



LEARNING MANAGEMENT SYSTEM (LMS) RUNNING THE NIH INTERNAL LEARNER HISTORY REPORT

The NIH Internal Learner History report will provide a comprehensive list of all completions recorded in the HHS Learning Portal (LMS) for a specified date range. The completions displayed in the report are limited to the Learner who has logged into the LMS.

1. Log into the LMS.

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

2. From the LMS Home Page, select the **Reports** link in the left navigation menu.

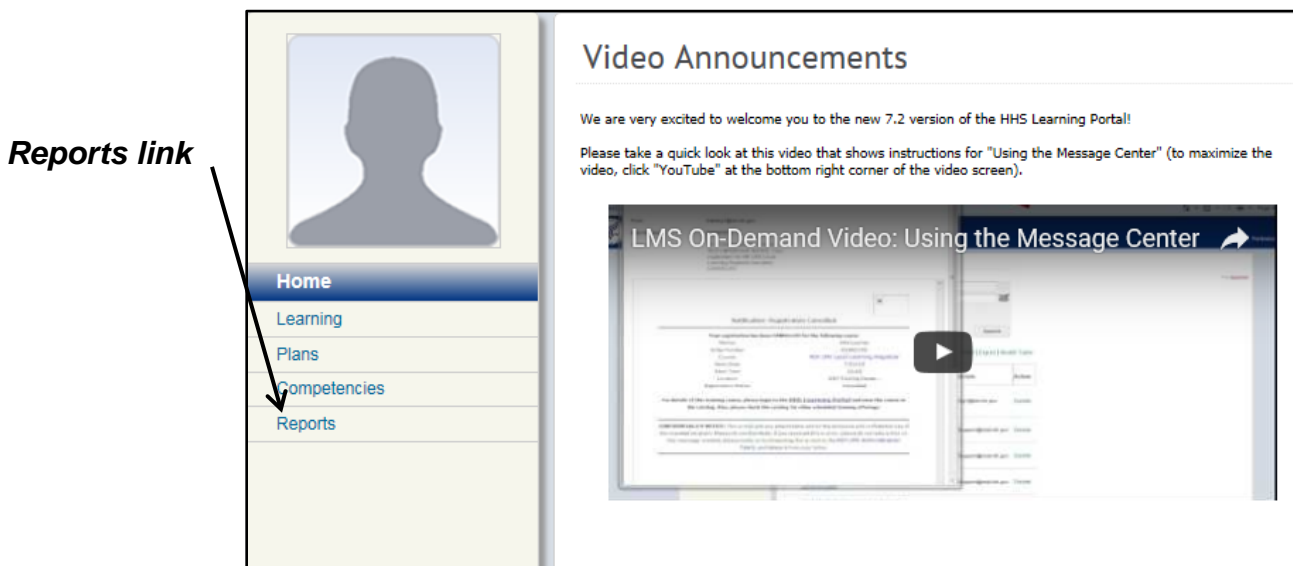


Figure 1 – Reports link in the left navigation menu

3. Enter NIH Internal Learner History in the **Name** field and select the **Search** button.

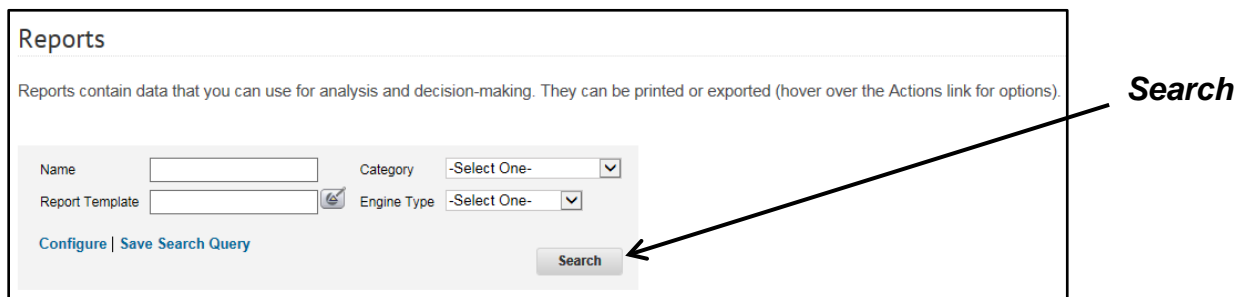


Figure 2 – Name field and Search button

4. Select the **Actions** link for the NIH Internal Learner History report. Select **Execute**.

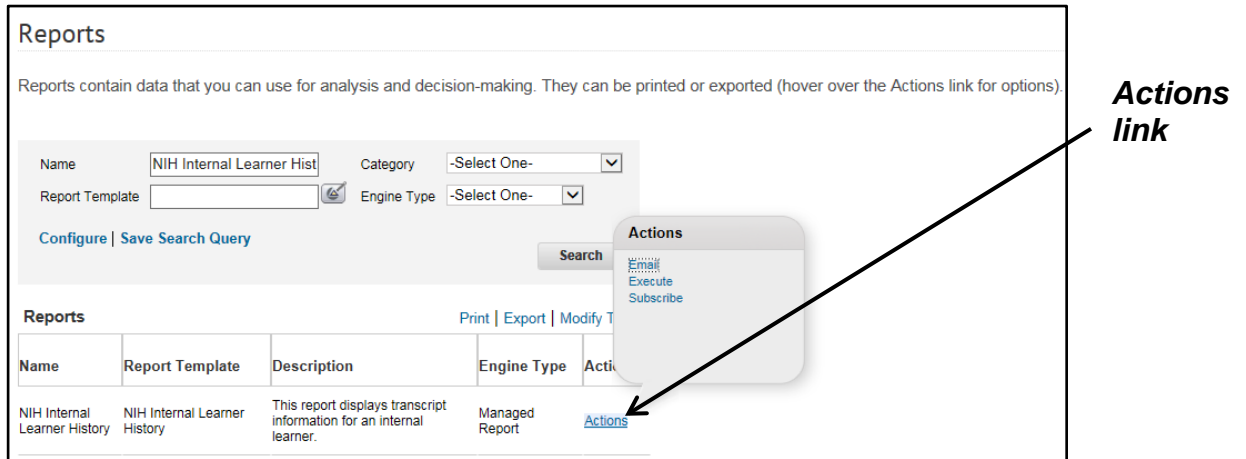


Figure 3 – Actions link for the NIH Internal Learner History report

5. Enter the **Completion Date After** and **Completion Date Before** in the appropriate fields in MM/DD/YYYY format. Alternate, you can use the Completion Date After and Completion Date Before pick icons to select the dates.
