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

NIHTraining Center

National Institutes of Health Training Center

National Institutes of Health Training Center, Rockville 20852

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Version Number	*Revision Date*	*Approved By*	*Approval Date*	*Description of Change*
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.

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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.

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- **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.

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- **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.

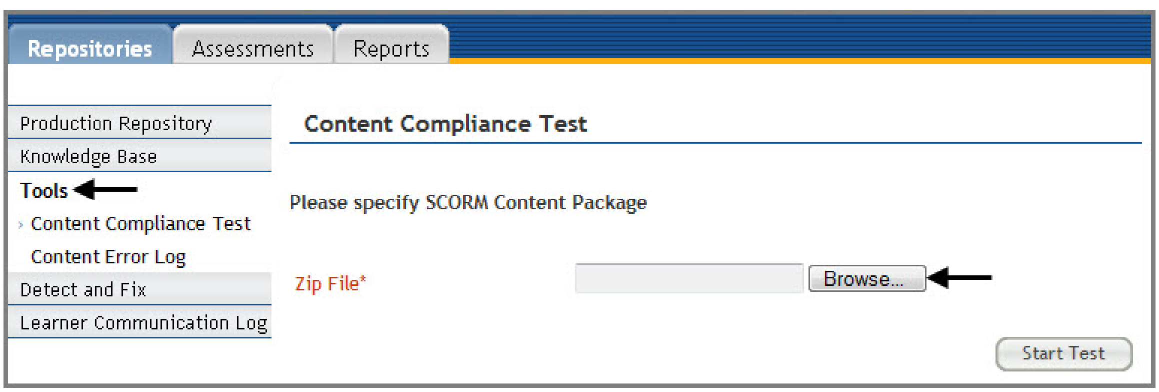
IMPORTANT: Before you begin the process of uploading any content, make sure the content file is on a local computer drive, not a network drive. This will make the process faster, more efficient, and avoid any problems with network traffic.

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.

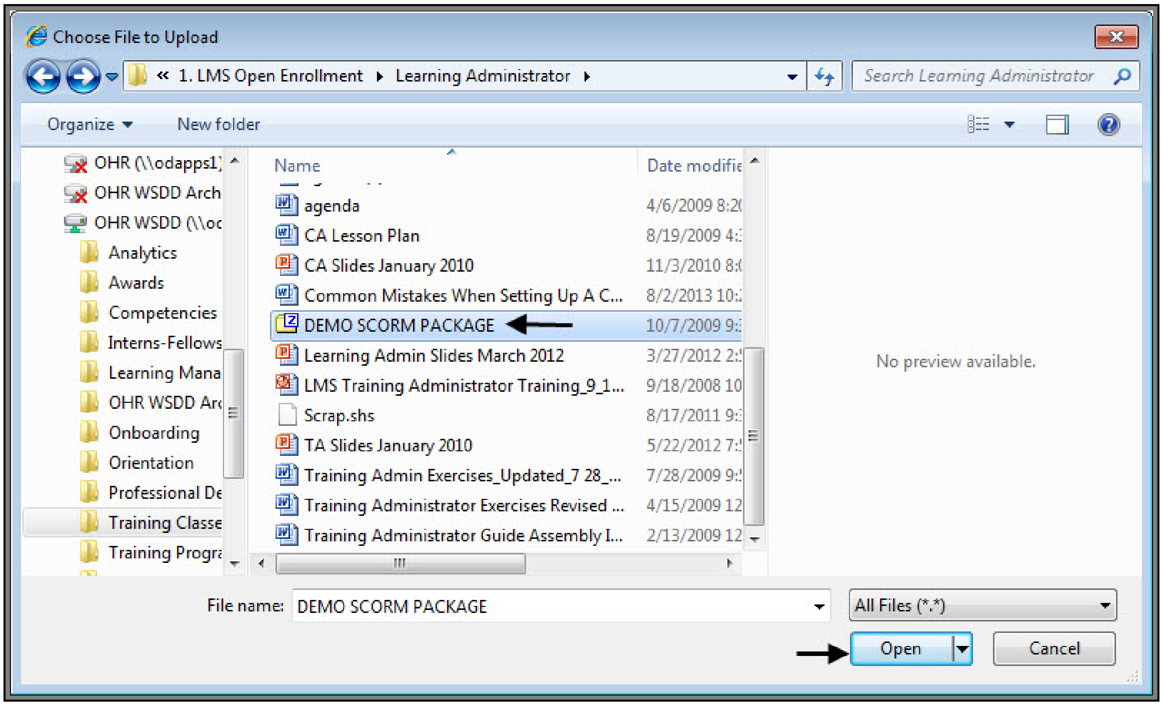
1. Select the **Content Administration** role in the drop-down *Go To* menu.

