



LEARNING MANAGEMENT SYSTEM (LMS) DETERMINING ORDER APPROVAL STATUS – LOCAL LEARNING REGISTRAR

This QRG will guide a Local Learning Registrar through the steps to check the order approval status, check who has made approvals, and verify the CAN assigned for NIH Training Center course enrollments for a specific Learner.

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



Admin icon

Figure 1 – Admin icon

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

Learning link

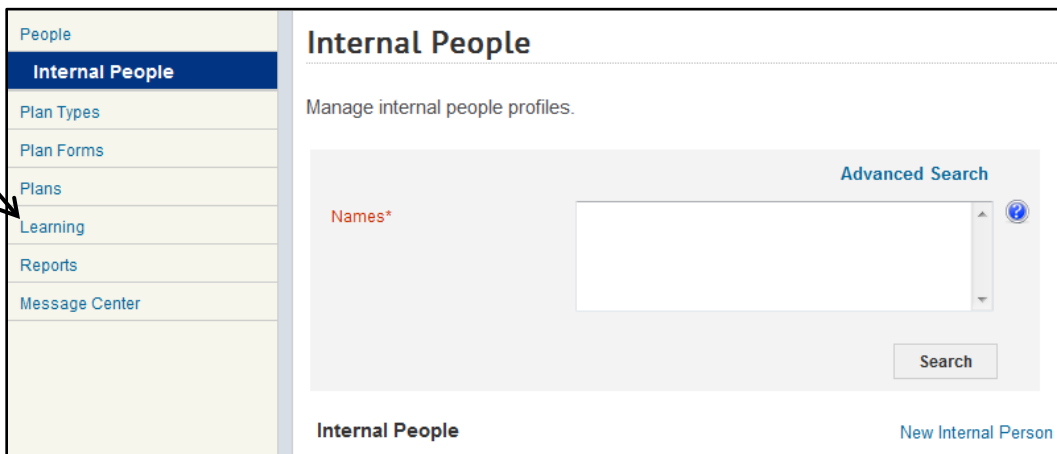


Figure 2 – Learning link

4. Enter the Last Name for the Learner in the Person Names field and click the **Search** button.

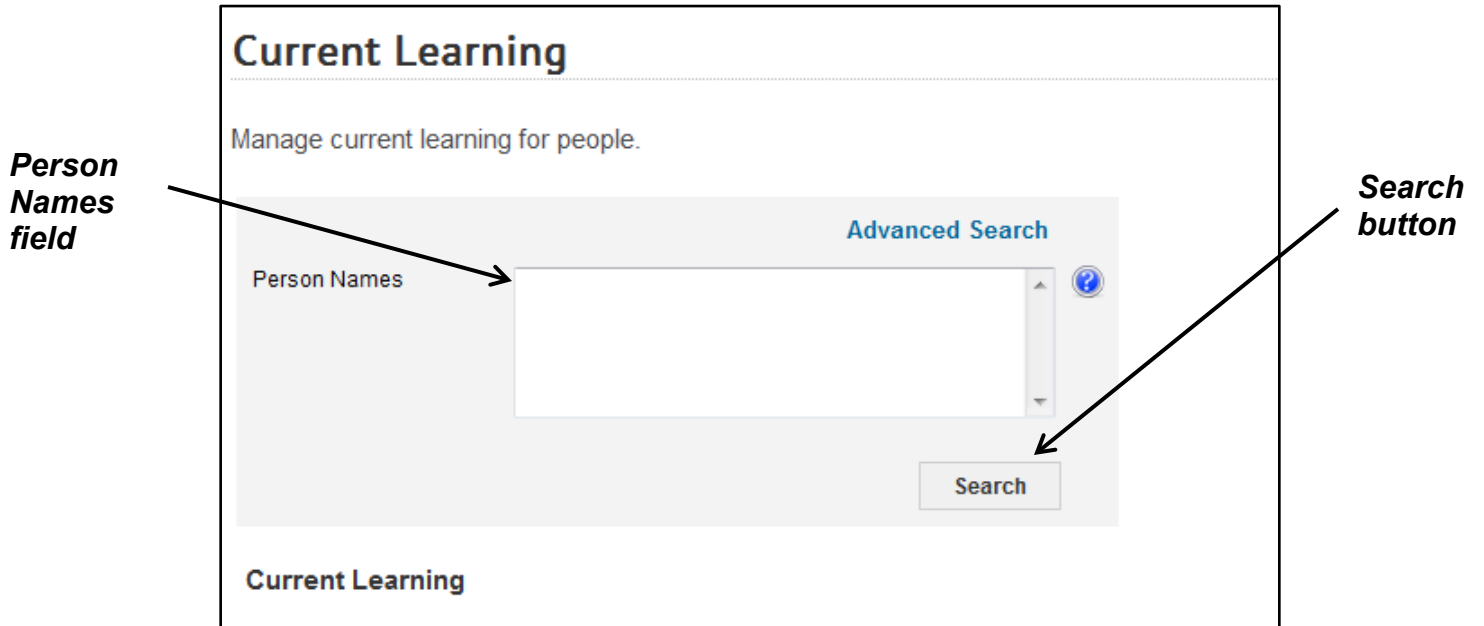


Figure 3 – Person Names field and Search button

5. Click the **View Registrations** link.

The screenshot shows a web interface titled "Current Learning" with the subtitle "Manage current learning for people." It features an "Advanced Search" section with a search box containing "Learner" and a "Search" button. Below the search is a table with the following data:

Last Name	First Name	Username	Person Type	Actions
Learner	NIH	NIHLEARNER	Other	View Registrations

Additional elements include a "Print | Export | Modify Table" link and the text "Showing 1 out of 1 results". An arrow points from the text "View Registrations link" to the "View Registrations" link in the table.

