



## **LEARNING MANAGEMENT SYSTEM (LMS) VIEW TEAM CURRICULA SUMMARY**

Supervisors have the ability to view the curricula of all direct reports in the LMS.

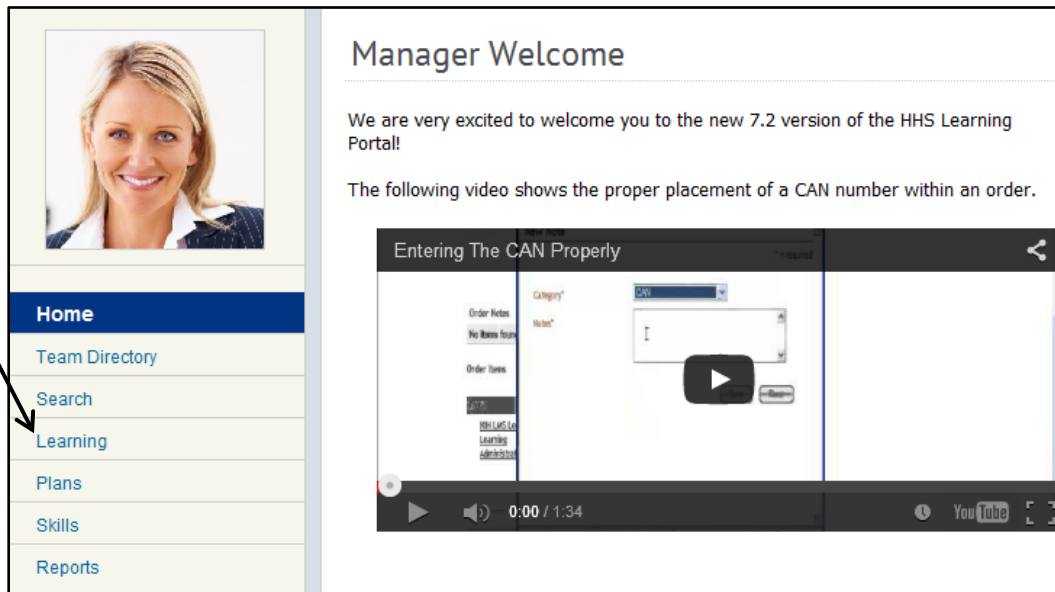
1. Log into the LMS.
2. Click the **My Team** icon.



**My Team icon**

Figure 1 – My Team icon

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



**Learning link**

Figure 2 – Learning link

4. Click the **Curricula** link.

**Curricula  
link**

The screenshot displays the 'NIH Manager's Learning Dashboard'. On the left is a vertical navigation menu with a user profile picture at the top. The menu items are: Home, Team Directory, Search, Learning, Learning Dashboard (highlighted in blue), Current Learning, Completed Learning, Certifications, Curricula (indicated by an arrow from the text 'Curricula link'), Continuing Education Plans, Orders, and Order History. The main content area is titled 'NIH Manager's Learning Dashboard' and includes a 'View Registrations For' dropdown menu set to 'Direct Team'. Below this is a 'View Learning By' section with radio buttons for 'Learner' (selected) and 'Registration'. A list of roles is shown with expandable arrows: NIH Learner, NIH LearningAdmin, NIH LocalLearningRegistrar, NIH PeopleAdmin, NIH Sample Learner, and People Admin.

Figure 3 – Curricula link

**NOTE:** To view alternate team members, select Alternate Team from the View Registrations For pull-down menu.

- Click the **Curricula Summary** tab at the top of the screen.

