 'Offering Type' with radio buttons for 'Public Offerings' (selected) and 'Private Offerings'. Below this are several input fields: 'Title', 'ID', 'Domain', 'Audience Type/Subtype', 'Start Date >=' (with a calendar icon), 'End Date <=' (with a calendar icon), 'Course ID', 'Language', and 'Delivery' (a dropdown menu with '-Select One-' selected). At the bottom of the form are links for 'Configure' and 'Save Search Query', and a 'Search' button. Below the form is a section titled 'Offerings' with a 'New Offering' link.

Step 1. Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

NOTE: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

Step 2. Click the **Offerings** menu option. The Offerings page will display.

Task 6: Add Content to the Offering

Offerings

Offering Type Public Offerings
 Private Offerings

3 → Title ID **3**

Domain Audience Type/Subtype

Start Date >= End Date <=

Course ID Language

Delivery

[Configure](#) | [Save Search Query](#) **4** →

Offerings [New Offering](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

Title	Version	ID	Course ID	Delivery	Language	Start Date	End Date	Actions
Name of Your Course		00166450	UNIQUE_ID_101	Online Training	English			

5 →

Step 3. Search for the course offering you created in Task 5 by entering the offering title in the Title field or offering ID in the ID field.

Step 4. Click the **Search** button.

Step 5. Click the offering **Title** link that appears in the search results.

Task 6: Add Content to the Offering

After selecting your course offering from the search results, your Online Training Offering Details page will display with its series of tabs.

Online Training Offering Details: Name of Your Course,#UNIQUE

Main	Learning Assignments	Expenses	Related Info	Policies	Notifications	Ratings
	6					
Offering Details						
Name	Name of Your Course					
Course ID	UNIQUE_ID_101					
ID	00166450					

Step 6. Click the **Learning Assignments** tab. The Learning Assignments tab will display.

Step 7. Click the **Add Learning Assignments** link that appears in the Learning Content section of the tab. The Add Learning Assignments action bubble will open.

Step 8. Click the **Add Content** link that appears in the Add Learning Assignments action bubble.

Optional Tasks to Complete

Pre Class Assessment

No items found

[Add Preclass Assessment](#)

Learning Content

No items found

[Add Learning Assignments](#) | [Change Status](#)

8

7

Add Learning Assignments

- Add Tasks
- Add Content
- Add Checklist

Task 6: Add Content to the Offering

After selecting the Add Content link, a content module search window will open. **NOTE:** Content module refers to the online course content you imported in Task 3.

Select content modules to add as learning assignments to Name of Your Course

Search Browse

Folder Type: Name: **9**

Version Number: Content Format:

Content Type: Language:

Author: Keywords:

Folder Name: Available From >=:

Available From <=: Last Modified On >=:

Last Modified On <=: Competency:

Owner: Content Provider:

Delivery Vendor: Include non-scoring content modules:

10 Search

Contents

Showing 1 out of 1 results

Select	Name	Version Number	Content Format	Folder Name
<input type="checkbox"/>	Configure the LMS Homepage	03102016 0853	SCORM Package	Configure the LMS Homepage

11

Step 9. Enter the name of your online course content into the **Name** search field.

Step 10. Click the **Search** button.

Step 11. Click the **checkbox** that appears to the left of the name of your online course content.

Step 12. Click the **Add Assignment Details** button that appears at the bottom of the window.

12 Add Assignment Details Close

Task 6: Add Content to the Offering

After selecting your online course content, the Add Learning Assignments: Add Content window will open to allow you to establish important course completion details.

Add Learning Assignments: Add Content

1. Select Content Modules 2. Add Assignment Details

Add assignment details for the selected modules.

Name	Type	Attempts on Content	Mastery Score	Details
Sample SCORM package	Training Content	Unlimited	<input type="text"/>	<input checked="" type="checkbox"/> Enabled <input checked="" type="checkbox"/> Required <input type="checkbox"/> Test Out <input type="checkbox"/> Sign Off <input checked="" type="checkbox"/> Consider For Overall Score

Use the pre-class assessment content as post-class assessment

Step 13. Set the Mastery Score by entering the minimum passing score Learners must receive for the course completion test.

NOTE: Complete this step if your SCORM package includes a test that determines the completion status and will pass a score back to the LMS. If your SCORM package does not include a test like this, leave this field blank.