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

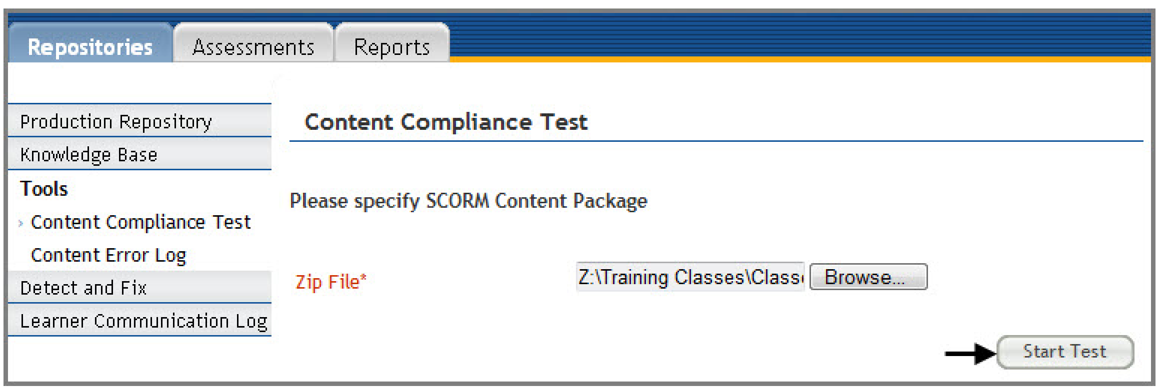


Content Administrator

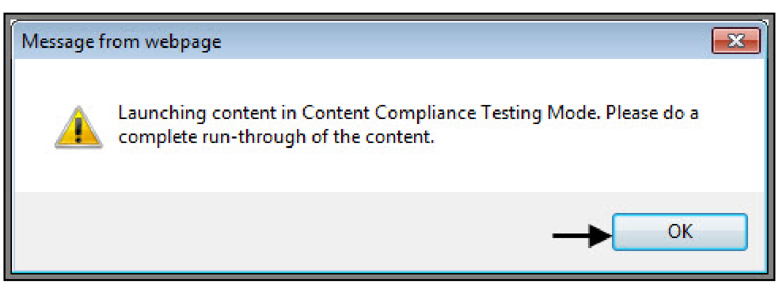
4. Navigate to the location of your SCORM ZIP file, select it, and click **Open**.



