



## *LEARNING MANAGEMENT SYSTEM (LMS)* **CONTINUE WORKING ON AN ONLINE COURSE**

Many online courses will allow you to complete them over multiple sessions. If you have not finished an online course, use this QRG to resume your existing progress in an online course.

1. Log into the LMS.

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

2. Click the **Launch Content** link that is located to the right of the course. **NOTE:** If the online course is not displayed in the Current Learning Activities portlet, click the **View All** link at the end of the list to view all of the courses you are currently enrolled in. Scroll through the list of enrollments and find the online course. Click the **Launch Content** link.

The screenshot shows a portlet titled "Current Learning Activities" with a "Sort By" dropdown menu set to "Registration Date". Below the header is a table with columns for "Name", "Registration Date", and "Actions". The table lists several courses, each with an icon and a corresponding action link. Two arrows point to specific links: one labeled "Launch Content link" points to the "Launch Content" link for "Getting Started with Safari", and another labeled "View All link" points to the "View All..." link at the bottom of the list.

Name	Registration Date	Actions
Books 24x7	06/15/2015	<a href="#">Launch Content</a>
Getting Started with Safari	06/15/2015	<a href="#">Launch Content</a>
NIH LMS Training Sample	05/22/2015	<a href="#">View Details</a>
NIH Supervisory Essentials Training	01/08/2015	<a href="#">View Details</a>
Performance Management Appraisal Program (PMAP) for Employees	09/21/2009	<a href="#">Launch Content</a>
Learning With Saba		<a href="#">Begin Registration</a>
NIH 2-Way Match Invoice Processing		<a href="#">Begin Registration</a>
NIH NIAID OWER ELD Working with Contractors at NIAID		<a href="#">Begin Registration</a>
NIH NoFEAR Act Training Certification		<a href="#">View Details</a>
NIH Prevention of Sexual Harassment Training Certification		<a href="#">Begin Registration</a>
<a href="#">View All...</a>		

Figure 1 – Launch Content and View All links

3. Click the link for the course to resume (the wording and location may vary from course to course). The course will resume from your previous position if the content supports the functionality.

**NOTE:** Once you complete an online course, it will no longer be visible in the My Current Learning Activities portlet. To view the course again, please refer to the tip sheet: [Review a Completed Online Course \(TS18-L\)](#)

Books 24X7 will not leave your enrollments area unless you drop it from your enrollments. To drop Books 24X7 from your enrollments, please refer to the [Drop a Course \(TS07-L\)](#) tip sheet.

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