



LEARNING MANAGEMENT SYSTEM (LMS) **RUNNING THE HHS COURSE CATALOG REPORT**

This QRG provides instructions for generating the HHS Course Catalog Report. This report allows a LMS Administrator to create a Course Catalog by Domain, Course Title, Category, Delivery Type (Instructor-led, Web-based, or All), Competency, and/or Job.

This report is especially useful to create the current list of the free Skillsoft online courses that are available in the LMS. This can be done by selecting the HHS Common Domain, and select the Delivery Type of Web-Based.

1. Log on to the LMS.
2. Click on **Admin** icon.



Figure 1 – Admin icon

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

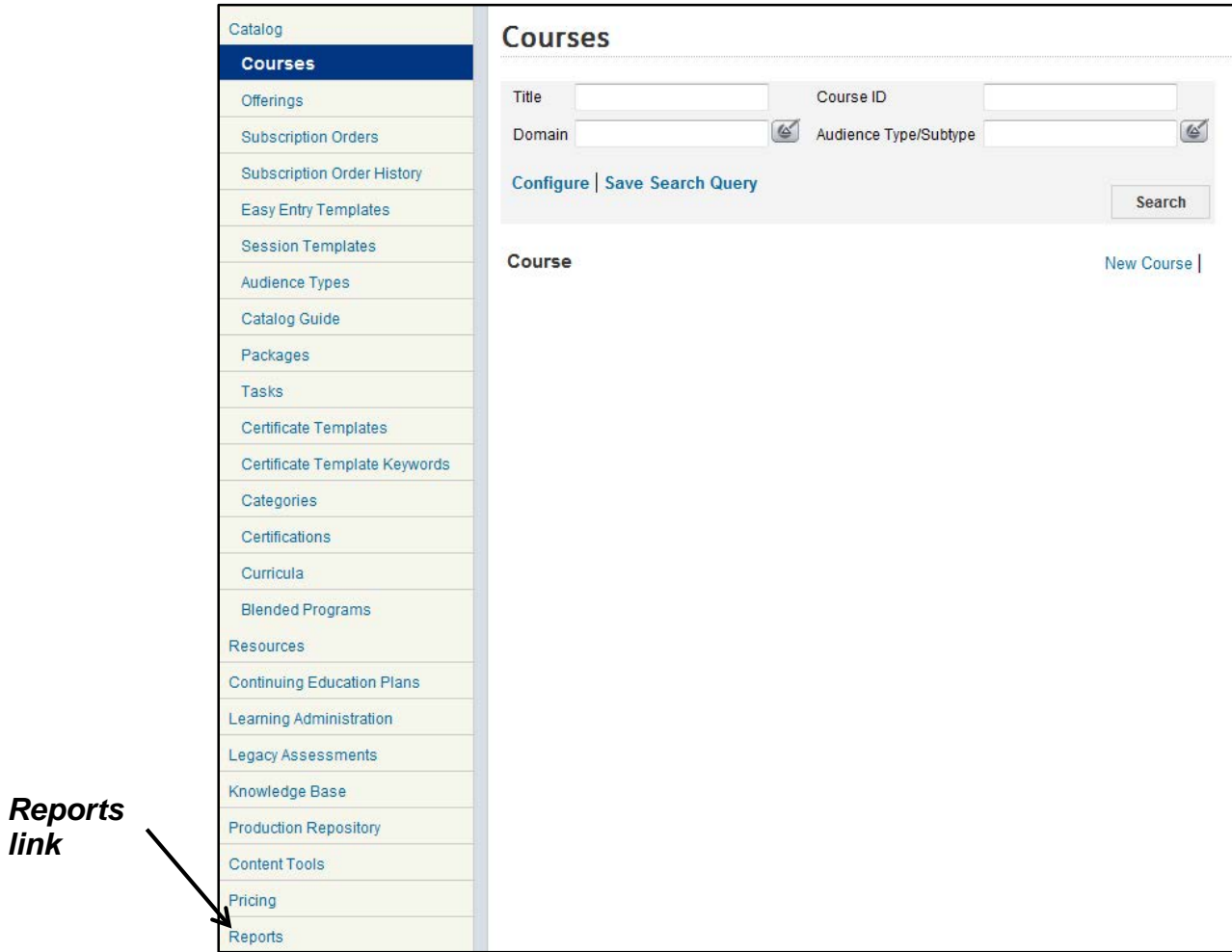