5. Click **Start Test**.

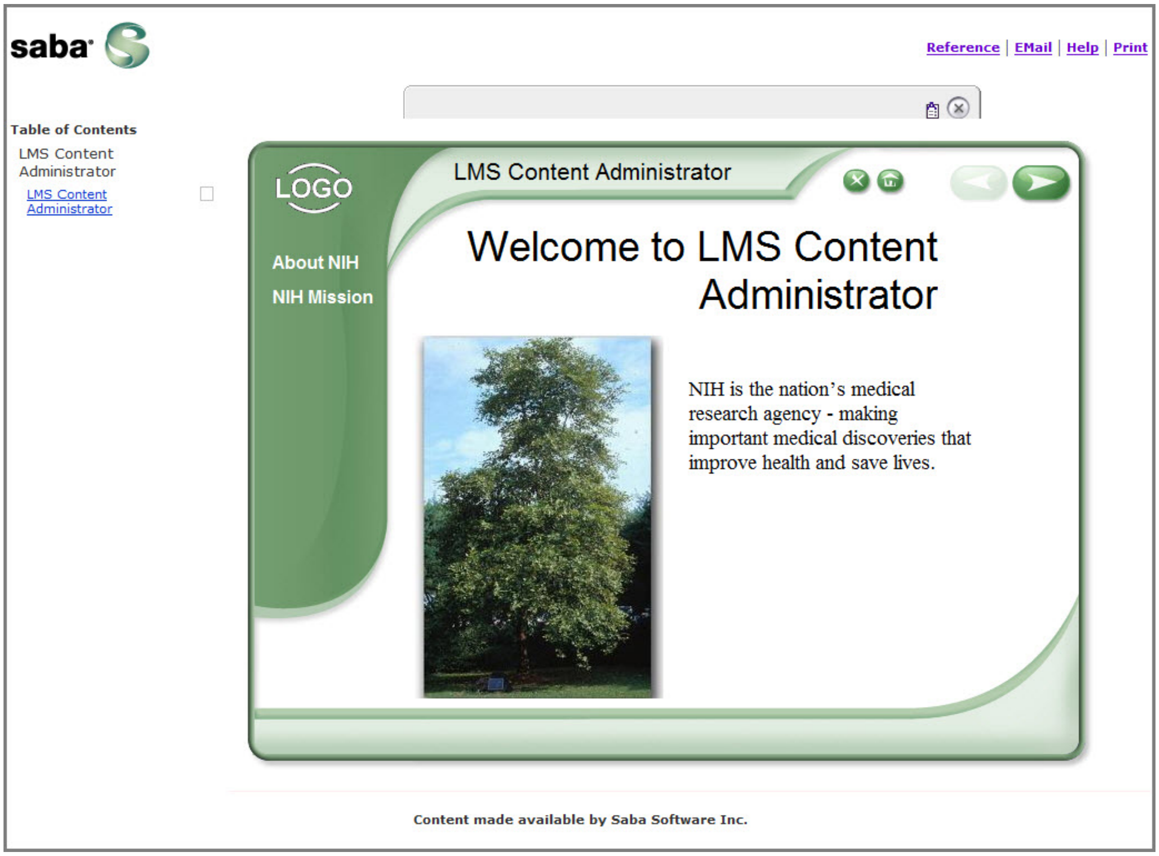


6. Click **OK** from the Message from webpage dialog box.



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.

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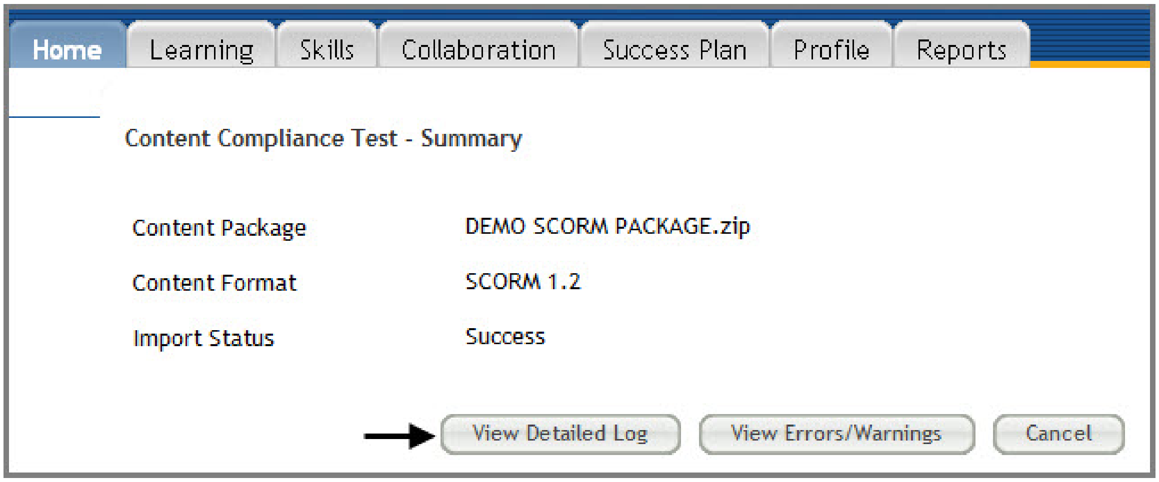
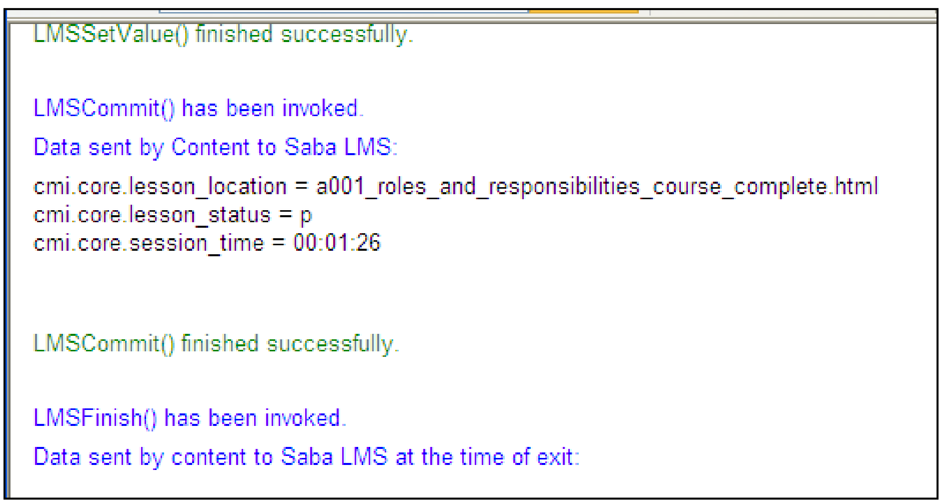
9. Click **View Detailed Log** to view a detailed list of communications that took place between the course content and the LMS. Near the bottom, verify that there is a line that reads "**cmi.core.lesson_status = p**".



