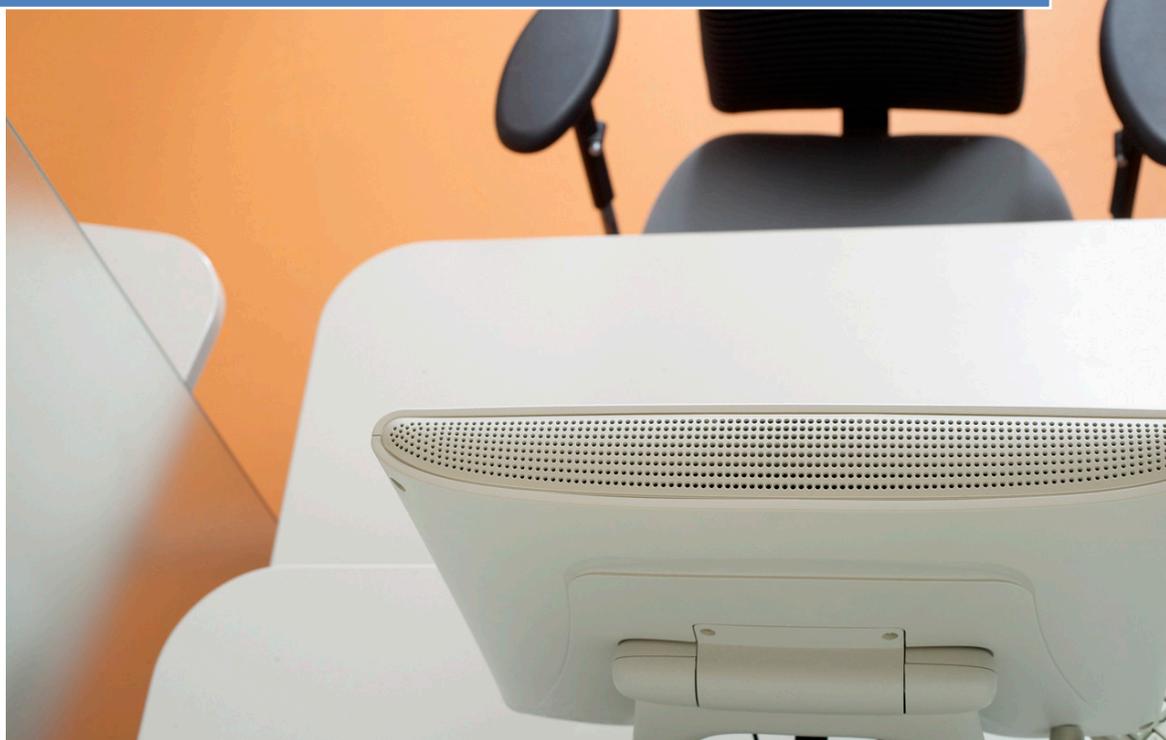


Content Administrator

HHS Learning Portal

Content Administrator



NIH Training Center
National Institutes of Health
OD/OM/OHR/WSDD
Rockville, MD 20852

HHS LEARNING PORTAL CONTENT ADMINISTRATOR

Version 3.0



National Institutes of Health Training Center

National Institutes of Health Training Center, Rockville 20852

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1.0	03/29/2010	NIH LMS Implementation Team	03/29/2010	Initial publication
2.0	5/21/2021	NIH LMS Implementation Team		Revised for Saba 5.5 upgrade
3.0	11/25/2013	NIH LMS Team	12/03/2013	Updated document.

Please submit any questions or suggestions for changes to LMSSupport@mail.nih.gov.

CONTENTS

Introduction	8
Developing Course Content for the LMS	9
SCORM/AICC Standards	9
Section 508 Accessibility	10
Online Course Development Process	12
Getting Your Course Into the LMS	14
Test for SCORM Compliance	14
Import Content	18
Content Inventory Details Screen	25
Content Subscriptions Tab.....	26
Content Metadata Tab	27
Test Online Course	27
Building Tests and Questionnaires	28
Tests Versus Questionnaires	28
Question Groups	29
Create a Question Group.....	29
Tests	33
Create a Test	33
Add Sections to a Test.....	37
Adding Questions to A Section	40
Add Multiple Choice Questions.....	41
Add True/False Questions	43
Add Fill-in-the-Blank Questions	45
Add A Question From A Question Group.....	46
Preview and Publish a Test	47
Questionnaires	50
Create a Questionnaire.....	50
Add Sections to a Questionnaire	51
Add Essay Questions.....	52
Add Likert Scale Questions.....	53
Add Multiple Choice Questions.....	55
Add Yes/No Questions.....	55

Preview and Publish a Questionnaire	55
Using the Knowledge Base	56
Helpful Information	57
Links and Resources	57
Appendix A – Organization Codes	58
Appendix B – HHS Learning Portal Domain Structure	60

INTRODUCTION

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

NOTE: Even though a Content Administrator may upload course content, a Training Administrator must make that content available to learners by attaching it to a course and offering.

In the Content Administrator course, you will learn to:

- Manage the development of course content, to include consideration of...
 - SCORM standards
 - Section 508 compliance
 - Courseware development process
- Import content into the LMS and make it available as a course for learners
- Create an assessment question group
- Create a test
- Create a questionnaire
- Use the Knowledge Base for informal content

This section of the user manual will guide you through the process of using the privileges assigned to you as a Content Administrator.

DEVELOPING COURSE CONTENT FOR THE LMS

This course is not intended to teach you how to develop online courseware. Rather, it is intended to teach you to manage online courseware in the LMS, post development. Prior to being loaded to the LMS, the content may have been developed 'in-house' or by an outside vendor.

Online courseware standards, LMS interaction, audience, roll-out plan and expected deliverables should be considered **BEFORE** any work begins. Paying attention to these key factors before your content is loaded to the LMS will help ensure a successful deployment. It will also save considerable time and money by minimizing the need for remediation later.

SCORM/AICC STANDARDS

Standards from the Aviation Industry Computer Based Training (CBT) Committee, a.k.a. AICC, and the Shareable Content Object Reference Model, a.k.a. SCORM, are designed to pass information back and forth between your course and the LMS. The information is passed through variables, and allows such things as bookmarking, tracking of progress, test scoring, and ensuring a learner completes the entire course before it is marked as successful. SCORM is the newer, preferred standard; however, both AICC and SCORM courses will work with the Saba LMS. The HHS Learning Portal currently supports versions 1.2 and 2004 SCORM standards; however, SCORM 1.2 is the preferred, and most utilized, version.

If you are contracting course development, your statement of work (SOW) and contract should specify that the end product must be AICC or SCORM 1.2/2004 compliant and work with HHS' implementation of the Saba LMS.

For more information on either of these standards, visit:

- AICC: <http://www.aicc.org/>
- SCORM: <http://www.adlnet.gov/>

IMPORTANT: Content can be loaded to the LMS without being AICC or SCORM compliant, such as PowerPoint files, PDF documents, etc. However, since there is no communication being passed to the LMS, this content will mark complete as soon as a learner opens it, regardless of whether learners read the content or not. Be sure to determine tracking needs for the course before determining how it will be developed.

SECTION 508 ACCESSIBILITY

All electronic content made available by government agencies must be Section 508 compliant. There are no exceptions! This applies to materials intended for internal and external use, regardless of the audience size. Failing to comply with Section 508 accessibility standards can derail your training initiative and make your organization susceptible to legal action.

Section 508 is part of the Rehabilitation Act of 1973 enacted to overcome barriers in information technology for people with disabilities. It is mandatory for all Federal government agencies. Not only is it mandatory, but it is the right thing to do in order to avoid excluding people with disabilities from accessing the same information to which everyone else has access.

If you develop materials in-house, you assume responsibility for ensuring Section 508 compliance. If you contract for development, make sure you include Section 508 requirements in your SOW and contract, and require your vendor to complete the HHS Product Accessibility Template (PAT) thoroughly. (See reference below.)

There are many resources available to help you comply with Section 508.

➤ **Section 508.gov**

<http://www.section508.gov/>

This site is targeted to the Federal government and includes a wealth of information, including Section 508 law, training, tools, Department-level contacts, etc. It also includes links to the Buy Accessible Wizard (BAW).

➤ **Buy Accessible Wizard (BAW)**

<http://www.buyaccessible.gov/>

This is a GSA site designed to help you comply with Section 508 requirements with any procurement, including online courseware development.

NOTE: Even if you are developing courseware in-house, use the Buy Accessible Wizard to ensure you are complying with all applicable standards from the beginning. The site includes training on how to use the tool. It will give you provisions to include in a SOW for online course development, ensuring your vendor knows exactly what is expected up front. It will also help you search for vendors who have the expertise to meet Section 508 requirements.

Content Administrator

➤ **HHS Office on Disability**

<http://www.hhs.gov/od/>

HHS' Office on Disability provides information about Section 508 policy, including:

- Language to use in procurement documents;
- Section 508 Coordinators and Officials within each HHS agency (including NIH);
- Information and documents for vendors, including the HHS Product Accessibility Template (PAT); and
- Information about Section 508 training requirements and opportunities.

➤ **HHS Office for Web Communications & New Media, Section 508**

<http://www.hhs.gov/web/508/>

This site contains a wealth of information, including compliance checklists for different types of files and standards to follow. There are also links to some online training resources.

➤ **NIH's Office of Acquisition Management and Policy (OAMP) provides some information at**

http://ocm.od.nih.gov/Division/DAPE/dape_links.asp#LetterS.

➤ **NIH's Center for Information Technology (CIT)**

<http://training.cit.nih.gov/>

CIT offers some classes on developing Section 508 compliant documents.

Some ICs have additional information and contacts regarding Section 508 compliance as well.

ONLINE COURSE DEVELOPMENT PROCESS

Although this is not a lesson to teach all the details of online course development, there are some highlights and deliverables you should be aware of. If you are contracting development, make sure these milestones and deliverables are in your SOW and contract.

At a minimum, each of the major milestones below should be sign-off approval points for the project:

- **Storyboards:** At this point in development, the content outline and course flow should be documented. Storyboards show a screen-by-screen layout of the content, graphics, links, and navigation to be developed into each page of the course. This is the time to ensure the content is correct, the navigation is logical, and you like the overall color and navigation scheme for the course.
- **Beta:** This is the first time you see a programmed product. It is still a draft at this point, but you should make sure it will load into the LMS (using the Staging environment) with all functions (launch, bookmarking, completion, exit) working correctly. This is also a good time to have an initial Section 508 compliance evaluation done.
- **Pilot:** At this stage, your course should be very close to complete. All major course elements should be present. The pilot course should be loaded into the LMS Production environment, but only made available to a small testing group. Your pilot testers should be representative of the target population of learners, and you should include users with disabilities, PC users, and Mac users. Your testers should complete the pilot course in its entirety and provide you with feedback.

Content Administrator

- **Final product:** All revisions should be complete and any problems uncovered during pilot testing should be resolved. Final deliverables include:
 - *Source files* – Unpackaged course files in the authoring tool format and all original graphics or other resources used in the course. You will need these if the course requires revisions later.
 - *SCORM package* – This is a ZIP file containing all course resources that is packaged and exported from the authoring software. It should be exported from the authoring tool as a SCORM 1.2/2004 or AICC package.

NOTE: 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.

IMPORTANT: Make sure you always obtain the source files and SCORM package from any vendor. These are government property if the project was developed with government funds. You need the SCORM package to load into the LMS, and you need the source files if you ever need to make any course revisions.

Any course authoring tool may be used to develop online content for the LMS as long as the output is Section 508 compliant and AICC or SCORM 1.2/2004 compliant. Ideal tools allow the content to be saved as HTML files, as well. This supports the manipulation of course files for Section 508 remediation.

Saba Publisher is just one example of an authoring tool, derived from Lectora, that is specifically compatible with the Saba LMS, but it is not required.

GETTING YOUR COURSE INTO THE LMS

Once you have content ready to load into the LMS, there are several steps you must follow to make it available for learners to access.

1. Test the SCORM package for SCORM compliance. (Not applicable to non-SCORM content.)
2. Import the content to the LMS content repository.
3. Preview the uploaded content.
4. Make the content available to learners through a course offering.
5. Test it as a learner.

The Step-By-Step procedures that follow will guide you through the process.

