LMS
Learning Management System

Tip Sheet

ADDING TRANSCRIPT ITEMS WITH REQUIRED COURSE INFORMATION FOR SUPERVISORY TRAINING

In order to run reports and receive the proper credit for supervisory training, two fields need to be correctly populated when manually adding transcript items to learners: *EHRI: Default Training Type and Field of Study*.

> **IMPORTANT!** Guidelines for verifying completed training may vary by IC, office, division, etc. Please be sure to check with your organization to determine the process for verifying the completion of training prior to manually entering it into a learner's LMS record.

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 Administrator** role in the drop-down **Go To** menu.

Figure 1: LMS Welcome Screen

— Go To: drop-down menu

3. Click on the **Learning Administration** tab.

4. Click on the **Transcripts** link.

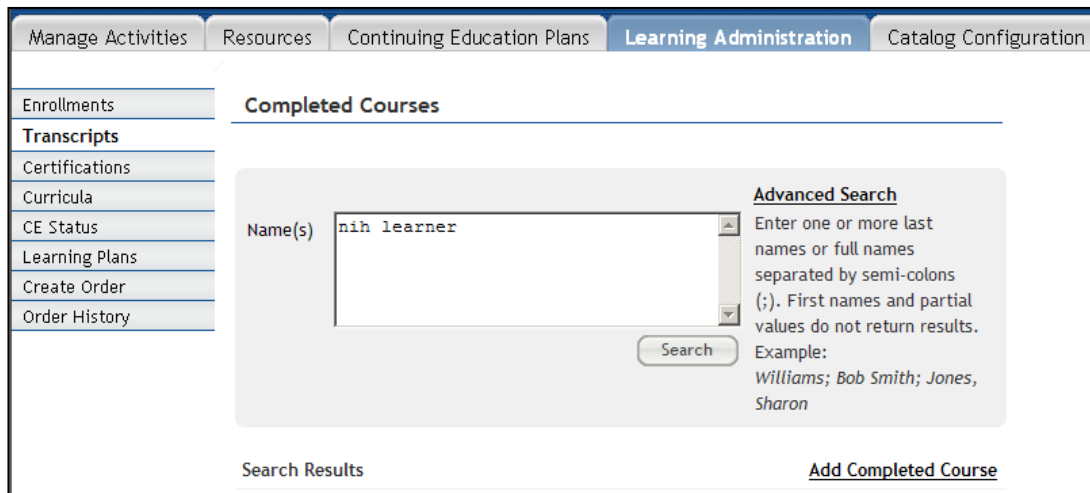5. Enter the learner's name in the search field and click **Search**.

Figure 2: Search for People Screen

NOTE: See instructions for searching listed to the right of the search box. If you do not find the account you are looking for, try **Advanced Search**. The advanced search will allow you to enter partial names, search for everyone under a specific manager or organization code, etc.

6. Select the **View Completed Courses** link to the right of the correct account.

Figure 3: Search for People Screen

7. Click the **Add Completed Course** link.

Figure 4: Learner Transcript Screen

8. Enter all the data available in the appropriate fields.

   IMPORTANT! Fields labeled in Red with an asterisk are required.

Figure 5: Add Learning to Transcript Screen

9. To ensure the required fields for the supervisory training are entered, locate the *EHRI: Default Training Type (1124)* field on the course screen.

Figure 6: Add Learning to Transcript Screen

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

Figure 7: EHRI Default Training Type Field

11. To enter the *Field of Study* information, navigate to the **Continuing Education Credits** field.

12. Select the **Add Field of Study** link where the Add Credits by Field of Study Screen pop-up window opens.

Figure 8: Continuing Education Credits Field

13. Add *NIH Supervisory CLPs* into the **Field of Study** field.

14. Add CLP credits to **Default Credits** field and click **Save.**

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

Figure 9: Add Credits by Field of Study Screen

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

Figure 10: Continuing Education Credits Field

16. Click **Save** at the bottom of the screen.

17. You will then be asked to complete an e-signature block. Enter your LMS log in password and comments pertaining to why you are editing the transcript. Then select the **check box** acknowledging that you have seen the e-signature box.

Figure 11: E-Signature Screen

18. Click **Save & Close**.

   IMPORTANT! If you need to edit a transcript item, the LMS does not allow administrators to add Field of Study information to existing transcript items.

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