



LEARNING MANAGEMENT SYSTEM (LMS) **ADDING SUPERVISORY TRAINING TRACKING AND EHRI INFORMATION TO COURSES — LOCAL LEARNING REGISTRAR**

This QRG will guide the Local Learning Registrar through the task of adding supervisory training tracking and EHRI information to courses in the HHS Learning Portal/LMS.

Two specific fields should be populated at the course level:

- EHRI: Default Training Type
- Field of Study

For many existing supervisory-related courses, these fields will already be populated. As new courses are created, however, these fields will need to be completed.

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



Figure 1 – Admin icon

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

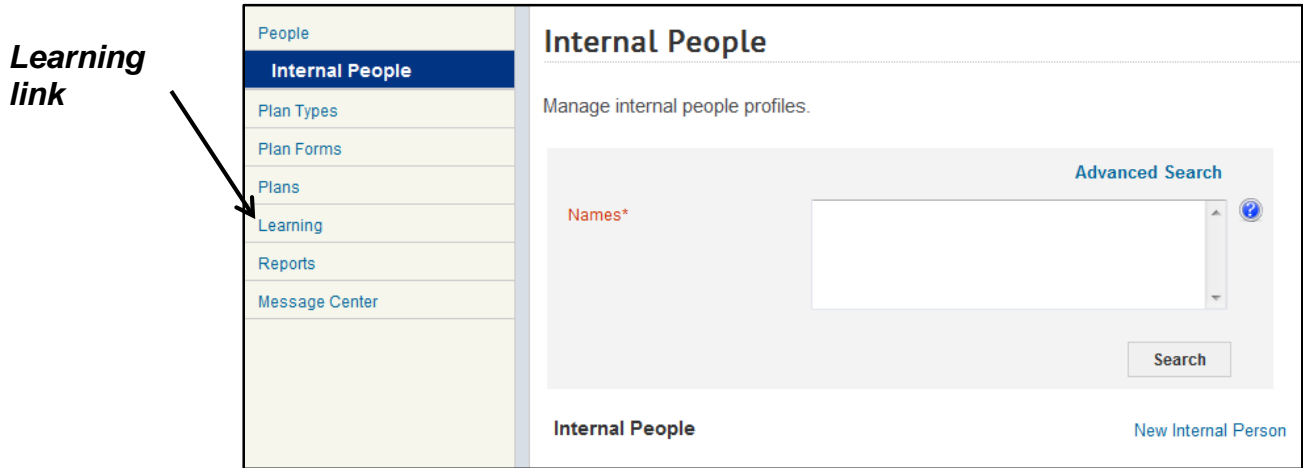


Figure 2 – Learning link

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

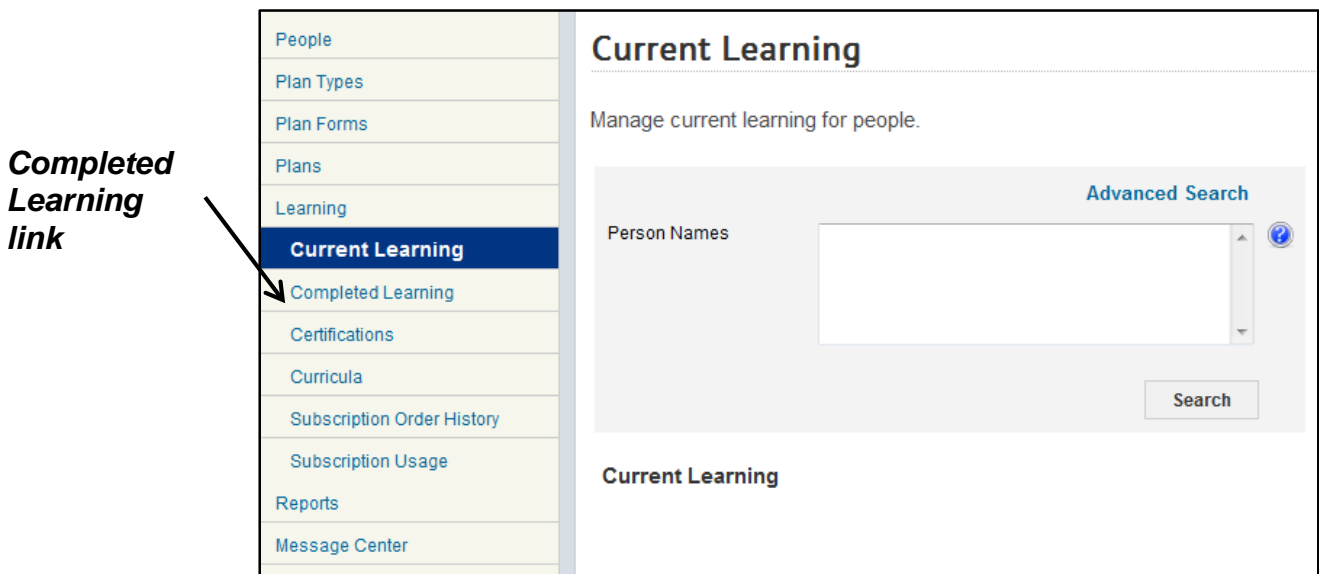


Figure 3 – Completed Learning

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

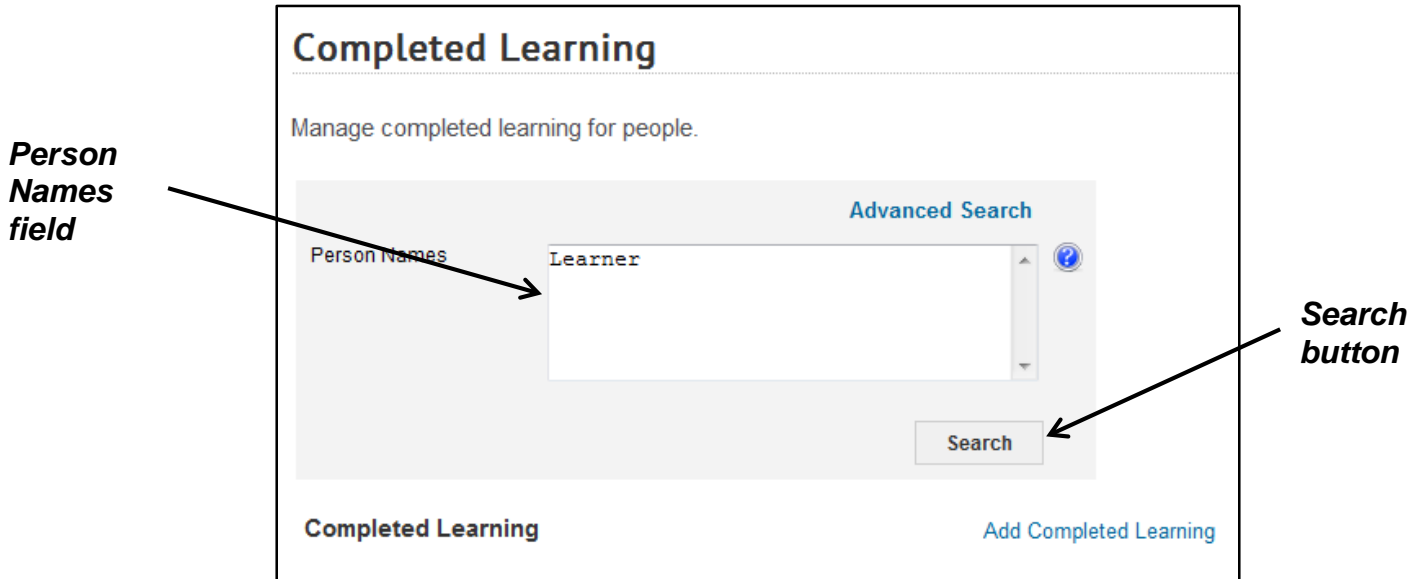


Figure 4 – Person Names and Search button

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

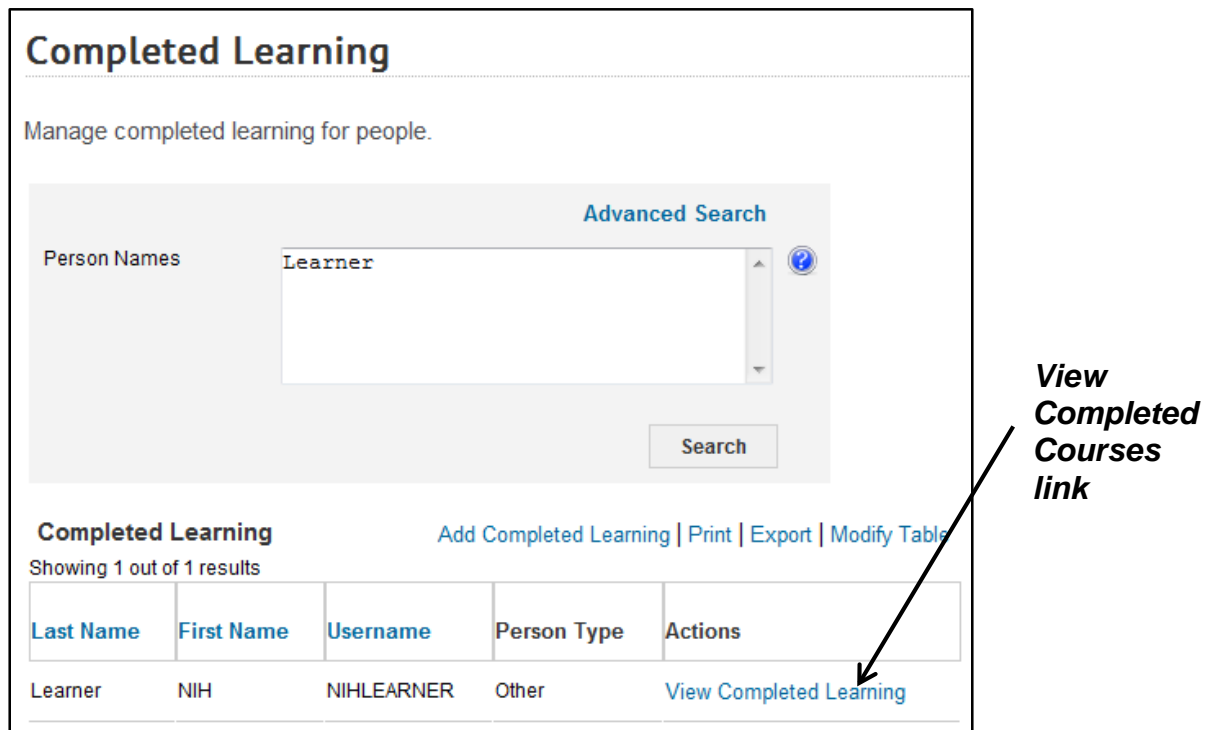


Figure 5 – View Completed Learning link

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: 03/31/2015 To: 06/29/2015

Delivery Type: All Search

Profile Quicklinks: Certifications, Curricula, Current Learning, Completed Learning, Profile Snapshot, Plans

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

Showing 5 out of 5 results

Item Name	Status	Marked Complete By	Ended/Completed On Date	Actions
External Course Test Testing	Successful On: 06/01/2015 Score:	Brian HUGHES		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	View Details Edit Delete View Learning Assignments Print Certificate

Add Completed Learning link

Figure 6 – Add Completed Learning link

8. Complete all required (*) transcript fields and relevant optional fields.

NOTE: The data fields cannot be edited after the record is saved.