IMPORTANT: Before you begin the process of uploading any content, make sure the content file is on a local computer drive, not a network drive. This will make the process faster, more efficient, and avoid any problems with network traffic.

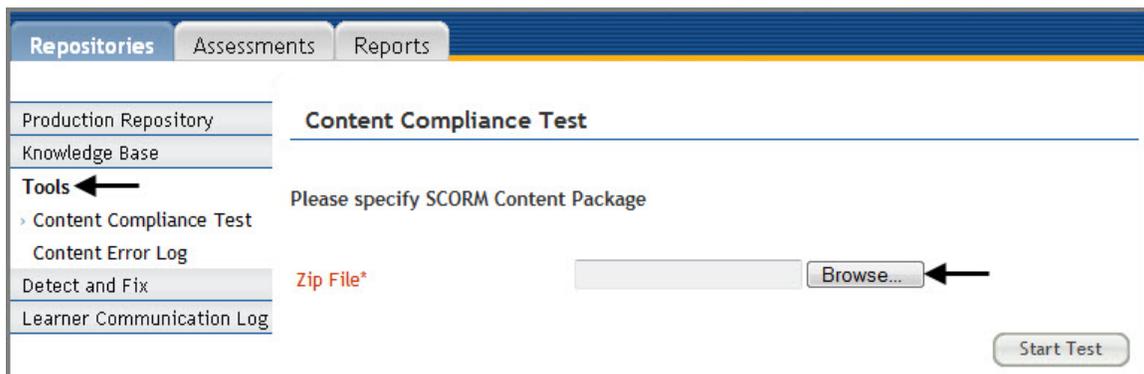
TEST FOR SCORM COMPLIANCE

The SCORM compliance test should only be run on a ZIP file that was exported as a SCORM 1.2/2004 package. For all other content, skip this procedure.

1. Select the **Content Administration** role in the drop-down *Go To* menu.

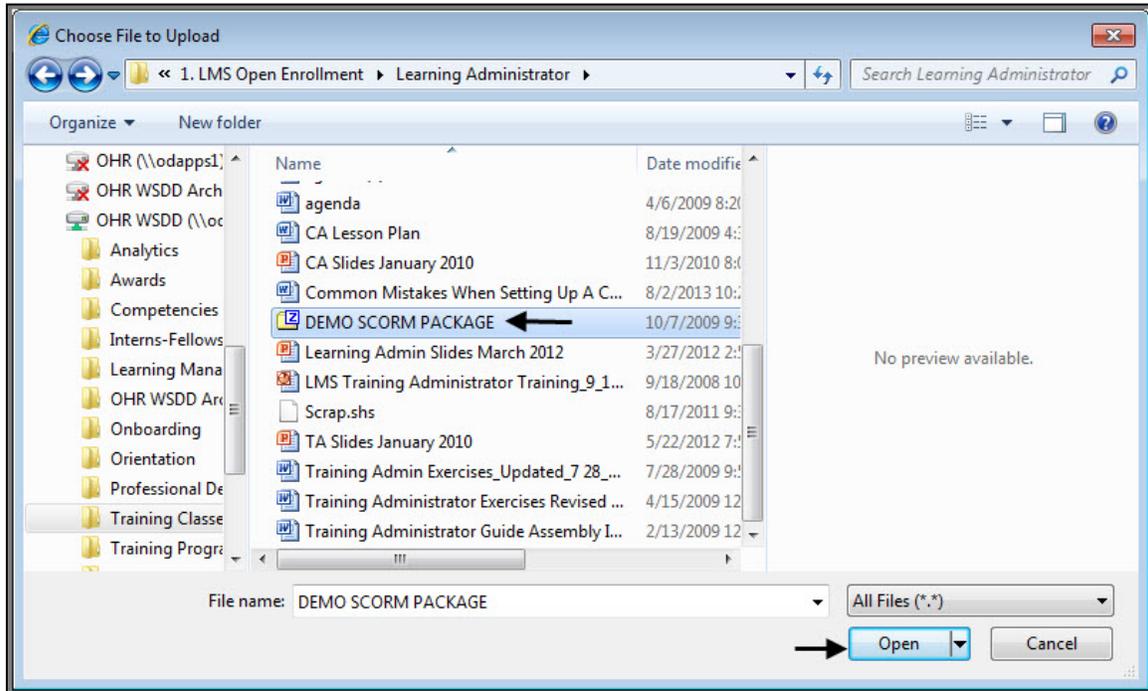


2. Click **Tools** from the vertical navigation.
3. Click **Browse**.

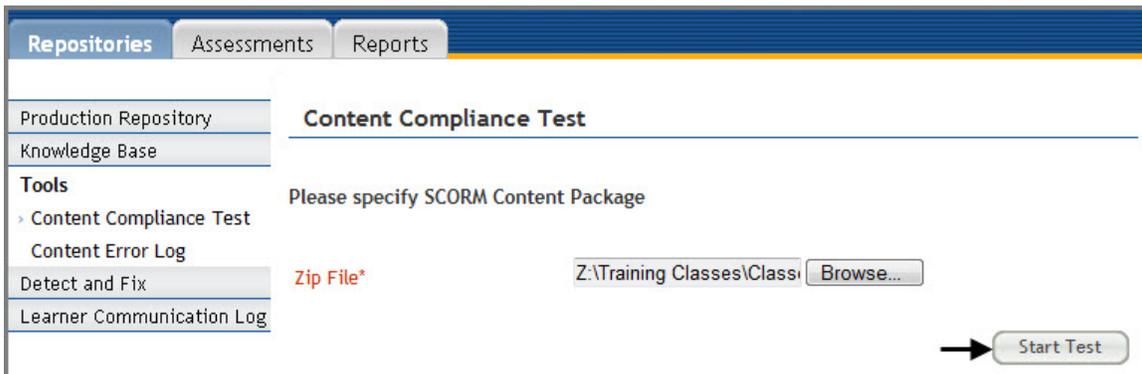


Content Administrator

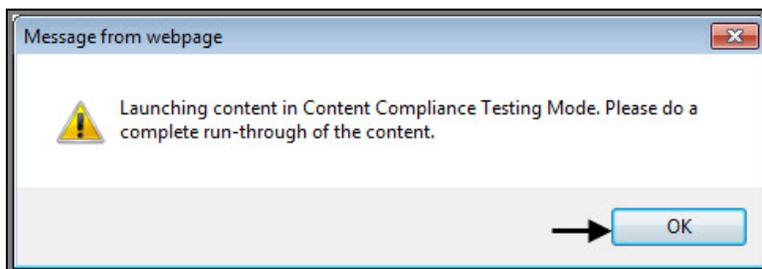
4. Navigate to the location of your SCORM ZIP file, select it, and click **Open**.



5. Click **Start Test**.

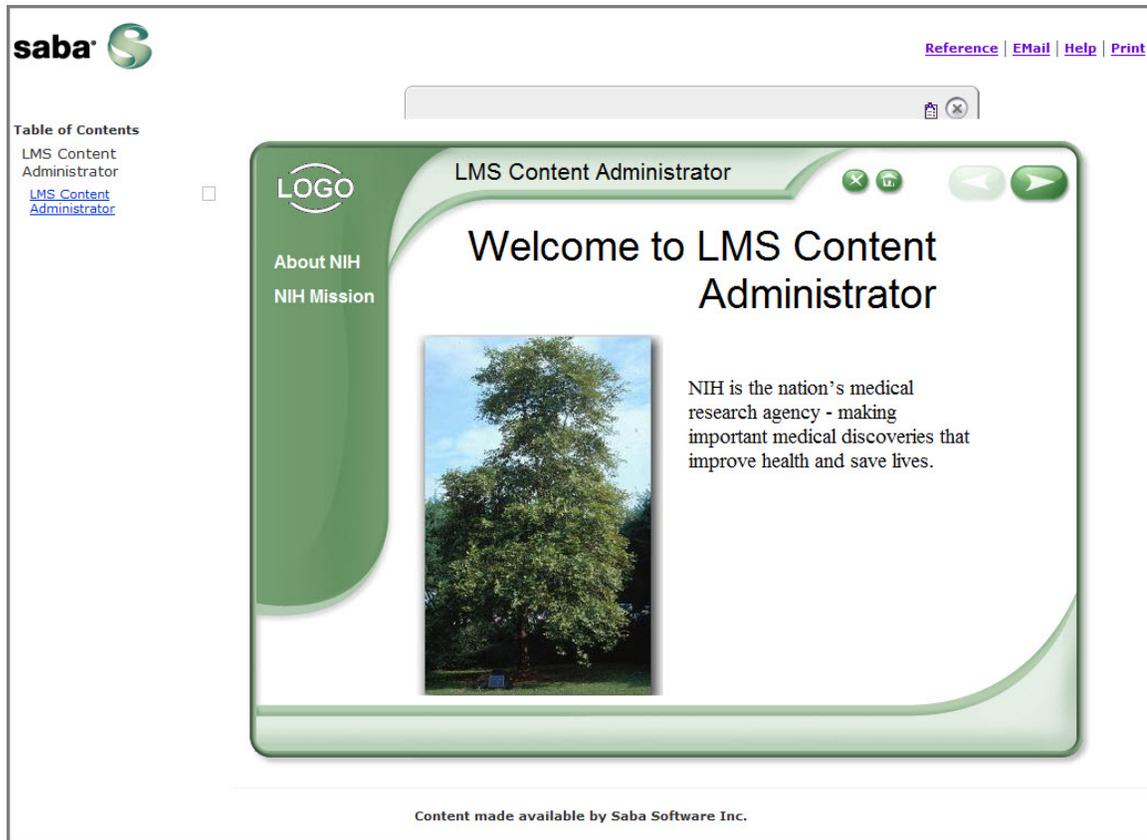


6. Click **OK** from the Message from webpage dialog box.



7. When the course content launches, navigate through it and exit as your learner will.

NOTE: If the content is exited without being completed, the LMS will prompt you to “Exit and Finish” “Exit and Resume Later,” or “Exit without Saving.”



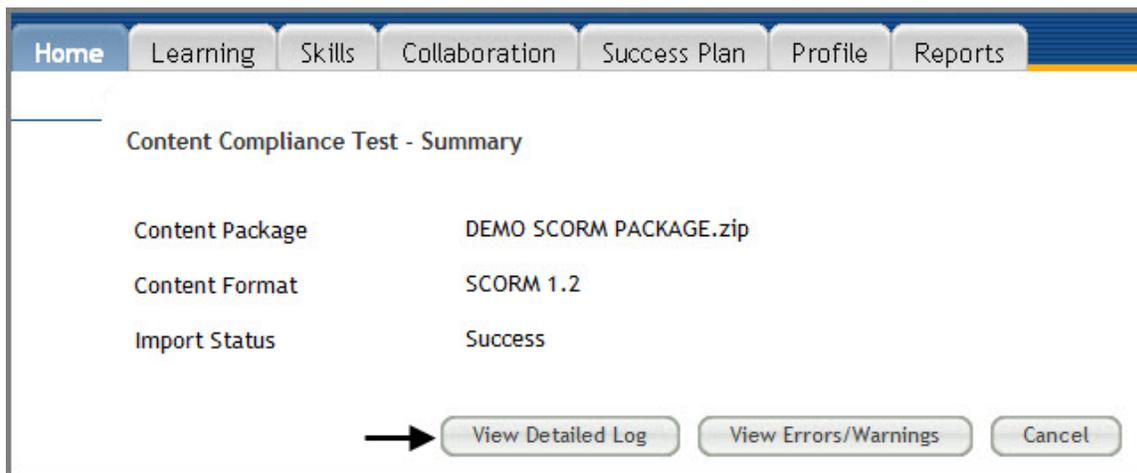
8. If the SCORM package is formatted properly for use in the LMS, then the “Content Compliance Test – Summary” indicates an **Import Status of Success** and the content may be uploaded to the LMS for additional testing.

NOTE: This test tool checks the content’s ability to communicate with the LMS. It is possible for the content to successfully communicate with the LMS without correctly functioning as a course (internal navigation, menus, pass correct values, etc.).

If errors are encountered during the Content Compliance Test, they can be examined in more detail by clicking **View Errors/Warnings**. These errors should be provided to the course developer for correction.

Content Administrator

9. Click **View Detailed Log** to view a detailed list of communications that took place between the course content and the LMS. Near the bottom, verify that there is a line that reads **“cmi.core.lesson_status = p”**.