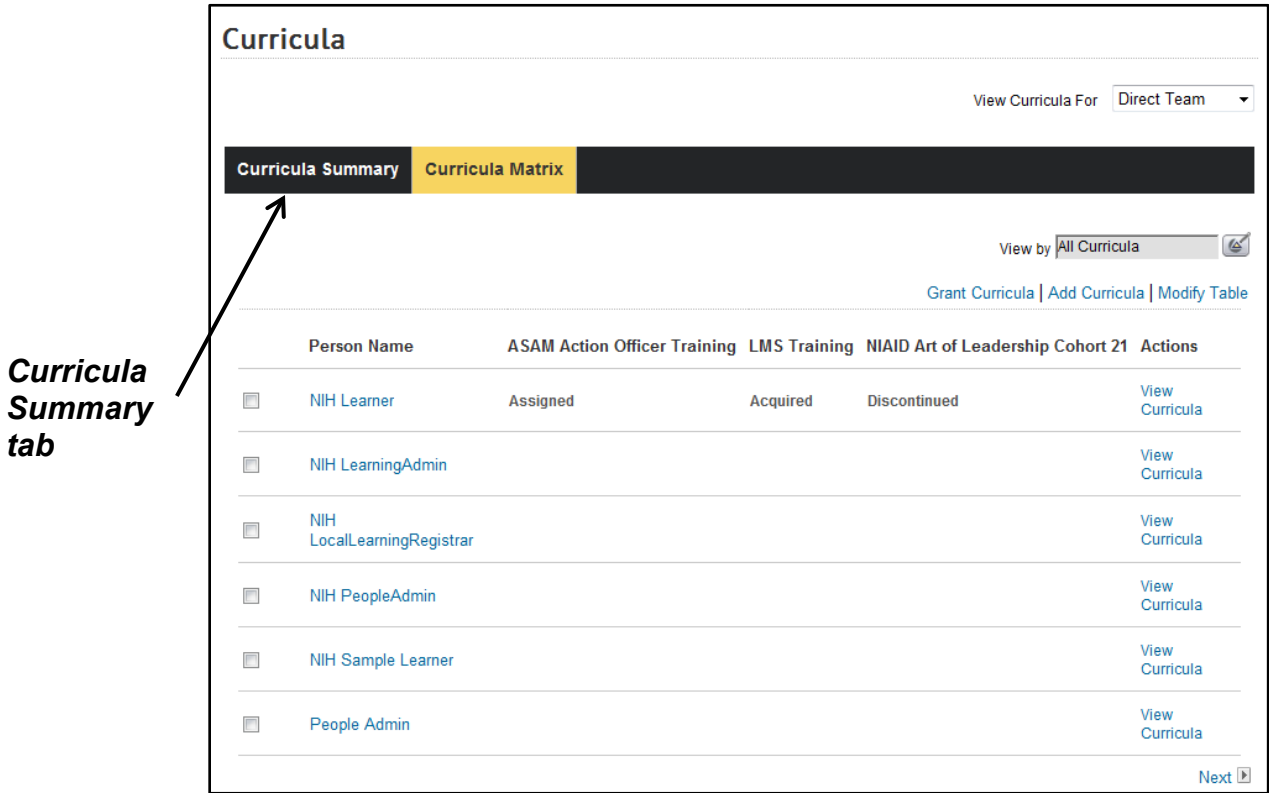


Figure 4 – Curricula Summary tab

- Click the **Actions** link for a specific team member.

