



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.



Figure 1 – My Team icon

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

Learning link

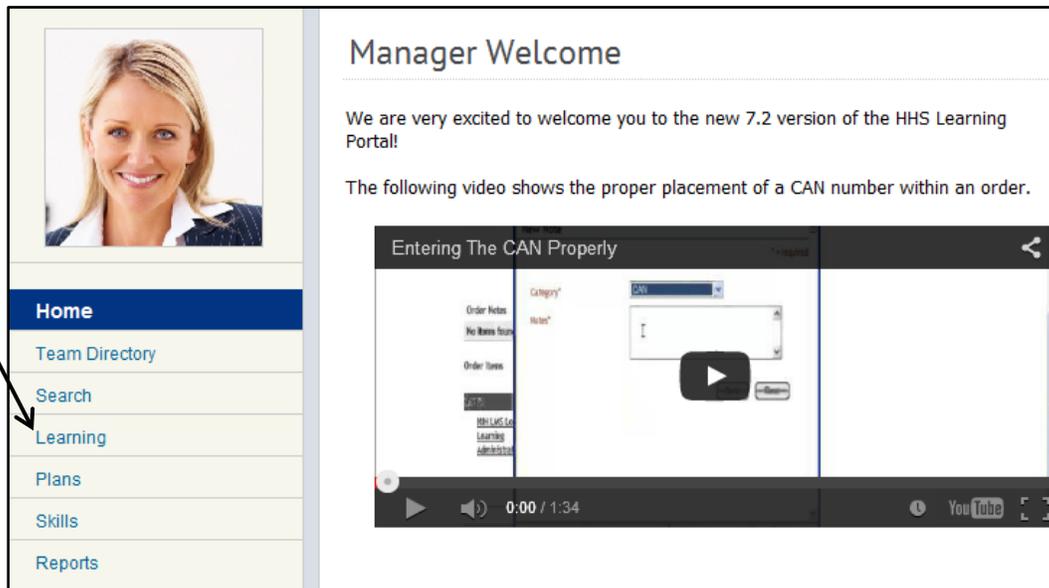


Figure 2 – Learning link

4. Click the **Curricula** link.

**Curricula
link**

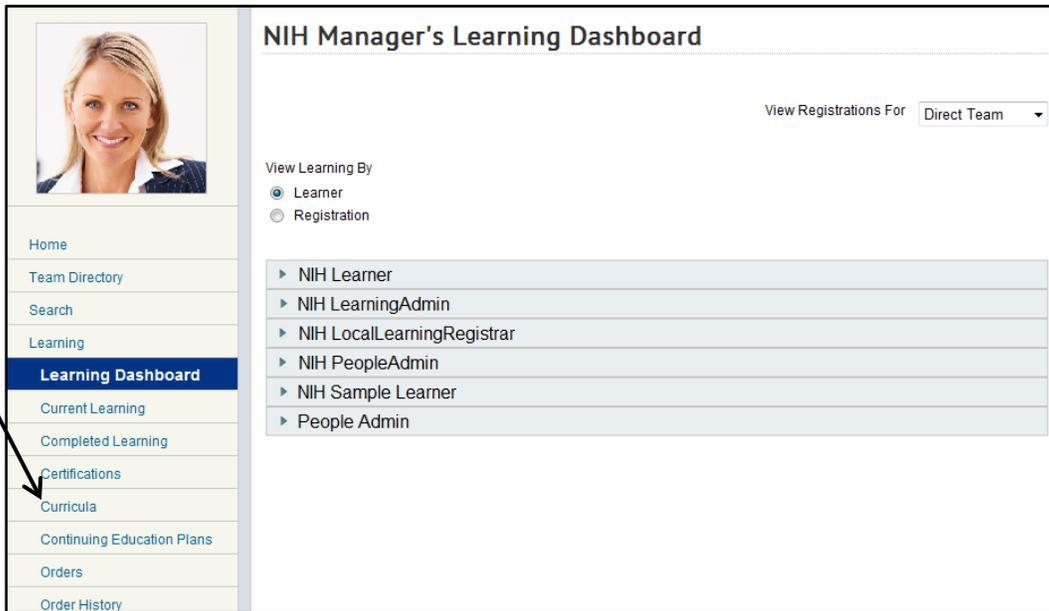


Figure 3 – Curricula link

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.

