HHS LEARNING MANAGEMENT SYSTEM TRAINING MANUAL

HHS Learning Portal: Learning Admin Advanced Topics – Attaching Online Course Content Training Manual

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The Attaching Online Course Content Process

The process for adding an online course to the HHS Learning Portal (LMS) is a bit different from the process for adding a course with another delivery type. The process for adding an online course to the LMS requires you to complete an additional series of tasks that include attaching the online course content that you developed outside of the LMS, in the form of a SCORM package, to the Production Repository in the LMS Staging environment; and then, testing it in the LMS Staging environment to ensure that it is technically ready to be deployed into the LMS.

This training manual provides instruction on how to complete each task in the process for attaching online course content to the LMS so that you can conduct the online course testing that will be required. The process tasks are:

- 1. Access the LMS Staging environment.
- 2. Create the online course content folder (object) in the Production Repository.
- 3. Import the online course content, in the form of a SCORM package, into the online course content folder in the Production Repository.
- 4. Create the Course and set the Online Training Delivery Type for the Course.
- 5. Create the Course Offering.
- 6. Add the online course content to the Course Offering.

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Task 1: Access the LMS Staging Environment

Task 1: Access LMS Staging

To access the LMS Staging environment, do the following:



Step 1. Access the HHS LMS Staging environment login portal via the link that was sent to you.

NOTE: The LMS Staging environment website resides outside of the NIH firewall and can be accessed from any computer.

- **Step 2.** Enter your LMS Staging environment Username in the **Username** field.
- **Step 3.** Enter your LMS Staging environment Password in the **Password** field.
- Step 4. Click the Sign In button.

NOTE: The Staging environment is configured to lock the account after 4 incorrect login attempts. If your account has been locked due to repeated failed login attempts, please submit a LMS Help Desk ticket request for help.

Task 1: Access LMS Staging

After the Sign In button is clicked, the LMS Home Page will open as shown below.



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Task 2: Create the Online Course Content Folder (Object) in the Production Repository

To create the online course content folder in the Production Repository in the LMS Staging environment, do the following:

		-1		
Catalog Courses Offerings Subscription Orders Subscription Order History Easy Entry Templates Session Templates	Courses Title Course ID Domain Audience Type/Subtype Configure Save Search Query	Search	Step 1.	Select the Admin icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.
Audience Types Catalog Guide Packages Tasks Certificate Templates Certificate Template Keywords Categories	Course	New Course		NOTE : If the Learning menu does not automatically default and display for you as shown here, click the Learning admir tab and the Learning menu will display as shown here.
Certifications Curricula Blended Programs Resources Continuing Education Plans Learning Administration			Step 2.	Click the Production Repository menu.
Legacy Assessments Knowledge Base Production Repository Content Tools Pricing Reports	2			

The Production Repository is a dedicated server within the LMS that stores the online content that is made available to learners through the LMS course catalog. After the Production repository menu is selected, the Production Repository page will open defaulted to the Browse tab as shown below.

People HR Learning Regist	rar							
Catalog Resources Continuing Education Plans	Production Repository Search Browse					Step 3.	Click the plus (+) symbol that appears to the left of the NIH folder item on the Browse tab	
Learning Administration Legacy Assessments Knowledge Base Production Repository	earning Administration egacy Assessments froduction Repository troduction Repository troduction Result Correction Content Tools Pricing Reports Corre Curriculum		 New Sub Folder Edit Folder 					All of the NIH sub folders will open below.
Content Result Correction Content Tools Pricing Reports			Add To Interest List My Interest List 12345 Next Contents			NOTE : All online content posts must belong in a sub folder under the NIH folder item.		
	2017-FEA an Core Curricul	d um	Name Test1033060710	Version	Format SCORM Package	Actions	Step 4.	Scroll down the page to find a sub folder with your IC's acronym.
	···· ■ HHS U	rick,	Test1053263842		SCORM Package	×		
3	NIH	ft	1055431745 		Package SCORM Package	×		
	[:] SkillSoft	s 4	Test1090975493		SCORM Package	×		
			Test- 1093793572		SCORM Package	×		

В



Step 5. Click the name of your IC's sub folder.

NOTE: For training purposes, the title "Your IC" will be used in place of your IC's actual acronym.

NOTE: After you click the name of your IC's sub folder, a red X will appear to the right of the link as shown in image A. The red X indicates that you currently have the sub folder selected. Content stored in the selected folder will display in the Contents table that appears on the upper right-side of the Production Repository page as shown in image B. Ensure that the red X appears for the correct subfolder.

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Production Repositor	ry		
Search Browse			
roduction Repository		New Sub Folder	6
Item A	Actions	Edit Folder	
Production		Add To Interest	My Interest
2047 554		Contents	Import
2017 FEA and Core Curriculum		No items found	
2017-FEA and Core Curriculum			

- Step 6. Click the New Sub Folder link. The New Content Folder window will open.
- **Step 7.** Enter the name of your course into the **Name** field.

