LEARNING MANAGEMENT SYSTEM (LMS)
VIEW A TEAM MEMBER'S TRANSCRIPT

Supervisors have the ability to view the LMS transcript of direct and alternate reports.

1. Log into the LMS.

2. Click the **My Team** icon.

My Team icon

Figure 1 – My Team icon

3. Click the **Learning** link in the left navigation menu.
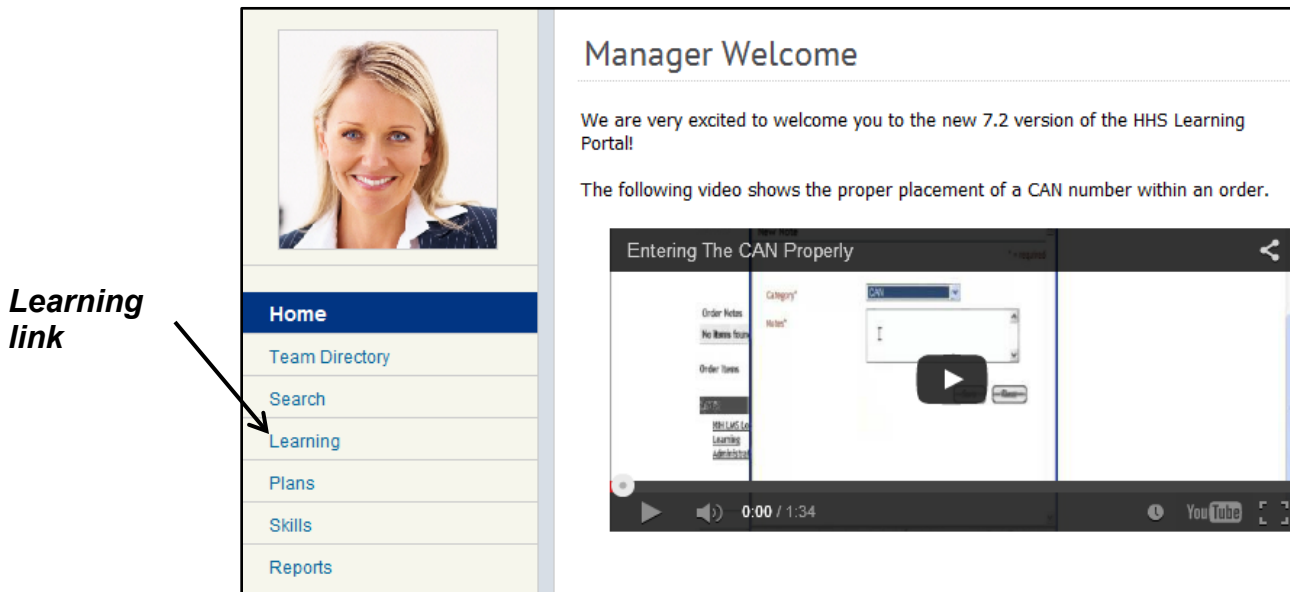

Learning link

Figure 2 – Learning link

4. Click **Completed Learning** link, where you can view learning for your direct team.
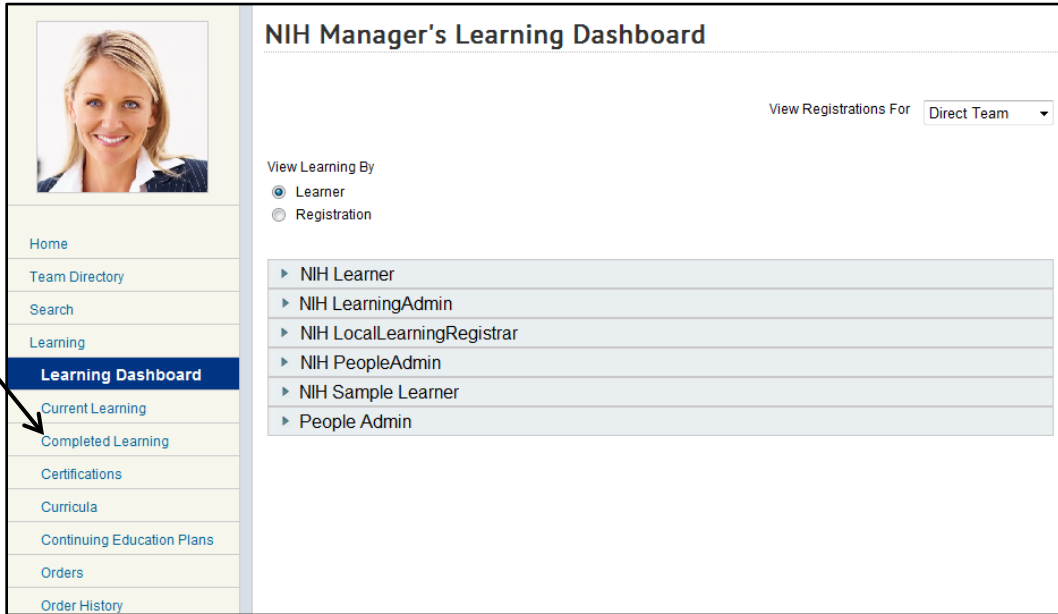
Completed Learning link

Figure 3 – Completed Learning link

NOTE: To view alternate team members, select Alternate Team from the View Registrations For pull-down menu.

5. Click the View Completed Learning link for a specific team member.

Completed Learning

View Completed Learning For [Direct Team ▼]

Completed Learning   Add Completed Learning | Modify Table

Person Name	Person Type	Completed Learning Items	Actions
NIH Learner	Other	80	View Completed Learning
NIH LearningAdmin	Other	2	View Completed Learning
NIH LocalLearningRegistrar	Other	4	View Completed Learning
NIH PeopleAdmin	Other	10	View Completed Learning
NIH Sample Learner		0	View Completed Learning
People Admin	Other	0	View Completed Learning

View Completed Learning link

Figure 4 – View Completed Learning link

6. The default transcript view shows learning completed in the last 90 days. You can change the default date range by clicking the **From** pick icon and the **To** pick icon, and then clicking the Search button. You can also manually enter a date in MM/DD/YYYY format in either field.

Figure 5 – From and To pick icons and Search button

