



LEARNING MANAGEMENT SYSTEM (LMS) VIEW A TEAM MEMBER'S TRANSCRIPT

Supervisors have the ability to view the LMS transcript of direct and alternate reports.

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.

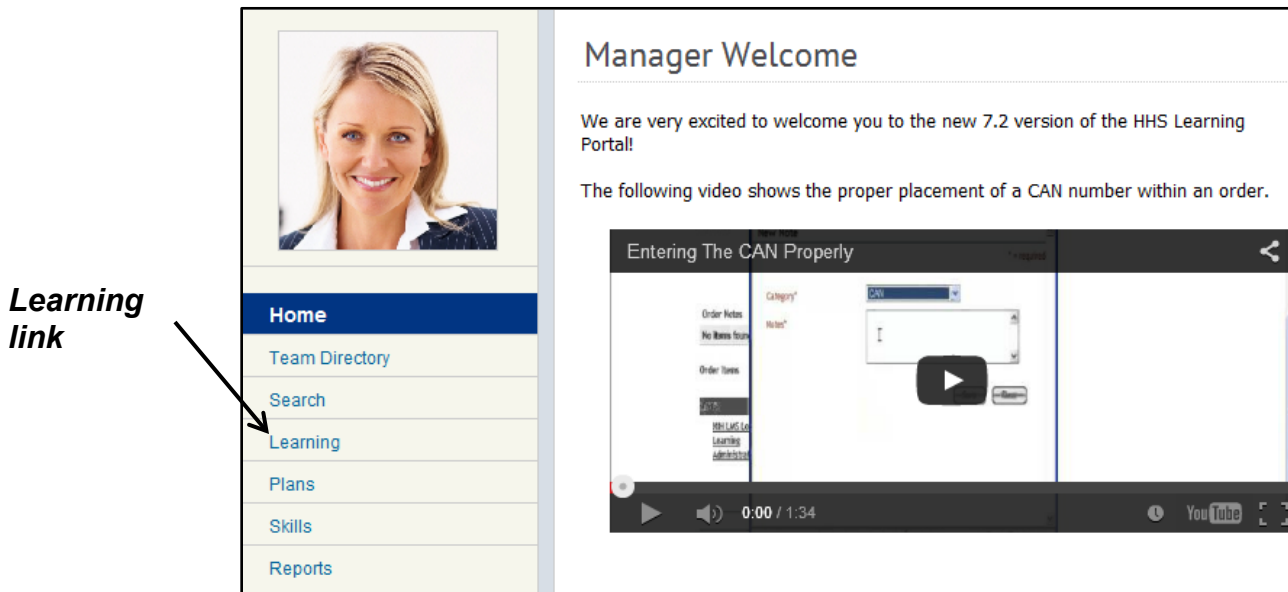


Figure 2 – Learning link

4. Click **Completed Learning** link, where you can view learning for your direct team.

Completed Learning link

The screenshot displays the 'NIH Manager's Learning Dashboard'. On the left is a 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, Continuing Education Plans, Orders, and Order History. An arrow points from the text 'Completed Learning link' to the 'Completed Learning' menu item. 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 follows: NIH Learner, NIH LearningAdmin, NIH LocalLearningRegistrar, NIH PeopleAdmin, NIH Sample Learner, and People Admin.

Figure 3 – Completed Learning link

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

5. Click the View Completed Learning link for a specific team member.

Completed Learning

View Completed Learning For

Completed Learning [Add Completed Learning](#) | [Modify Table](#)

Person Name	Person Type	Completed Learning Items	Actions
NIH Learner	Other	80	View Completed Learning
NIH LearningAdmin	Other	2	View Completed Learning
NIH LocalLearningRegistrar	Other	4	View Completed Learning
NIH PeopleAdmin	Other	10	View Completed Learning
NIH Sample Learner		0	View Completed Learning
People Admin	Other	0	View Completed Learning

View Completed Learning link

Figure 4 – View Completed Learning link

- The default transcript view shows learning completed in the last 90 days. You can change the default date range by clicking the **From** pick icon and the **To** pick icon, and then clicking the Search button. You can also manually enter a date in MM/DD/YYYY format in either field.

