



LEARNING MANAGEMENT SYSTEM (LMS)

ADDING SUPERVISORY TRAINING TRACKING AND EHRI INFORMATION TO COURSES — LEARNING ADMINISTRATORS

This QRG will guide Learning Administrators through the task of adding supervisory training tracking and EHRI information to new and existing courses in the HHS Learning Portal/LMS.

Two specific fields should be populated at the course level:

- EHRI: Default Training Type
- Field of Study

For many existing supervisory-related courses, these fields will already be populated. As new courses are created, however, these fields will need to be completed.

For New Courses (skip to Step 14 for Existing Courses):

1. Log into the LMS.
2. Click the **Admin** icon.



Figure 1 – Admin icon

3. Click the **New Course** link.

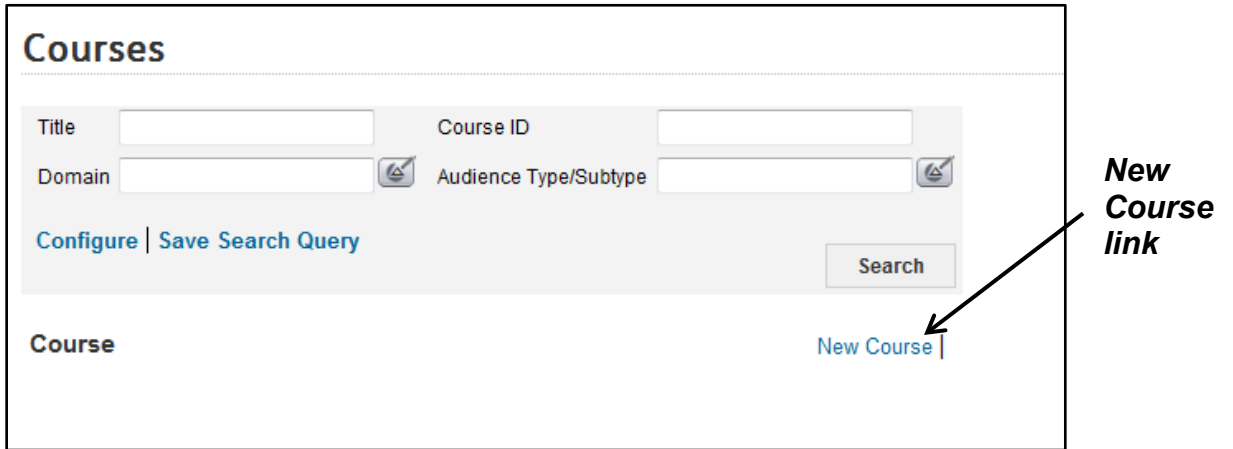


Figure 2 – New Course link

4. Complete all required (*) course fields and relevant optional fields and then click the **Save** button at the bottom.

New Course

* = required


For information on EHRI values, please refer to the [OPM Guide to Data Standards](#).


Course Details


Title*

Course ID*

Version

Domain* 

Abstract 
Character Limit: 1000

Description 
Character Limit: 1000


Course Deeplink URL


Course Deeplink URL for Private View

Recurring Course

Mark Course as Recurring Course

Availability Information

Available From* 

Discontinued From 

Display for Call Center


Display for Learner

Allow Ratings

Figure 3 – New Course Detail Screen: Course Details, Recurring Course, and Availability Information sections

Pricing Information

One-click Launch Enabled

Currency 

Price

Multi-Currency Pricing

- This Course is available only in the currency selected above.
- This Course is available in the currency selected above and default currency, US Dollars.
- This Course is available in all the active currencies in the system. Note: Prices are only calculated for currencies that have exchange rates defined in the system.


Training Units


Registration Information

Min Count

Max Count

Waitlist Max

Vendor 

Customer Service Representative 

Target Completion Duration Days

Allow Drop Before Days

Figure 4 – New Course Detail Screen: Pricing information and Registration Information sections

Other Information

Training Accreditation Organization Type (1103)

Course ID From Vendor (1105)

EHRI: Training Credit (1126)

EHRI: Training Credit Designation Type Code (1127)

EHRI: Training Delivery Type Code (1129)

EHRI: Training Credit Type Code (1131)

Instructor Competencies (1200)

Multilingual Course (1201)

Internal or External Course (1202)

Training Certification Type (1211)

Course Development Cost (1220)

EHRI: Training Tuition and Fees Cost (1221)

EHRI: Training Materials Cost (1222)

EHRI: Continued Service Agreement Required Indicator (1231)

EHRI: Training Accreditation Indicator (1102)

EHRI: Training Source Type Code (1120)

EHRI: Training Purpose Type Code (1122)

EHRI: Training Type Sub Code (1124)

Save button

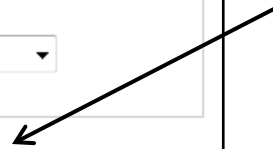


Figure 5 – New Course Detail Screen: Other Information section and Save button

5. To enter supervisory training specific values, do the following:
 - a) Locate the EHRI: Default Training Type (1124) field on the New Course page, in the Other Information section.
 - b) Select **Supervisory Program** from the pull-down menu.
 - c) Click the **Save** button.