IMPORTANT: If this communication value does not specify “p,” then the course will not mark a completion in the LMS, even when the learner completes the course content.

```
LMSSetValue() finished successfully.  
  
LMSCommit() has been invoked.  
Data sent by Content to Saba LMS:  
cmi.core.lesson_location = a001_roles_and_responsibilities_course_complete.html  
cmi.core.lesson_status = p  
cmi.core.session_time = 00:01:26  
  
LMSCommit() finished successfully.  
  
LMSFinish() has been invoked.  
Data sent by content to Saba LMS at the time of exit:
```

A successful compliance test and `cmi.core.lesson_status` variable set to “p” means that the SCORM package is formatted correctly and it should complete when learners finish. It does not mean that every aspect of the course functions the way it is intended. There are several other steps at which testing is done before the course is ready for learners.

IMPORT CONTENT

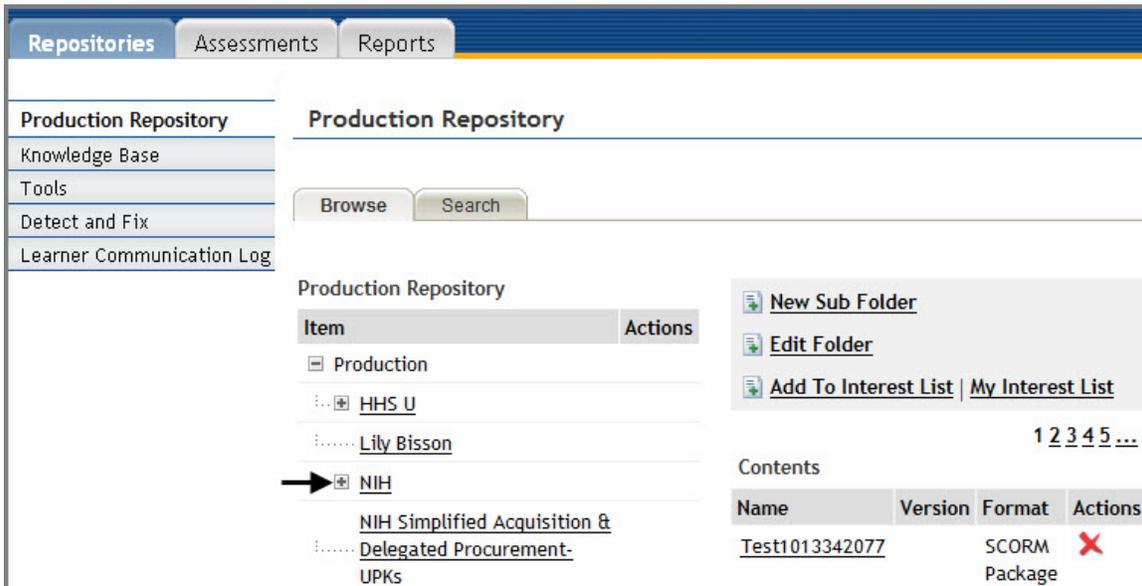
The HHS Learning Portal has a dedicated server for storing online content. Online content must be uploaded to the server and then made available to learners through the course catalog. Although it is possible to host online content on an external server as well, there are a number of complications to consider (content completing on launch, non-network access to content stored inside the NIH network, coordination with an external vendor, etc.).

Contact the NIH LMS Team before pursuing external content hosting.

1. Select the **Content Administration** role in the drop-down Go To menu.



2. From the **Production Repository**, locate NIH in the hierarchy and click the Plus sign (+) to its left to expand the sub folders.



All content post belongs in a sub folder under the **NIH** folder.

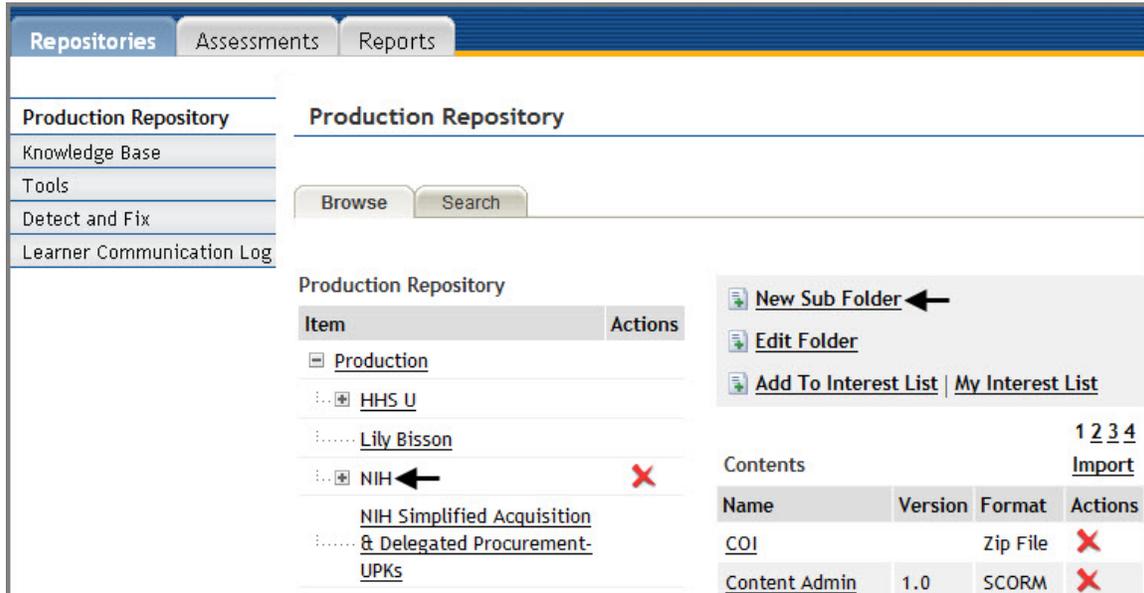
NOTE: Some sub folders exist already. The red X appearing next to the sub folder name indicates which sub folder you currently have selected. Notice that the view below indicates you have the NIH root folder selected.

NOTE: Content stored in each folder is listed in the Contents table. Clicking the red X under the Actions column will delete the content item. Clicking the item title will display more details, including a link to preview the content. If the list of content items is long, use the Search tab to locate content.

Content Administrator

If a sub folder needs to be created for your IC or organization, do the following:

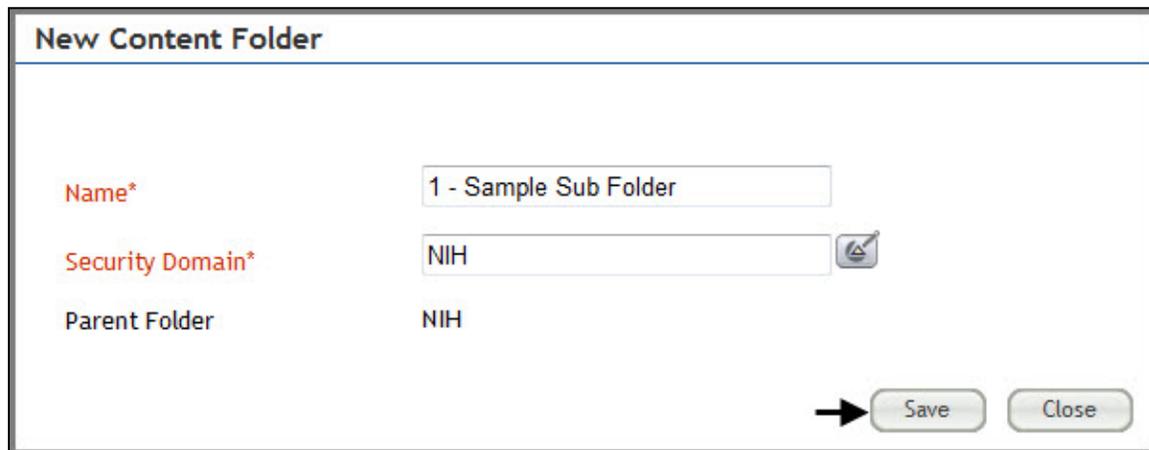
- Make sure you are at the NIH folder by clicking the NIH folder title.
- Click **New Sub Folder**.



The screenshot shows the 'Production Repository' interface. On the left is a navigation menu with items like 'Production Repository', 'Knowledge Base', 'Tools', 'Detect and Fix', and 'Learner Communication Log'. The main area has 'Browse' and 'Search' buttons. Below them is a tree view of folders: 'Production' (expanded), 'HHS U', 'Lily Bisson', 'NIH' (selected with an arrow), 'NIH Simplified Acquisition', and '& Delegated Procurement-UPKs'. On the right, a 'New Sub Folder' button is highlighted with an arrow. Below it are 'Edit Folder', 'Add To Interest List', and 'My Interest List' buttons. At the bottom right, there is a table of contents with columns for Name, Version, Format, and Actions.

Name	Version	Format	Actions
COI		Zip File	✗
Content Admin	1.0	SCORM	✗

- In the **New Content Folder** pop-up window, specify the name of your new folder, and make sure it is set at **Security Domain NIH** and **Parent Folder NIH**.
- Click **Save**.

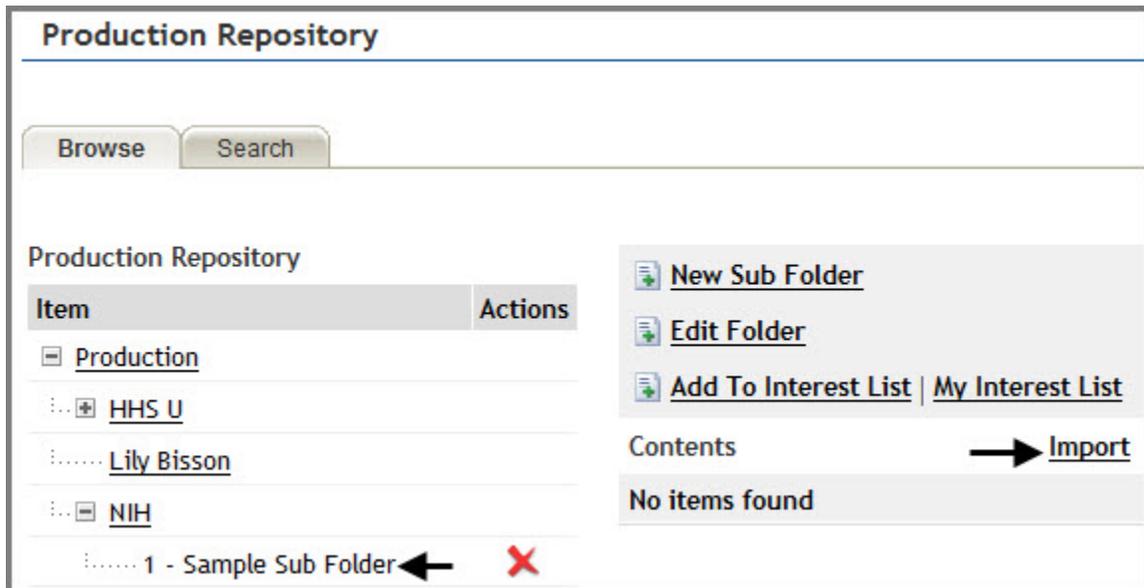


The 'New Content Folder' pop-up window contains the following fields and buttons:

- Name***: 1 - Sample Sub Folder
- Security Domain***: NIH
- Parent Folder**: NIH
- Save** button (highlighted with an arrow)
- Close** button

- The new sub folder should appear under the **NIH** folder.

- Click the name of the sub folder that will be used to store the content.
- Click **Import**.



- Give the content a meaningful **Name** and make sure the **Security Domain** is set to NIH.
- If you are uploading a SCORM package, select SCORM Package in the drop-down menu for **Content Format**. Other types of files you may upload for content are AICC, a file (use if your content is a PDF, PPT, etc.), URL, or ZIP file. (Remember that only SCORM and AICC content types will track learner information.)
- Choose an appropriate **Player Template** using the picker icon next to that field. There are three choices:
 - 3x/5.1 Compatibility Template** – This player is typically used for Skillsoft courses and may be necessary for Mac usability, depending on your course.
 - Empty Player** – This player will open your course in a window without additional navigation or menu options. To use this template, all navigation and menu features must have been programmed into the course itself.
 - System Defined** – This player will open your course in a window with additional navigation features on the top and left sides. These additions take away from the screen size to view your course.
- For **Content Type**, choose Learning Objects from the drop-down menu if your content is a SCORM package. If your content is not a SCORM package, click the drop-down arrow to see your choices and select the one most appropriate.
- Add a **Version Number** if needed.

