



LEARNING MANAGEMENT SYSTEM (LMS) **ADDING EXTERNAL LEARNING ITEMS TO TRANSCRIPTS – LEARNING ADMIN**

This QRG will guide Learning Administrators through the task of adding external items to a transcript in the LMS. External Learning items are those which do not exist in the course catalog or have already been added to another Learner's transcript.

Two specific fields should be populated on the transcript record:

- EHRI: Default Training Type
- Field of Study

These instructions are intended for use by NIH LMS Learning Admins.

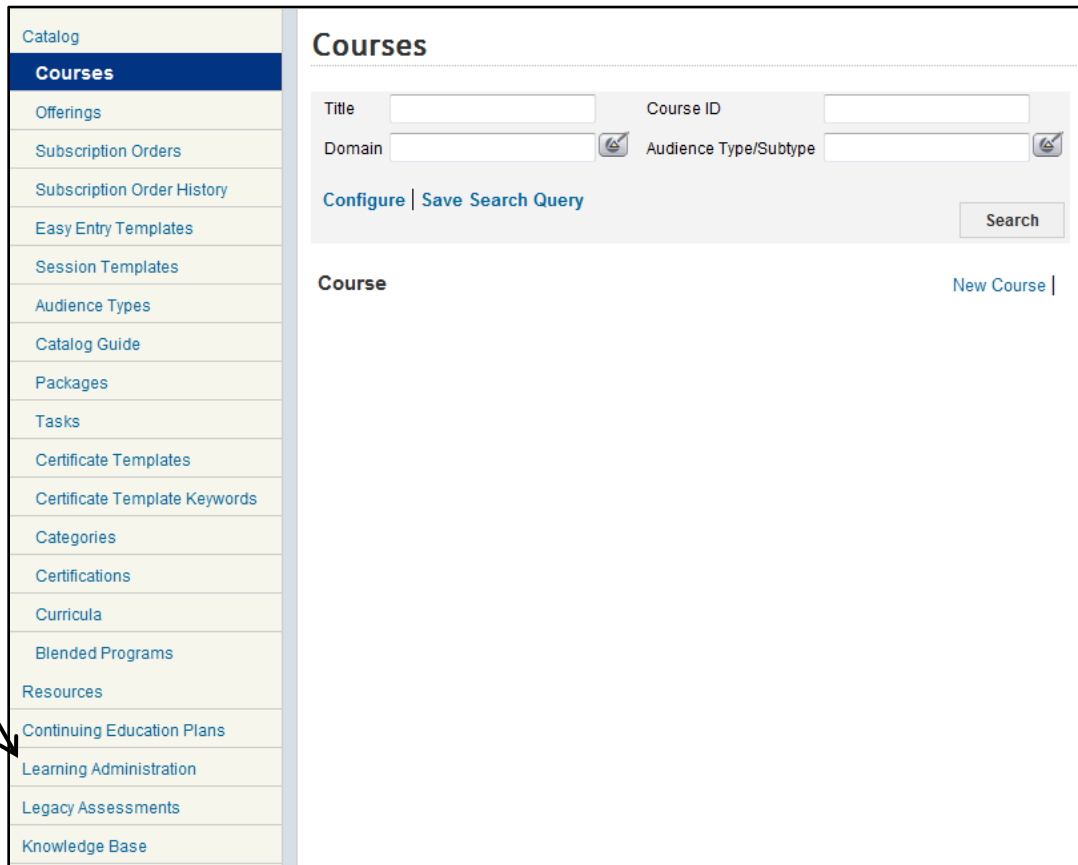
IMPORTANT: Guidelines for verifying completed training may vary. Please be sure to check with your organization to determine the process for verifying the completion of training prior to manually adding the completion to a learner's LMS record.

