

LEARNING MANAGEMENT SYSTEM (LMS)

LMS CONTENT ADMINISTRATOR TRAINING

The LMS Content Administrator role is for those who need to upload online content for courses or develop tests and questionnaires in the LMS.





Functions of a Content Administrator include:

- Managing the development of course content, to include consideration of:
 - SCORM standards
 - Section 508 compliance
 - Courseware development process
- Importing content into the LMS and making it available for learners
- Creating assessment question groups
- Creating tests and questionnaires

NOTE: Even though a Content Administrator may upload course content, the Learning Administrator role is needed to make that content available to learners by attaching it to a course and offering. The [LMS Learning Administrator](#) training is a required prerequisite for the LMS Content Administrator training.

To become a LMS Content Administrator:

- 1) Register for and complete the self-paced online [LMS Content Administrator](#) training.
- 2) Submit a request for LMS Content Administrator privileges and LMS Staging Environment access by selecting [Get Help with an HR System](#).

 Get Access To An HR System NIH staff can use this page to submit requests for new, modified and/or deleted access to HR systems. Learn more about HR systems access.	 Get Help With An HR System NIH staff can use this page to submit requests for help with HR systems. Learn more about HR systems support.	 Request a Retirement Estimate NIH employees can use this page to request an estimate of their projected Retirement annuity. Learn more about Retirement at NIH.	 Submit a Senior Level Case for Review Authorized Administrative IC staff can use this page to submit Senior Level cases for review. Learn more about Pay at NIH.
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Ticket

SECTION 1 - Ticket Information

Ticket #

Date Initiated

04/11/2023 03:05 PM

Status*

Pending

Priority Code*

Moderate

Full Name of User*
(NED Lookup)

User Email*

User Phone#
(no dashes)

3010000000

Organization*

IC User

Total Number of Users Affected

1

IC*

System*
(Request History)

LMS

Issue Category*

LMS - Staging Access Request (Internal user)

Description of Issue or Request

I have completed the LMS Content Administrator training. I am requesting LMS Content Administrator privileges and access to the LMS Staging Environment.

Note: Do NOT enter SSN in this area. Documents containing such information may be attached.

Save Ticket

Submit Ticket