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.



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.

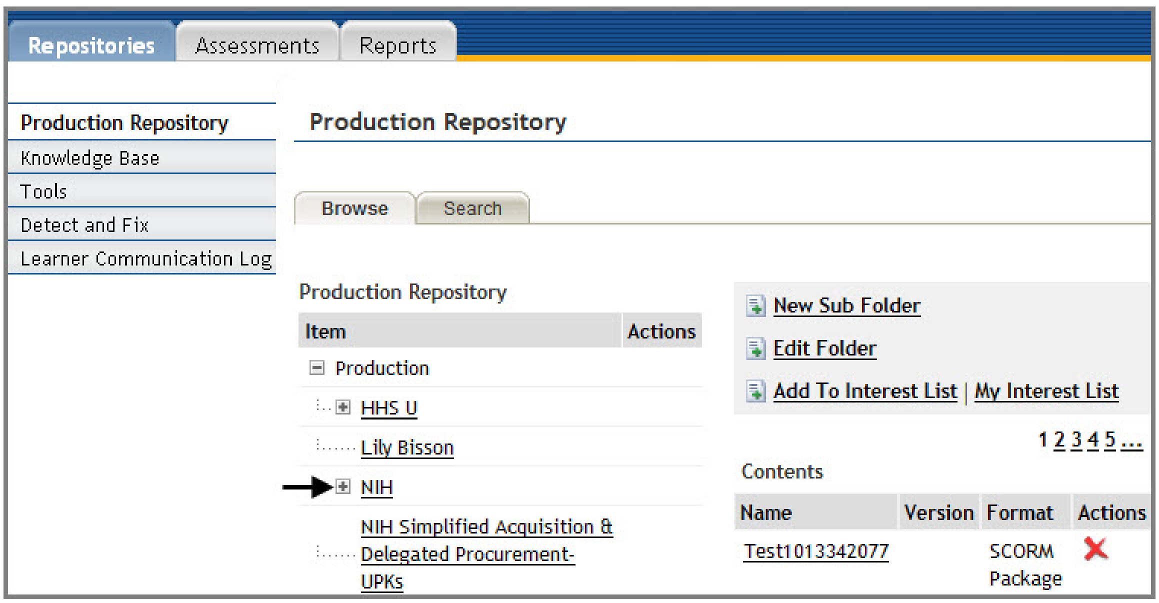
IMPORT CONTENT

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.