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



Figure 1 – Admin icon

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



Learning Administration link

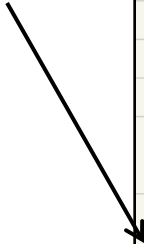


Figure 2 – Learning Administration link

4. Click the **Completed Learning** link in the left menu.

Completed Learning link

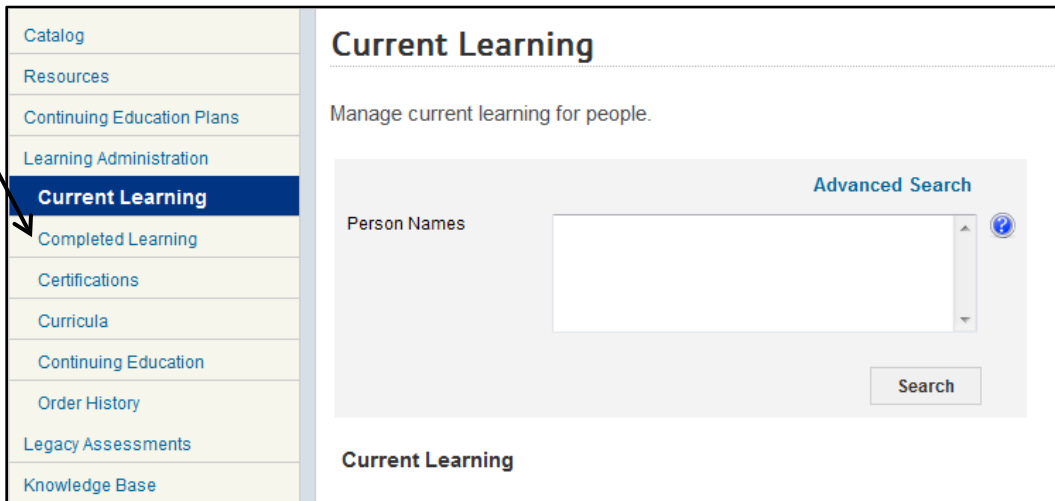


Figure 3 – Completed Learning link

5. Enter the name of the Learner in the Person Names search field then click the **Search** button.

Person Names field

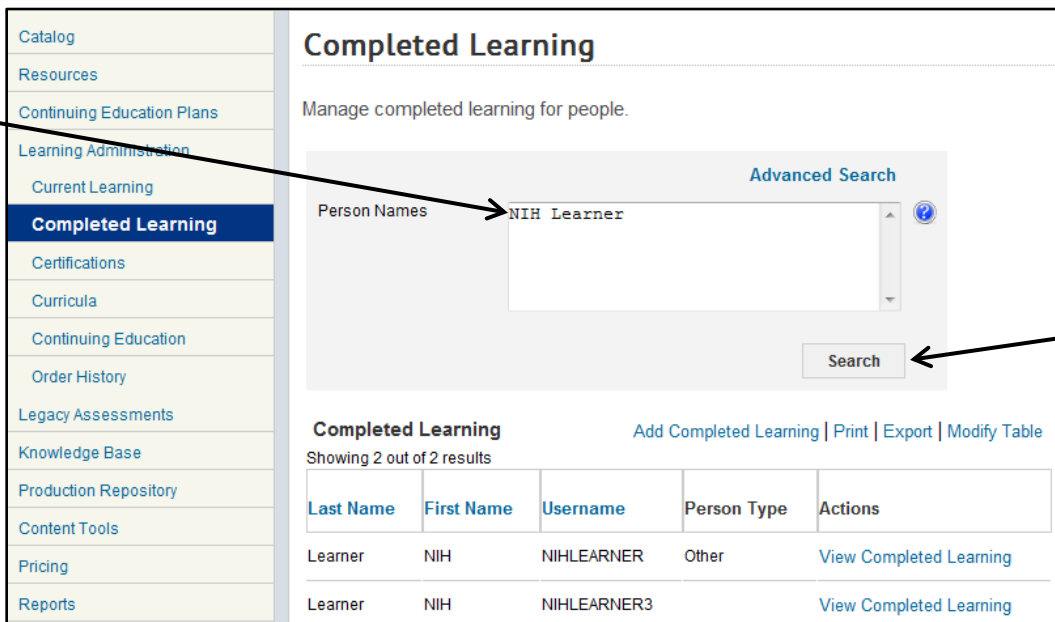


Figure 4 – Person Names field and Search button

6. Click the **View Completed Courses** link in the Actions column.

The screenshot shows a web application interface for 'Completed Learning'. On the left is a navigation menu with items like 'Catalog', 'Resources', 'Continuing Education Plans', 'Learning Administration', 'Current Learning', 'Completed Learning' (highlighted), 'Certifications', 'Curricula', 'Continuing Education', 'Order History', 'Legacy Assessments', 'Knowledge Base', 'Production Repository', 'Content Tools', 'Pricing', and 'Reports'. The main content area is titled 'Completed Learning' and includes a search bar with the text 'NIH Learner' and a 'Search' button. Below the search bar is a table with the following data:

Last Name	First Name	Username	Person Type	Actions
Learner	NIH	NIHLEARNER	Other	View Completed Learning
Learner	NIH	NIHLEARNER3		View Completed Learning

