LEARNING MANAGEMENT SYSTEM (LMS)

VIEW INFORMATION ATTACHED TO A COURSE

Some courses in the LMS have additional information linked in the course description, 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 into 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.

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Figure 1 – Course name link on the Search Results page

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

![Learning Assignments tab](image)

**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.

![Attachment name link](image)

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

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

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