NOTE: For tracking purposes, it is recommended that you give your content sub folder the same name as your course.

- **Step 8.** Ensure that the **Security Domain** field stays defaulted to NIH.
- **Step 9.** Verify that the **Parent Folder** field defaults to your IC's sub folder item.
- Step 10. Click the Save button.



After the Save button on the New Content Folder window is clicked, your new online course content sub folder item will appear subordinate to your IC sub folder within the NIH folder item as shown below.



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Task 3: Import the SCORM Package into the Production Repository

After your new online course content sub folder item is created and appears subordinate to your IC sub folder within the NIH folder item as shown below, you are ready to import your online course content, in the form of a SCORM package, into that folder.

NOTE: A SCORM package is a ZIP file that contains all of your course resources and is exported from the course authoring software used to develop your online course content as a SCORM 1.2/2004 package.

Be sure the imsmanifest.xml file is always at the root of the ZIP SCORM package. This means that the imsmanifest.xml file cannot be inside a folder within the ZIP package.

OMA	
······ ORS	
······ P3 Courses	
······ Privacy	
International In	
i Zaib	
······ OLSA SkillSoft	
SkillSoft	
E Test PDF Files	
	Refresh

Before you import your online course content, your online course content sub folder should appear subordinate to your IC's folder as shown in this example

To import online course content, in the form of a SCORM package, into your online course content folder in the Production Repository, do the following:

Catalog	Courses	
Courses	courses	
Offerings		
Subscription Orders	Title Course ID	
Subscription Order History	Domain Generation Audience Type/Subtype	6
Easy Entry Templates	Configure Save Search Query	
Session Templates		Search
Audience Types		
Catalog Guide	Course	New Course
Packages	E	
Tasks		
Certificate Templates		
ocranicate remplates		
Certificate Template Keywords		
Certificate Template Keywords Categories		
Certificate Templates Categories Certifications		
Certificate Template Keywords Categories Certifications Curricula		
Certificate Templates Categories Certifications Curricula Blended Programs		
Certificate Template Keywords Categories Certifications Curricula Blended Programs Resources		
Certificate Template Keywords Categories Certifications Curricula Blended Programs Resources Continuing Education Plans		
Certificate Template Keywords Categories Certifications Curricula Blended Programs Resources Continuing Education Plans Learning Administration		
Certificate Template Keywords Categories Certifications Curricula Blended Programs Resources Continuing Education Plans Learning Administration Legacy Assessments		
Certificate Template Keywords Categories Certifications Curricula Blended Programs Resources Continuing Education Plans Learning Administration Legacy Assessments Knowledge Base		
Certificate Template Keywords Categories Certifications Curricula Blended Programs Resources Continuing Education Plans Legacy Assessments Knowledge Base Production Repository	2	
Certificate Templates Certificate Template Keywords Categories Certifications Curricula Blended Programs Resources Continuing Education Plans earning Administration egacy Assessments Knowledge Base Production Repository Content Tools	2	
Certificate Templates Certificate Template Keywords Categories Certifications Curricula Blended Programs Resources Continuing Education Plans Learning Administration Leagacy Assessments Knowledge Base Production Repository Content Tools	2	

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Step 1. Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

> **NOTE**: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

Step 2. Click the Production Repository menu.

The Production Repository page will open defaulted to the Browse tab.

Catalog	Production	Repository				
Resources	Troduction	Repository				
Continuing Education Plans	Search Brow	se				
Learning Administration						
Legacy Assessments	Production Rep	ository				
Knowledge Base			New Sub Folder			
Production Repository	Item Actions		Edit Folder			
Content Result Correction	= Production		Add To Intere	st List M	y Interest I	_ist
Content Tools	Froduction				12345	Next
Pricing	2017 FEA and		Contents			
Reports	Core Curri			Version	Format	Action
	2017-FEA	and	Name	version	Format	Actions
	Core Curri	culum	Test1033060710		SCORM	×
	··· ■ HHS U				Tackage	
	∎ Leidos-Fre	[…] . ● Leidos-Frederick,			SCORM Package	×
	Inc.		Test- 1055431745		SCORM Package	×
3	* NIH					
	OLSA Skill	Soft	Test1069917615		SCORM Package	×
	SkillSoft		Test1090975493		SCORM Package	×
	Tost DDE	Filos 4	-			

Step 3. Click the plus (+) symbol that appears to the left of the NIH folder item on the Browse tab.

All of the NIH sub folders will open below.

NOTE: All online content posts must belong in a sub folder under the NIH folder item.

Step 4. Scroll down the page to find the sub folder with your IC's name on it.



Step 5. Click the plus (+) symbol that appears to the left of Your IC sub folder item.

After you click the **plus (+)** symbol that appears to the left of Your IC sub folder item, the folder will open to reveal the sub folder you created in Task 2 as shown in image A.

