



LEARNING MANAGEMENT SYSTEM (LMS) BROWSE BY CATEGORY AND REGISTER

This QRG will guide learners through the task of locating a course by browsing the course catalog, categories and registering for a course.

1. Log into the LMS.

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

2. Locate the Catalog Search portlet on your dashboard and click on the **Browse: Category** link.

• You (1112 []	A Comment		
its for NIH Staff	Catalog Search		
veb page. LMS Learner/User Guide is available. d, please submit a Help Desk Ticket. urse:	LMS will search on each Word 2010 is entered as Word OR 2010 in the title returned. Use the Advance	urse ID, or offering ID in the search field. The word or numeric ID separately. For example, if the search criteria, all offerings with either e, description, abstract, or keywords will be sed Search to narrow your search criteria, or you know the exact title of the course.	
Capability Check to test your system to ensure function properly. If any of the tests fail, contact changes to your system.	Search	In Learning Catalog	Browse:
wwsers only. 64-bit browsers may not work with sunch with IE7. If you have IE7, update to IE8. sunch with IE9 or IE10. If you have IE9 or IE10, mode prior to launching a Skillsoft course.	Location Any Location ►	Starting In Next Six Months	Category link
equirement: must be entered on all NIHTC training orders. have the LMS Local Learning Admin role to be able proving orders with an incorrect CAN or omission proval privileges. ets are available to help you you enter/verify CAN		Advanced Search Browse: Category	

Figure 1 – Browse: Category link

3. The Catalog lists courses grouped into sections based on category and topic, including NIH-specific and HHS Mandatory content. Click the link for the topic to access more information about that specific initiative.

Browse the Catalog	
01 - NIH Courses	1 -HHS Mandatory
 CIT Training Client Services Division (CSD) Clinical Center CSR Training Extramural Training LMS Administrator Training Mandatory Training NiH Prevention of Sexual Harassment NIH Training Center OD - Office of the Director Office of Human Resources OHR Office of Research Services (ORS) Other Sample Category 	 Alternate Dispute Resolution HHS Initial Ethics Orientation HHS Records Management for All Employees Information Security for Executives Information Systems Security Awareness Privacy Awareness Training The NoFear Act
3 - Online Training	Accreditation
Books 24x7 Department of Labor Department of Veterans Affairs Knowledge Centers SkillSoft Online	 Joint Commission of Healthcare Org (JCAHO) Medical (AMA) Nursing (ANA) Oral Health Pharmacy (ACPE) Social Work

Figure 2 – Browse the Catalog view

4. View the resulting offerings under the category you chose and click the **Actions** link and then the **Register** link in the Actions context menu next to the class you want to take.

Browse 1	the Ca	atalog												
												Catalog Search Instruct	tions	
Top> 01 - NIH Course	es> Mandat	ory Training												Register ⁄link
Delivery Type	All		▼ Title											
Configure S	ave Sear	ch Query			Search								X	
Learning Of Showing 5 out o	-								Print Exp	port Mo	dify Ta	able		
Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Credits	Price	Actie	Actions Register		
NIH Environmental Management System (NEMS)	2.0	Online Training		•	•			English	•	0.00 USD	Action	Add to Plan		
Awareness Training											A	ctions		ctions nk

Figure 3 – Actions and Register links





NOTE: You can click the **Modify Table** link to select additional information columns to display in the list of results. Additional columns may allow you to determine seats still available in a class, etc.

Modify , Table link

Reference Guide (QRG)

						Print Exp	oort Mo	dify Table
Date	End Date	Session	Location	Facility	Language	Default Credits	Price	Actions
					English		0.00 USD	Actions

Figure 4 – Modify Table link

5. Click the **Show** checkbox for any Column Names that you want to appear on the Learning Offerings page. Click the **Sort Order** pull-down menu to change the sorting order (Ascending vs. Descending).

		Ta	ble D	isplay			
		Table	Colum	ns		* = required	
		Show	Order	Column Name	Default Sort Column	Sort Order	
		1	1	Title	Title	Ascending 💌	
		V	2	Version	© Version	Ascending 💌	
		V	3	Delivery Type	Delivery Type	Ascending 💌	
		V	4	Start Date	C Start Date	Ascending 💌	Sort / Order
		V	5	End Date	C End Date	Ascending 💌	/ pull- down
		V	6	Session	© Session	Ascending 💌	menu
Show		V	7	Location	C Location	Ascending 💌	
Column checkbox	\backslash	V	8	Facility	C Facility	Ascending 💌	
		V	9	Language	C Language	Ascending 💌	
		V	10	Default Credits	Default Credits	Ascending 💌	
		V	11	Price	Price	Ascending -	
			12	Course ID	Course ID	Ascending -	
			13	Discounts	Discounts	Ascending -	
			14	Current Enrollment	Current Enrollment	Ascending -	

Figure 5 – Modify Table Display options





LEARNING MANAGEMENT SYSTEM (LMS)

6. You will then get a confirmation message about your registration.

Re	egistrat	tion Confirmat	ion						
Tha	ank you, your	r request has been proce	ssed. Please	e check your em	nail or In-Pr	ogress L	.earning	for training status up	dates
							Pri	nter Friendly Version	
Ord	ler Contact	Your Name	;						
Bill	ed To	Your Org C	ode						
Ord	ler Status	Confirmed							
Ord	ler Number								
Orc	der Items								
	Title		Learners	Delivery Type	Status	Actions	Price	Launch Content	
		nental Management System reness Training for Scientific	Your Name	Online Training	Confirmed	Notes	0.00 USD	Launch Content	

Figure 6 – Sample Registration Confirmation screen

If you experience trouble with this process, please refer to the <u>LMS Support</u> <u>Page</u> for help or assistance.