Figure 2 – Reports link

4. Enter HHS Course Catalog in the Name field and click the **Search** button.

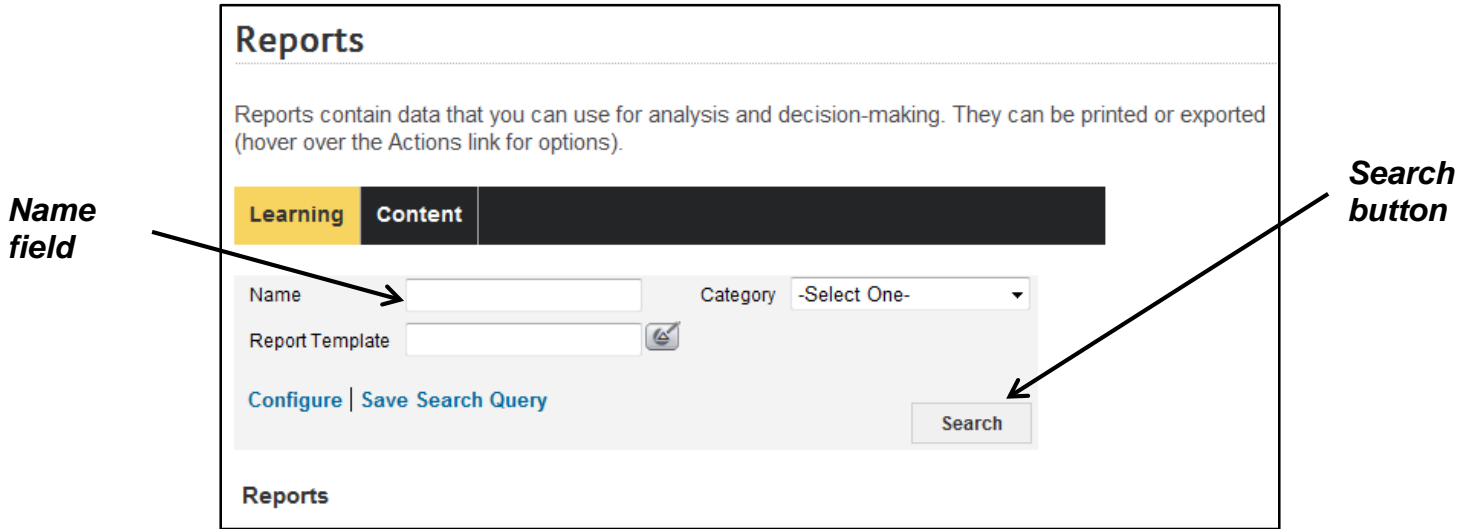


Figure 3 – Name field and Search button

5. Click the **Actions** link for the HHS Course Catalog Report.

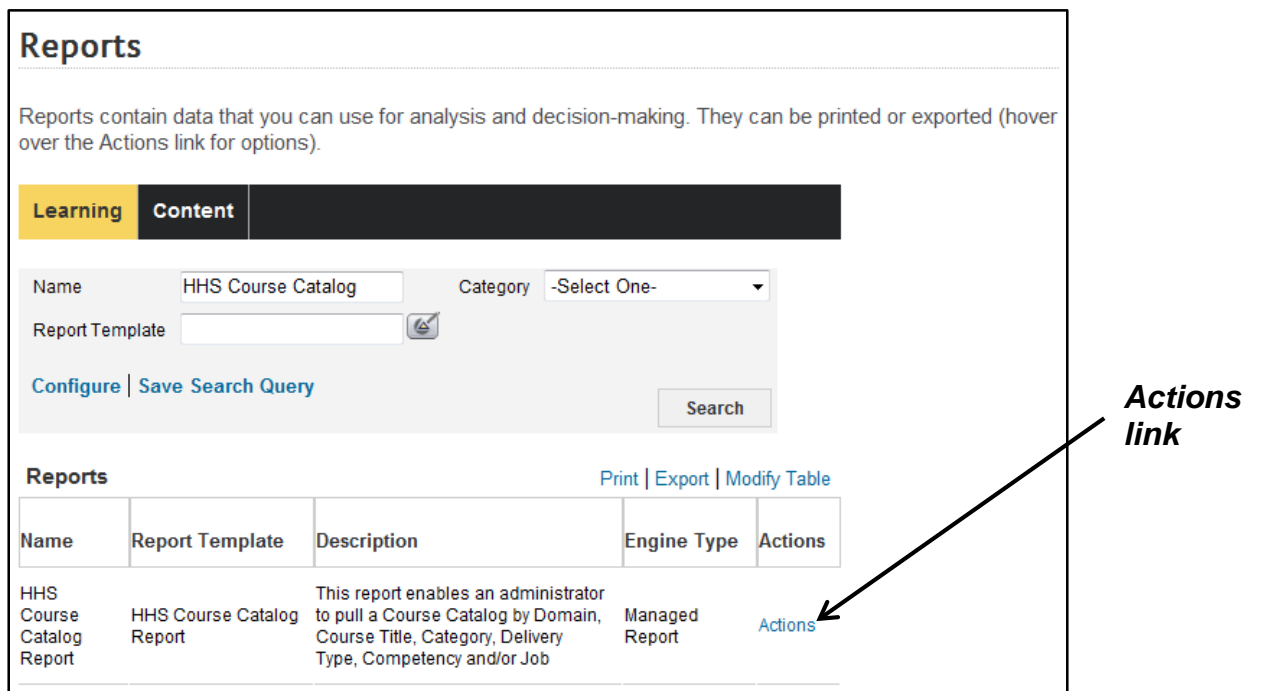


Figure 4 – Actions link

6. Click the **Execute** link on the Actions activity menu.