Step 6. Click to select the Name of Your Course sub folder (this is the sub folder you created in Task 2).

> After the sub folder is selected, a red X will appear to the right of the sub folder, as shown in image B, to indicate the folder is selected. Ensure that the red X appears for the correct subfolder.

NOTE: Content stored in a selected folder will display in the Contents table that appears on the upper right-side of the Production Repository page (image not shown here).

Production Re	epository		
Search Browse			
Production Reposit	ory	New Sub Folder	
Item	Actions	Edit Folder	
Production		Add To Interest	My Interest List
	0	Contents	7 Import

	1.Content Details 2.Import Content	
Name*	8 Also the name of your course	×
Security Domain*	9 → NIH	
Content Format*	SCORM Package V -10	
Player Template*	· · · · · · · · · · · · · · · · · · ·	

Step 7. Click the **Import** link located at the top of the Production Repository page.

The Import Content page will display as shown in image A.

Step 8. Enter the name of your course into the **Name** field on the Import Content page.

NOTE: For tracking purposes, we recommend that you *also* give your online course content the same name as your course.

NOTE: The online course content can also be referred to as a *content object.*

- **Step 9.** Ensure that the **Security Domain** field stays defaulted to NIH.
- Step 10. Select SCORM Package from the Content Format drop-down menu.
- Step 11. Click the Player Template pick icon.

The Select Player Template window opens so that you may select the type of player template needed for your online course content.

	Lub	ty Player	— 12	
Configur	e Save	Search Query	Search	-13
		F	Print Export I	Modify Table
Showing 1 out	t of 1 resu	llte		
	or riesu			
Name		Description	Height	Width
			Message from we	bpage
Empty	Player	Empty Player		opuge 🧉

- Step 12. Enter Empty Player in the Name field.
- **Step 13.** Click the **Search** button. Results based on the Name field will display in a table at the bottom of the window.
- Step 14. Click the Select box to the left of the name Empty Player.
- **Step 15.** Click the **OK** button on the Empty Player Selected confirmation popup.

After confirming your Player Template selection, you will return to the Import Content page and your template selection will appear in the Player Template field as shown below.

Import Content				
1.Co	2.Import Content		Step 16.	Select the Not Compatible option from the Mobile Device Compatibility
Name*	Also the name of your course			drop-down field.
Security Domain*	NIH	4		NOTE: Mobile Device Compatibility is
Content Format*	SCORM Package			not presently supported.
Player Template*	Empty Player	é	Step 17.	Select Learning Objects from the
Mobile Device Compatibility	Not Compatible	⊻ ← 16		Content Type drop-down menu.
Content Type	Learning Objects	7		
Version Number		-		
Available From	05/25/2017			
Expiration Date				
Parent Folder	The Name of Your Course			
Content Provider	-Select One-			
Delivery Vendor*	Saba 🗸			
		Next» Cancel		

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After setting your content attributes on the Import Content page, you are ready to import your SCORM package on the Import Content: Also the name of your course (SCORM Package) page.

Import Content: Also the name of your course (SCORM Package)		
1.Content Details 2.Import Content Zip File* Browse Content Server* Server	Step 23.	Click the Browse button in the Zip File field, navigate to the directory on your local workstation or network drive where the SCORM package is located and select it for import.
«Previous Import		After the package is selected for import, the file path will appear in the Zip File field as shown in image A.
Import Content: Also the name of your course (SCORM Package)	Step 24.	Click the Content Server pick icon.
1.Content Details 2.Import Content		
Zip File* C:\Users\byrdmr\Desktop Browse Content Server* Image: Content Server Serv	A	
«Previous Import		

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The Select Content Server window will open as shown below.



Step 25.	Click the Search button. Search results will display in a table at the bottom of the window.
	NOTE: There is no need to set Name search criteria here because there is only one content server available.
Step 26.	Click the Select box to the left of the Staging Content Server name.
Step 27.	Click the OK button on the Staging Content Server Selected confirmation popup.

After selecting your content server, you will return to the Import Content: Also the name of your course (SCORM Package) page to perform the import.

Import Conter	t: Also the name of your course (SCORM Package
	1.Content Details 2.Import Content
Zip File*	C:\Users\byrdmr\Desktop Browse
Content Server*	Staging Content Server
	«Previous Import -28

Step 28. Click the **Import** button. The SCORM package will begin to upload to the Production Repository.

NOTE: Depending on the size of the SCORM package, it can take a few moments to complete uploading.