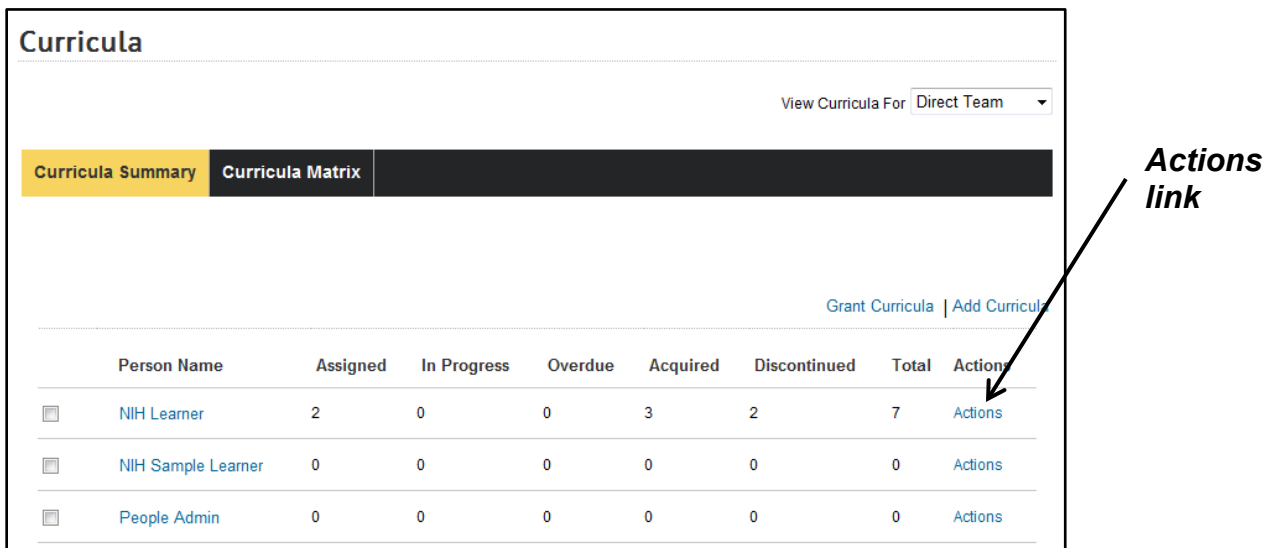


Figure 5 – Actions link

- Click the **View Curricula** link on the Actions activity menu.

**Curricula**

View Curricula For Direct Team ▼

**Curricula Summary** | **Curricula Matrix**

[Grant Curricula](#) | [Add Curricula](#)

	Person Name	Assigned	In Progress	Overdue	Acquired	Discontinued	Total	Actions
<input type="checkbox"/>	<a href="#">NIH Learner</a>	2	0	0	3	2	7	<a href="#">Actions</a>
<input type="checkbox"/>	<a href="#">NIH Sample Learner</a>	0	0	0	0			<a href="#">Actions</a>
<input type="checkbox"/>	<a href="#">People Admin</a>	0	0	0	0			<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <b>Actions</b>  <a href="#">Email Reminder</a>  <a href="#">View Curricula</a> </div>

**View  
Curricula  
link**

Figure 6 – View Curricula link on the Actions activity menu

- Click on the **Actions** column and view details of the curricula.

**Curricula for NIH Learner**

A certification or curriculum is a set of learning items configured in a selected path that must be completed in order to become "Acquired." Both track your progress as the items are completed.

View: Active

Name:  Show Required Curricula Only

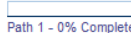

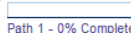
[Configure](#) | [Save Search Query](#)

**Profile Quicklinks**

- [Certifications](#)
- [Curricula](#)
- [Competencies](#)
- [Current Learning](#)
- [Completed Learning](#)
- [Continuing Education Status](#)
- [Profile Snapshot](#)
- [Plans](#)

**Curricula** [Grant Curricula](#) | [Add Curricula](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 4 out of 4 results

Name	Selected Path (% Complete)	Status	Assigned By	Target Date	Actions
NIAID Art of Leadership Cohort 21	Art of Leadership	Discontinued	Ann WITHINGTON		<a href="#">Actions</a>
NIH Core Curriculum	 Path 1 - 0% Completed	Assigned	NIH Learner		<a href="#">Actions</a>
NIH NIBIB Budget Analysis Non-Technical Competency Training	 3 Courses in this Module - 33% Completed	Acquired	Thomas HOLSCHER		<a href="#">Actions</a>
Sample Curriculum	 Path 1 - 0% Completed	Acquired	NIH Manager		<a href="#">Actions</a>

**Actions link**

Figure 7 – Actions link

9. Click the **View Curricula History** link on the Actions activity menu.

**Curricula for NIH Learner**

A certification or curriculum is a set of learning items configured in a selected path that must be completed in order to become "Acquired." Both track your progress as the items are completed.

View **Active**

Name  Show Required Curricula Only

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

**Profile Quicklinks**

- Certifications
- Curricula
- Competencies
- Current Learning
- Completed Learning
- Continuing Education Status
- Profile Snapshot

**Curricula** [Grant Curricula](#) | [Add Curricula](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 4 out of 4 results

Name	Selected Path (% Complete)	Status	Assigned By	Target Date	Actions
NIAID Art of Leadership Cohort 21	Art of Leadership	Discontinued	Ann WITHINGTON		Actions
NIH Core Curriculum	<div style="width: 0%;"><div style="width: 0%;"></div></div> Path 1 - 0% Completed	Assigned	NIH Learner		Actions
NIH NIBIB Budget Analysis Non-Technical Competency Training	<div style="width: 33%;"><div style="width: 33%;"></div></div> 3 Courses in this Module - 33% Completed	Acquired	Thomas HOLSCHER		Actions
Sample Curriculum	<div style="width: 0%;"><div style="width: 0%;"></div></div> Path 1 - 0% Completed	Acquired	NIH Manager		Actions