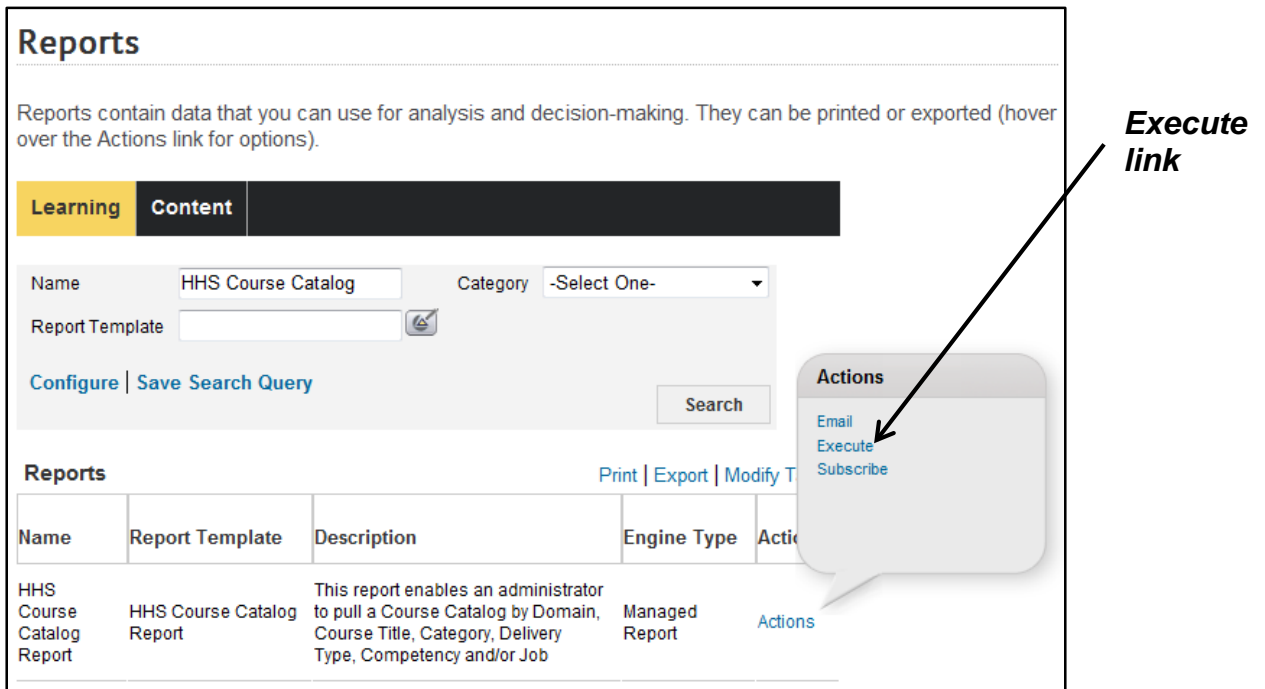


Figure 5 – Execute link on the Actions activity menu

7. Click the **Domain** pick icon.

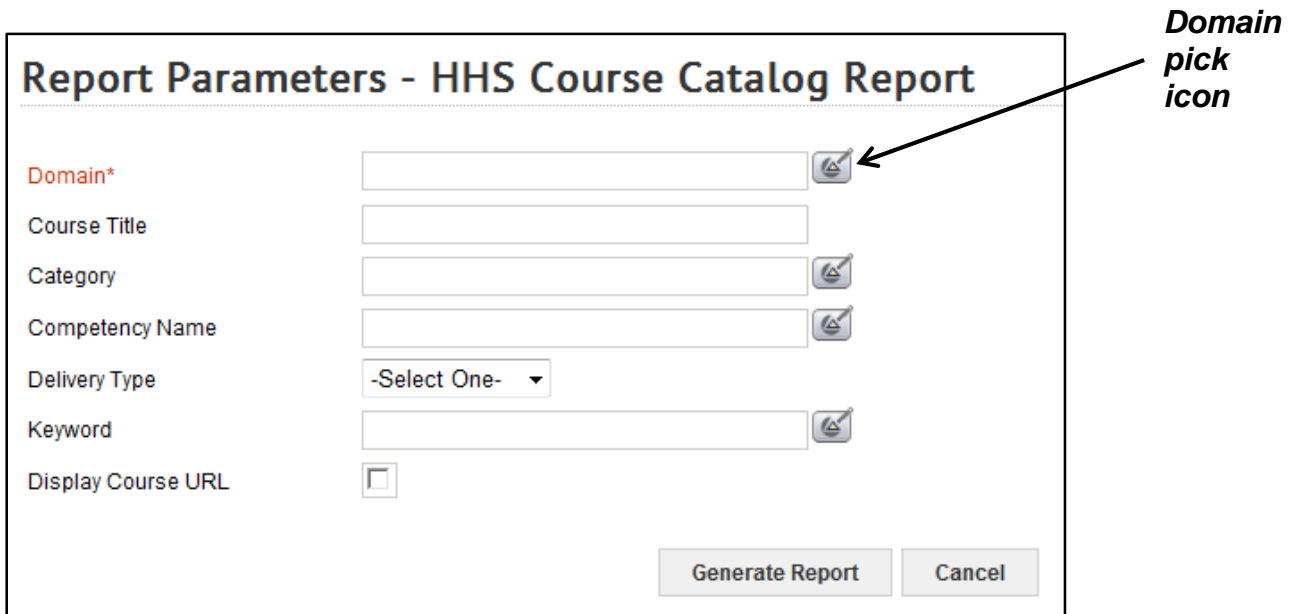


Figure 6 – Domain pick icon

8. Enter the Domain name in the Name field and click the **Search** button. You can also simply click the **Search** button to see all Domains.