***EHRI:
Default
Training
Type (1124)
pull-down
menu***

***Save
button***

Figure 6 – EHRI: Training Type Sub Code (1124) pull down menu and Save button

NOTE: Make sure to complete all required fields identified with an asterisk (*) to avoid the following error message:

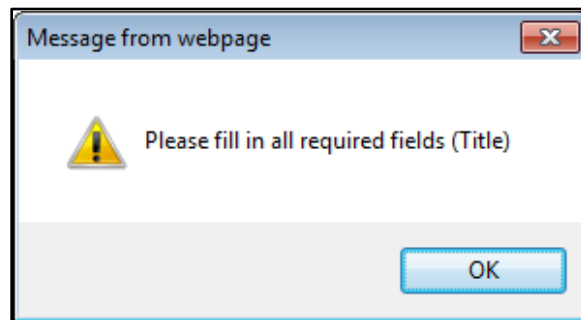


Figure 7 – EHRI Required Fields Error message

6. To enter the Field of Study information, click the **Related Info** tab.

Related Info tab

Course Details: NIH 7.2 Test environment Course, #NIHTESTCOURSE07282015

* = required

For information on EHRI values, please refer to the [OPM Guide to Data Standards](#).

Main
Learning Assignments
Related Info
Policies
Delivery Types
Notifications
Ratings

Course Details

Title*

Course ID*

Version

Domain*

Abstract

Character Limit:1000

Description

Character Limit:1000

Course Deeplink URL <https://test.learning.hhs.gov/Saba/Web/Cloud/goto/GuestCourseDetailURL?otId=cours000000000449865&callerPage=/learning/offeringTemplateDetails.xml>

Course Deeplink URL for Private View <https://test.learning.hhs.gov/Saba/Web/Cloud/goto/GuestCourseDetailURL?otId=cours000000000449865&callerPage=/learning/offeringTemplateDetails.xml&privateView>

Figure 8 – Related Info tab

7. Click the **Add Field of Study** link in the Continuing Education Credits section.

Course Details: NIH 7.2 Test environment Course, #NIHTESTCOURSE07282015

Main | Learning Assignments | Related Info | Policies | Delivery Types | Notifications | Ratings

Attachments [Add Attachment](#)
No items found

Notes [Add Notes](#)
No items found

Category [Add Category](#)
No items found

Competency [Add Competency](#)
No items found

Catalog Prerequisites [Add Prerequisites](#)
No items found

Equivalents [Add Equivalents](#)
No items found

Keywords [Add Keyword](#)
No items found

Continuing Education Credits [Add Field of Study](#) | [Print](#) | [Export](#) | [Modify Table](#)


Field of Study	Description	Default Credits	Actions
Total Credits:		0	

Add Field of Study link

Figure 9 – Add Field of Study link

8. Click the **Field of Study** pick icon.

Add Credits by Field of Study * = required

Field of Study* 

Default Credits*

Instructor Credits

Credits by Job Roles Add Job Role

No items found

Learners who do not have any associated role receive default credits.

Save Close

Figure 10 – Field of Study Pick icon

9. Enter NIH Supervisory CLPs in the Name field then click the **Search** button.

Select Field of Study

Name Description

Configure | Save Search Query

Search

Select Field of Study

Close

Figure 11 – Name field and Search button

10. Click the select checkbox to add it into the Field of Study field.

Select checkbox

Select Field of Study

Name Description

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

Select Field of Study [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

	Name	Description
<input type="checkbox"/>	NIH Supervisory CLPs	Continuous learning points for supervisory training; designated by NIH

Figure 12 – Select checkbox

11. Enter the number of credits in the Default Credits field.

NOTE: The Default Credits are normally 1 credit per 1 hour of instruction.

Default Credits field

Add Credits by Field of Study * = required

Field of Study*

Default Credits*

Instructor Credits

Credits by Job Roles [Add Job Role](#)

No items found

Learners who do not have any associated role receive default credits.

Figure 13 – Default Credits field

12. Click the **Save** button and then click the **Close** button.

Add Credits by Field of Study * = required

Field of Study*

Default Credits*

Instructor Credits

Credits by Job Roles [Add Job Role](#)

No items found

Learners who do not have any associated role receive default credits.