The following fields are mandatory:

- Item/Event Name – this should be the full descriptive name of the training item completed by the Learner.
- Marked Complete Date – you can use the Date Marked Complete pick icon or manually enter the date in MM/DD/YYYY format.
- Course ID - this value must be unique, not only for each item added to a Learner’s transcript, but across the entire LMS (all of HHS). If available, you should enter the Course ID provided by the organization/institution that delivered the training. If a Course ID is not provided by the training organization/institution, contact your IC LMS point-of-contact for the recommended Course ID format.
- EHRI: Training Type Code (1122) – select the option from the pull-down menu that most closely matches the reason for the training.

Item/Event Name*	<input type="text"/>
Description	<input type="text"/>
	Character Limit: 1000
Offering Start Date	<input type="text"/>
Ended/Completed On Date	<input type="text"/>
Registration Date	<input type="text"/>
Marked Complete Date*	<input type="text"/>
Start Time (HH:MM)	<input type="text"/>
End Time (HH:MM)	<input type="text"/>
Duration (HH:MM)	00:00
Delivery Type	-Select One-
Course ID*	<input type="text"/>
Location	<input type="text"/>
Marked Complete By	<input type="text"/>
Other Information	
Training Accreditation Organization Type (1103)	<input type="text"/>
Course ID From Vendor (1105)	<input type="text"/>
EHRI: Training Credit (1126)	<input type="text"/>
EHRI: Training Credit Designation Type Code (1127)	-Select One-
EHRI: Training Delivery Type Code (1129)	-Select One-
EHRI: Training Credit Type Code (1131)	-Select One-
Instructor Competencies (1200)	<input type="text"/>
Multilingual Course (1201)	<input type="text"/>
Internal or External Course (1202)	-Select One-
Training Certification Type (1211)	<input type="text"/>
Course Development Cost (1220)	<input type="text"/>
EHRI: Training Tuition and Fees Cost (1221)	<input type="text"/>

Figure 7 – Partial list of fields for Add Completed Learning to Learner's Transcript

EHRI: Training Materials Cost (1222)

EHRI: Continued Service Agreement Required Indicator (1231)

EHRI: Training Accreditation Indicator (1102)

EHRI: Training Source Type Code (1120)

EHRI: Training Purpose Type Code (1122)

EHRI: Training Type Sub Code (1124)

EHRI: Training Duty Hours (1101)

EHRI: Training Non Duty Hours (1102)

EHRI: Training Per Diem Cost (1103)

EHRI: Training Travel Cost (1104)

EHRI: Training Nongovernment Contribution Cost (1105)

EHRI: Training Travel Indicator (1106)

EHRI: Continued Service Agreement Expiration Date (1230)

Continuing Education Credits [Add Field of Study](#)

No items found

Learners [Modify Table](#)

Name	Score	Grade	Completion Status
NIH Learner	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="Successful"/>

Competencies [Add Competencies](#)

No items found

Figure 8 – Remainder of fields for Add Completed Learning to Learner's Transcript

9. To specify that this learning event satisfies supervisory training requirements, select **Supervisory Program** from the EHRI: Training Type Sub Code (1124) pull-down menu.

EHRI: Training Credit Type Code (1131)	-Select One-
Instructor Competencies (1200)	-Select One-
Multilingual Course (1201)	Acquisition
Internal or External Course (1202)	Adult Basic Education
Training Certification Type (1211)	Agency Required Training
Course Development Cost (1220)	Basic Computer Training
EHRI: Training Tuition and Fees Cost (1221)	Budget/finance Business administration
EHRI: Training Materials Cost (1222)	Clerical (Non-supervisory clerical/administrative)
EHRI: Continued Service Agreement Required Indicator (1231)	Coaching Program
EHRI: Training Accreditation Indicator (1102)	Employee Orientation
EHRI: Training Source Type Code (1120)	Engineering and Architecture
EHRI: Training Purpose Type Code (1122)	Executive Development
EHRI: Training Type Sub Code (1124)	Federally Mandated Training
	Foreign Affairs
	Human Resources
	Information Technology
	Leadership/Manager/Communications Courses
	Leadership Development Program
	Legal
	Logistic Specialty
	Management Program
	Medical and Health
	Mentoring Program
	Planning and Analysis
	Presupervisory Program
	Project Management
	Scientific
	Security
	SES Candidate Development
	Soft Skills
	Supervisory Program
	-Select One-

