



LEARNING MANAGEMENT SYSTEM (LMS) VIEWING YOUR COMPLETED LEARNING

Every successfully completed offering (class) is tracked in your Learner Transcript (In 7.2 this is now called Completed Learning). You may access your Transcript or Completed Learning to view your training history and print a certificate of completion for your record or as a proof of completion.

1. Log into the LMS.

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

2. Click the **Learning** link in the left navigation menu.

Learning link

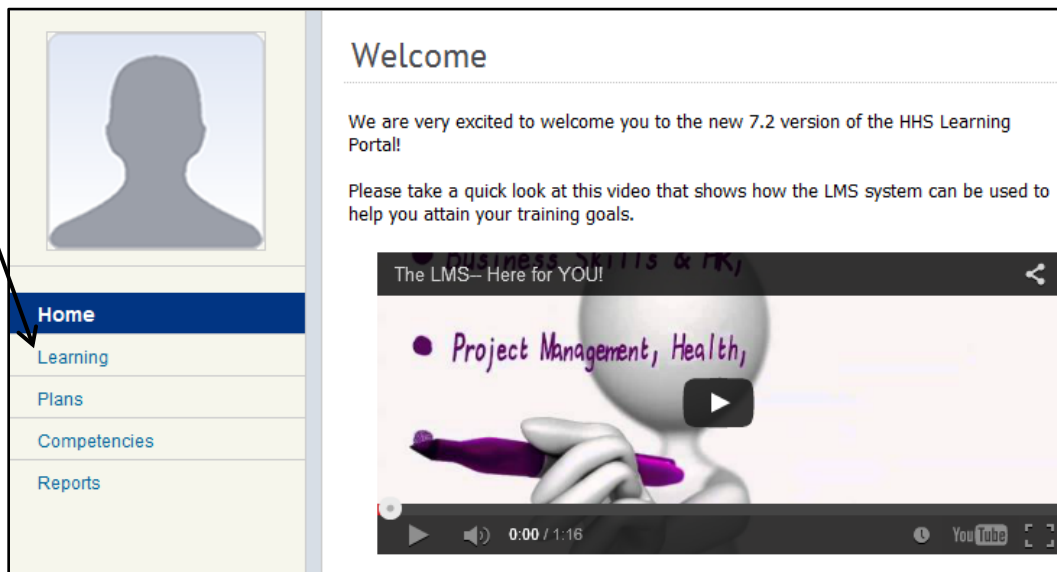


Figure 1 – Learning link

3. Click the **Completed Learning** link.

Completed Learning link

The screenshot displays a user interface for a learning management system. On the left is a vertical sidebar with a user profile picture at the top. Below the picture are several menu items: Home, Learning, **Current Learning** (highlighted in blue), Completed Learning, Certifications, Curricula, Continuing Education Plans, Recommendations, Orders, Plans, Competencies, and Reports. An arrow points from the text 'Completed Learning link' to the 'Completed Learning' menu item. The main content area is titled 'Current Learning' and contains a list of courses. The first course is 'NIH Prevention of Sexual Harassment Online Training' (ID: 00085366, Version: 06.12.2015) with a duration of 01:00 hours. Below this course is a 'Hide Learning' button and a box containing 'Training Content: NIH Prevention of Sexual Harassment' and 'Status: Not Evaluated (Unlimited attempts)'. The second course is 'NIH LMS Local Learning Registrar' (ID: 00085200, Version: FY15) with session information for 07/31/2015 and a location at the NIH Training Center.

Figure 2 – Completed Learning link

- To print a certificate of completion for a specific item, click the **Print Certificate** link.

Completed Learning

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: All Search

1 2 3 4 Next

Print | Export | Modify Table

Item Name	Status	Ended/Completed On Date	Actions
External Course Test Testing	Successful On: 06/01/2015 Score:		View Details Print Certificate
Alternative Dispute Resolution (ADR) Registration Date: 06/15/2015	Successful On: 06/15/2015 Score: 0	06/15/2015	View Details View Learning Assignments Print Certificate

Print Certificate link

Figure 3 – Print Certificate link

- Click the **Print** link on the certificate of completion.

Print link

Print

Certificate of Completion

NIH Learner

successfully completed

Figure 4 – Print link

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>