Content Administrator

10. An **Expiration Date** may be entered for the content. This means it will no longer be available to learners or administrators to use. **A BEST PRACTICE IS TO LEAVE THIS FIELD EMPTY.** If ever the content needs to be discontinued, it can be discontinued at the offering level.
11. Make sure the **Parent Folder** listed is the one intended for the content.
12. A **Content Provider** does not need to be selected.
13. The **Delivery Vendor** may be left as Saba.
14. Click **Next**.

Import Content

* = required

...> 2.Import Content

Name*	<input type="text" value="Sample Content"/>
Security Domain*	<input type="text" value="NIH"/> 
Content Format*	<input type="text" value="SCORM Package"/>
Player Template*	<input type="text" value="Empty Player"/> 
Content Type	<input type="text" value="Learning Objects"/>
Version Number	<input type="text" value="2013"/>
Expiration Date	<input type="text"/> 
Parent Folder	1 - Sample Sub Folder
Content Provider	<input type="text" value="-Select One-"/>
Delivery Vendor*	<input type="text" value="Saba"/>



15. Click **Browse**.

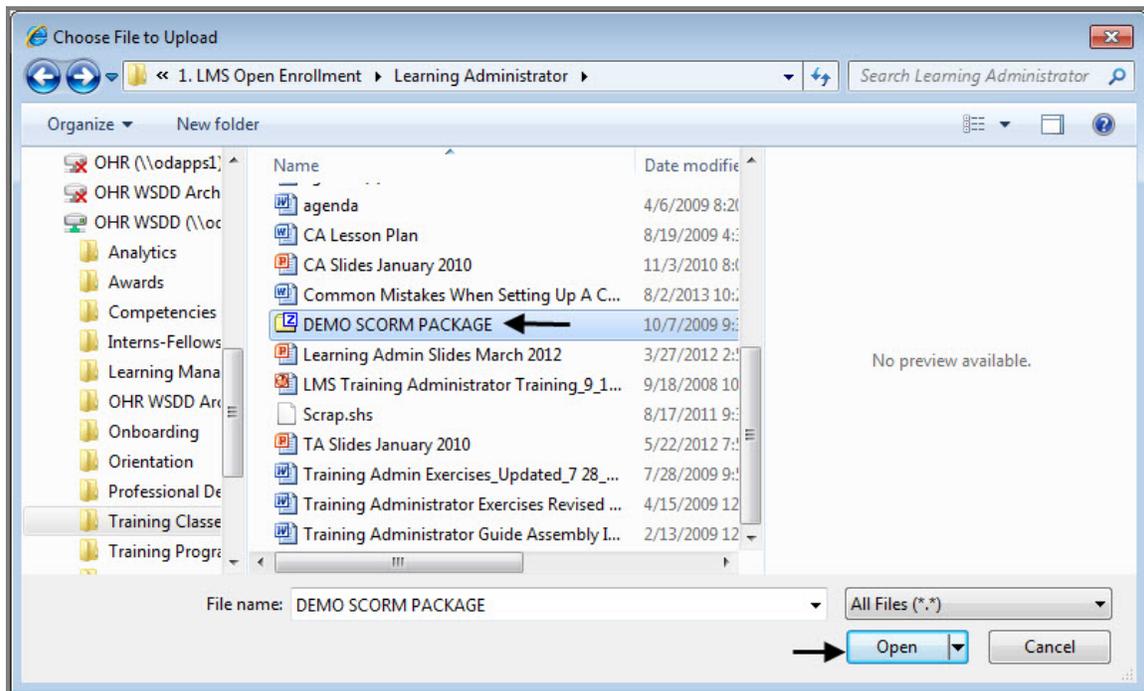
Import Content: Sample Content (SCORM Package) * = required

1. Content Details ➤

Zip File* ←

Content Server*

16. Locate the **ZIP File SCORM Package**.



17. Click the **pick icon** to select the content server.

Import Content: Sample Content (SCORM Package) * = required

1. Content Details ➤

Zip File*

Content Server* ←

Content Administrator

18. Click **Search** in the Select Content Server window.

19. Click the **checkbox** associated with the content server.

Select Content Server

Name Upload Protocol -Select One- ▾

Is default server

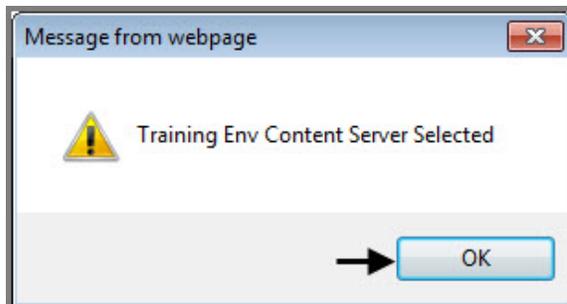
[Configure](#) | [Save Search Query](#)

Content Servers [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

	Name	Is default server	Is a secure server	Upload Protocol	Description
<input checked="" type="checkbox"/>	Training Env Content Server	True	False	FTP	Default Saba Content Server

20. Click **OK** in the confirmation window.



21. Click **Import**.

Import Content: Sample Content (SCORM Package) * = required

1. Content Details >>>

Zip File* Z:\Training Classes\Class

Content Server* Training Env Content Server

22. The SCORM package will be uploaded to the Production Repository.
23. Click **Preview** to view the course from within the LMS. This will also allow verification of the player template being used.
24. Click **Return to Repository** to go back to the production repository where the content is stored.

Import Content: Sample Content (SCORM Package)

* = required

The content has been imported successfully.

Name	Sample Content
Security Domain	NIH
Content Format	SCORM Package
Content Format Version	SCORM 1.2
Parent Folder	
Player Template	Empty Player
Content Provider	
Delivery Vendor	Saba
External Content ID	
Use as survey, evaluation, or multi-rater assessment.	<input type="checkbox"/>
Zip File	DEMO SCORM PACKAGE.zip
Content Server	Training Env Content Server

[Preview Content](#) ←

[View Content Communication Log](#)

Edit Return to Repository

25. Clicking the course content title takes administrators back to the [Content Inventory Details screen](#) where edits to the content details can be made.

Production Repository

Browse Search

Production Repository

Item	Actions
[-] Production	
[-] HHS U	
[-] Lily Bisson	
[-] NIH	
[-] 1 - Sample Sub Folder	✘
[-] CC-NUR	

[New Sub Folder](#)

[Edit Folder](#)

[Add To Interest List](#) | [My Interest List](#)

Contents			Import
Name	Version	Format	Actions
Sample Content	2013	SCORM Package	✘

Content Administrator

CONTENT INVENTORY DETAILS SCREEN

At the bottom of the Content Inventory Details screen is a field where the **Owner** of the course can be entered. It is necessary to do this in case there is ever a question or problem with the course and an administrator needs a contact person.

Content Inventory Details: Sample Content (SCORM Package) * = required

Content Details | Current Subscriptions | Content Metadata

Name* Sample Content

Security Domain* NIH

Content Format SCORM Package

Content Format Version SCORM 1.2

Player Template* Empty Player

Status Published [Edit](#)

Version Number 2013

Expiration Date

Parent Folder* 1 - Sample Sub Folder

Content Provider

Delivery Vendor Saba

External Content ID

Zip File DEMO_SCORM_PACKAGE.zip [Browse...](#)

Content Server* Training Env Content Server

Use as Survey, Evaluation, or Multi-Rater Assessment

Is Scoring

Owner [Add Owner](#)

Name	Actions
Learning Admin01	Delete

[Preview Content](#)

[View Content Communication Log](#)

[Save](#) [Cancel](#) [Return to Repository](#)

1. Click **Add Owner**, search for the person's account, and designate him/her as the content owner. Multiple owners may be added to the content.

2. The **Preview Content** link allows you to see what your course will look like to learners when they launch it. (Feel free to change the Player Template setting if you want to see how the course looks in different players.)
3. The **View Content Communication Log** link will list communications that have passed between the LMS and the content while you were previewing it. If you navigated all the way through the course, you should verify again that the `cmi.core.lesson_status` variable is set to 'p.'

NOTE: If your content item was neither AICC nor SCORM compatible, you will not see a **View Content Communication Log** link.

The content you uploaded is now ready for a Learning Administrator to attach it to a course offering and make it available in the LMS catalog. (See Adding Content Modules section of the Learning Administrator manual.)

CONTENT SUBSCRIPTIONS TAB

The **Current Subscriptions** tab will list any courses and offerings to which a piece of content is connected. NOTE: A course will have the course number designated by the Training Administrator. The offering will have an LMS-generated 8-digit number under the **PartNo** column.

IMPORTANT: You cannot delete a content item that has been attached to a course or offering. It can be disabled by adding an expiration date, but it cannot be deleted.

Content Inventory Details: Entering A CAN (SCORM Package) 

* = required

Content Details | **Current Subscriptions** | Content Metadata

Current Subscriptions [Print](#) | [Export](#)

Showing 6 out of 6 results

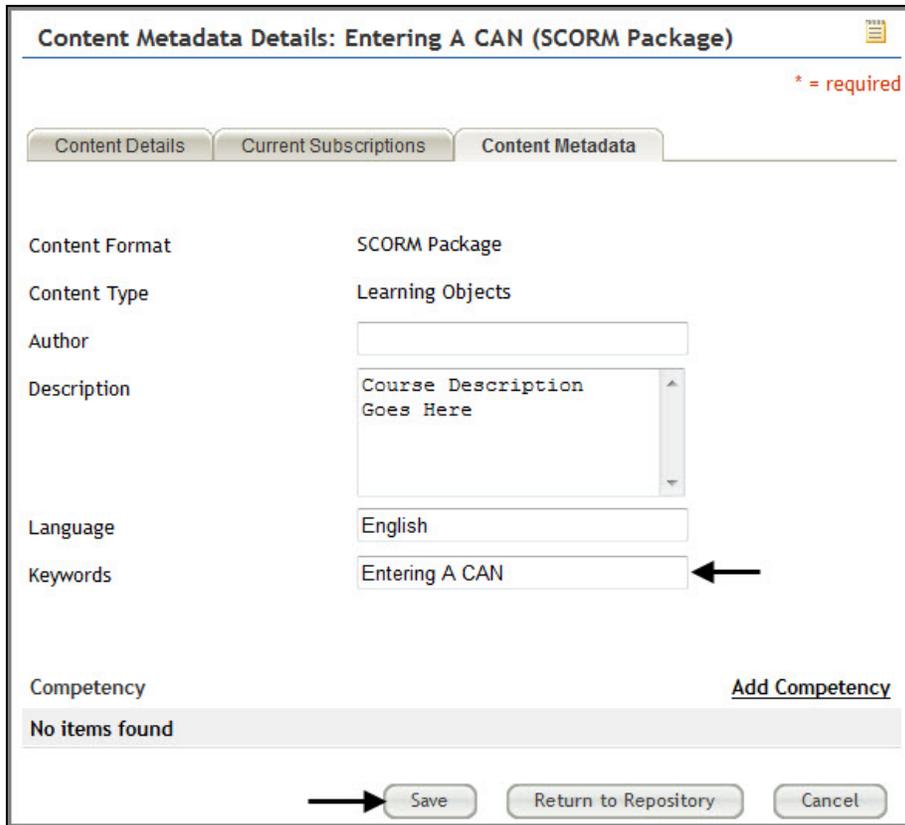
PartNo	Name	Subscribed On	Subscribed By	Subscription Type
00056191	NIH LMS Entering The CAN On An Order	02/08/2013	nih0012308081	Learning
00063233	NIH Sample LMS Course	11/12/2013	la01	Learning
00063253	NIH Sample LMS Course	11/15/2013	la01	Learning
00063254	NIH Sample LMS Course	11/15/2013	la01	Learning
NIHSAMPLE1001	NIH Sample LMS Course	10/25/2013	la01	Learning
NIHTC1009	NIH LMS Entering The CAN On An Order	02/08/2013	nih0012308081	Learning

[Return to Repository](#)

Content Administrator

CONTENT METADATA TAB

The **Content Metadata** tab allows you to add metadata that may help others find your content more easily. Add information in the appropriate fields then click **Save**.



