



## **LEARNING MANAGEMENT SYSTEM (LMS) ASSIGNING CONTINUING EDUCATION (CE) REQUIREMENTS (AS A LEARNER)**

By assigning a CE plan in the LMS, you can view learning credits or continuous learning point (CLP) requirements. You can also track these for a particular CE plan. For example, this would be useful for supervisors wishing to track their Supervisory Refresher Training or FAC-COR requirements.

1. Log on to the LMS.

**NOTE:** For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

2. Click the **Learning** link in the left menu.

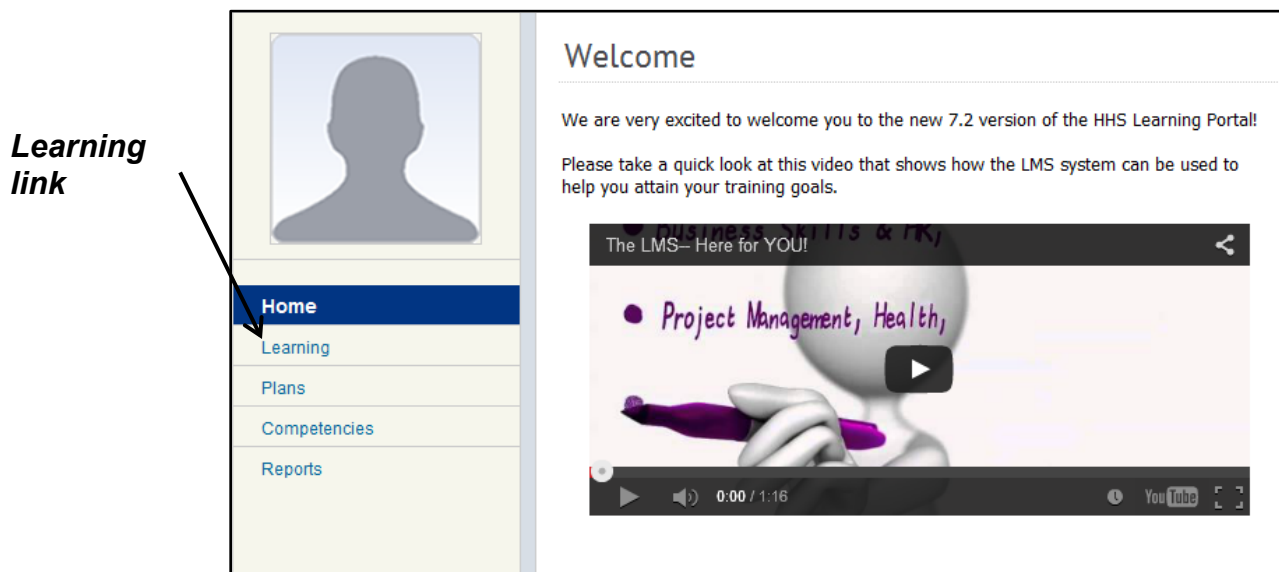


Figure 1 – Learning link in the left menu on the LMS home page

3. Click the **Continuing Education Plans** link in the left menu

**Continuing Education Plans link**

The screenshot displays a user interface for a learning management system. On the left is a vertical navigation menu with the following items: Home, Learning, **Current Learning** (highlighted in blue), Completed Learning, Certifications, Curricula, Continuing Education Plans (indicated by an arrow from the external text), Recommendations, Orders, Plans, Competencies, and Reports. The main content area is titled 'Current Learning' and contains a description: 'Current learning is a list of courses, offerings, certifications, and curricula'. Below this are navigation links: 'All | Courses | Certifications | Curricula'. The main area lists two learning items:

- Getting Started with Visio 2010** (MO\_BVIS\_A01\_DT\_ENUS,Version:2.2) with a duration of 01:00 hours. Status: Completed. A 'Hide Learning Assignment' button is visible.
- Books 24x7** (00002006,Version:1.0) with a duration of 00:00 hours. Status: Completed. A 'Hide Learning Assignment' button is visible.

Figure 2 – Continuing Education Plans link in the left menu

- Click the **Add Requirement** link.

**Continuing Education Plans**

A Continuing Education (CE) Plan is a way of tracking the training credits earned within a given time period. The CE Plan is complete once you earn the credits equal to or greater than the credits defined in the plan.

Start Date >=   End Date <=

Group By  Field of Study  Courses  Continuing Education Requirements

**Continuing Education Requirements** [Add Requirement](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 2 out of 2 results

Name	Status	Completion Status	Start Date	End Date	Grace Period (Days)	Actions
NIH Supervisory Refresher Training (2011-2013)	Active	Complete	01/01/2011	12/31/2013	35	<a href="#">View</a> <a href="#">Details</a> <a href="#">Delete</a>
NIH Supervisory Refresher Training (2013-2015)	Active	Complete	01/01/2013	12/31/2015	35	<a href="#">View</a> <a href="#">Details</a> <a href="#">Delete</a>

**Add Requirement link**

Figure 3 – Add Requirement link on the Continuing Education Plans screen

- Enter the name in the Name field and click the **Search** button.

**Name field**

**Select Continuing Education Requirements**

Name  Description

Start Date =   End Date =

Domain

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

**Select Continuing Education Requirements**



**Search button**


Figure 4 – Name field and Search button

- Click the checkbox for the correct requirement and click the **Select** button.

### Select Continuing Education Requirements

Name  Description

Start Date =   End Date =  

Domain  

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

---

**Select Continuing Education Requirements** [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

<input type="checkbox"/>	Name	Description	Status	Start Date	End Date
<input checked="" type="checkbox"/>	NIAID Supervisor Refresher Training Plan CY09-11	CY09-11	Draft	01/01/2009	12/31/2011

Select checkbox

Select button

Figure 5 – Select checkbox and Select button

7. The Continuing Education Requirement has now been added.

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