After the package has imported successfully, the Import Content: Also the name of your course (SCORM Package) page will display a confirmation message at the top of the page as shown below.

mport Content:Als	o the name of your course (SCORM Package)	_		
The content has been impo	rted successfully.		Stop 20	Click the Proving Content link to
Name Security Domain	Also the name of your course		Step 29.	view the course from within the LMS. This will allow you to verify the player template you selected.
Content Format Mobile Device Compatibility Content Format Version	SCORM Package Not Compatible SCORM 1.2		Step 30.	Click the Return to Repository button to go back to the Production
Parent Folder Player Template	The Name of Your Course			Repository page where your online course content is stored.
Content Provider				
Delivery Vendor External Content ID	Saba			
Use as survey, evaluation, or multi-rater assessment.				
Zip File	SCORM Online Content.zip			
Content Server	Staging Content Server			
Preview Content	Log			
	Edit Return to Repository	-30		

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After the package has imported successfully, the Production Repository page will display your imported content as a file link in the Contents table that appears on the upper right-side of the page as shown below.

Production Repository						
Search Browse	_					
Production Repository	New Sub I	Folder				
Item Actions	Edit Folder					
Production	Contents	wiy men	Import			
2017 FEA and Core Curriculum	Name	Version	Format	Actions		
2017-FEA and Core Curriculum	Also the name of your course		SCORM Package	×		
[∶] ● HHS U						

This figure depicts the top portion of the Production Repository page.

After successfully importing your online course content, you may view and edit content file details as necessary.

IMPORTANT: Online course content that has already been attached to a course or a course offering cannot be deleted. However, it may be disabled by setting a date in the Expiration Date field on the Content Details tab.

To view or edit the course content details, do the following:

Production R	epository				
Search Browse					
Production Reposi	tory Actions	New Sub	Folder		
Production		Contents	Impor		
ⁱ 2017 FEA and Curriculum	Core	Name	Version	Format	Actions
2017-FEA and Curriculum	Core 31-	Also the name of your course		SCORM Package	×
[!] ● HHS U					

Step 31. Click the online course content link.

After selecting the online course content link, the Content Inventory Details page will display the Content Details tab.



The Current Subscriptions tab on the Content Inventory Details page will list any courses and offerings to which a piece of content is connected.

NOTE: The PartNo column displays the unique course ID or the 8-digit offering ID for the course or offering to which the content has been associated and the Name column displays the name of that course or offering.

Conten	t Details Cu	urrent Sub	scriptions	Con	tent Metadata	_	
Current Showing 1	Subscriptior	IS				Print Expo	ort
PartNo	Name		Subscribed	d On	Subscribed By	Subscription Typ	e
0014328 <mark>1</mark>	The Name of Yo	our Course	05/31/2017		nih2001779880	Learning	

The Content Metadata tab on the Content Inventory Details page will allow you to add metadata that may help others find your content more easily.

NOTE: Adding data to the Content Metadata tab is optional and NOT required.

Content Details	Current Subscriptions	Content Metadata	
Content Format	SCORM Package		
Content Type	Learning Objects		
Author			
Description	Course Descri Here	ption Goes	
Language			
Keywords	The Name of Yo	our Course	
Competency			Add Competency
No items found			

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Task 4: Create the Course and Set the Online Training Delivery Type

After completing the task of importing your online course content to the Production Repository, you need to create the course in the LMS and set the online training delivery type for the course.

To create a course, do the following:

Step 1. Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

> **NOTE**: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

Step 2. Click the New Course link.



Catalog	Courses
Courses	Courses
Offerings	
Subscription Orders	Title Course ID
Subscription Order History	Domain Audience Type/Subtype
Easy Entry Templates	Configure Save Search Query
Session Templates	Search
Audience Types	
Catalog Guide	Course New Course
Packages	
Tasks	
Certificate Templates	
Certificate Template Keywords	
Categories	
Certifications	
Curricula	
Blended Programs	
Resources	
Continuing Education Plans	
Learning Administration	
Legacy Assessments	
Knowledge Base	
Production Repository	
Content Tools	
Pricing	
Reports	

The New Course page will display organized into six sections: Course Details, Recurring Course, Availability Information, Pricing Information, Registration Information and Other Information.

		Availability Information		-			
		Available From*	06/28/2016				
		Discontinued From		Other Information			
New Cour	se	Display for Call Center	\checkmark	Certificate Information			
		Display for Learner		Training Accreditation Organization Type (1103)			
For information	on EHRI values, please refer to the OPM Gu	ide Allow Ratings	\checkmark	Course ID From Vendor (1105)			
				*EHRI: Training Credit (1126)			
Course Data	ila			*EHRI: Training Credit Designation Type Code (1127)	-Select One-		
Course Deta	lis	Pricing Information		*FUD: Training Delivery Type			
Little"		One-click Launch Enabled	\checkmark	Code (1129)	-Select One-	~	
Versien		Currency	US Dollars	*EHRI: Training Credit Type	-Select One-		
Version		Price	-				
Domain*	NIH	Multi-Currency Pricing	This Course is available only in the This Course is available in the	currency Instructor Competencies (1200)			
Abstract			default currency, US Dollars.	Multilingual Course (1201)			
	Character Limit 1000	_	 This Course is available in all the a Note: Prices are only calculated for cu rates defined in the system. 	rrencies tl (1202)	-Select One-		
Description		Training Units		Training Certification Type (1211)			
				Course Development Cost (1220)			
	Character Limit:1000			*EHRI: Training Source Type	-Select One-		
Course Deeplin	k URL	Registration Information		Code (1120)			
Course Deeplin	k URL for Private	Min Count		*EHRI: Training Type Sub Code (1124)	-Select One-		~
View		Max Count		*EHRI: Training Accreditation			
		Waitlist Max		Indicator (1102)	-Select One-		
		Vendor		*EHRI: Continued Service			
Recurring C	ourse	Customer Service Representativ	e	Agreement Required Indicator (1231)			
Mark Course as Course	Recurring	Target Completion Duration	0				
			U				
		Allow Drop Before Days	0			Save	Cancel