An arrow points from the text 'View Completed Courses link' to the 'View Completed Learning' link in the Actions column of the first row.

Figure 5 – View Completed Courses link

7. Click the **Add Completed Learning** link.

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 To
Delivery Type

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

Showing 2 out of 2 results

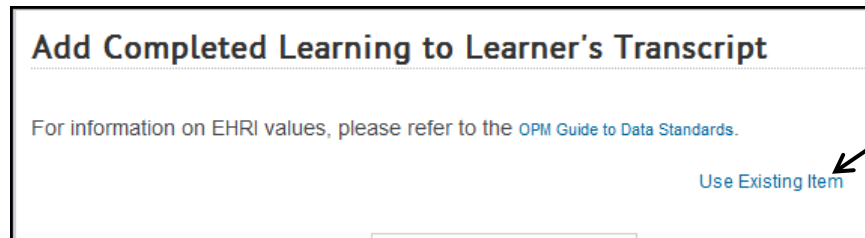
Item Name	Status	Ended/Completed On Date	Created On	Actions
External Course Test Testing	Successful On: 06/01/2015 Score:		06/04/2015	View Details Edit Delete Print Certificate
Alternative Dispute Resolution (ADR) Registration Date: 06/15/2015	Successful On: 06/15/2015 Score: 0	06/15/2015	01/07/2015	View Details Edit Delete View Learning Assignments Print Certificate

Add Completed Learning link

Figure 6 – Add Completed Learning link

8. Check to see if the completion being added already exists in the LMS. Creating new transcript items without first checking for an existing course or transcript completion may result in duplications, which complicates reporting. Check for various spellings and abbreviations as well.

a. Click the **Use Existing Item** link.



Use Existing Item link

Figure 7 – Use Existing Item Link Screen

b. Use the Course ID or Name fields in addition to the **Search Catalog** (to search in the LMS catalog) or the **Search Existing Completed Course Items** (other Learner transcripts) radio buttons.