The screenshot shows a web form titled "Content Metadata Details: Entering A CAN (SCORM Package)". The form has three tabs: "Content Details", "Current Subscriptions", and "Content Metadata", with the latter being the active tab. A legend indicates that an asterisk (*) denotes a required field. The form contains the following fields and values:

- Content Format: SCORM Package
- Content Type: Learning Objects
- Author: (empty text box)
- Description: Course Description Goes Here (text area)
- Language: English
- Keywords: Entering A CAN (text box, with an arrow pointing to it)
- Competency: (empty list area, with an "Add Competency" link)

At the bottom of the form, there are three buttons: "Save" (with an arrow pointing to it), "Return to Repository", and "Cancel".

TEST ONLINE COURSE

1. Select **My Learning** from the **Go-To** drop-down menu.
2. Make sure you can find the correct course through a catalog search as well as browsing the catalog by category.
3. Register for, launch, and complete the course as a learner would to ensure that everything is functioning as desired.
4. Check your transcript to make sure the completion record moved to the transcript.
5. If there are no problems, then the course is ready to be announced to NIH staff that needs to use it.

IMPORTANT: Be sure to complete the 'Request for LMS Training Rollout Support' form that can be obtained by contacting the NIH LMS Implementation Team at lmssupport@od.nih.gov.

BUILDING TESTS AND QUESTIONNAIRES

As a Content Administrator, you have access to tools used to build question groups, tests, and questionnaires in the LMS.

TESTS VERSUS QUESTIONNAIRES

	Test	Questionnaire
Purpose	To grade whether the learner has certain knowledge	To gather information
Scored	Yes	No
Question Answers	Questions must have one or more correct answers with incorrect distracters	Questions do not have correct/incorrect answers
Question Types Allowed in Saba	fill-in-the-blank multiple choice true/false	Essay Likert scale multiple choice yes/no
Relationship to Courses	Can be attached to a course as a Content Module to be used as a pre- or post-test or can be available in the catalog as a stand-alone item	Must be attached to a course under the Related Info tab Evaluation section and will show up in a learner's Evaluations menu when the course is completed
Relationship to Competencies	Question groups can be associated with a competency and a score can be associated with a competency proficiency level	Not associated with competencies

NOTE: Surveys may also be developed and deployed through the LMS, however that is done through the Human Capital Administrator role. Surveys must be deployed to a specific target audience and are not available through the course catalog.

Content Administrator

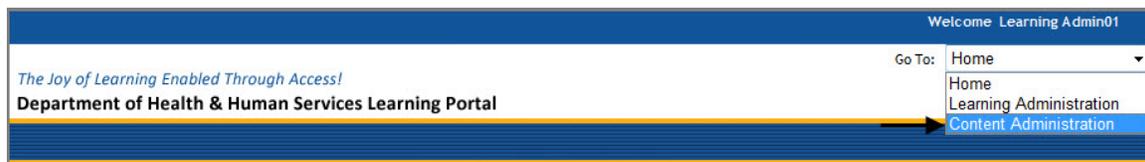
QUESTION GROUPS

Under your Content Administration role, Assessments tab, you will see a Question Groups menu item. If you have common questions that you use for more than one questionnaire or test, you may pre-enter them in the LMS so they are available for your use when you build a test or questionnaire later.

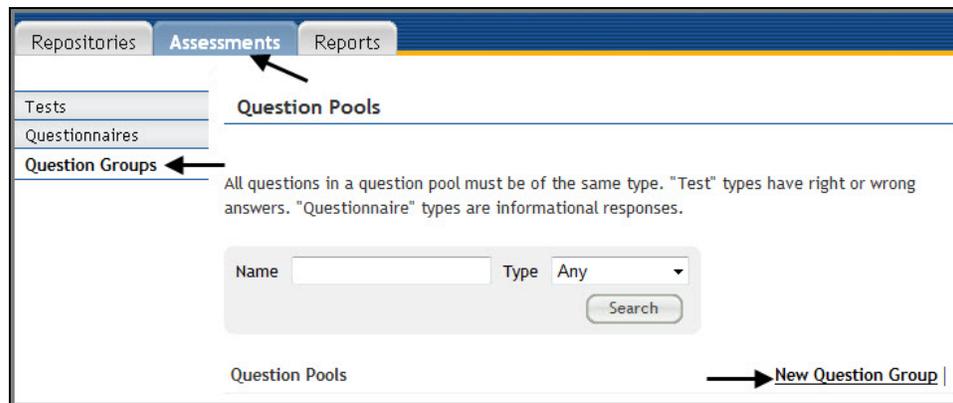
When you build a **New Question Group**, you must designate it as a Test question group or a Questionnaire question group. This designation will determine which types of questions you may add to the group, and the designation may not be changed. Test question groups may only be used when you are building a test; questionnaire question groups may only be used when you are building a questionnaire.

CREATE A QUESTION GROUP

1. Select **Content Administrator** from the drop-down **Go To** menu.



2. Click the **Assessments** tab.
3. Click the **Question Groups** menu item.



4. Click **New Question Group**.

5. Enter a **Name** for the new question group.
6. Make sure it is in the NIH **Security Domain**.
7. Select the **Type** of questions in the group (Test or questionnaire).

The screenshot shows the 'New Question Group' form in the 'Assessments' section. The form has three tabs: 'Repositories', 'Assessments', and 'Reports'. On the left, there is a sidebar with 'Tests', 'Questionnaires', and 'Question Groups' (selected). The form fields are: 'Name*' with the value 'Sample Question Group', 'Security Domain*' with the value 'NIH', and 'Type*' with a dropdown menu showing 'Test'. A red asterisk legend indicates '* = required'. At the bottom right, there are 'Save' and 'Cancel' buttons.

8. Click **Save**.
9. Add a group description if desired, then click **Add Question** to start building your question group.

The screenshot shows the 'Edit Question Group: Sample Question Group' form. It has two tabs: 'Main' (selected) and 'Advanced'. The form fields are: 'Name*' with the value 'Sample Question Group', 'Security Domain*' with the value 'NIH', and 'Type' with the value 'Test'. There is a 'Description' text area. At the bottom, there is a 'Question' section with 'No items found' and an 'Add Question' button. At the bottom right, there are 'Save' and 'Cancel' buttons.

10. For details on adding questions, see

Content Administrator

ADDING A COMPETENCY TO A QUESTION GROUP

1. While viewing the Main tab for a competency group, click the **Advanced** tab.

The screenshot shows the 'Edit Question Group: Sample Question Group' form with the 'Advanced' tab selected. The form contains the following fields and elements:

- Name***: Text input field containing 'Sample Question Group'.
- Security Domain***: Text input field containing 'NIH' with a dropdown arrow icon.
- Type**: Text input field containing 'Test'.
- Description**: Text area field.
- Question**: Section header above a table.
- Add Question**: Link to add a new question.
- No items found**: Message displayed in the question table.
- Save** and **Cancel**: Buttons at the bottom right.

A red asterisk legend indicates that fields marked with an asterisk are required. An arrow points to the 'Advanced' tab.

2. Click **Add Competency**.

The screenshot shows the 'Edit Question Group: Sample Question Group' form with the 'Main' tab selected. The form contains the following elements:

- Competency**: Section header above a table.
- Add Competency**: Link to add a new competency.
- No items found**: Message displayed in the competency table.
- Cancel**: Button at the bottom right.

An arrow points to the 'Add Competency' link.

3. Enter the Name of the competency in the **Name** field.
4. Click **Search**.

5. Click the **checkbox** associated with the competency.

Select Competency

Name Competency Group

[Configure](#) | [Save Search Query](#)

Competencies [Modify Table](#)

Showing 1 out of 1 results

Select	Name	Competency Group
<input checked="" type="checkbox"/>	NIH Accountability	NIH Non-Technical Competencies

6. Select the **minimum proficiency level** then click **Save**.

Competency Detail: NIH Accountability

Competency Name NIH Accountability

Minimum Proficiency Level*

Attachments

No items found

7. The competency will now be attached to the question group. Repeat these steps to add additional competencies.

Content Administrator

Edit Question Group: Sample Question Group

* = required

Main **Advanced**

Competency [Add Competency](#) | [Print](#) | [Export](#) | [Modify Table](#)

Name	Description	Level	Actions
NIH Accountability	Assumes responsibility for successfully accomplishing work objectives and delivering business results; setting high standards of performance for self and others.	Fundamental Awareness	

[Cancel](#)

NOTE: Click the **red X** in the Actions column to delete the association of the competency to the question group.

TESTS

CREATE A TEST

Tests may be administered after the completion of an offering in the LMS. Multiple test sections may be used to group questions within the test that may require unique instructions. Every test must have at least one section.

1. Select the Content Administration role in the drop-down Go To menu.

Welcome Learning Admin01

The Joy of Learning Enabled Through Access!

Department of Health & Human Services Learning Portal

Go To: Home

- Home
- Learning Administration
- Content Administration**

2. Click the **Assessments** tab.
3. Click the **New Test** link.

Repositories **Assessments** Reports

Tests

Questionnaires

Question Groups

Tests

Name

[Search](#)

Tests [New Test](#)

4. Enter a name for the test in the **Name field**.
5. Select a **Theme** by clicking the pick icon.

New Test

* = required

Name* ←

Theme* ↻ ←

Security Domain* ↻

Description

6. Click **Search**.
7. Select the **checkbox** associated with the theme (color scheme) for the test.

Select Theme

Name

[Configure](#) | [Save Search Query](#) ←

[Print](#) | [Export](#) | [Modify Table](#)

Showing 4 out of 4 results

	Name
<input checked="" type="checkbox"/>	Blue and Off-White Assessment Player Theme
<input type="checkbox"/>	Default Assessment Player Theme
<input type="checkbox"/>	Gray 2-Tone Assessment Player Theme
<input type="checkbox"/>	Saba Assessment Player Theme

Content Administrator

- Verify that the security domain is NIH.
- Enter a Description of the test if desired then click **Save**.

New Test

* = required

Name*

Theme*

Security Domain*

Description

Save Cancel

- The Edit Test screen will now be displayed.
- Enter a description and instructions if desired then click **Save**.

Edit Test: Sample Test

* = required

Main Advanced Publishing History

Name*

Theme*

Security Domain*

Description

Instructions

Text entered in the instructions field will be displayed to the learner taking the test.

Questions and Sections Add Section

Questions and Sections	Type	Relative Weight	Up	Down	Actions
Default Section					

Save Preview Publish Cancel

12. Select the **Advanced** tab to set test properties.

The screenshot shows the 'Edit Test: Sample Test' window with the 'Advanced' tab selected. The window title is 'Edit Test: Sample Test' and there is a legend '* = required'. The 'Advanced' tab is active, showing three sub-tabs: 'Main', 'Advanced', and 'Publishing History'. The 'General Properties' section contains four checkboxes: 'Randomize Questions', 'Display all questions in one page', 'Allow Backtracking', and 'Allow Save for Later'. The 'Scoring Properties' section includes a 'Mastery Score' input field with the value '75' and two radio buttons for 'Outcome Processing': 'Calculate Overall Score By Question' (selected) and 'Calculate Overall Score By Section Rollup'. The 'Competency' section shows 'No items found' and an 'Add Competency' link. At the bottom, there are four buttons: 'Save', 'Preview', 'Publish', and 'Cancel'. A black arrow points to the 'Save' button.

13. Click the checkboxes next to **General Properties** needed for the test.

You may:

- Randomize Questions** (or your questions appear in the same order each time a learner takes the test)
- Display all questions in one page** (or each questions displays on its own page)
- Allow Backtracking** (or learners will not be able to go back to a question they already answered)
- Allow Save for Later** (or learners will have to complete the test in one session)

14. Set **Scoring Properties** by indicating a **Mastery Score** and selecting the radio button for how you want the LMS to calculate the test score.

15. You may also [Add A Competency](#) to the overall test if desired. This will allow you to attach a competency to the test and indicate a proficiency level the learner will have attained if they master the test.

16. Click **Save**.

ADD SECTIONS TO A TEST

Every test will start with a default section that can be renamed if desired. Multiple sections may be added to any test.