View Registrations link

Figure 4 – View Registrations link

6. The Current Learning page should display, showing the order status of the enrollments for the Learner and an **Actions** link for each course.

Current Learning for NIH Learner

View: All

Current Learning [Print](#) | [Export](#) | [Modify Table](#)

Profile Quicklinks
[Certifications](#)
[Curricula](#)
[Current Learning](#)
[Completed Learning](#)
[Profile Snapshot](#)
[Plans](#)

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory	Actions
<input type="checkbox"/>	Books 24x7	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Exchanging Data with Excel 2007	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Getting Started with Safari	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Getting Started with Visio 2010	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input checked="" type="checkbox"/>	NIH LMS Local Learning Registrar	Instructor led	07/31/2015		NIH Training Center	Pending Approval	<input type="checkbox"/>	Actions
<input type="checkbox"/>	NIH LMS Training Sample	Instructor led	08/11/2015		NIH Training Center	Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	NIH-OER Your Role and Responsibility for Handling Financial Conflict of Interest	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	The No FEAR Act	Online Training				Confirmed	<input type="checkbox"/>	Actions

Actions link →

Figure 5 – Actions link

7. If the Status of the course is Pending Approval or Confirmed, click the **Actions** link to determine the current position in the approval process. If the Status of the course is anything other than Pending Approval or Confirmed, skip to Step 8.
 - a. If the Status is Pending Approval and the Actions activity menu has links for **Drop**, **Reject**, and **Approve**, the order is awaiting the Manager/Alternate Manager (first level) approval.
 - b. If the Status is Pending Approval and the Actions activity menu has links for **Drop**, **Reject as secondary approver**, and **Approve as secondary approver**, the order has been approved by the Manager/Alternate Manager (first level) and is awaiting the Additional Approver for Orders (AAO or second level) approval.
 - c. If the Status is Confirmed and the Actions activity menu has links for **View Learning Assignments**, **Mark Complete**, and **Drop**, the order is fully approved.

- To view the Order Details screen for the order which contains the Audit Trail for checking who made the approvals, and for verifying or adding the CAN note, click on the link for the name of the course.

Current Learning for NIH Learner

View All

Current Learning Print | Export | Modify Table

Profile Quicklinks
[Certifications](#)
[Curricula](#)
[Current Learning](#)
[Completed Learning](#)
[Profile Snapshot](#)
[Plans](#)

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory <input type="checkbox"/>	Actions
<input type="checkbox"/>	Books 24x7	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Exchanging Data with Excel 2007	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Getting Started with Safari	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Getting Started with Visio 2010	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input checked="" type="checkbox"/>	NIH LMS Local Learning Registrar	Instructor led	07/31/2015		NIH Training Center	Pending Approval	<input type="checkbox"/>	Actions
<input type="checkbox"/>	NIH LMS Training Sample	Instructor led	08/11/2015		NIH Training Center	Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	NIH-OER Your Role and Responsibility for Handling Financial Conflict of Interest	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	The No FEAR Act	Online Training				Confirmed	<input type="checkbox"/>	Actions

Course Name link

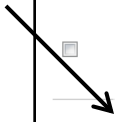


Figure 6 – Course Name link

9. Click the **View Confirmation** link.

NIH LMS Training Sample (00085235, FY2015)

Back

Average Rating: ☆☆☆☆☆ (0 Reviews)

Delivery Type: Instructor led

Abstract: *Training Examples*LMS Course Guidance*Learning Administrator Support

Description: This course is designed to show Learning Administrators how to build and manage a catalog of courses in LMS.

More Actions

- Mark Complete
- View Confirmation**
- Export to Calendar

Main | **Learning Assignments** | Associated Learning | Ratings

Learner Name: NIH Learner

Completion Status: Not Evaluated

Score: 0

Learning Assignments Print | Export | Modify Table

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required		Not Evaluated		View All Sessions

View Confirmation link

Figure 7 – View Confirmation link

10. Click on the **Audit Trail** icon to view the details of the approval process.

Order Details: Order Number 02492069

Order Contact: NIH Learner
 Created On: 06/29/2015
 Order Status: Confirmed

Order Items [Modify Table](#)

Title	Learner	Delivery Type	Status	Actions	Price	Cancellation Reason
NIH LMS Training Sample	NIH Learner	Instructor led	Confirmed	Change Learner Price Notes Drop	0.00 USD	
Total					0.00 USD	

Figure 8 – Audit Trail icon

11. Click the Close button to close the Audit Trail window.

Audit Trail [Print](#) | [Export](#) | [Modify Table](#)

Action	Timestamp	Attribute	Previous Value	New Value	Author	Reason
Reason for Second Approver Approval or Rejection	07/01/2015 1:13 PM		(NIH LMS Training Sample-Instructor led : 00085235) Pending Approval	Approved	NIH AdditionalApprover	silent auditing
Reason for Manager Approval or Rejection	06/29/2015 2:04 PM		(NIH LMS Training Sample-Instructor led : 00085235) Pending Approval	Approved	NIH PeopleAdmin	silent auditing

Figure 9 – Close button

12. Click the **Notes** link to verify what CAN was entered for the order.

Order Details: Order Number 02492069

Order Contact: NIH Learner
Created On: 06/29/2015
Order Status: Confirmed

Order Items [Modify Table](#)

Title	Learner	Delivery Type	Status	Actions	Price	Cancellation Reason
NIH LMS Training Sample	NIH Learner	Instructor led	Confirmed	Change Learner Price Notes Drop	0.00 USD	
Total					0.00 USD	

[Cancel](#)

Notes link

Figure 10 – Notes link

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