



LEARNING MANAGEMENT SYSTEM (LMS) **RUNNING THE NIH CLP TRANSCRIPT COMPLETIONS REPORT**

This QRG will guide approvers through the task of running the NIH CLP Transcript Completions report. This report allows Learners or Administrators to generate a report showing all transcript items that contain a specific Field of Study for a specific date range. The report can be run either for a specific Learner or Org Code.

1. Log into the LMS.
2. Click the **Admin** icon.



Figure 1 – Admin icon

3. Click the **Reports** link in the left navigation menu.

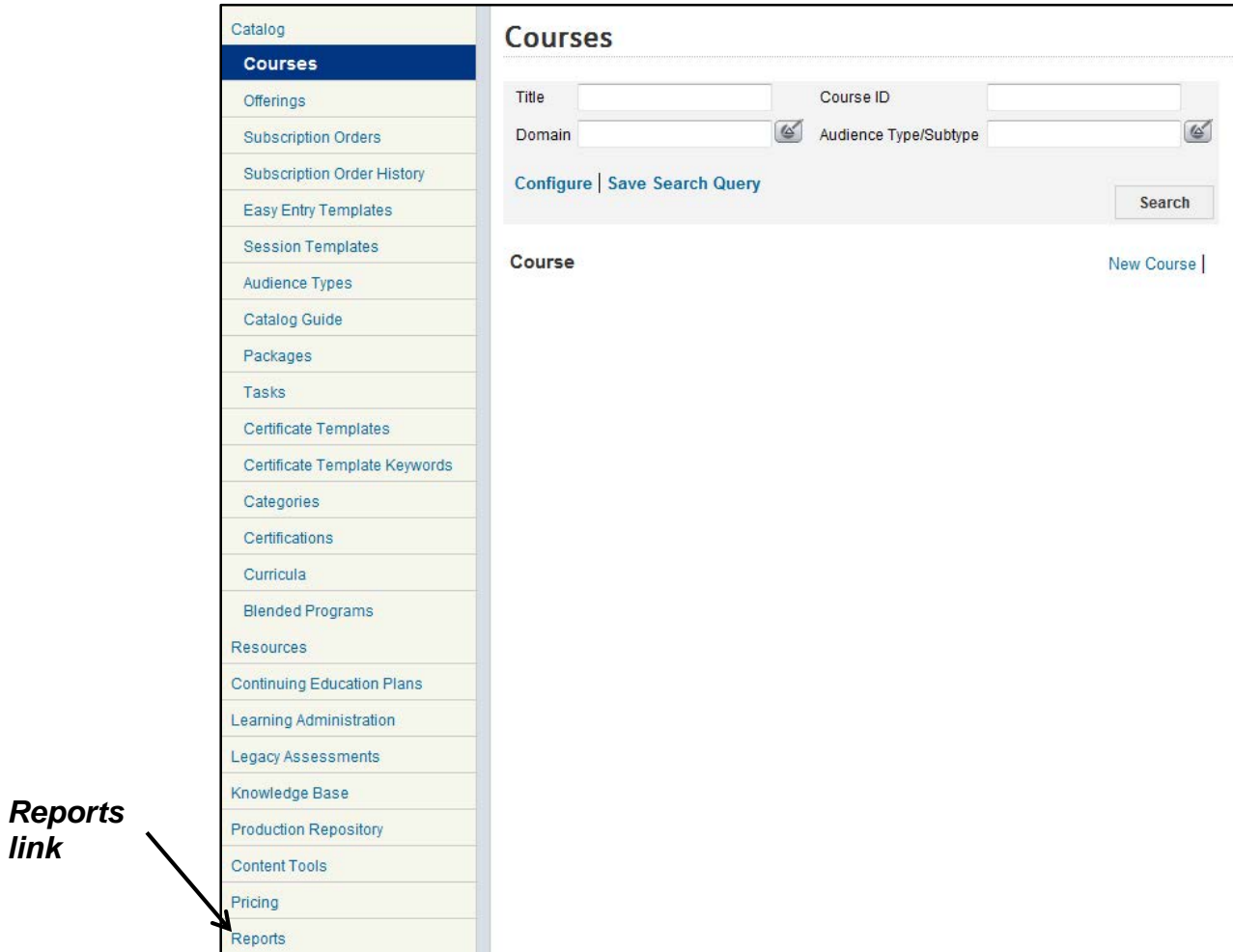


Figure 2 – Reports link

4. Enter NIH CLP in the Name field and click the **Search** button.

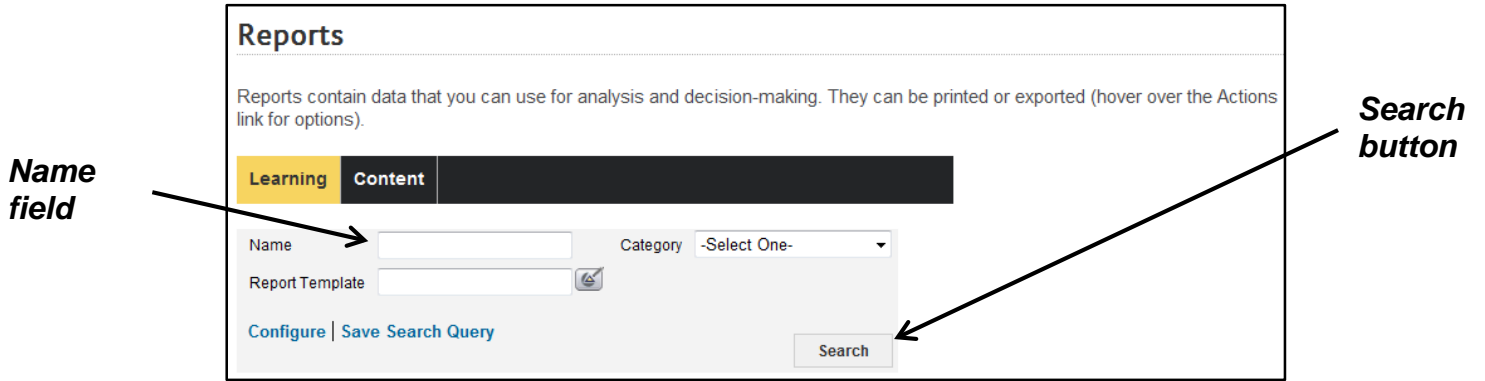


Figure 3 – Name field and Search button