1. While viewing the Edit Test screen, click the **Default Section** link.

Edit Test: Sample Test * = required

Main | **Advanced** | **Publishing History**

Name*

Theme*

Security Domain*

Description

Instructions

Text entered in the instructions field will be displayed to the learner taking the test.

Questions and Sections [Add Section](#)

Questions and Sections	Type	Relative Weight	Up	Down	Actions
Default Section ←					

2. Enter a description in the **Description text box** if desired.
3. In the **Instructions text box**, enter any instructions the learner should see before they begin answering any questions in this section.

4. Click the **Advanced** tab.
5. Click **Save**.

Edit Section: Default Section

Test Details > Edit Section: ... * = required

Main Advanced ←

Name*

Description

Instructions

Text entered in the instructions field will be displayed to the learner taking the test.

→ Save Cancel

6. The **Advanced** tab allows any test properties that may need to be different for this section to be adjusted. Return to this screen later to make adjustments as you build your test. A mastery score and competency may be added for this section of the test if desired.

Content Administrator

- Click **Save** then click **Test Details** to return to the **Edit Test** screen.

Edit Section: Section 1

Test Details > Edit Section: ... * = required

Main Advanced

General Properties

Override Test Properties

Randomize Questions

Display all questions in one page

Allow Backtracking

Allow Save for Later

Scoring Properties

Mastery Score

Competency [Add Competency](#)

No items found

Save Cancel

- Use the **Add Section** link to add more sections to the test.
- Click the **section name** to edit its properties.
- Use the Up/Down arrows to change the order learners will encounter the sections during the test.

Questions and Sections [Add Section](#)

Questions and Sections	Type	Relative Weight	Up	Down	Actions
Section 1				↓	⊕ ⊖ ✖
Section 2			↑	↓	⊕ ⊖ ✖
Section 3			↑		⊕ ⊖ ✖

Save Preview Publish Cancel

ADDING QUESTIONS TO A SECTION

1. While viewing the Edit Test Screen, click the **Add Question** button.

Edit Test: Sample Test

* = required

Main | Advanced | Publishing History

Name*

Theme*

Security Domain*

Description

Instructions

Text entered in the instructions field will be displayed to the learner taking the test.

Questions and Sections [Add Section](#)

Questions and Sections	Type	Relative Weight	Up	Down	Actions
Section 1					
Section 2					
Section 3					

Save Preview Publish Cancel

ADD MULTIPLE CHOICE QUESTIONS

1. On the **New Question** screen, enter the **Name** of the question.
2. Select the Multiple Choice **Format**.
3. In the **Question Text** field, type the question text the learners will see.
4. Click **Save**.

New Question

Test Details > New Question * = required

Name* Question 1

Format* Multiple Choice

Question Text* What other name is the LMS also known by?

Save Cancel

5. Enter instructions for the question if needed and select any other options that may be required.
6. Click the **Add Answer Choices** link.

Edit Question: Question 1

Test Details > Edit Question:... * = required

Main Advanced

Name* Question 1

Format Multiple Choice

Question Text* What other name is the LMS also known by?

Instructions Select the right choice.

Text entered in the instructions field will be displayed to the learner taking the test.

Show Image

Allow Multiple Correct Answers

Randomize Choices

Answer Choices [Add Answer Choices](#)

No items found

Save Cancel

- Enter the multiple choice options. Hit the <enter> key after each choice.
- Click **Save**.

New Answer Choices

Answer Choices*

Learning Management System
HHS Learning Portal
NIH Portal

Enter choice text for multiple answer choices separating each choice by hitting <enter> key

Save Close

- Edit the answer choices by clicking the **answer choice link**.
- Designate which answer is correct.
- Change the order of the answers with the Up/Down arrows, delete answers by clicking the red X), or add new answer choices as outlined above.
- Click **Save** after editing.

Answer Choices

Add Answer Choices

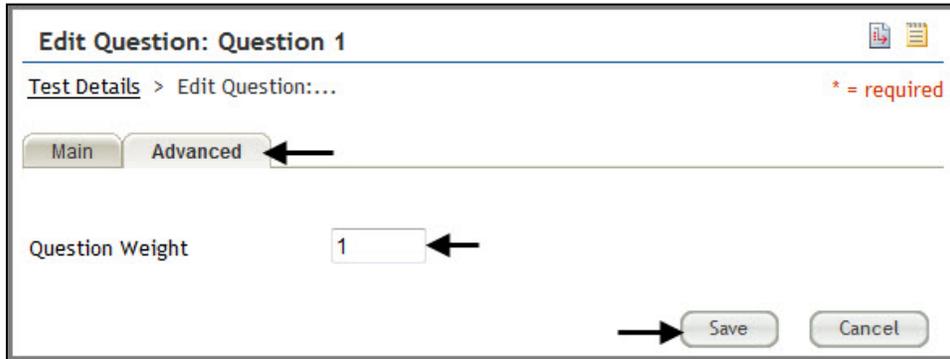
Answer Choices	Correct Answer	Up	Down	Actions
Learning Management System	<input type="checkbox"/>		↓	✗
HHS Learning Portal	<input checked="" type="checkbox"/>	↑	↓	✗
NIH Portal	<input type="checkbox"/>	↑		✗

Save Cancel

- The **Advanced** tab allows you to add a weight to the question. All questions default to a weight of 1. A weight of 0 means the question will not be calculated in the score. A higher weight gives that question more importance to the test score.

Content Administrator

14. Click the **Test Details** link to return to the Edit Test screen.



Edit Question: Question 1

Test Details > Edit Question:...

* = required

Main Advanced

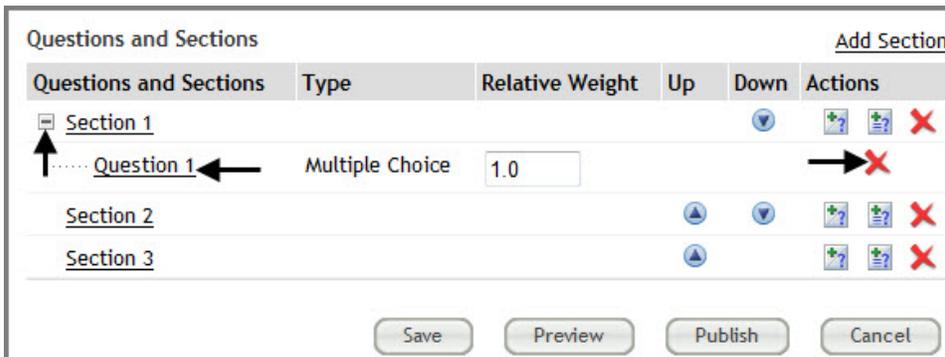
Question Weight 1

Save Cancel

15. Click the + symbol by the Section name to view all added questions in that section.

16. Click the Question Name to edit its properties.

17. Delete any question by clicking the red X associated with it.



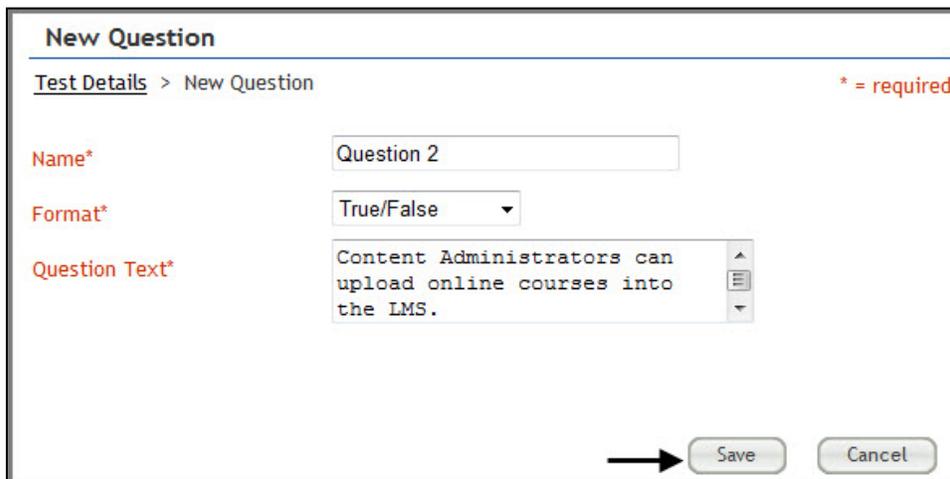
Questions and Sections Add Section

Questions and Sections	Type	Relative Weight	Up	Down	Actions
Section 1					
Question 1	Multiple Choice	1.0			
Section 2					
Section 3					

Save Preview Publish Cancel

ADD TRUE/FALSE QUESTIONS

1. On the **New Question** screen, enter the **Name** of the question.
2. Select the True/False **Format**.
3. In the **Question Text** field, type the question text the learners will see.
4. Click **Save**.



New Question

Test Details > New Question

* = required

Name* Question 2

Format* True/False

Question Text* Content Administrators can upload online courses into the LMS.

Save Cancel

5. Enter instructions for the question if needed and select any other options that may be required.
6. Identify the correct answer by clicking the appropriate **radio button**.
7. Click **Save**.

Edit Question: Question 2

Test Details > Edit Question:...

* = required

Main Advanced

Name* Question 2

Format True/False

Question Text* Content Administrators can upload online courses into the LMS.

Instructions

Text entered in the instructions field will be displayed to the learner taking the test.

Show Image

Answer Choices

Answer Choices	Correct Answer	Up	Down	Actions
True	<input checked="" type="radio"/>		<input type="button" value="↓"/>	
False	<input type="radio"/>	<input type="button" value="↑"/>		

Save Cancel

8. As with other question types, the **Advanced tab** allows you to add a weight to the question for scoring purposes.

Edit Question: Question 1

Test Details > Edit Question:...

* = required

Main Advanced

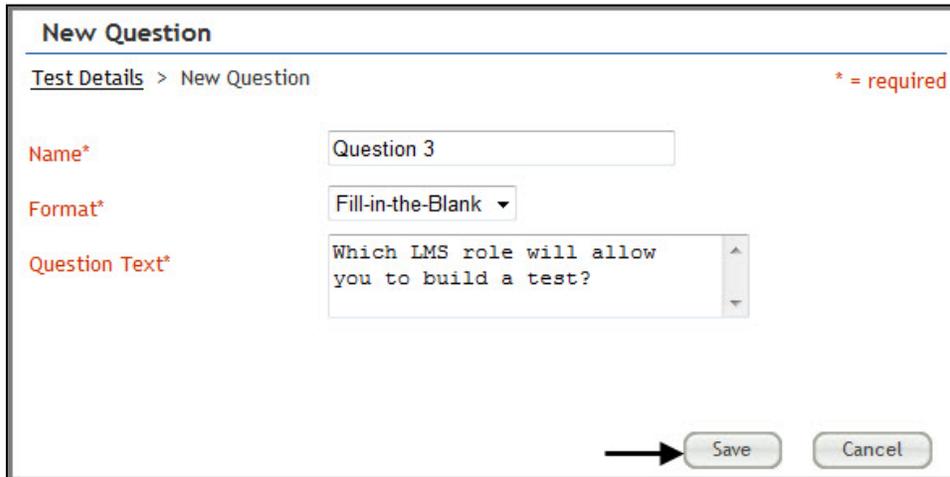
Question Weight 1

Save Cancel

9. Click **Test Details** to return to the Edit Test screen.

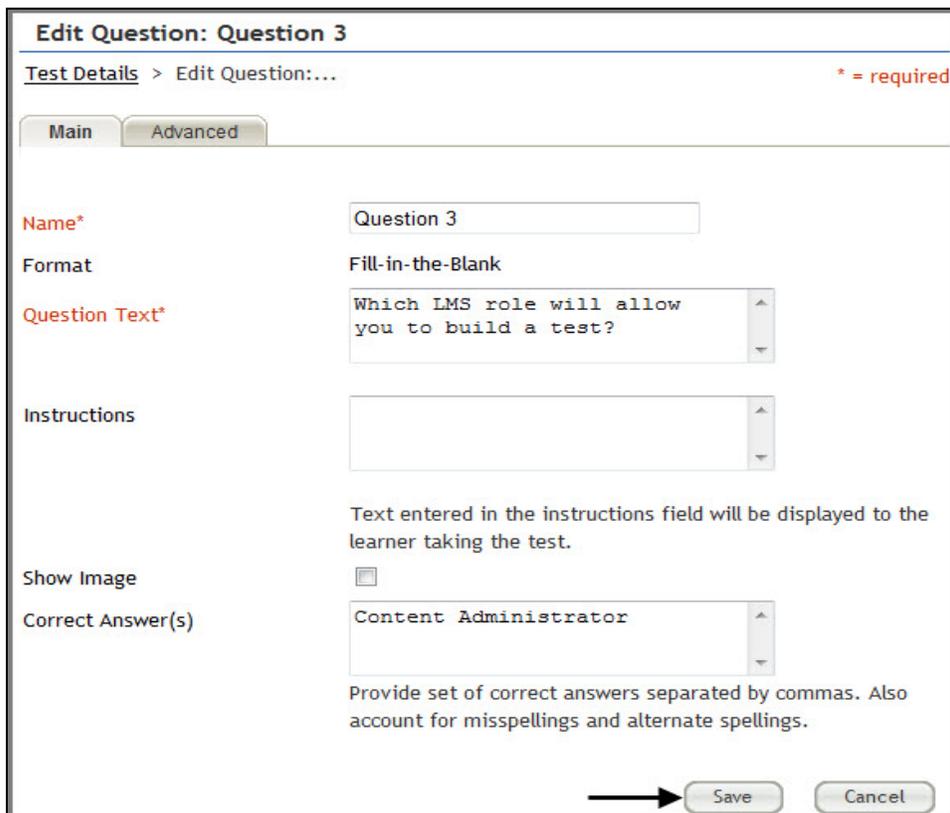
ADD FILL-IN-THE-BLANK QUESTIONS

1. On the **New Question** screen, **Name** your question and select the Fill-in-the-Blank **Format**.
2. Type the question in the **Question Text** field.
3. Click **Save**.



