



LEARNING MANAGEMENT SYSTEM (LMS) VIEWING CONTINUING EDUCATION (CE) REQUIREMENTS

This QRG shows supervisors how to view their Continuing Education Plan in the LMS. For example, this feature can help track progress with NIH Supervisory Refresher Training and/or FAC-COR continuous learning point (CLP) 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.

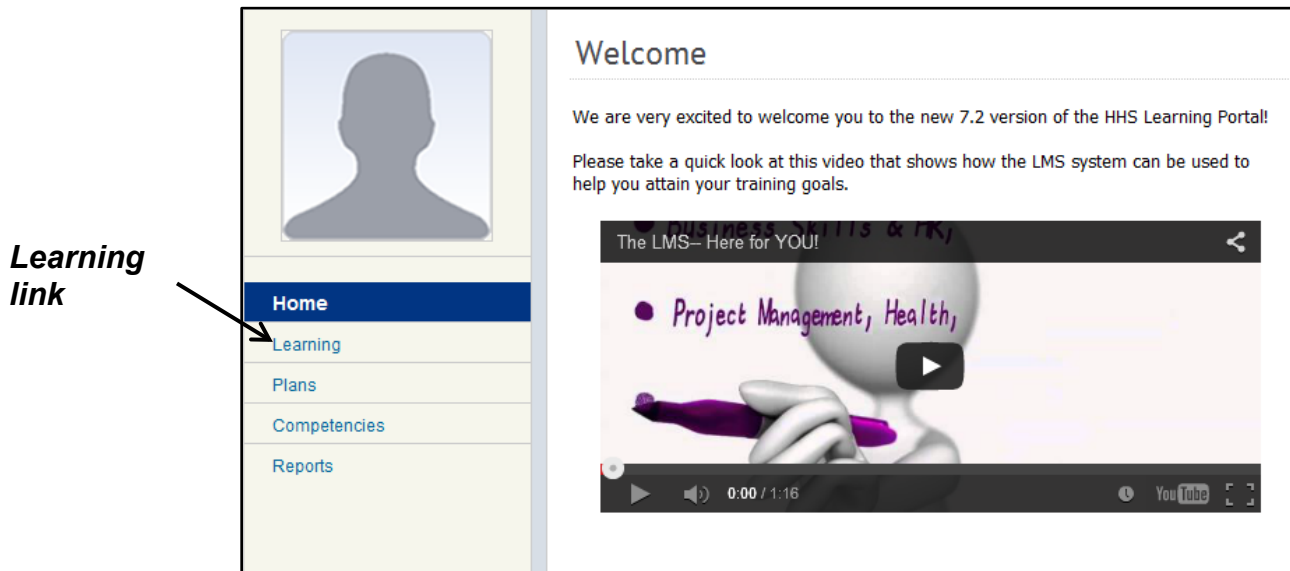


Figure 1 – Learning link in the left menu

3. Click the **Continuing Education Plans** link.

**Continuing
Education
Plans link**

The screenshot shows a user profile page with a navigation menu on the left and a 'Current Learning' section on the right. The navigation menu includes links for Home, Learning, Current Learning (highlighted), Completed Learning, Certifications, Curricula, Continuing Education Plans (indicated by an arrow from the text 'Continuing Education Plans link'), Recommendations, Orders, Plans, Competencies, and Reports. The 'Current Learning' section displays two learning items: 'Getting Started with Visio 2010' and 'Books 24x7'. Each item shows its title, ID, version, duration, and status. The 'Getting Started with Visio 2010' item has a duration of 01:00 hours and a status of 'Not Evaluated (Unlimited attempts)'. The 'Books 24x7' item has a duration of 00:00 hours and a status of 'Not Evaluated (Unlimited attempts)'. Both items have a 'Hide Learning Assignment' button.

Figure 2 – Continuing Education Plans link

- To view the details of the Continuing Education Plan, select the **View Details** 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	View Details Delete
NIH Supervisory Refresher Training (2013-2015)	Active	Complete	01/01/2013	12/31/2015	35	View Details Delete

**View
Details
link**

Figure 3 – View Details link on the Continuing Education Plans page

- Details such as the start and end date, total credits, and credits from plan period will be shown.

NIH Supervisory Refresher Training (2013-2015)

[Printer Friendly View](#)

Name: NIH Supervisory Refresher Training (2013-2015)

Person Name: NIH Learner

Start Date: 01/01/2013

End Date: 12/31/2015

Grace Period (days): 35 days

Plan Completion: Only the selected fields of study count towards plan completion. The plan is completed by achieving target credits for each field of study.

Completion Status: Complete

Sources

Showing 1 out of 1 results

Name	Type
NIH PeopleAdmin	Person

Plan Total by Field of Study [Print](#) | [Export](#) | [Modify Table](#)

Field of Study	Description	Target Credits	Credits from Plan Period	Credits from Grace Period	Total Counted
NIH Supervisory CLPs	Continuous learning points for supervisory training; designated by NIH	16	25	0	25

Plan Total = 25

Figure 4 – Continuing Education Plan details screen

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