5. Click the **Actions** link.

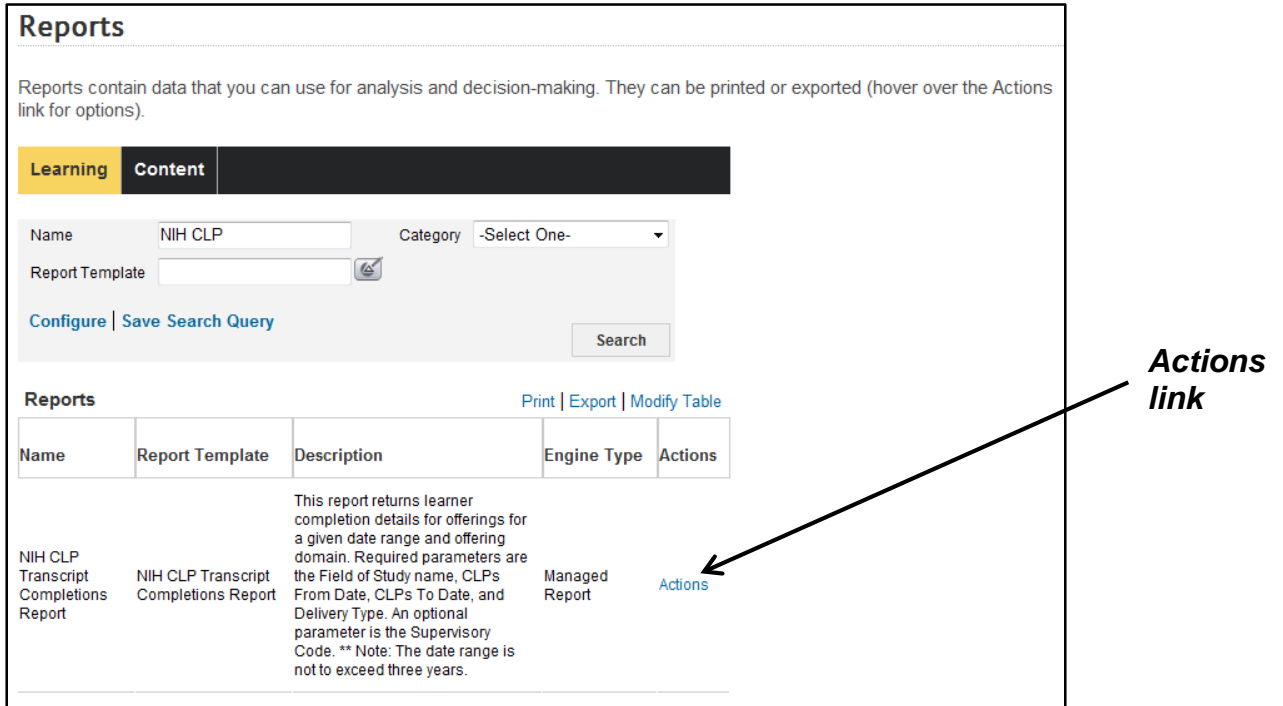


Figure 4 – Actions link

- Click the **Execute** link on the Actions activity menu.

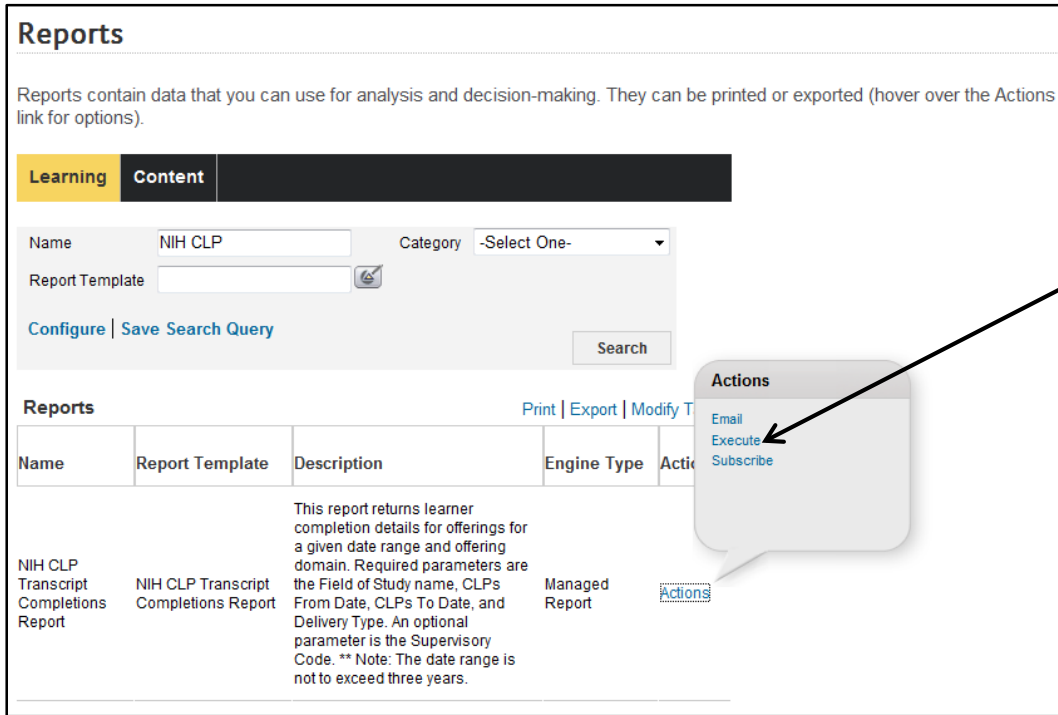


Figure 5 – Execute link on the Actions activity menu

- Click the **Field of Study Name** pick icon and then search for the Field of Study that is desired.