Supervisory Program option

Figure 9 – Supervisory Program option in the EHRI: Training Type Sub Code (1124) pull-down menu

NOTE: You will be unable to save the new completed learning item if any of the required fields are left blank. Ensure that all required fields have been completed to avoid the following error dialog box:

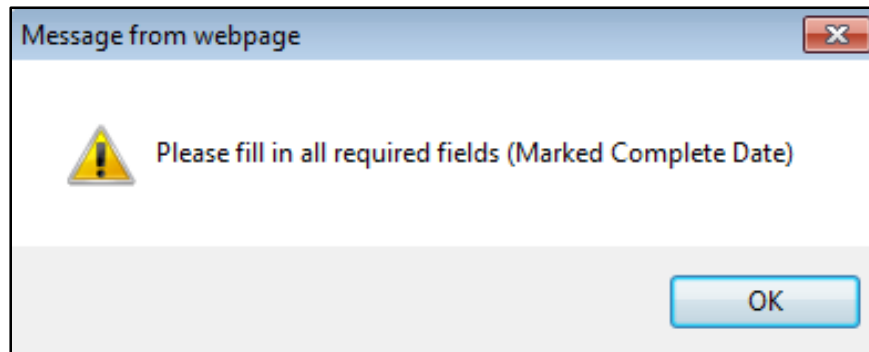
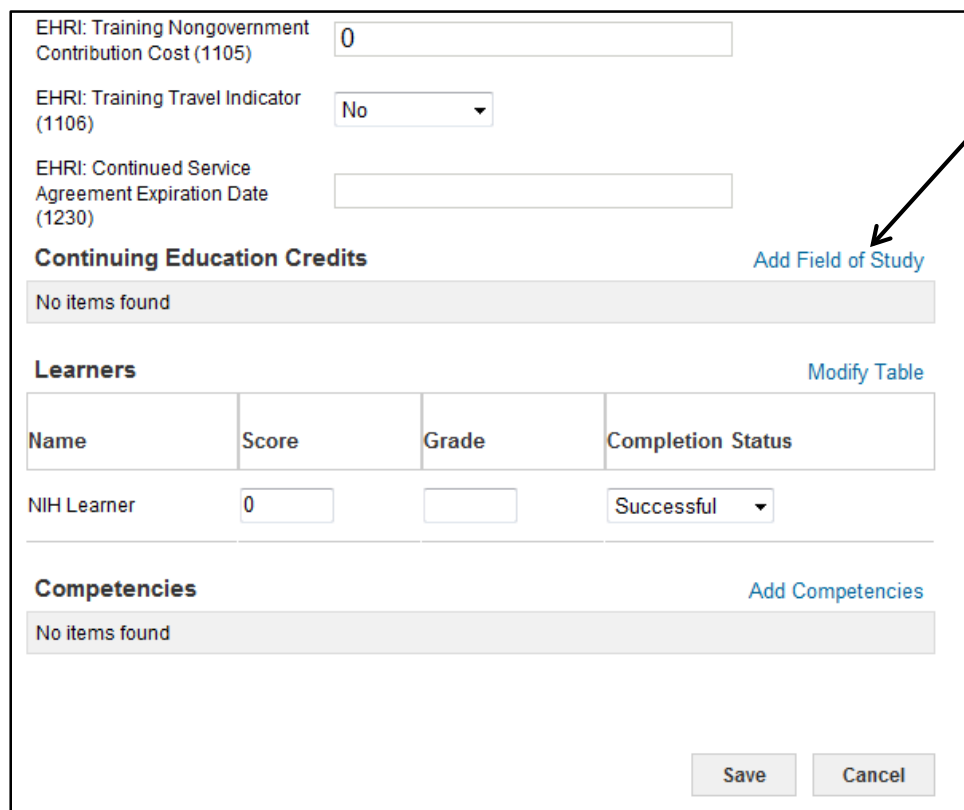


Figure 10 – Example error message for missing required field

10. To enter the Field of Study information, scroll to the bottom of the page and look for the Continuing Education Credits section. Click the **Add Field of Study** link.