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In the Course Details section, do the following:

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 Step 3. Enter the title for the course in the Title field. Step 4. Enter a unique course ID in the Course ID field. NOTE: The unique course ID should always follow a standardized, structured sequence that is defined by your organization. Step 5. Click the Domain pick icon and select NIH Common as the domain. Step 6. Enter a course abstract in the Abstract field (optional). Step 7. Enter a course description in the Description field (optional). 	Course Details Title* Course ID* Version Domain* Abstract Description Course Deeplink URL Course Deeplink URL for Private View	Name of Your Course 3 Unique_ID_101 4 NIH Common 6 Character Limit:1000 Remaining character count: 870 Character Limit:1000 Remaining character count: 920
Description field (optional).	Recurring Course Mark Course as Recurring Course	

In the Other Information section, do the following:

Step 8.	Enter all required Other
	Information (required fields have
	names in red font and an asterisk).

NOTE: Six of the eight required fields automatically populate with default values. (The six fields are highlighted yellow in the screenshot example.) However, if a default value does not work for your course, you may change it.

If each EHRI required field is not completed, you will not be able to save your new course information.

Step 9. Click the Save button.

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Other Information			
Certificate Information			
Training Accreditation Organization Type (1103)			
Course ID From Vendor (1105)			
EHRI: Training Credit (1126)	0		
EHRI: Training Credit Designation Type Code (1127)	Other 🗸		
EHRI: Training Delivery Type Code (1129)	-Select One-	~	
EHRI: Training Credit Type Code (1131)	Non applicable		
Instructor Competencies (1200)			
Multilingual Course (1201)			
Internal or External Course (1202)	-Select One-		
Training Certification Type (1211)			
Course Development Cost (1220)			
EHRI: Training Source Type Code (1120)	Government Internal	~	
EHRI: Training Type Sub Code (1124)	-Select One-		~
EHRI: Training Accreditation Indicator (1102)	Non Applicable		
EHRI: Continued Service Agreement Required Indicator (1231)	Non Applicable 🗸		J

Once saved, the New Course page becomes the Course Details page that includes several important tabs and course owner information. It also includes navigational buttons to view all offerings or create new versions of the course.

Course Details: Name of Your Course, #UNIQUE_ID_101	
	Other Information
For information on EHRI values, please refer to the OPM Guide to Data Standards.	Certificate Information
Main Learning Assignments Related Into Policies Delivery Types Notifications Patings	*EHRI: Training Accreditation Non Applicable
Toncies Denvery types Nouncations Ratings	Training Accreditation Organization Type (1103)
	Course ID From Vendor (1105) NIHTCLMS_MIM1100
Course Details	*EHRI: Training Source Type Code (1120) Government Internal
Title* Name of Your Course x Course ID* UNIQUE ID 101	*EHRI: Training Type Sub Code (1124) Medical and Health
Version	*EHRI: Training Credit (1126) 0
Domain* NIH Common	*EHRI: Training Credit Designation Type Code (1127) Graduate Credit
Abstract about your course	*EHRI: Training Delivery Type Code (1129) Traditional Classroom (no technology)
Character Limit 1000 Description of your course	*EHRI: Training Credit Type Code (1131) Non applicable
	Instructor Competencies (1200)
Course the visit of the service to the service to the the information of the service to the serv	Multilingual Course (1201)
Deeplink URL otid=cours00000000516095&callerPage=/learning/offeringTemplateDetailS xml	Internal or External Course Internal V
Course Deeplink https://staging.learning.hts.gov/Saba/Web/Main/goto/GuestCourseDetailURL?	Training Certification Type (1211)
URL for ottid=cours00000000516095&callerPage=/learning/offeringTemplateDetails.xml&privateView=true	Course Development Cost (1220)
VIEW	*EHRI: Continued Service Agreement Required Indicator NA
Owner Add Owner	(1231)
No items found	
	View All Offerings Create New Version Save Cancel

Adding a course owner is always a best practice. To add an owner to the course, do the following:

- **Step 1.** Select the **Add Owner** link on the Course Details page. As shown here, the Search Person, Internal screen will display.
- **Step 2.** Enter the search criteria for the owner in the search fields.
- Step 3. Click the Search button.
- Step 4. Click the checkbox to the left of the first name of the owner.
- **Step 5.** Click the **Select** button. The name of the course owner will appear under Owner Name on the Main tab of the Course Details page.

