

ASSIGNING CONTINUING EDUCATION REQUIREMENTS TO A LEARNER

It's important that supervisors have a NIH Supervisory Refresher Continuing Education Plan assigned in the Learning Management System (LMS). Assigning this Continuing Education Plan to the learner will help them track the required credits to be completed. This tip sheet will show how to add a Continuing Education Plan to a learner.

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



Figure 1: LMS Welcome Screen

— Go To:
drop-down
menu

3. On the Learning tab, select the **Continuing Education** link on the left-hand navigation.
4. Enter the *Learner Name* in Search box and select **Search**.

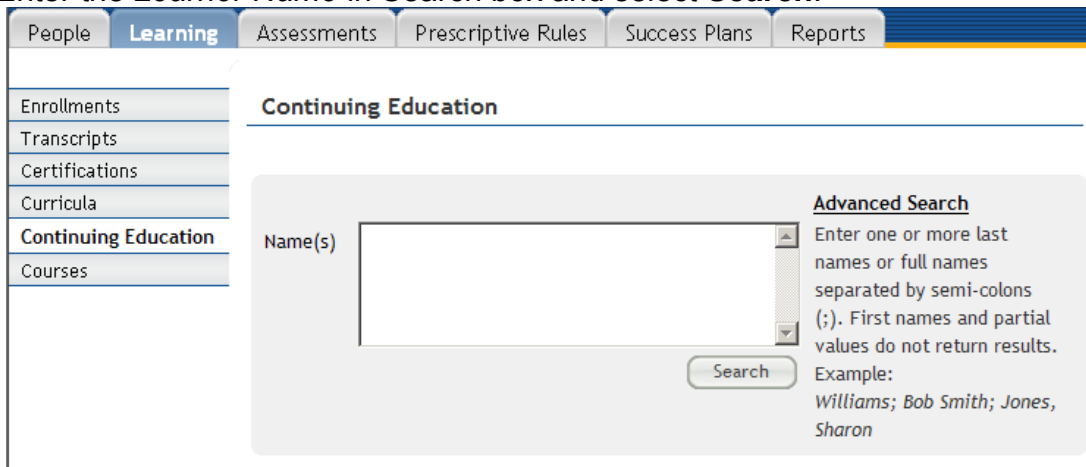


Figure 2: Search for Learner under the Continuing Education Screen

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.

- Click the **View Status** link to the right of the correct account.

People **Learning** Assessments Prescriptive Rules Success Plans Reports

Enrollments
Transcripts
Certifications
Curricula
Continuing Education
Courses

Continuing Education

Name(s) **Advanced Search**
 Enter one or more last names or full names separated by semi-colons(;). First names and partial values do not return results.
 Example:
 Williams; Bob Smith; Jones, Sharon

Search Search

Search Results [Print](#) | [Export](#) | [Modify Table](#)
 Showing 1 out of 1 results

Last Name	First Name	Username	Person Type	Updated by	Updated on	View Status
Learner	NIH	NIHLEARNER	Other	nih2000793018	03/27/2012	View Status

Figure 3: Search Results Screen

- If the Continuing Education Requirement has not been added, click the **Add Requirement** link.

People **Learning** Assessments Prescriptive Rules Success Plans Reports

Enrollments
Transcripts
Certifications
Curricula
Continuing Education
Courses

Continuing Education Requirement: NIH Learner

Start Date >= End Date <= Search

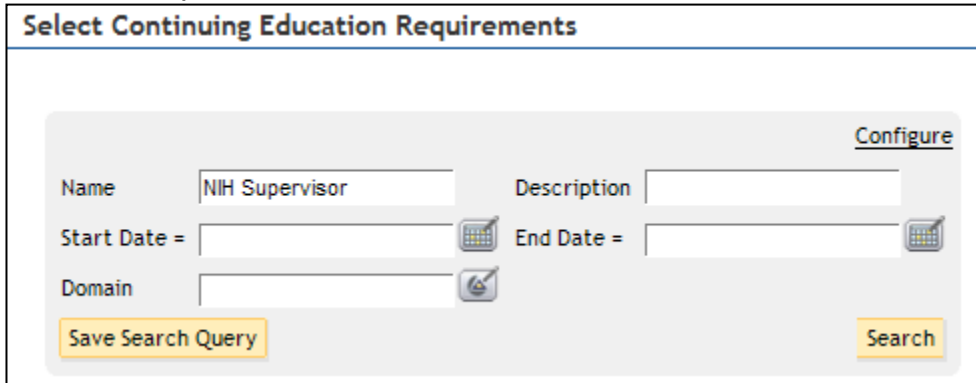
Group By Field of Study Courses Continuing Education Requirements