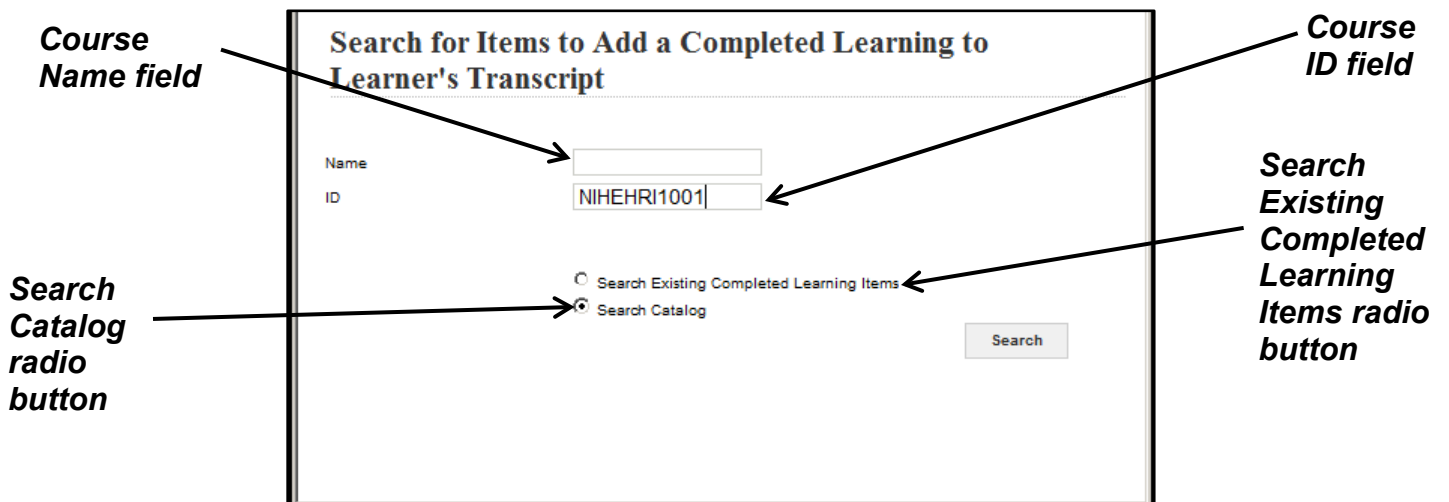


Figure 8 – Search for Items to Add a Completed Learning to Learner's Transcript Screen

9. If the course does not have existing completions that you can utilize, then enter data directly on the Add Completed Course to Learner's Transcript page.

This would then begin the process of adding a new external item to a learner's transcript. All red fields are required. NOTE: Course ID must be unique.

The screenshot shows a web form titled "Add Completed Learning to Learner's Transcript". The form includes a link for "Use Existing Item" and a note about EHRI values. The form fields are as follows:

- Item/Event Name***: A text input field with a red asterisk, indicated by an arrow from the label "Item Event Name field".
- Description**: A text area with a "Character Limit: 1000" note and scrollbars.
- Offering Start Date**: A date input field with a calendar icon.
- Ended/Completed On Date**: A date input field with a calendar icon, indicated by an arrow from the label "Marked Complete Date field".
- Registration Date**: A date input field with a calendar icon.
- Marked Complete Date***: A date input field with a calendar icon and a red asterisk.
- Start Time (HH:MM)**: A time input field.
- End Time (HH:MM)**: A time input field.
- Duration (HH:MM)**: A time input field with the value "00:00".
- Delivery Type**: A dropdown menu with the value "-Select One-".
- Course ID***: A text input field with a red asterisk, indicated by an arrow from the label "Course ID field".
- Location**: A text input field.
- Marked Complete By**: A text input field with a user selection icon.

Figure 9 – Add Completed Learning to Learner's Transcript Screen

10. To enter supervisory training specific values, do the following:

- a. Locate the EHRI: Training Type Sub Code (1124) field on the New Course page, in the Other Information section.
- b. Select **Supervisory Program** from the drop-down menu.
- c. Click the **Save** button.

NOTE: Make sure to complete all required fields in Red to avoid the following error:

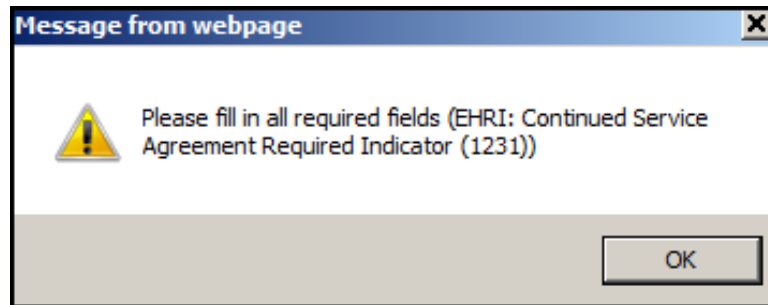


Figure 10 – EHRI Required Fields Error Screen

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