_							
Owner					- (1)-	Add	d Owner
No items found	l.						
Search P	erson. Inte	ernal 🧯	2				
			\$				
Supervisors	you can easily	display all of you	ur staff by ent	ering your le	ogin ID into the	e "Manage	er" field,
			+				
Population*	Internal 🗸		First Na	me			
Last Name	smith		Person	ID			
Username			Manage	er			6
Organization		6	Locatio	n			6
Domain		6	Person	Туре	-Select (One-	~
Security Roles	-Select One-			All Suborganiz	ations		
				0	_		
					3	-	Search
Salact	<u> </u>						
Jelect						1231	5 Nov
People						1234 P	rint Exp
							5 12
Showing first 25 ou	t of 235 results		1	1	1	1	1
First Nam	e Last Name	Username	Person Type	Person ID	Organization	Location	Manage

Now that the course is created, you must set the Online Training delivery type. To add the Online Training delivery type to the course, do the following:

Main	Learning Assignments	Related Info	Policies	Delivery Types	Notifications	Ratings
Deliver	ry Types			Add Deliv	ery Type	1
						Sec. 1

	1.Select Delivery Type	<u>></u>	2.Define Details
O Book			
O Coaching			
O Conference Session			
O DVD/CD			
O Instructor led			
O Mentoring			
Online Training	- 2		
O On the Job Training			
O Recorded Training			
O Seminar			
O Tailored ILT			



- Step 1. Click the Add Delivery Type link on the Delivery Types tab of the Course Details screen. The Add Delivery Type screen will open.
- Step 2. Click the radio button for the Online Training delivery type you need.
- Step 3. Click the Next button at the bottom of the screen.

The Online Training Delivery Mode screen will display after the delivery type is selected.



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Task 5: Create the Course Offering

After creating the course and setting the delivery type in the LMS Staging Environment you must create the one course offering you will need.

To create the course offering, do the following:

Step 1. Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

> **NOTE**: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

- Step 2. Click the Offerings menu option. The Offerings page will display.
- Step 3. Click the New Offering link on the Offerings page. The New Offering screen will display.
- Step 4. Click the Pick Course pick icon for the Based on Course field.



	1.Select O	ffering Type	>	2.Define Offeri	ing	
Create New Offer	ing					
Based on Course*					6	4

The Select Course screen will display.



Step 5.	Enter the course search criteria on
	the Select Course screen.

- Step 6. Click the Search button.
- **Step 7.** Click the **select box** to the left of the course title.
- **Step 8.** Click the **OK** button to confirm course selection. The New Offering screen will display with the course selected in the Based on Course field.
- Step 9. Select the delivery type from the Delivery Type drop-down menu.

NOTE: The delivery type option available in the drop-down menu is inherited from the course level setting.

After the Delivery Type field is set, the Easy Entry Template field will display.



The New Offering screen becomes the New WBT Offering screen. To complete the offering, do the following:

ew WBT Offerin	g
I.Select Offering Type	2.Define Offering
Offering Details	
Name	Name of Your Course
Course ID	UNIQUE_ID_101
io 👝	00166431
Domain* 12	NIH Common
Description	Description of your offering (optional)
	Remaining character count: 961
Course Description	Description of your course
Delivery Mode Description	
Scheduling Details	
Language*	🗹 🔶 <u>14</u>
Duration(HH:MM)*	01:00
Pricing Information	
- One-click Launch Enabled	
Base Price	0.00 (Inherited from Course)
Currency	US Dollars
Offering Price	
Multi-Currency Pricing	This Offering is available only in inherited currencies and currency selected above. This Offering is available in inherited currencies, the currency

- **Step 12**. Verify that the correct Domain is specified in the **Domain** field and verify that it is the same Domain specified for the course level delivery type.
- Step 13. Enter an offering description in the **Description** field.

NOTE: This is optional. If entered, this description will exist in addition to the description displayed at the course level.

Step 14. Click the Pick Language pick icon.

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ahttps://	://staging.learning.hhs.gov/	- 🗆 ×		
Sele	ect Language	^	Step 15.	Enter English in the Name field.
Name	english	15	Step 16.	Click the Search button.
Confi	gure Save Search		Step 17.	Click the select box to the left of the name English.
	To Sea	rch	Step 18.	Click the OK button on the confirmation popup.
Langua	ages Print	Export Modify Table		
Showing 1	1 out of 1 results			
Select	Name	Message from webpage X		
	English			
		English Selected		
		ОК + 18)	

ew wor oriering	У				
.Select Offering Type	2.Define Offering				
Offering Details					
Name	Name of Your Course				
Course ID	UNIQUE_ID_101				
ID	00166431				
Domain*	NIH Common				
Description	Description of your offering (optional)				
	Character Limit 1000 Remaining character count: 961				
Course Description	Description of your course				
Delivery Mode Description					
Scheduling Details					
Language*	English				
Duration(HH:MM)*	01:00				
Pricing Information					
	-7				
One-click Launch Enabled					
One-click Launch Enabled Base Price	0.00 (Inherited from Course)	لمر ا			
One-click Launch Enabled Base Price Currency	0.00 (Inherited from Course)	2			
One-click Launch Enabled Base Price Currency Offering Price	0.00 (Inherited from Course) US Dollars	2			

