

ADDING REQUIRED COURSE INFORMATION FOR SUPERVISORY TRAINING

In order to run reports and receive the proper credit for supervisory training, two fields have to be correctly populated in the course: EHRI: Default Training Type and Field of Study. For the majority of courses offered within this program, these fields will be populated, but as new courses are created these fields may need to be updated.

Creating a New Course:

1. Log on to the LMS.

NOTE: For instructions about logging on, refer to the *Log-On Instructions (TS02-L) tip sheet*.

2. Select the **Learning Administration** role in the drop-down **Go To** menu.



Figure 1: LMS Welcome Screen

Go To:
drop-down
menu

3. From the left navigation bar, click the **Courses** link to display the Course page.
4. Click the **New Course** link to display the Course page.

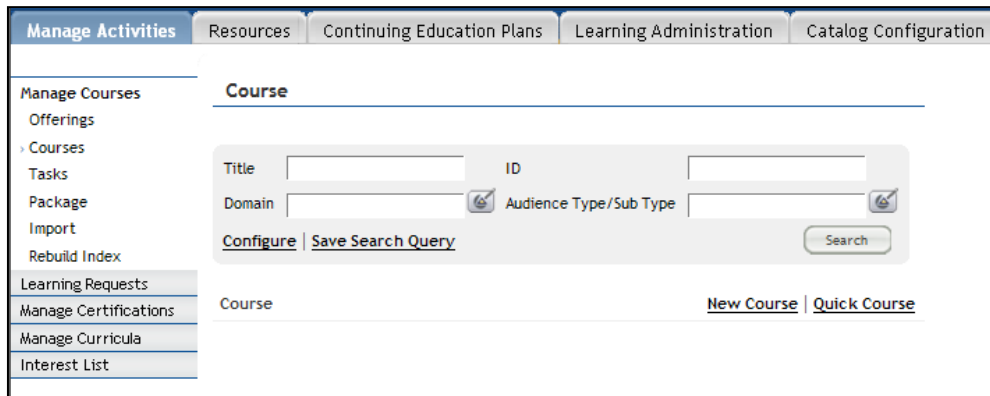


Figure 2: Course Screen

5. Enter the core required information for creating the course.

The screenshot displays the 'New Course' form within a web application. The top navigation bar includes 'Manage Activities', 'Resources', 'Continuing Education Plans', 'Learning Administration', and 'Catalog Configuration'. The left sidebar lists various management functions, with 'Learning Requests' currently selected. The main form area is divided into two main sections: 'Course Details' and 'Pricing Information'. The 'Course Details' section contains several input fields: 'Title*' (required), 'ID*' (required), 'Version', 'Domain*' (with 'NIH' entered), 'Abstract', 'Description', and 'Course Deeplink URL'. The 'Pricing Information' section contains 'Currency' (set to 'US Dollars') and 'Price' (set to '0.00'). A red asterisk legend indicates that fields marked with an asterisk are required.

Figure 3: Creating a Course Screen

6. Enter information as available in the Other Information section of the page.

NOTE: Although the EHRI fields listed on this screen are not required by the system, it is the responsibility of the Learning Administrator to ensure that these fields contain accepted values.

- To enter the required fields for the supervisory training:
- Locate the *EHRI: Default Training Type (1124)* field on the course screen.

Figure 4: Creating a Course Screen: EHRI Data

- Select **Supervisory Program** from the drop-down.

Figure 5: EHRI Default Training Type Field

- Click **Save**.

11. To enter the *Field of Study* information, navigate to the **Related Info** tab.

Main	Learning Assignments	Related Info	Policies	Delivery Types
Attachments		Add Attachment		
No items found				
Notes		Add Notes		
No items found				
Category		Add Category		
No items found				
Competency		Add Competency		
No items found				
Catalog Prerequisites		Add Prerequisites		
No items found				
Equivalentents		Add Equivalentents		
No items found				
Keywords		Add Keyword		
No items found				
Continuing Education Credits		Add Field of Study Print Export Modify Table		
Field of Study	Description	Default Credits	Actions	
Total Credits:		0		

Figure 6: Creating a Course: Related Info Tab

12. Select the **Add Field of Study** link where the Add Credits by Field of Study Screen pop-up window opens.
13. Add *NIH Supervisory CLPs* into the Field of Study field.
14. Add CLP credits to **Default Credits** field.

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

Figure 7: Add Credits by Field of Study Screen

15. Click **Save**.
16. The **Field of Study** information has now been updated.

Continuing Education Credits		Add Field of Study Print Export Modify Table	
Field of Study	Description	Default Credits	Actions
NIH Supervisory CLPs	Continuous learning points for supervisory training; designated by NIH	24	Edit Credits Delete Credits

Figure 8: Creating a Course: Related Info Tab

Verifying the Supervisory Training fields for existing courses:

17. From the left navigation bar, click the **Courses** link to display the Course page.

18. Enter criteria that will be used to locate the Course.

TIP: When searching for a Course, the *Title* and *Course ID* fields are most commonly used by Learning Administrators.

19. Click **Search**.

Course

Title ID

Domain Audience Type/Sub Type

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

Course [New Course](#) | [Quick Course](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 17 out of 17 results

Title	Version	ID	New Offering
NIH LMS Human Capital Administrator	FY11	NIHTC1002	New Offering

Figure 9: Course Screen

20. From the *Title* column of the Course search results table, click the course title link to view and edit Course details.

21. To view/update the *EHRI: Default Training Type* and *Field of Study* fields, complete Steps 7-15 on the previous pages.

If you experience trouble with this process, please contact the helpdesk for support at LMSsupport@mail.nih.gov