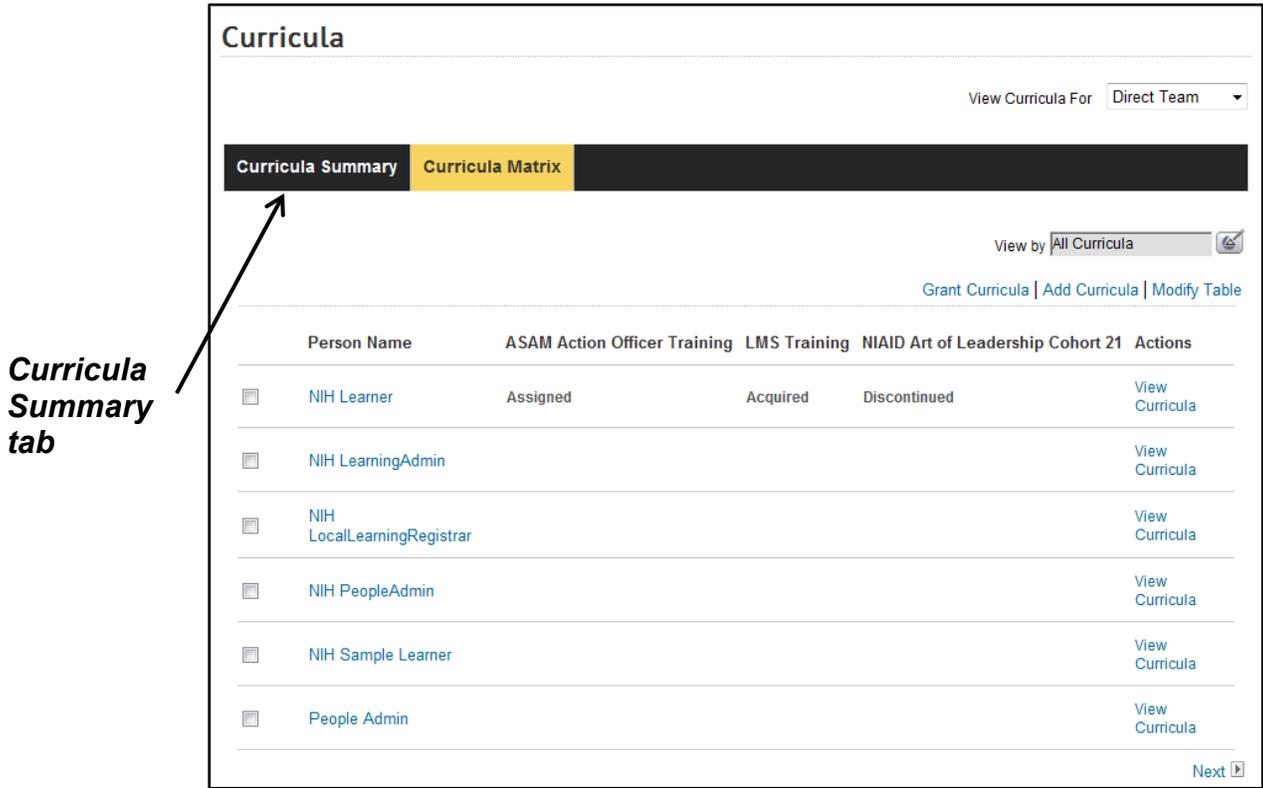


Figure 4 – Curricula Summary tab

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

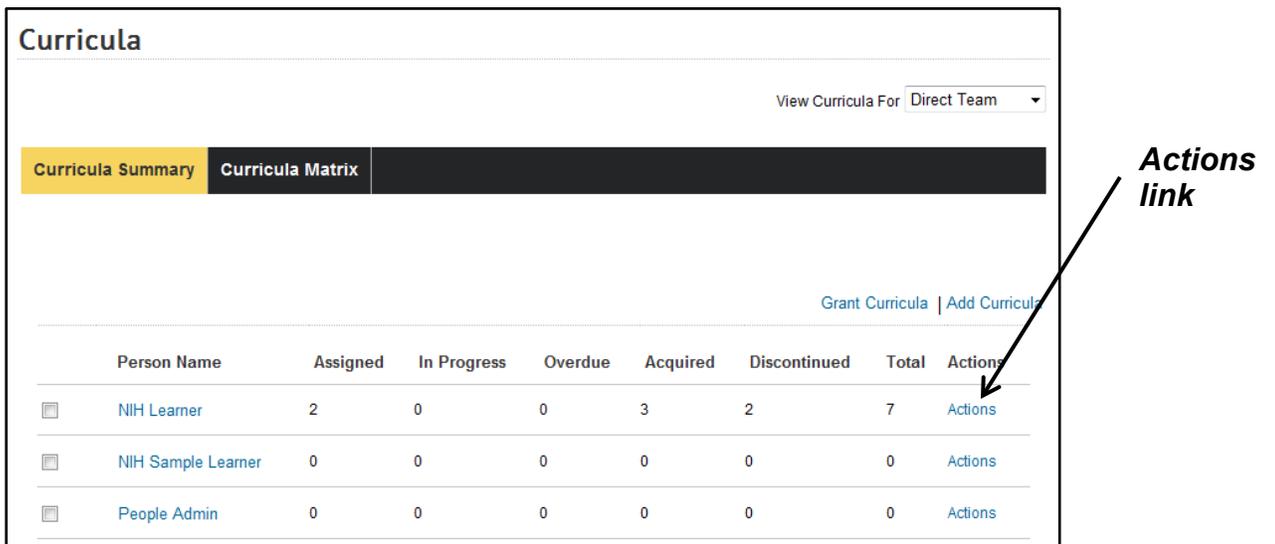


Figure 5 – Actions link

- 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"/>	NIH Learner	2	0	0	3	2	7	Actions
<input type="checkbox"/>	NIH Sample Learner	0	0	0	0			Actions
<input type="checkbox"/>	People Admin	0	0	0	0			Actions Email Reminder View Curricula

**View
Curricula
link**

Figure 6 – View Curricula link on the Actions activity menu

8. 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

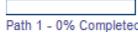
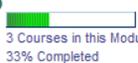
[Configure](#) | [Save Search Query](#)

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		Actions
NIH Core Curriculum	 ⓘ	Assigned	NIH Learner		Actions
NIH NIBIB Budget Analysis Non-Technical Competency Training	 ⓘ	Acquired	Thomas HOLSCHER		Actions
Sample Curriculum	 ⓘ	Acquired	NIH Manager		Actions

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
NIAD Art of Leadership Cohort 21	Art of Leadership	Discontinued	Ann WITHINGTON		Actions
NIH Core Curriculum	<div style="width: 0%;"><div>Path 1 - 0% Completed</div></div>	Assigned	NIH Learner		Actions
NIH NIBIB Budget Analysis Non-Technical Competency Training	<div style="width: 33%;"><div>3 Courses in this Module - 33% Completed</div></div>	Acquired	Thomas HOLSCHER		Actions
Sample Curriculum	<div style="width: 0%;"><div>Path 1 - 0% Completed</div></div>	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, there are buttons for "Begin Registration" and "Back". Below this, the user information is shown: "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."

The main navigation bar includes "Main" and "Complete Progress Report". Below this, there are two radio buttons: "Graphical View" (selected) and "Detailed Status View" (unselected). An arrow from the text "Detailed Status View radio button" points 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." and displays six course/curriculum items in a grid:

- 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
- NIH Core Curriculum Five - R&D Contract Policies and Procedures

At the bottom, there are "Begin Registration" and "Back" buttons.

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 refer to the [LMS Support Page](#).