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HHS LEARNING MANAGEMENT SYSTEM TRAINING MANUAL

Task 6: Add the Online Course Content to the Course Offering

After creating the course offering in the LMS Staging Environment, your final task will be to add the online course content that you imported during Task 3 to that course offering.

-	HHS Learning Portal The Joy of Learning Enabled Through Access	* * +	-1
USNES		al de la s e sera s	

Catalog Courses	Offerings					
Offerings 2 Subscription Orders	Offering Type	0	Public Offering Private Offering	s gs		
Subscription Order History	Title			ID		
Easy Entry Templates	Domain		6	Audience Type/Subtype	[4
Session Templates	ou i D i i					
Audience Types	Start Date >=			End Date <=		
Catalog Guide	Course ID			Language		4
Packages	Delivery	-Select One-	\checkmark			
Tasks	Configure	ave Search Ou	env			
Certificate Templates	conigure c	ave Search Qu	ciy		Se	arch
Certificate Template Keywords						
Categories	Offerings				New	Offering
Certifications	5					

To add your online course content to the course offering, do the following:

Step 1. Select the **Admin** icon. The left-hand Learning menu will display with the Courses menu option selected and the Courses page defaulted.

> **NOTE**: If the Learning menu does not automatically default and display for you as shown here, click the Learning admin tab and the Learning menu will display as shown here.

Step 2. Click the Offerings menu option. The Offerings page will display.

Offering	Туре		Public Offering O Private Offering	js Igs				
Title Dom Start Cour Deliv Con	ain [Date >= [se ID [rery [-	ame of you Select One ve Search (r course	ID Audience End Date Language	Type/Subtype <=	00166450		
	ngs	esults			New Offe	ring Print	Export Mo	earch
Offeri Showing Title	1 out of 1 re Version	ID	Course ID	Delivery	Language	Start Date	End Date	Actions

- **Step 3.** Search for the course offering you created in Task 5 by entering the offering title in the Title field or offering ID in the ID field.
- Step 4. Click the Search button.
- **Step 5.** Click the offering **Title** link that appears in the search results.

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After selecting your course offering from the search results, your Online Training Offering Details page will display with its series of tabs.

nlin	e Training Offer	ing Detai	ls: Name o	of Your	Course,#U	NIQUE
Main	Learning Assignments	Expenses	Related Info	Policies	Notifications	Ratings
	6					
Offeri	ing Details					
Name	Na	ame of Your Co	urse			
Course	ID UI	NIQUE_ID_101				
ID	00	166450				

- Step 6. Click the Learning Assignments tab. The Learning Assignments tab will display.
- **Step 7.** Click the **Add Learning Assignments** link that appears in the Learning Content section of the tab. The Add Learning Assignments action bubble will open.
- Step 8. Click the Add Content link that appears in the Add Learning Assignments action bubble.

	Add Learning Assignmen
Pre Class Assessment	Add Preclass Assessme Add Tasks
No items found	8 Add Content Add Checklist
Learning Content	7 Add Learning Assignments Change Status
No itoma found	

After selecting the Add Content link, a content module search window will open. **NOTE**: Content module refers to the online course content you imported in Task 3.

earch	Browse						
Folder Tv	De	-Select One-	\checkmark	Name	_	Also the name	×
Version N	lumber			Content Fo	rmat	-Select One-	
Content T	vpe	-Select One-		Language			
Author				Keywords			
Folder Na	ime			Available F	rom >=		
Available	From <=			Last Modifi	ed On >=		
Last Modi	fied On <=			Competend	cy		6
Owner			6	Content Pr	ovider	-Select One-	~
Delivery V	/endor	-Select One- 🗸		Include nor	n-scoring content modu	les 🔽	
						-	
						10-	Search
ontents							
wing 1 ou	t of 1 results	3					
lect N	ame		Version	Number	Content Format	Folder Name	

- **Step 9.** Enter the name of your online course content into the **Name** search field.
- Step 10. Click the Search button.
- **Step 11.** Click the **checkbox** that appears to the left of the name of your online course content.
- Step 12. Click the Add Assignment Details button that appears at the bottom of the window.



After selecting your online course content, the Add Learning Assignments: Add Content window will open to allow you to establish important course completion details.