6. Select the **Generate Report** button to continue.

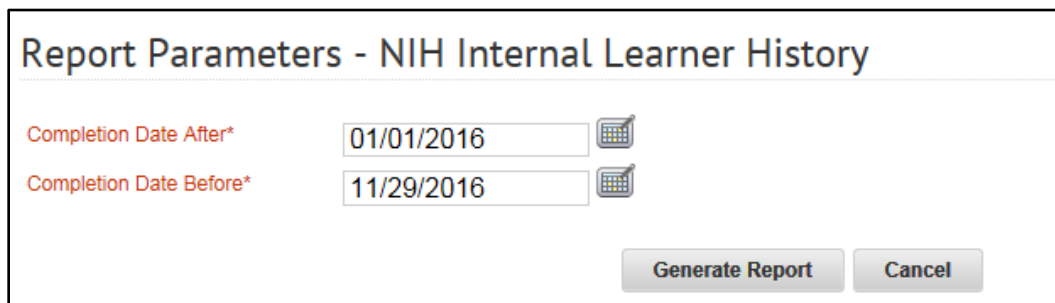


Figure 4 – Generate Report button

7. To print the report or save as a *.PDF document, click the **Print this report** icon.

**Print
this
report
icon**

NIH Internal Learner History

Internal Learner: [REDACTED]
Job Type: [REDACTED]
Organization ID: [REDACTED]
Organization Name: [REDACTED]
Email: [REDACTED]

Title	Version	Delivery	Completion Status	Completion Date	Credits
Health and Human Services Travel Charge Card Training	1.0	Online Training	Successful	10/22/2015	
NIH 2015 Mandatory Records Management Training	4.1	Online Training	Successful	12/04/2015	
EEO Awareness Training For HHS	1.0	Online Training	Successful	12/14/2015	

Figure 5 – Print this report button

8. Select the **Export** button on the Print to PDF message box.

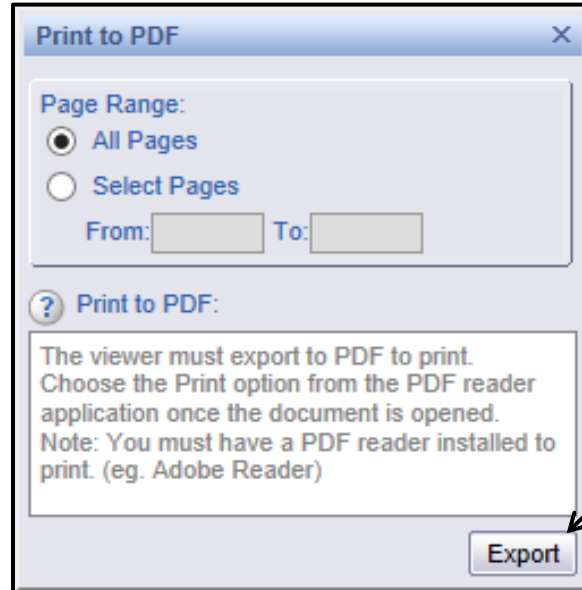


Figure 6 – Export button

9. 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. Select the **Open** button on the notification bar to open the pdf file in Adobe Reader/Acrobat.

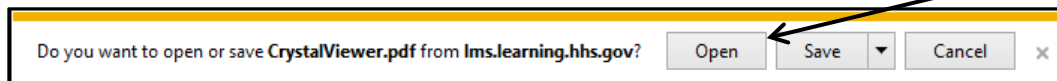


Figure 7 – Open button

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