Figure 7 – Name field and Search button

9. Click the **Select** checkbox.

Select Domain

Name

Domains [Print](#) | [Export](#)

Select	Name	Parents
<input type="checkbox"/>	CC	Global > HHS > NIH
<input type="checkbox"/>	CIT	Global > HHS > NIH
<input type="checkbox"/>	HHS Common	Global > HHS
<input type="checkbox"/>	NIAID	Global > HHS > NIH
<input type="checkbox"/>	NIH	Global > HHS
<input type="checkbox"/>	NIH Common	Global > HHS > NIH
<input type="checkbox"/>	NIHTC	Global > HHS > NIH
<input type="checkbox"/>	ORS_ORF	Global > HHS > NIH

Select checkbox →

Figure 8 – Select checkbox

10. Using the Delivery Type pull-down menu, select either **All**, **Instruct-Led**, or **Web-Based**.

Report Parameters - HHS Course Catalog Report

Domain* NIH Common

Course Title

Category

Competency Name

Delivery Type -Select One-

Keyword

Display Course URL

Generate Report Cancel

Delivery Type pull-down menu

Figure 9 – Delivery Type pull-down menu

11. Click the **Generate Report** button.

Report Parameters - HHS Course Catalog Report

Domain* NIH Common

Course Title

Category

Competency Name

Delivery Type All

Keyword

Display Course URL

Generate Report Cancel

Generate Report button

Figure 10 – Generate Report button

12. To print the report, click the **Print this report** icon.



Figure 12 – Print this report icon

13. Click the **Export** button on the Print to PDF message box.

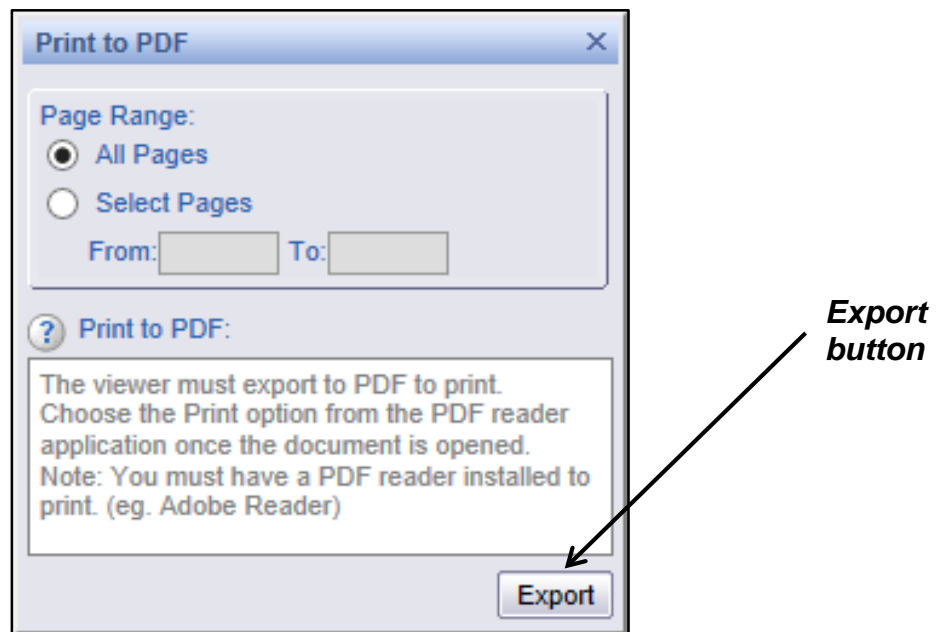


Figure 12 – Export button

14. Depending on the amount of data in the report, it could take up to five minutes for the LMS to export the report data into a pdf file. A notification bar will display at the bottom of the screen in the Internet Explorer browser when the pdf has been created. Click the **Open** button on the notification bar to open the pdf file in Adobe Reader/Acrobat.

**Open
button**



Figure 13 – Open button

15. Print the file from Adobe Reader/Acrobat.

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