7. Click the **View Details** link for a completed learning item to view detailed information.

Figure 6 – View Details link

8. All of the information for the completed learning may not be populated, depending on how the course was created.

Transcript Details

Completed Learning Details

Course Name	NIH LMS Local Learning Registrar
Learner Name	NIH Learner
ID	NIHTC1001
Description	This half-day course will provide an introduction to the LMS and the permissions associated with Local Learning Registrars. During this course, hands-on exercises will be completed by learners in a training environment to simulate the steps needed to perform basic Local Learning Registrar functions such as registering learners for offerings, and managing learner profiles and transcripts. All materials will be provided to the learner in class and support for administrators is available after training via tip sheets, help desk, and access the NIH LMS team. ***ALL REQUESTS FOR PERMISSIONS MUST BE MADE WITHIN 6 MONTHS OF LMS TRAINING. NIH LMS Administrator permissions in the HHS Learning Portal are now managed through WiTS. Detailed instructions for obtaining LMS administrator permissions (both OHR and non-OHR staff) are located on the HR Systems Support website at https://intrahr.od.nih.gov/hrsystems/newaccounts.htm.
Completion Status	Successful
Marked Complete by	
Delivery Type	
Offering Start Date	04/01/2015
Ended/Completed On Date	04/01/2015
Registration Date	04/01/2015
Marked Complete Date	04/01/2015
Start Time(HH:MM)	
End Time(HH:MM)	
Duration(HH:MM)	00:00
Location	
Score	
Grade	
Default Credits	0

Figure 7 – Sample Completed Learning Details page

If you experience trouble with this process, please refer to the [LMS Support Page.](#)