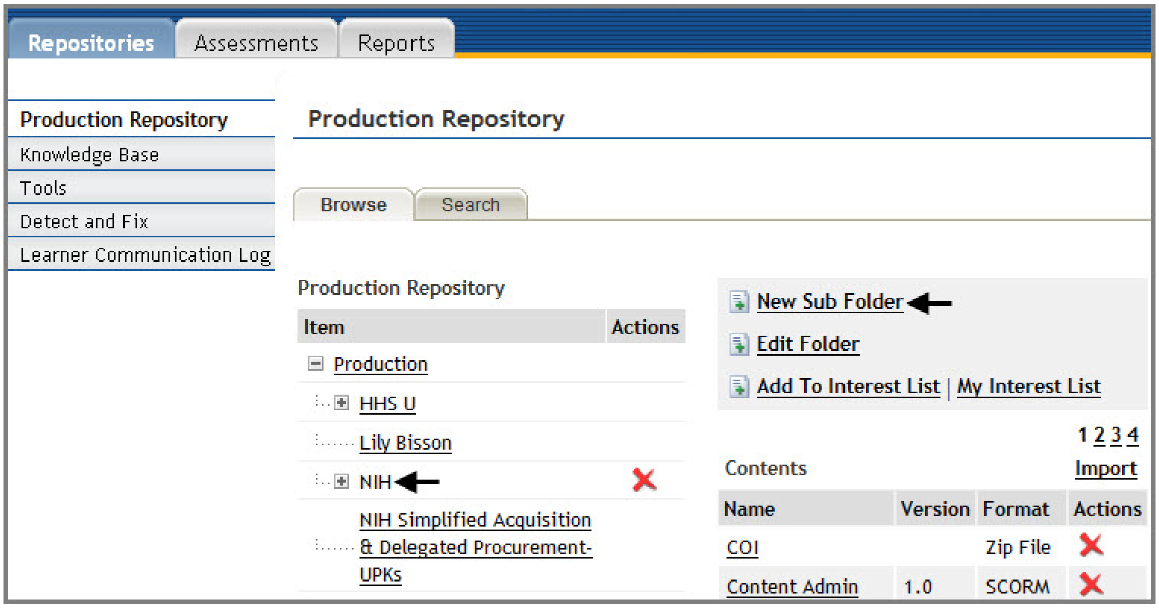
NOTE: Some sub folders exist already. The red X appearing next to the sub folder name indicates which sub folder you currently have selected. Notice that the view below indicates you have the NIH root folder selected.

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.

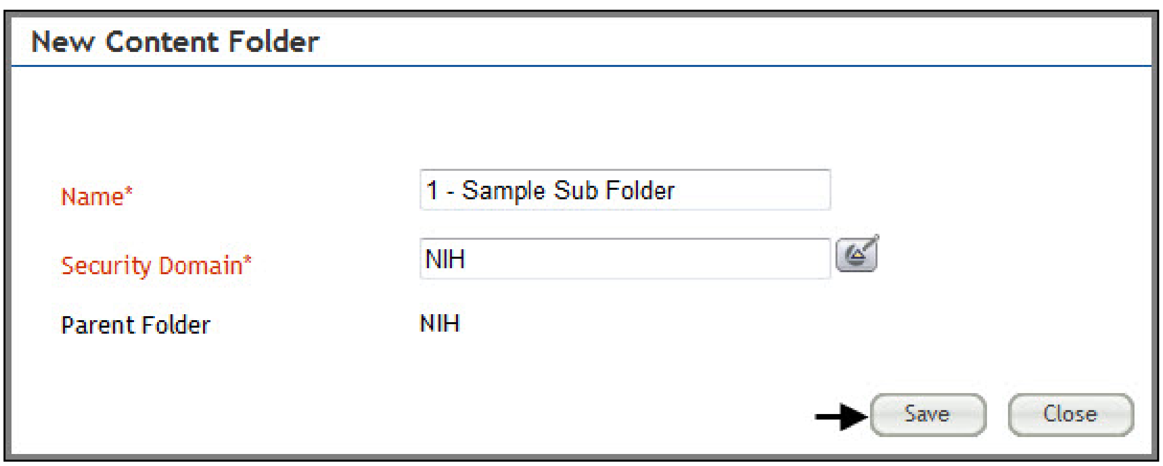
Content Administrator

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**.