Continuing Education Requirements [Add Requirement](#)

No items found

Figure 5: Continuing Education Requirement Screen

8. Enter NIH Supervisor in the **Name** field.



Select Continuing Education Requirements

Configure

Name NIH Supervisor Description

Start Date = End Date =

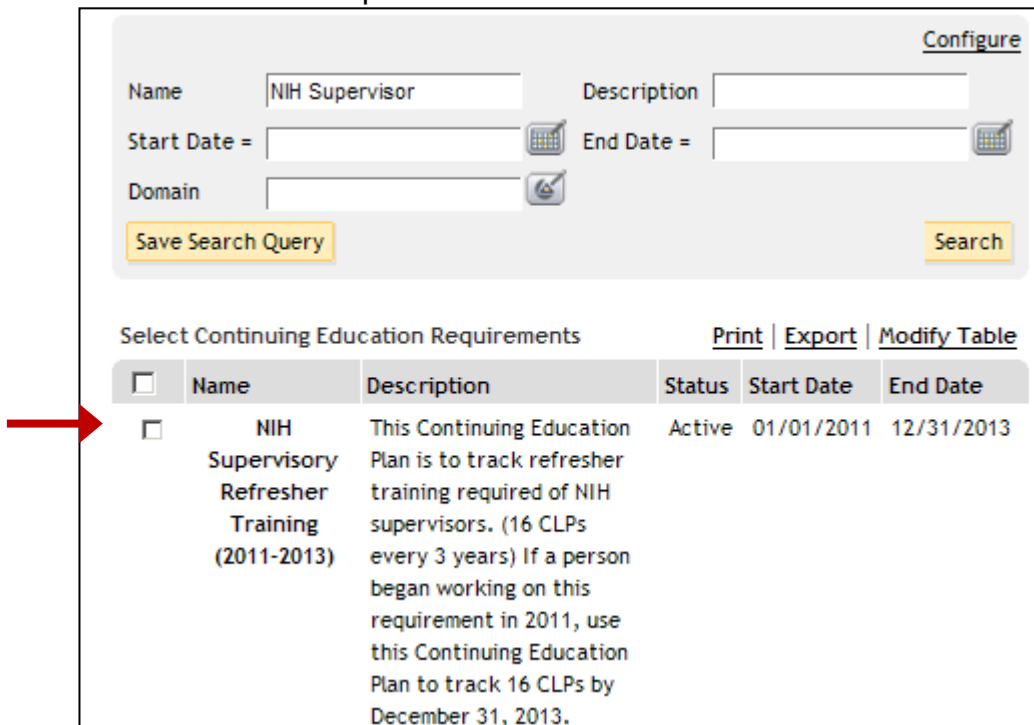
Domain

Save Search Query Search

Figure 6: Select Continuing Education Requirement Screen

9. Click **Search**.

10. Select the correct requirement and click **Select**.



Select Continuing Education Requirements

Configure

Name NIH Supervisor Description

Start Date = End Date =

Domain

Save Search Query Search

Select Continuing Education Requirements [Print](#) | [Export](#) | [Modify Table](#)

<input type="checkbox"/>	Name	Description	Status	Start Date	End Date
<input checked="" type="checkbox"/>	NIH Supervisory Refresher Training (2011-2013)	This Continuing Education Plan is to track refresher training required of NIH supervisors. (16 CLPs every 3 years) If a person began working on this requirement in 2011, use this Continuing Education Plan to track 16 CLPs by December 31, 2013.	Active	01/01/2011	12/31/2013

Figure 7: Select Continuing Education Requirement Screen

12. The Learners profile has now been updated with the correct job role.

Continuing Education Requirements							Add Requirement	Print	Export	Modify Table
Name	Status	Completion Status	Start Date	End Date	Grace Period (days)	View Details				
NIH Supervisory Refresher Training (2011-2013)	Active	In Progress	01/01/2011	12/31/2013	35	View Details Delete				

Figure 8: Learner's Continuing Education Requirements Screen

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