The screenshot shows the 'New Question' form. At the top, it says 'New Question' and 'Test Details > New Question'. A red asterisk indicates required fields. The 'Name*' field contains 'Question 3'. The 'Format*' dropdown menu is set to 'Fill-in-the-Blank'. The 'Question Text*' field contains the text 'Which LMS role will allow you to build a test?'. At the bottom right, there are 'Save' and 'Cancel' buttons, with an arrow pointing to the 'Save' button.

4. The **Edit Question** screen will allow you to add **Correct Answer(s)** choices for the Fill-in-the-Blank question. Try to account for any variations a learner might enter that would still be considered correct.
5. Click **Save**.



The screenshot shows the 'Edit Question: Question 3' form. At the top, it says 'Edit Question: Question 3' and 'Test Details > Edit Question:...'. A red asterisk indicates required fields. There are two tabs: 'Main' and 'Advanced'. The 'Name*' field contains 'Question 3'. The 'Format' field is set to 'Fill-in-the-Blank'. The 'Question Text*' field contains the text 'Which LMS role will allow you to build a test?'. The 'Instructions' field is empty. Below the 'Instructions' field, there is a note: 'Text entered in the instructions field will be displayed to the learner taking the test.' The 'Show Image' checkbox is unchecked. The 'Correct Answer(s)' field contains the text 'Content Administrator'. Below this field, there is a note: 'Provide set of correct answers separated by commas. Also account for misspellings and alternate spellings.' At the bottom right, there are 'Save' and 'Cancel' buttons, with an arrow pointing to the 'Save' button.

- The **Advanced** tab will allow you to weight the question.
- Click **Test Details** to return to the Edit Test screen.

Edit Question: Question 1

Test Details > Edit Question:...

* = required

Main Advanced

Question Weight

Save Cancel

ADD A QUESTION FROM A QUESTION GROUP

- Click the **Add Question From Question Group** button in the Actions column.

Questions and Sections [Add Section](#)

Questions and Sections	Type	Relative Weight	Up	Down	Actions
Section 1				▼	
Section 2			▲	▼	
Section 3			▲		

Save Preview Publish Cancel

- Click the **radio button** associated with the question group.
- Click **Select**.

Browse Question Group

Choose a question group to select questions.

My Library LCMS Library

Search Question Group

Question Group	Type	Modify Table
<input type="radio"/> Content Administrator Demo	Test	
<input type="radio"/> NIH OER	Test	
<input checked="" type="radio"/> Sample Question Group	Test	

Select Cancel

Content Administrator

- Click the **checkbox(es)** associated with the question(s) selected for the test.
- Click **Select**.

Questions	Question Name	Question Type
<input checked="" type="checkbox"/>	Sample Group Question	True/False

- The question(s) will be added to the test.

PREVIEW AND PUBLISH A TEST

You will not be able to preview a test until it contains at least one question. After that, you may preview as many times as you like while you are building the test. Once questions are added to a test section, a + appears before the section title. Click the + to expand the list and show the questions in the section. You can adjust the weight and order of questions here as well. Remember to click **Save** after making changes.

- Click **Preview** to view the test.

Questions and Sections	Type	Relative Weight	Up	Down	Actions
+ Section 1				▼	⊕ ⊖ ✖
Section 2			▲	▼	⊕ ⊖ ✖
Section 3			▲		⊕ ⊖ ✖

- Click **Next** to start the test to view it as a learner would.

Contents

- Section 1
- Section 2
- Section 3

Exit → Next

3. Make any necessary edits to the test then click **Publish**.

Questions and Sections	Type	Relative Weight	Up	Down	Actions
Section 1				▼	⊕ ⊖ ✖
Section 2			▲	▼	⊕ ⊖ ✖
Section 3			▲		⊕ ⊖ ✖

Save Preview **Publish** Cancel

4. The **Publish Test** window will be displayed.

5. Enter a **Name** for the test content item.

6. The **Security Domain** will always be NIH

7. The **Content Server** will always be Production Content Server.

8. Choose a **Player Template**.

9. Add a **Version Number** if needed but leave the **Expiration Date** field empty.

10. Choose the appropriate **Content Folder** from the Production Repository in which to place the test content.

11. Click **Publish**.

Publish Test: Sample Test

Name* Sample Test Completed

Security Domain* NIH

Content Server* Training Env Content Server

Player Template* Empty Player

Version Number

Expiration Date

Content Folder* 1 - Sample Sub Folder

Publish As Survey, Evaluation or Multi-Rater Assessment

→ Publish Cancel

12. Click **Close** when you see that your test content has published successfully.

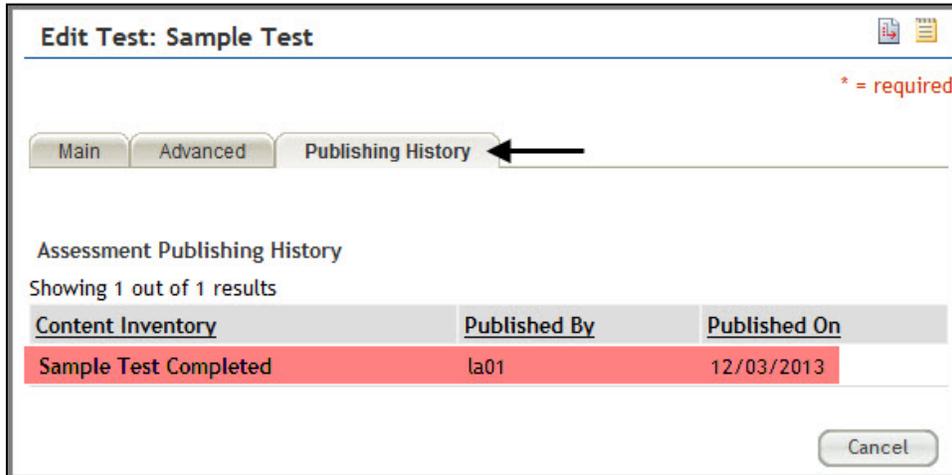
Publish Assessment Results

Publishing Assessment "Sample Test" completed successfully.

Close

Content Administrator

13. The **Publishing History** tab now shows that the test was published.



The screenshot shows the 'Edit Test: Sample Test' interface. At the top, there are three tabs: 'Main', 'Advanced', and 'Publishing History'. An arrow points to the 'Publishing History' tab. Below the tabs, the text 'Assessment Publishing History' is displayed, followed by 'Showing 1 out of 1 results'. A table with three columns is shown: 'Content Inventory', 'Published By', and 'Published On'. The first row of the table is highlighted in red and contains the text 'Sample Test Completed', 'la01', and '12/03/2013'. A 'Cancel' button is located at the bottom right of the interface.

Content Inventory	Published By	Published On
Sample Test Completed	la01	12/03/2013

14. Find the test in the **Production Repository** to verify. It will appear as a SCORM package.

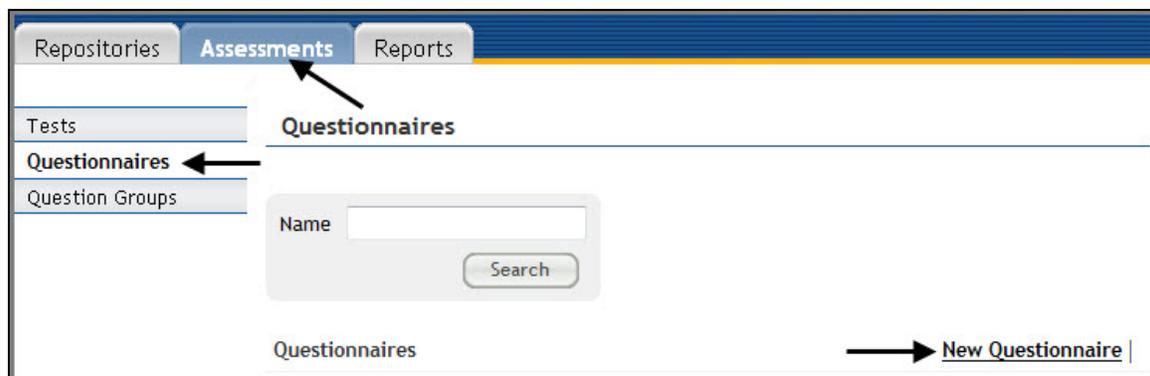
QUESTIONNAIRES

CREATE A QUESTIONNAIRE

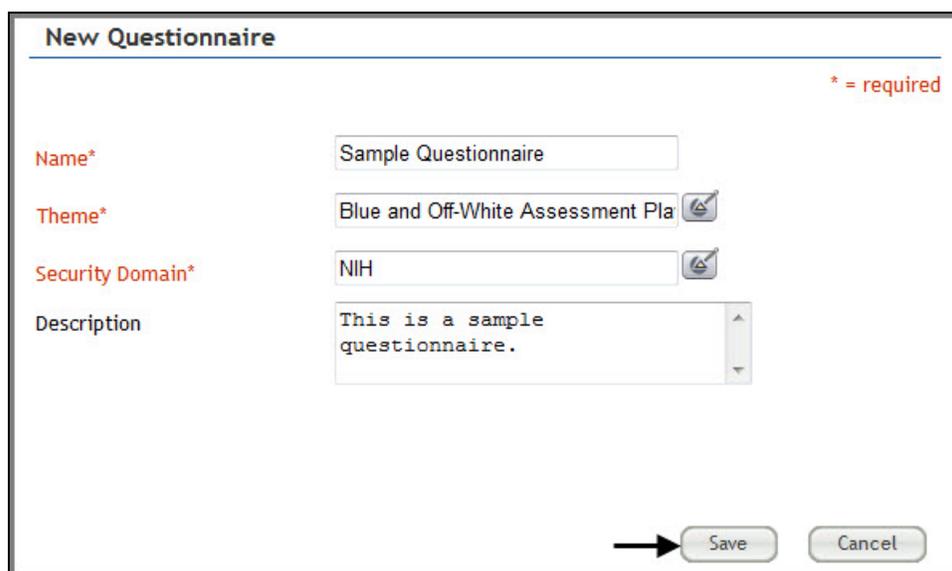
1. Select the **Content Administration** role in the drop-down **Go To** menu.



2. Click the **Assessments** tab.
3. Click the **Questionnaires** menu item.
4. Click **New Questionnaire**.



5. Enter a **Name** for the questionnaire.
6. Select a color **Theme**
7. Make sure NIH is the **Security Domain**, and add a **Description** if desired.
8. Click **Save**.



