



## **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**

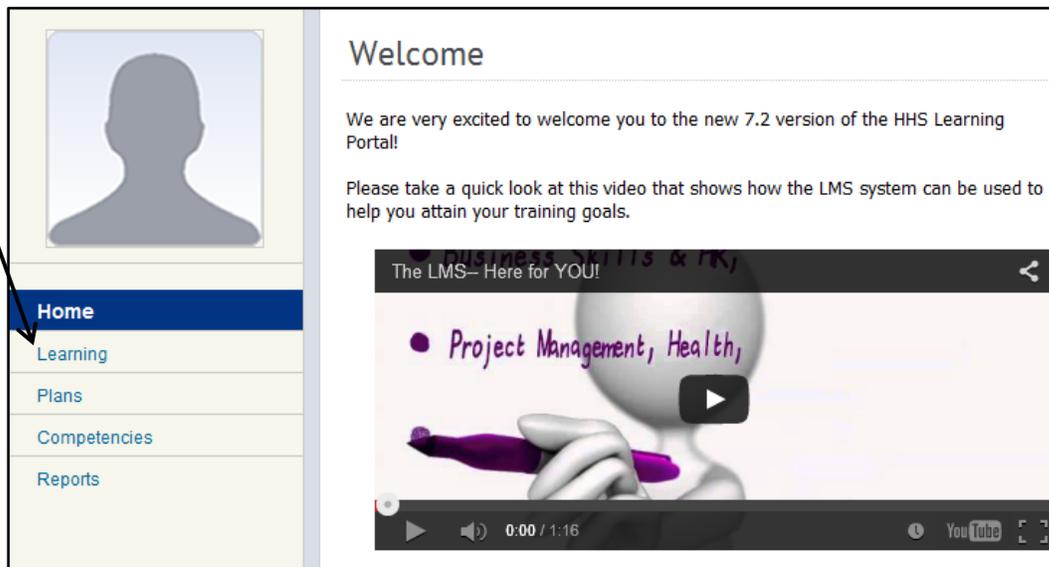


Figure 1 – Learning link

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

**Completed Learning link**

The screenshot displays a user profile page with a navigation menu on the left and a main content area on the right. The navigation menu includes links for Home, Learning, **Current Learning**, Completed Learning, Certifications, Curricula, Continuing Education Plans, Recommendations, Orders, Plans, Competencies, and Reports. The 'Completed Learning' link is highlighted in blue, and an arrow points to it from the text 'Completed Learning link' on the left. The main content area is titled 'Current Learning' and contains a list of training courses. The first course is 'NIH Prevention of Sexual Harassment Online Training' (00085366, Version: 06.12.2015) with a duration of 01:00 hours. The second course is 'NIH LMS Local Learning Registrar' (00085200, Version: FY15) with session information for 07/31/2015 and a location at the NIH Training Center. A 'Hide Learning' button is visible next to the first course.

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**

Figure 4 – Print link

If you experience trouble with this process, please refer to the [LMS Support Page](#) for help or assistance.