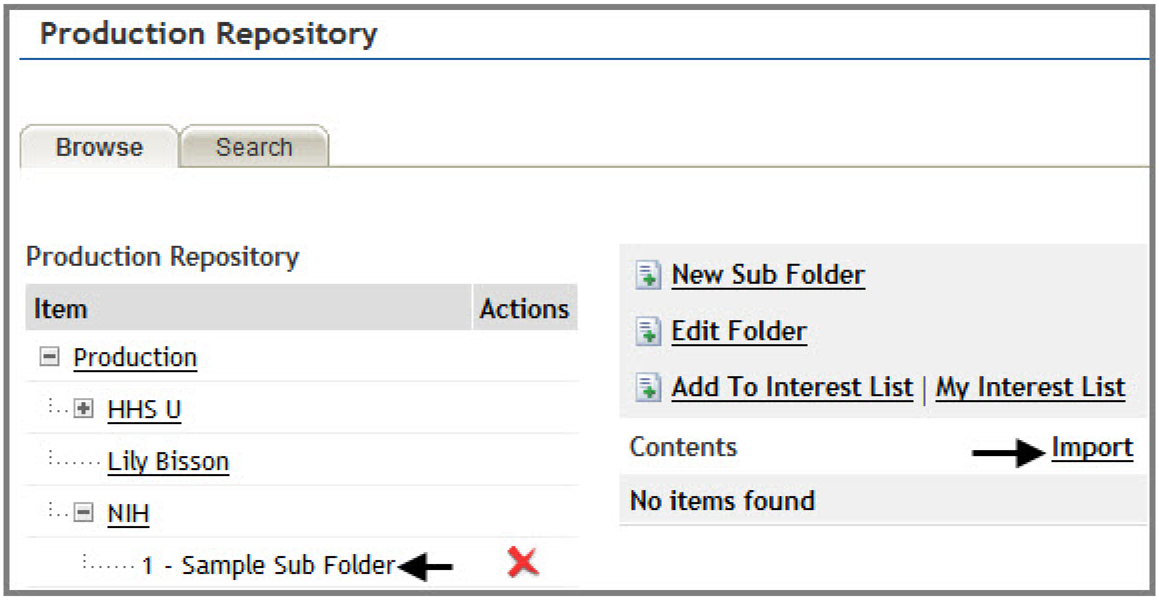


- In the **New Content Folder** pop-up window, specify the name of your new folder, and make sure it is set at **Security Domain** NIH and **Parent Folder** NIH.
- Click **Save**.



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

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



5. Give the content a meaningful **Name** and make sure the **Security Domain** is set to NIH.
6. 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.)
7. Choose an appropriate **Player Template** using the picker icon next to that field. There are three choices:
   a. **3x/5.1 Compatibility Template** – This player is typically used for Skillsoft courses and may be necessary for Mac usability, depending on your course.
   b. **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.
   c. **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.
8. 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.
9. Add a **Version Number** if needed.