Figure 14 – Save button and Close button

13. The Field of Study information has now been updated.

Existing Courses:

14. Click the **Admin** icon.



Admin icon

Figure 15 – Admin icon

15. Enter a Title, Course ID, Domain, and/or Audience Type/SubType and then click the **Search** button.

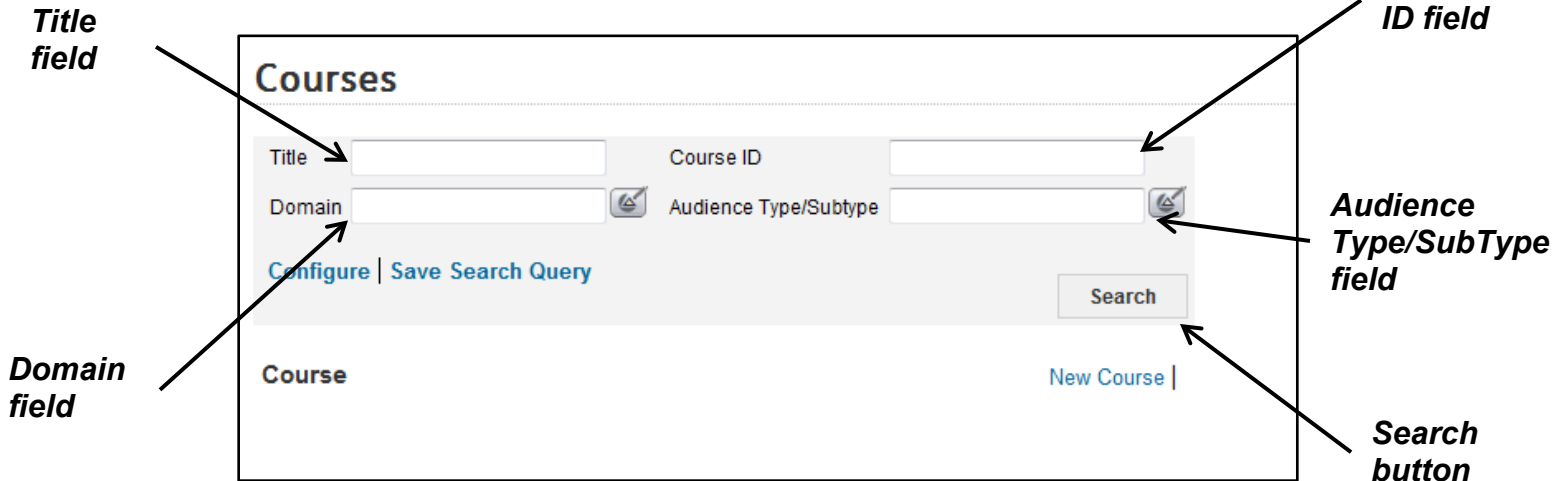


Figure 16 – Title, Course ID, Domain, and Audience Type/SubType fields and the Search button

16. Click the link for the Title of the course you wish to update.

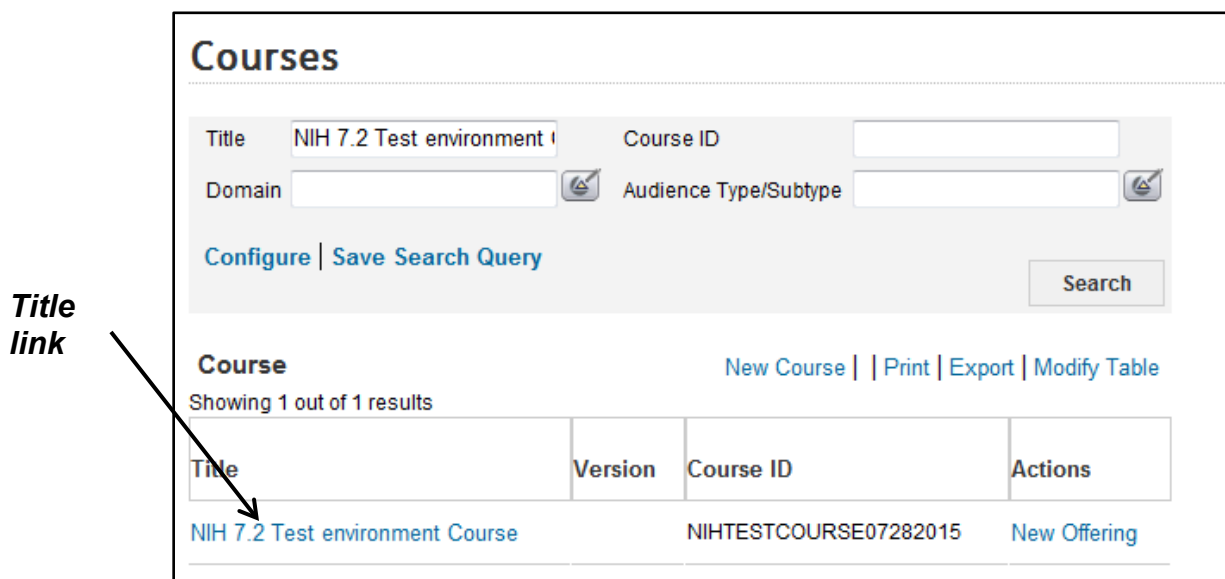


Figure 17 – Title link

17. Complete Steps 5-12 from the previous pages.

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