Task 6: Add Content to the Offering

Add Learning Assignments: Add Content

1. Select Content Modules **→** 2. Add Assignment Details

Add assignment details for the selected modules.

Name	Type	Attempts on Content	Mastery Score	Details
Also the name of your course	Training Content	Unlimited		<input checked="" type="checkbox"/> Enabled <input checked="" type="checkbox"/> Required <input type="checkbox"/> Test Out <input type="checkbox"/> Sign Off <input checked="" type="checkbox"/> Consider For Overall Score

Use the pre-class assessment content as post-class assessment

14 **15** **16**

Save Back Close

Step 14. Set the **Attempts on Content** drop-down field to:

Unlimited: If you want the Learner to have as many attempts as needed to meet the Mastery Score, let this field stay defaulted to Unlimited. Also let this field stay defaulted to Unlimited if your course does not include a Mastery test.

Limited: If you want the Learner to have a fixed number of attempts to meet the Mastery Score.

Step 15. Set the **specific fixed number of attempts** a Learner has to meet the Mastery Score in the text field that appears to the right of the Attempts on Content drop-down field.

NOTE: If you set the Attempts on Content drop-down field to Unlimited, skip this step and proceed to step 16.

Step 16. Click the **Save** button.

Task 6: Add Content to the Offering

After Learning Assignments course completion details are saved, you will return to the offering's Learning Assignments tab with your online content appearing as attached in the Module Name column.

Learning Content [Add Learning Assignments](#) | [Change Status](#) | [Print](#) | [Export](#)

Up	Down	Type	Module Name	Details	Requirement	Actions
⬆	⬇	Training Content	Configure the LMS Homepage	Attempts on Content Allowed: Unlimited Sign Off: Status: Enabled Mastery Score: N/A	Required	Actions

Post Class Assessment [Add Postclass Assessment](#) | [Change Status](#)

No items found

Note: Override Offering Completion Policy from Policies Tab as Auto-completion, so as pre and post assessment can be enforced to learner.

Launch evaluation on completion

Evaluation [Add Evaluation](#)

No items found

Learning Assignment Sequencing

Suggested - learner need not complete previous assignment before attempting the next assignment in the sequence.

Enforced - learner must complete (successfully or unsuccessfully) the previous assignment before attempting the next assignment in the sequence.

Enforced with successful completion - learner must complete the previous assignment successfully before attempting the next assignment in the sequence.

Resources
Add persons required for this offering.

Resources [Add Resource](#)

No items found

17 → [Save and Publish](#)

Step 17. Click the **Save and Publish** button.

Task 6: Add Content to the Offering

After clicking the Save and Publish button the Push Learning Assignments window will open.

https://staging.learning.hhs.gov/?callback=callback1090 - HHS Learning Portal - Internet E...

Push Learning Assignments

Changes to the learning assignments and their sequence, and to evaluation have been saved. Please select any of the following options to make these changes available to the existing registrations for learners.

Future Registrations

Existing registrations where the offering is In Progress.

Registrations where the offering is completed and moved to the completed course.

18

19

Save Close

Step 18. Click the **select box** that meets your course needs:

Future Registrations: Select this option if you want the newly published content to only be available for future registrants.

Existing registrations where the offering is In Progress: Select this option if you want the newly published content to be available for current registrants where the offering has a status of In Progress.

Registrations where the offering is completed and moved to the completed course: Select this option if you want the newly published content to be available for registrants who have completed the course offering.

Step 19. Click the **Save** button.

Task 6: Add Content to the Offering

After saving your learning assignment push details, the following message will appear at the top of the page:

Changes to the learning assignments and their sequence, and to the evaluation are currently being published to learners. While this process is in progress, do not make any changes to the learning assignments or evaluation.

To continue, click any course offering tab that appears at the top of the page. The page will refresh and the following final message will appear at the top of the page:



Changes to learning assignments and their sequence, and to evaluation have been successfully published to learners.

Support Resources

- ❑ HRSS Help Desk

Submit a help desk ticket:

<https://intrahr.od.nih.gov/wits/index.aspx>

HRSS Hours of Operation: Monday through Friday: 8:00 AM to 4:30 PM

- ❑ HRSS LMS Support website (Quick Reference Guides (QRGs), Videos, Online Manuals, LMS Resources, etc.)

<https://intrahr.od.nih.gov/hrsystems/benefits/lms/lmssupport.htm>