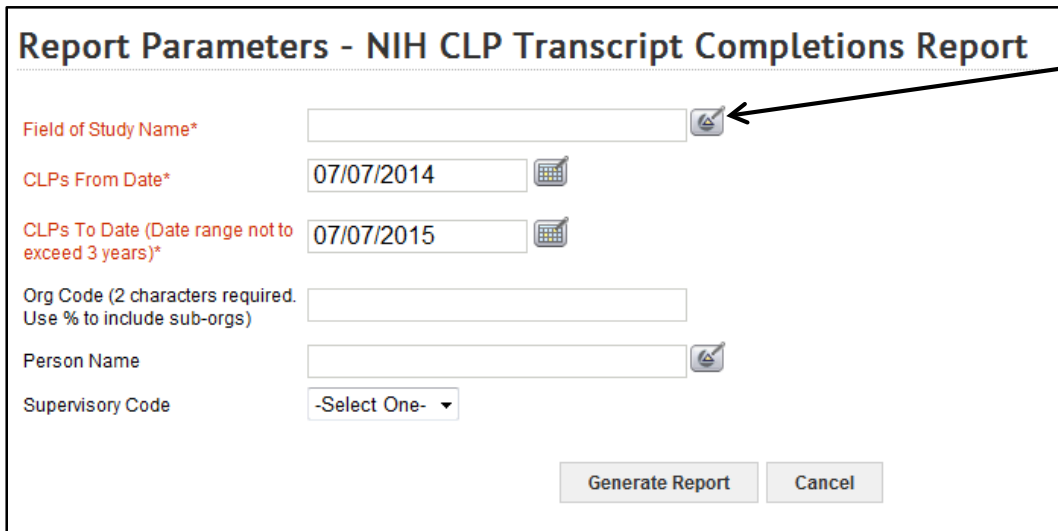


Figure 6 – Field of Study pick icon

8. Enter the name of a Field of Study in the Name field and click the **Search** button. You can also just click the **Search** button to view all Fields of Study.

Select Field of Study

Name Description

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

Select Field of Study

Figure 7 – Name field and Search button

9. Click the **Select** checkbox for a specific Field of Study to add it to the report.

Select Field of Study

Name Description

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

Select Field of Study [Print](#) | [Export](#) | [Modify Table](#)

Showing 3 out of 3 results

Select	Name	Description
<input type="checkbox"/>	NIH Acquisition CLPs	This field of study is to track CLPs that can be used toward acquisition certifications
<input checked="" type="checkbox"/>	NIH Supervisory CLPs	Continuous learning points for supervisory training; designated by NIH

Figure 8 – Select checkmark

- The CLPs From Date and CLPs To Date fields will be populated with the last calendar year date range by default. You can use the CLPs From Date and CLPs To Date fields to change the date range, manually entering a date in MM/DD/YYYY format, or you can use the CLPs From Date and CLPs To Date pick icons to select a date range.

NOTE: The date range for the report cannot exceed 3 years.

Report Parameters - NIH CLP Transcript Completions Report

Field of Study Name*

CLPs From Date*

CLPs To Date (Date range not to exceed 3 years)*

Org Code (2 characters required. Use % to include sub-orgs)

Person Name

Supervisory Code

CLPs From Date pick icon

CLPs To Date pick icon

Figure 9 – CLPs From Date and CLPs To Date pick icons

- Enter an Org Code in the Org Code field. Please enter three characters minimum for a specific IC only – do not run this report for all of NIH. You can enter a full Org Code (e.g., HNAM424) or you can search for multiple Org Codes using the percent symbol (%) as a wildcard (e.g., HNA%).
- The Person Name field is an optional parameter for the report, you can choose a specific value to narrow the focus of the report to a single Learner or skip selecting a value to include all Learners within the specified Org Code.
- The Supervisory Code pull-down is an optional parameter for the report, you can choose a specific value to narrow the focus of the report or skip selecting a value to include all Supervisory Codes.