Name	Score	Grade	Completion Status
NIH Learner	0		Successful

*Add
Field
of
Study
link*

Figure 11 – Add Field of Study link

11. Click the **Field of Study** pick icon.

Add Credits by Field of Study

Field of Study*  * = required

Default Credits*

Credits by Job Roles [Add Job Role](#)

No items found

Learners who do not have any associated role receive default credits.

Field of Study pick icon

Figure 12 – Field of Study pick icon

12. Enter NIH Supervisory CLPs in the Name field then click the **Search** button.

Select Field of Study

Name Description

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

Select Field of Study

Search button

Name field

Figure 13 – Name field and Search button

13. Click the checkbox for NIH Supervisory CLPs to add it into the Field of Study field.

Select Field of Study

Name Description

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

Select Field of Study [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

	Name	Description
<input checked="" type="checkbox"/>	NIH Supervisory CLPs	Continuous learning points for supervisory training; designated by NIH

Select checkbox

Figure 14 – Select checkbox

14. Enter the number of credits in the Default Credits field and then click the **Save** button.

NOTE: The Default Credits are typically 1 credit per 1 hour of instruction.

Add Credits by Field of Study * = required

Field of Study*

Default Credits*

Credits by Job Roles [Add Job Role](#)

No items found

Learners who do not have any associated role receive default credits.

Default Credits field (with arrow pointing to the Default Credits input field)

Save button (with arrow pointing to the Save button)

Figure 15 – Default Credits field and Save button

15. The Field of Study information has now been updated.

EHR: Training Nongovernment Contribution Cost (1105)

EHR: Training Travel Indicator (1106)

EHR: Continued Service Agreement Expiration Date (1230)

Continuing Education Credits [Add Field of Study](#)

Field of Study	Description	Default Credits	Actions
NIH Supervisory CLPs	Continuous learning points for supervisory training; designated by NIH	4	Edit Delete

Learners [Modify Table](#)

Name	Score	Grade	Completion Status
NIH Learner	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="Successful"/>

Competencies [Add Competencies](#)

No items found

Figure 16 – Continuing Education Credits section populated with NIH Supervisory CLPs

16. In the Learners section at the bottom of the screen, clear the Score field and then click the **Save** button.

The screenshot shows a web interface with two main sections. The top section is titled "Learners" and contains a table with the following columns: Name, Score, Grade, and Completion Status. The first row of the table has the following values: "NIH Learner", "0", an empty field, and a dropdown menu set to "Successful". An arrow labeled "Score field" points to the "0" in the Score column. Below the table is a section titled "Competencies" with a message "No items found" and a link "Add Competencies". At the bottom right of the interface are two buttons: "Save" and "Cancel". An arrow labeled "Save button" points to the "Save" button.

Figure 17 – Score field and Save button

17. Add the appropriate comments/reasons to the Comments field, click the checkbox for the acknowledgement statement, and then click the **Save & Close** button.

The screenshot shows an "E-Signature" form. It includes the following fields: "Date" with the value "06/30/2015", "Full Name" with the value "NIH LocalLearningRegistrar", and "Comments*" which is an empty text area. Below the comments field is a checkbox with the text "By checking this box, you are acknowledging that you have seen this." An arrow labeled "Comments field" points to the "Comments*" text area. At the bottom right of the form are two buttons: "Save & Close" and "Close". An arrow labeled "Save & Close button" points to the "Save & Close" button.

Figure 18 – Comments field, Acknowledgement statement checkbox, and Save & Close button

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