Completed Learning: NIH Learner

Completed learning is a list of all your completed courses and the results achieved. To export your transcript to Excel, click the Export link. To access and launch content for a completed online course, click the View Learning Assignments link.

Active | Inactive

From: 04/02/2015 To: 07/01/2015

Delivery Type: All Search

Profile Quicklinks

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

Completed Learning [Add Completed Learning](#) | [Print](#) | [Export](#) | [Modify Table](#) | [Help](#)

Showing 2 out of 2 results

Item Name	Status	Marked Complete By	Ended/Completed On Date	Actions
External Course Test Testing	Successful On: 06/01/2015 Score:	Brian HUGHES		View Details Print Certificate
Alternative Dispute Resolution (ADR)	Successful On: 06/15/2015 Score: 0		06/15/2015	View Details View Learning Assignments Print Certificate

Registration Date: 06/15/2015

Figure 5 – From and To pick icons and Search button

- Click the **View Details** link for a completed learning item to view detailed information.

Completed Learning: NIH Learner

Completed learning is a list of all your completed courses and the results achieved. To export your transcript to Excel, click the Export link. To access and launch content for a completed online course, click the View Learning Assignments link.

Active | Inactive

From: 01/01/2015 To: 07/01/2015
 Delivery Type: All Search

Profile Quicklinks
 Certifications
 Curricula
 Competencies
 Current Learning
 Completed Learning
 Continuing Education Status
 Profile Snapshot
 Plans

Completed Learning [Add Completed Learning](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 8 out of 8 results

Item Name	Status	Marked Complete By	Ended/Completed On Date	Actions
External Course Test Testing	Successful On: 06/01/2015 Score:	Brian HUGHES		View Details Print Certificate
Alternative Dispute Resolution (ADR) Registration Date: 06/15/2015	Successful On: 06/15/2015 Score: 0		06/15/2015	View Details View Learning Assignments Print Certificate
UMD College Course Graduate Course. Registration Date: 04/01/2015	Successful On: 04/01/2015 Score:	NIH LearningAdmin	04/01/2015	View Details Print Certificate
The No FEAR Act Registration Date: 04/01/2015	Successful On: 04/01/2015 Score:		04/01/2015	View Details Print Certificate

View Details link

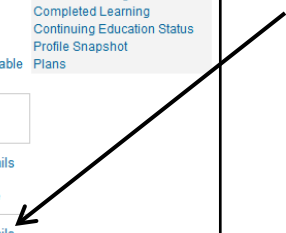


Figure 6 – View Details link

8. All of the information for the completed learning may not be populated, depending on how the course was created.

Transcript Details

Completed Learning Details

Course Name	NIH LMS Local Learning Registrar
Learner Name	NIH Learner
ID	NIHTC1001
Description	<p>This half-day course will provide an introduction to the LMS and the permissions associated with Local Learning Registrars. During this course, hands-on exercises will be completed by learners in a training environment to simulate the steps needed to perform basic Local Learning Registrar functions such as registering learners for offerings, and managing learner profiles and transcripts. All materials will be provided to the learner in class and support for administrators is available after training via tip sheets, help desk, and access the NIH LMS team.</p> <p>***ALL REQUESTS FOR PERMISSIONS MUST BE MADE WITHIN 6 MONTHS OF LMS TRAINING. NIH LMS Administrator permissions in the HHS Learning Portal are now managed through WITS.</p> <p>Detailed instructions for obtaining LMS administrator permissions (both OHR and non-OHR staff) are located on the HR Systems Support website at https://intrahr.od.nih.gov/hrsystems/newaccounts.htm.</p>
Completion Status	Successful
Marked Complete by	
Delivery Type	
Offering Start Date	04/01/2015
Ended/Completed On Date	04/01/2015
Registration Date	04/01/2015
Marked Complete Date	04/01/2015
Start Time(HH:MM)	
End Time(HH:MM)	
Duration(HH:MM)	00:00
Location	
Score	
Grade	
Default Credits	0

Figure 7 – Sample Completed Learning Details page

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