14. Click the **Generate Report** button.

Report Parameters - NIH CLP Transcript Completions Report

Field of Study Name* NIH Supervisory CLPs

CLPs From Date* 07/07/2014

CLPs To Date (Date range not to exceed 3 years)* 07/07/2015

Org Code (2 characters required. Use % to include sub-orgs) HNAM424%

Person Name

Supervisory Code -Select One-

Generate Report Cancel

Generate Report

Figure 10 – Generate Report button

15. Click the **Print this report** icon.

Print this report icon

Report

NIH CLP Transcript Completions Report

NIH

Field of Study Name:	NIH Supervisory CLPs	Org Code:	HNAM42%
CLPs From Date:	07/07/2014	Person Name:	
CLPs To Date:	07/07/2015	Supervisory Code:	

Org Code	Last Name	First Name	NIH ID	Supervisory Course Name	Course ID	Offering Start Date	Offering End Date	Completion Date	CLP's (Credits)
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Figure 11 – Print this report icon

16. Click the **Export** button on the Print to PDF message box.

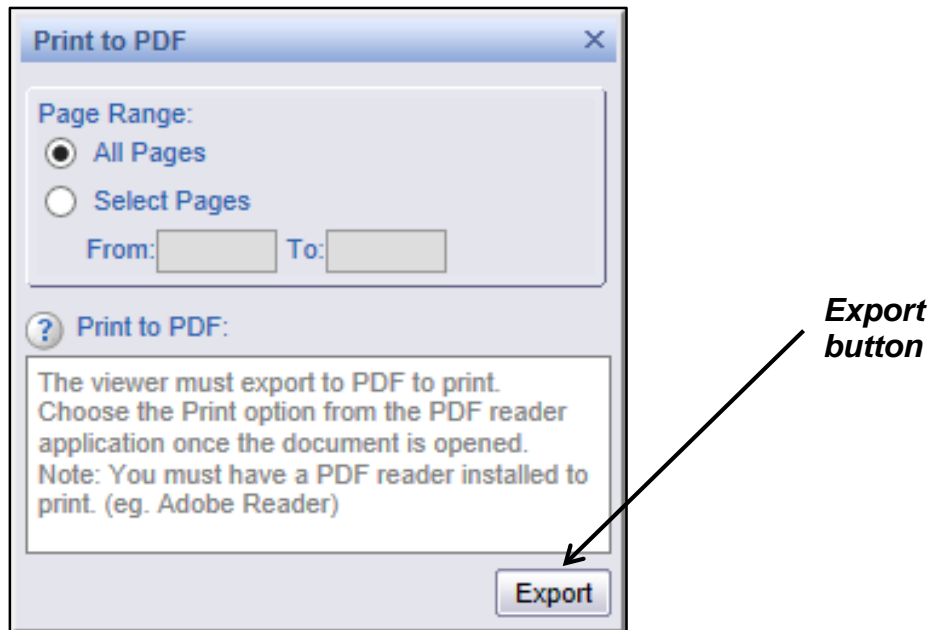


Figure 12 – Export button

17. Depending on the amount of data in the report, it could take a few minutes for the LMS to export the report data into a pdf file. A notification bar will display at the bottom of the screen in the Internet Explorer browser when the pdf has been created. Click the **Open** button on the notification bar to open the pdf file in Adobe Reader/Acrobat.

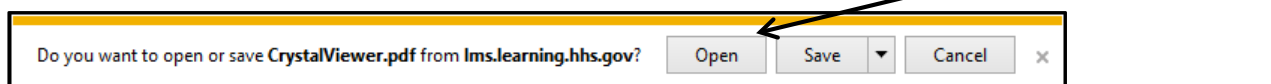


Figure 13 – Open button

18. Print or save the file from Adobe Reader/Acrobat.

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