



LEARNING MANAGEMENT SYSTEM (LMS) **VIEW INFORMATION ATTACHED TO A COURSE**

Some courses in the HHS Learning Portal/LMS have additional information about them such as a course syllabus, general policies and practices, or even materials you can view prior to taking the course. This QRG will show you how to view any information that has been attached to the course.

1. Log on to the LMS.

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

2. Search for the desired course.

NOTE: For instructions about searching for a course, refer to [Search for a Course and Register \(TS15-L\)](#) QRG.

3. Click the link for the name of the course you wish to view.

The screenshot shows a user interface for a search catalog. On the left is a navigation menu with links for Home, Learning, Plans, Competencies, and Reports. The main content area is titled 'Search Catalog' and contains search filters: 'In Learning Catalog', 'Search government contra', 'Starting In Next Six Months', and 'Location Any Location'. Below the filters, it says 'Showing first 15 out of 75+ results for "government contra"'. There are options for 'Page View', 'Table View', and 'Calendar View'. The results are sorted by 'Relevance' and show 'Page 1 2 3 4 5 ... Next'. The first result is 'Government Contracting Essentials (LCHR_01_A75_LC_ENUS,Version:2.2)'. The description for this course is: 'This course will provide a resource for employees of organizations who do business with the federal government and who therefore need to know how various federal laws that govern the contracting pr ...'. It is offered as 'Online Training' for 'Price: 0.00 USD' and 'Language: English'. At the bottom of the result are links for 'Launch Content | Add to Plan'. An arrow points from the text 'Course name link' to the blue link 'Government Contracting Essentials'.

Figure 1 – Course name link on the Search Results page

4. Click the **Learning Assignments** tab.

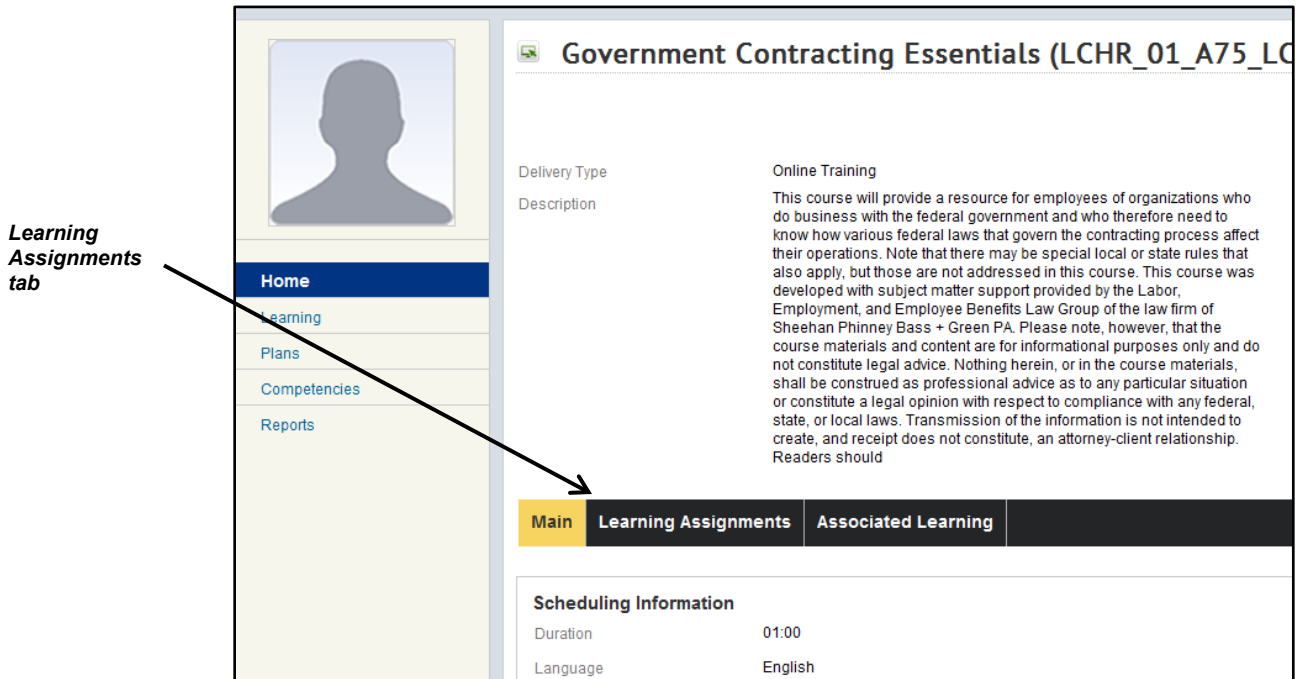


Figure 2 – Learning Assignments tab on the course details page

5. If there are attachments for the course, click on the link for the name of the attachment you wish to view in the Attachments section.

Note: You may be required to have a specific application installed on your computer to view certain attachments.

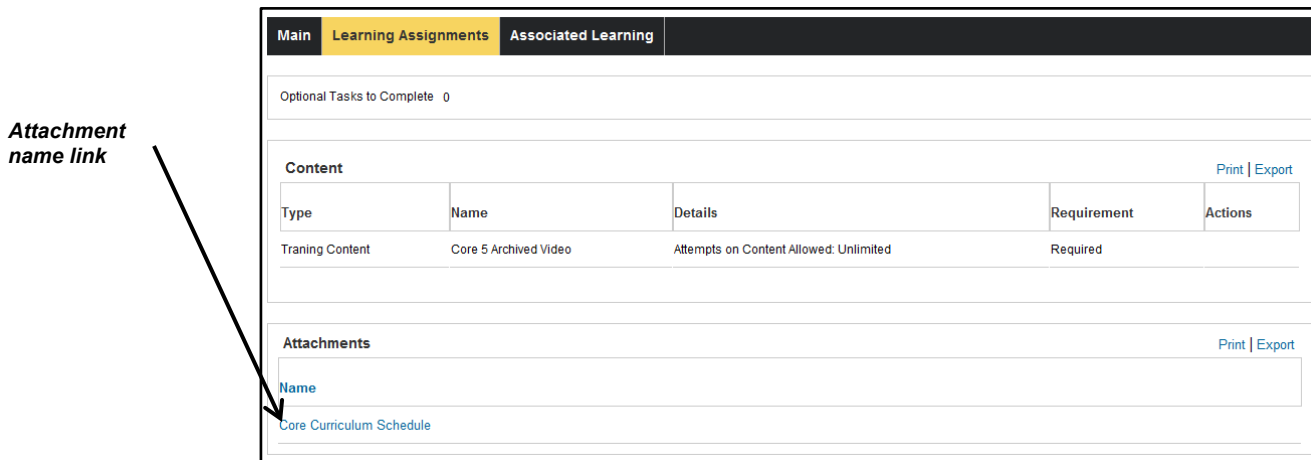


Figure 3 – Attachment link in the Attachments section on the course details page

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