Add Learning	Assignmer	nts: Add Conten	it	
1.50	elect Content Modul	es	nent Details	
Add assignment details for the	he selected modules.			
Name	Туре	Attempts on Content	Mastery Score	Details
Sample SCORM package	Training Content	Unlimited 🔽	13	Enabled Required Test Out Sign Off Consider For Overall Score
Use the pre-class assess	ment content as post	-class assessment		
			Save Back	Close

Step 13. Set the Mastery Score by entering the minimum passing score Learners must receive for the course completion test.

NOTE: Complete this step if your SCORM package includes a test that determines the completion status and will pass a score back to the LMS. If your SCORM package does not include a test like this, leave this field blank.



Step 14. Set the Attempts on Content dropdown field to:

Unlimited: If you want the Learner to have as many attempts as needed to meet the Mastery Score, let this field stay defaulted to Unlimited. Also let this field stay defaulted to Unlimited if your course does not include a Mastery test.

Limited: If you want the Learner to have a fixed number of attempts to meet the Mastery Score.

Step 15. Set the specific fixed number of attempts a Learner has to meet the Mastery Score in the text field that appears to the right of the Attempts on Content drop-down field.

> **NOTE:** If you set the Attempts on Content drop-down field to Unlimited, skip this step and proceed to step 16.

Step 16. Click the Save button.

After Learning Assignments course completion details are saved, you will return to the offering's Learning Assignments tab with your online content appearing as attached in the Module Name column.

	rning C	ontent		Add Learning Assignments C	hange Status Pr	int Export
Up	Down	Туре	Module Name	Details	Requirement	Actions
۲	9	Training Content	Configure the LMS Homepage	Attempts on Content Allowed: Unlimited Sign Off: Status: Enabled Mastery Score: N/A	Required	Actions
Pos	t Class	Assessment		Add Postclass	Assessment Cha	ange Status
No it	ems foun	d				
Lau Eva No it	nch evalu luation ems found	ation on completion			Ado	Evaluation
Lau Eva No it Su Su En En	nch evalu luation ems found ning As ggested - forced - le forced wit	signment Sequu learner need not cor ararner must complete h successful complete	encing mplete previous assignment before attle 6 (successfully or unsuccessfully) the p tion - learner must complete the previo	impling the next assignment in the sequence. revious assignment before attempting the next us assignment successfully before attempting	Add t assignment in the the next assignmer	sequence.
Lau Eva No it Su En En seque	nch evalu luation ems found ning As ggested - forced - le forced wit nce.	signment Seque learner need not cor rarner must complete h successful complete	encing mplete previous assignment before atte e (successfully or unsuccessfully) the p tion - learner must complete the previo	empting the next assignment in the sequence. revious assignment before attempting the next us assignment successfully before attempting	Add t assignment in the the next assignmen	l Evaluation
Lau Eva No it Learn Su En En En Seque Resco	nch evalu luation ems found ming As ggested - forced - le forced - le forced wit nce.	signment Seque signment Seque learner need not cor harner must complete h successful complete guired for this offering	encing mplete previous assignment before atte e (successfully or unsuccessfully) the p tion - learner must complete the previo	empting the next assignment in the sequence. revious assignment before attempting the next us assignment successfully before attempting	Add	d Evaluation
Lau Eva No it Lear Su En En Seque Resc Add p	nch evalu luation ems found ming As ggested - forced - le forced wit nce. purces ersons rec ources	signment Seque signment Seque learner need not cor rarner must complete h successful complet quired for this offering	encing mplete previous assignment before atte (successfully or unsuccessfully) the p tion - learner must complete the previo	empting the next assignment in the sequence. revious assignment before attempting the next us assignment successfully before attempting	Add t assignment in the the next assignment	d Evaluation sequence. It in the

Step 17. Click the Save and Publish button.

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After clicking the Save and Publish button the Push Learning Assignments window will open.



Step 18. Click the select box that meets your course needs:

Future Registrations: Select this option if you want the newly published content to only be available for future registrants.

Existing registrations where the offering is In Progress: Select this option if you want the newly published content to be available for current registrants where the offering has a status of In Progress.

Registrations where the offering is completed and moved to the completed course: Select this option if you want the newly published content to be available for registrants who have completed the course offering.

Step 19. Click the Save button.

After saving your learning assignment push details, the following message will appear at the top of the page:

Changes to the learning assignments and their sequence, and to the evaluation are currently being published to learners. While this process is in progress, do not make any changes to the learning assignments or evaluation.

To continue, click any course offering tab that appears at the top of the page. The page will refresh and the following final message will appear at the top of the page:

Changes to learning assignments and their sequence, and to evaluation have been successfully published to learners.



Support Resources

□ HRSS Help Desk

Submit a help desk ticket: https://intrahr.od.nih.gov/wits/index.aspx

HRSS Hours of Operation: Monday through Friday: 8:00 AM to 4:30 PM

HRSS LMS Support website (Quick Reference Guides (QRGs), Videos, Online Manuals, LMS Resources, etc.) <u>https://intrahr.od.nih.gov/hrsystems/benefits/lms/lmssupport.htm</u>