**Actions**

- View Curricula History
- View Progress for All Paths
- Begin Registration
- Delete
- Change Completion Status

**View Curricula History link**

Figure 8 – View Curricula History link

10. Click the **Main** tab to view the progress of the individual courses within the curricula.

**NIH Core Curriculum**

Person Name: NIH Learner

Assigned By: NIH Learner Assigned On: 06/19/2015

Status: Assigned

Description: The Core Curriculum is a 6 part course (including the prerequisite Fundamentals of NIH Extramural Activities). When completed in full, this Curriculum earns 2 ESA Training credits.

**Main** Complete Progress Report

View assignment and past acquisition history of this curriculum.

**Progress Report** [Print](#) | [Export](#) | [Modify Table](#)

Status	Updated On	Details
Assigned	06/19/2015 9:05 AM	Assigned By: NIH Learner Assigned On: 06/19/2015

**Main tab**

Figure 9 – Main tab

11. Click the **Detailed Status View** radio button.

The screenshot displays the NIH Core Curriculum interface. At the top, the title "NIH Core Curriculum" is shown with a home icon and a list icon. Below the title, there are buttons for "Begin Registration" and "Back". The user information section includes "Person Name: NIH Learner", "Assigned By: NIH Learner", "Assigned On: 06/19/2015", and "Status: Assigned". A "More Actions" button with "Add to Plan" is also present. The description states: "The Core Curriculum is a 6 part course (including the prerequisite Fundamentals of NIH Extramural Activities). When completed in full, this Curriculum earns 2 ESA Training credits." Below the description, there are two tabs: "Main" (selected) and "Complete Progress Report". Under the "Main" tab, there are two radio buttons: "Graphical View" (selected) and "Detailed Status View" (unselected). An arrow points from the text "Detailed Status View radio button" to the "Detailed Status View" radio button. Below the radio buttons, there is a "Path" section with "Path 1" and a "Percent Completed" progress bar showing "0% Completed". The main content area is titled "FEA & Core's 1-5 (Required)" and shows "Status: Incomplete" and "Progress: 0 of 6 Learning Items Completed". It lists "Complete 6 of 6 available courses and curricula." with six items: "NIH Fundamentals of Extramural Activities", "NIH Core Curriculum One - Funding Mechanisms", "NIH Core Curriculum Two - Program Policies and Procedures", "NIH Core Curriculum Three - Review Policies and Procedures", "NIH Core Curriculum Four - Staff Interactions: How the Extramural Team Functions", and "NIH Core Curriculum Five - R&D Contract Policies and Procedures". At the bottom, there are "Begin Registration" and "Back" buttons.

**Detailed Status View radio button**

Figure 10 – Detailed Status View radio button

12. The legend graphic on the right side of the page shows the color representing the status of each course in the curricula.

**NIH Core Curriculum**

Person Name: NIH Learner  
Assigned By: NIH Learner  
Assigned On: 06/19/2015  
Status: Assigned  
Description: The Core Curriculum is a 6 part course (including the prerequisite Fundamentals of NIH Extramural Activities). When completed in full, this Curriculum earns 2 ESA Training credits.

**Main Complete Progress Report**

Graphical View | Detailed Status View

Path: Path 1  
Percent Completed: 0% Completed

**Path 1**  
Completion Requirement: 1 of 1 Modules Required  
Status: Not Completed  
Percentage Completed: (0%)

**Legend graphic**

- Not Enrolled
- Enrolled
- Complete

**Course Name column**

**Modules**

**FEA & Core's 1-5 (Required)**  
Completion Requirement: 6 of 6 Learning Items Required  
Status: Not Completed  
Progress: 0 of 6 Learning Items Completed

NIH Fundamentals of Extramural Activities	Course	Register
NIH Core Curriculum One - Funding Mechanisms	Course	Register
NIH Core Curriculum Two - Program Policies and Procedures	Course	Register
NIH Core Curriculum Three - Review Policies and Procedures	Course	Register
NIH Core Curriculum Four - Staff Interactions: How the Extramural Team Functions	Course	Register
NIH Core Curriculum Five - R&D Contract Policies and Procedures	Course	Register

Figure 11 – Legend graphic and Course Name column

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