The screenshot shows the 'New Questionnaire' form. The fields are: Name* (Sample Questionnaire), Theme* (Blue and Off-White Assessment Pla), Security Domain* (NIH), and Description (This is a sample questionnaire.). A red asterisk indicates required fields. The 'Save' button is highlighted with an arrow.

Content Administrator

9. The Edit Questionnaire screen will now be displayed.

Edit Questionnaire: Sample Questionnaire

* = required

Main Advanced Publishing History

Name*

Theme*

Security Domain*

Description

Instructions

Text entered in the instructions field will be displayed to the learner taking the questionnaires.

Questions and Sections Add Section

Questions and Sections	Type	Up	Down	Actions
<input type="checkbox"/> Default Section				

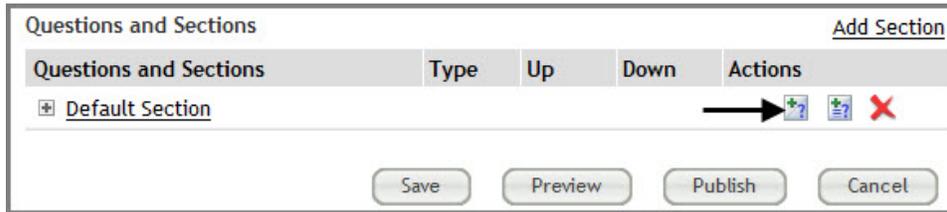
Save Preview Publish Cancel

ADD SECTIONS TO A QUESTIONNAIRE

See the instructions for: [Add Sections To A Test](#)

ADD ESSAY QUESTIONS

1. From the Edit Questionnaire screen, click the **Add Question button**.

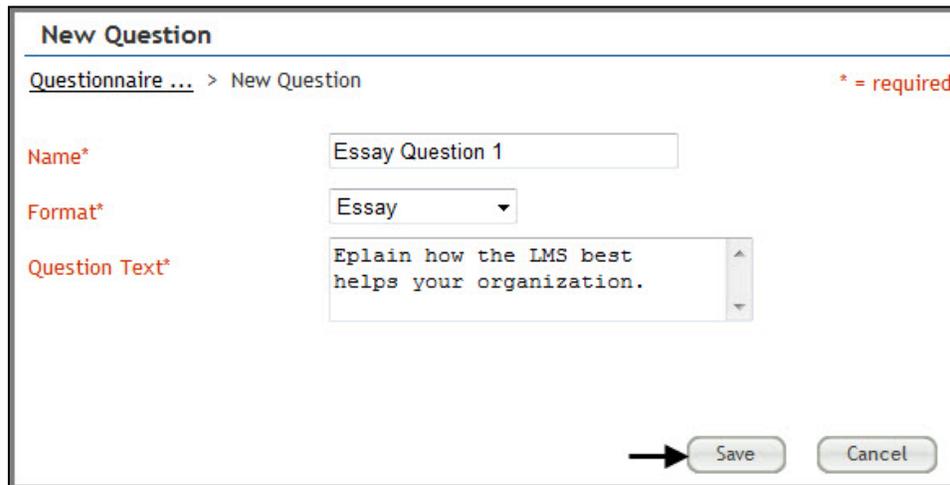


The screenshot shows a table with columns: Questions and Sections, Type, Up, Down, and Actions. The first row contains 'Default Section'. An arrow points to a plus sign icon in the Actions column. Below the table are buttons for Save, Preview, Publish, and Cancel.

Questions and Sections	Type	Up	Down	Actions
Default Section				+

Save Preview Publish Cancel

2. Enter a **Name** for the question and select the Essay **Format**.
3. Add the **Question Text** you want learners to see then click **Save**.



The screenshot shows a form titled 'New Question' with the following fields:

- Name***: Essay Question 1
- Format***: Essay
- Question Text***: Explain how the LMS best helps your organization.

Buttons for Save and Cancel are at the bottom. An arrow points to the Save button.

4. Add **Instructions** if they apply to this specific question.
5. Select the **checkbox** if the question will include an image, and indicate the **number of lines for input** that will be allowed in the answer field.
6. Click **Save**.

Content Administrator

7. Click the **Questionnaire** link to return to the **Edit Questionnaire** screen.

Edit Question: Essay Question 1

Questionnaire ... > Edit Question:...

* = required

Name* Essay Question 1

Format Essay

Question Text* Explain how the LMS best helps your organization.

Instructions Please elaborate in detail.

Text entered in the instructions field will be displayed to the learner taking the test.

Show Image

Number of Lines for Input 4

Save Cancel

ADD LIKERT SCALE QUESTIONS

1. From the Edit Questionnaire screen, click the **Add Question** button.

Questions and Sections	Type	Up	Down	Actions
+ Default Section				+ Add

Save Preview Publish Cancel

2. Enter a **Name** for the question and select the Likert Scale **Format**.
3. Add **Question Text** for your learners, then click **Save**.

New Question

Questionnaire ... > New Question

* = required

Name* Likert Scale Sample Question

Format* Likert Scale

Question Text* Please rate your experience with using the LMS.

Save Cancel

4. Add **Instructions** if they apply to this specific question.
5. Select the **checkbox** if the question will include an image, and indicate the **number of lines for input** that will be allowed in the answer field.
6. Click **Save**.

Edit Question: Likert Scale Sample Question

Questionnaire ... > Edit Question:...

* = required

Name*

Format Likert Scale

Question Text*

Instructions

Text entered in the instructions field will be displayed to the learner taking the test.

Show Image

Likert Scale Layout

Horizontal

Vertical

Answer Choices

Answer Choices	Value	Up	Down	Actions
<u>Strongly Agree</u>	<input type="text" value="4"/>		<input type="button" value="v"/>	
<u>Agree</u>	<input type="text" value="3"/>	<input type="button" value="▲"/>	<input type="button" value="v"/>	
<u>Neutral</u>	<input type="text" value="2"/>	<input type="button" value="▲"/>	<input type="button" value="v"/>	
<u>Disagree</u>	<input type="text" value="1"/>	<input type="button" value="▲"/>	<input type="button" value="v"/>	
<u>Strongly Disagree</u>	<input type="text" value="0"/>	<input type="button" value="▲"/>		

7. The **Answer Choices** are already completed for Likert Scale questions. However, you may change the wording of the answer choices by clicking title of each one. You may also change the value of each answer choice and the order in which they appear.
8. Click **Save** after making any necessary changes.
9. Click the **Questionnaire link** to return to the **Edit Questionnaire** screen.

Content Administrator

ADD MULTIPLE CHOICE QUESTIONS

See [Add Multiple Choice Questions](#) in the Test section for instructions on adding a multiple choice question. For questionnaires there will be no scoring or weighting options.

ADD YES/NO QUESTIONS

See [Add True/False Questions](#) in the Test section for instructions on adding a Yes/No question. The answer choices will be Yes and No instead of True and False and there will be no scoring or weighting options.

PREVIEW AND PUBLISH A QUESTIONNAIRE

See [Preview and Publish a Test](#) in the Test section for instructions to publish a questionnaire. The steps are the same.

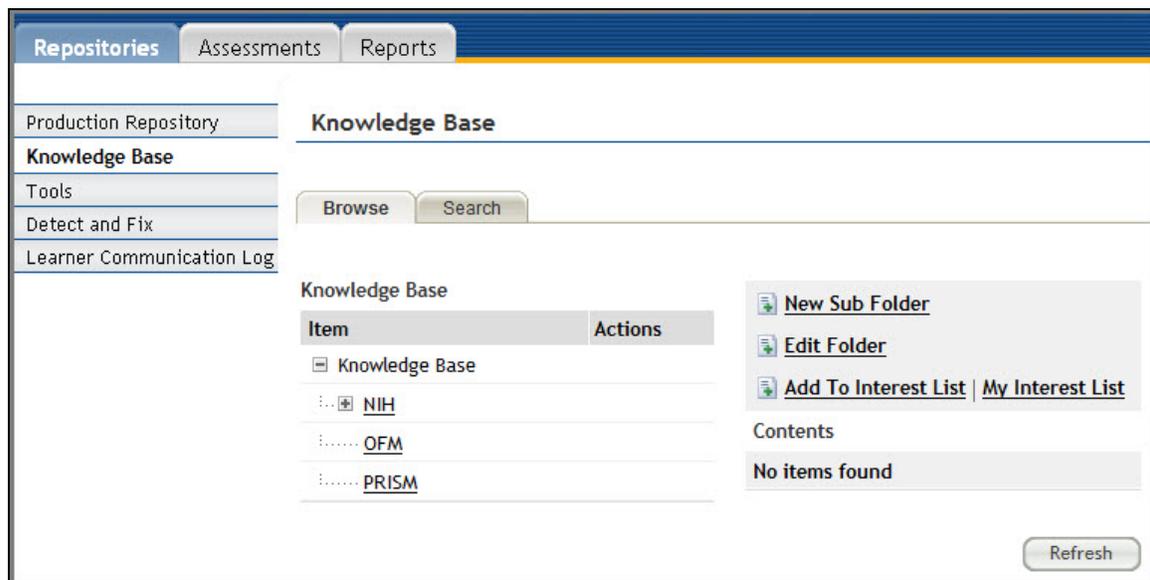
USING THE KNOWLEDGE BASE

The Knowledge Base is very much like the Production Repository, however the content you post does not have to be attached to a course in order for learners to find it. Use this for informational content that does not need to be tracked and does not require a transcript record for learners. This is considered Informal Resources in the LMS.

1. Select the **Content Administration** role in the drop-down **Go To** menu.



2. Click the **Repositories** tab. (Default)
3. Click the **Knowledge Base** menu item.



4. To import content: See the [Import Content](#) section of this manual.
5. To find content already in the repository, use the expandable arrows next to the appropriate folders or click on the **Search tab** to search by name.

HELPFUL INFORMATION

LINKS AND RESOURCES

- HHS Learning Portal log on page
<https://lms.learning.hhs.gov>
- HRSS Help Desk
Phone: 301-451-1436
Submit a help ticket: <http://intrahr.od.nih.gov/helpdeskform.htm>
HRSS Hours of Operation: Monday through Friday: 8:00 AM to 4:30 PM
- NIH Training Center website
<http://trainingcenter.nih.gov>
- HRSS LMS Support website (Tip sheets, Online Manuals, LMS Resources, etc.)
<http://hr.od.nih.gov/hrsystems/benefits/lms/lmssupport.htm>

APPENDIX A – ORGANIZATION CODES

Organization (org) Codes are also referred to as SAC Codes

HN	All of NIH
HNA	(OD) Immediate Office of the Director
HNB	(NIAMS) National Institute of Arthritis and Musculoskeletal and Skin Diseases
HNC	(NCI) National Cancer Institute
HND	(NCCAM) National Center for Complementary and Alternative Medicine
HNE	(NCMHD) National Center on Minority Health and Health Disparities
HNF	(FIC) John E. Fogarty International Center for Advanced Study in the Health Sciences
HNG	(CSR) Center for Scientific Review
HNH	(NHLBI) National Heart, Lung, and Blood Institute
HNJ	(CC) Clinical Center
HNK	(NIDDK) National Institute of Diabetes and Digestive and Kidney Diseases
HNL	(NLM) National Library of Medicine
HNM	(NIAID) National Institute of Allergy and Infectious Diseases
HNN	(NIA) National Institute on Aging
HNP	(NIDCR) National Institute of Dental and Craniofacial Research
HNQ	(NINDS) National Institute of Neurological Disorders and Stroke
HNR	(NCRR) National Center for Research Resources
HNS	(NIGMS) National Institute of General Medical Sciences
HNT	(NICHD) National Institute of Child Health and Human Development
HNU	(CIT) Center for Information Technology
HNV	(NIEHS) National Institute of Environmental Health Sciences
HNW	(NEI) National Eye Institute
HN2	(NINR) National Institute of Nursing Research
HN3	(NIDCD) National Institute on Deafness and Other Communication Disorders
HN4	(NHGRI) National Human Genome Research Institute
HN5	(NIAAA) National Institute on Alcohol Abuse and Alcoholism
HN6	(NIDA) National Institute on Drug Abuse
HN7	(NIMH) National Institute of Mental Health
HN8	(NIBIB) National Institute of Biomedical Imaging and Bioengineering

APPENDIX B – HHS LEARNING PORTAL DOMAIN STRUCTURE