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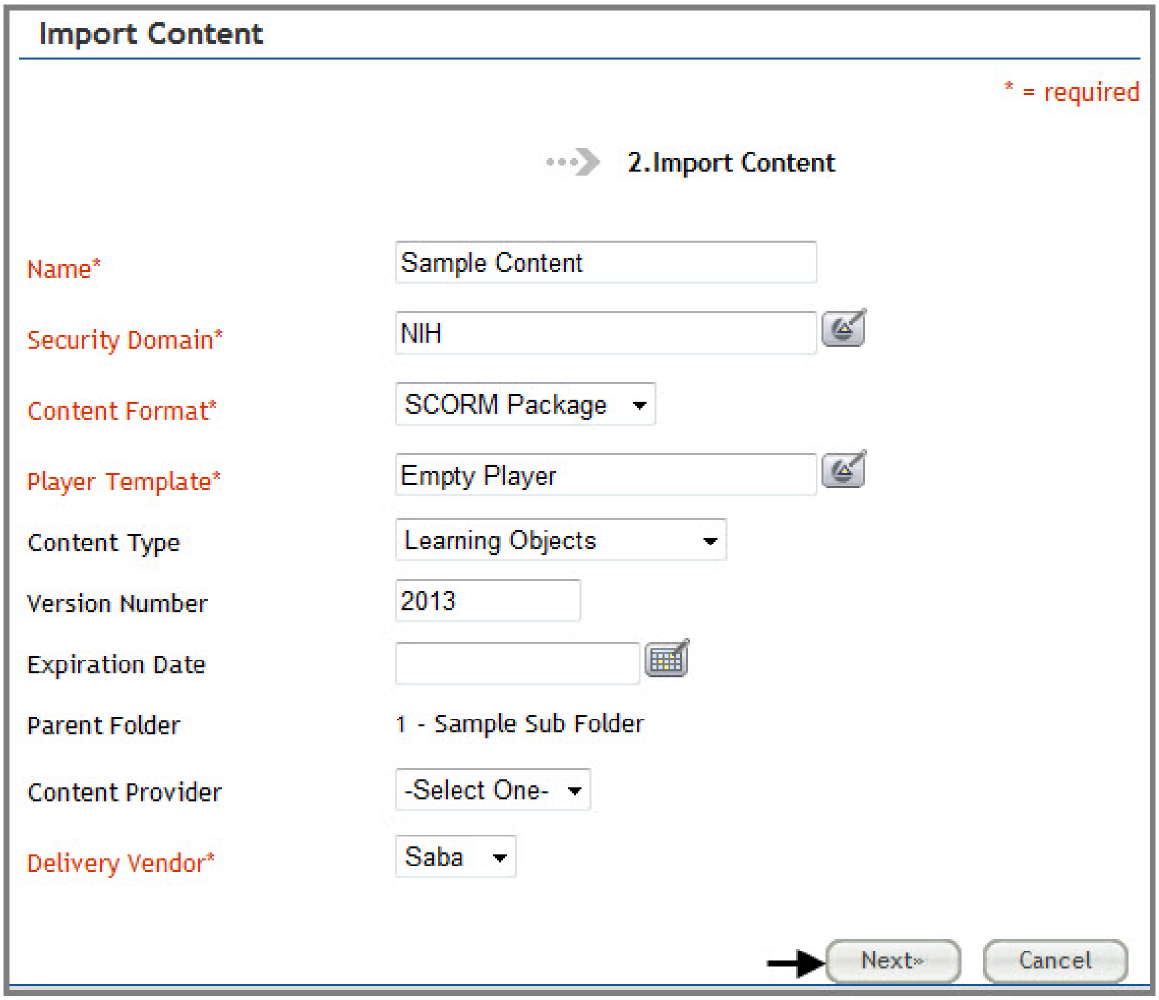
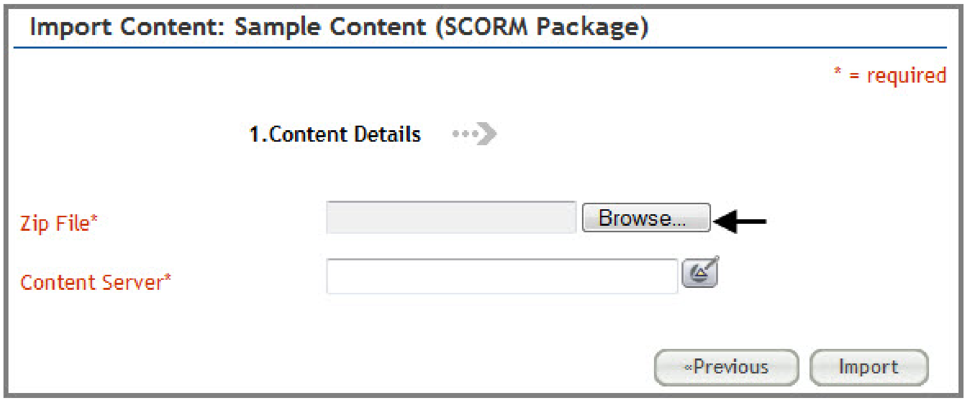
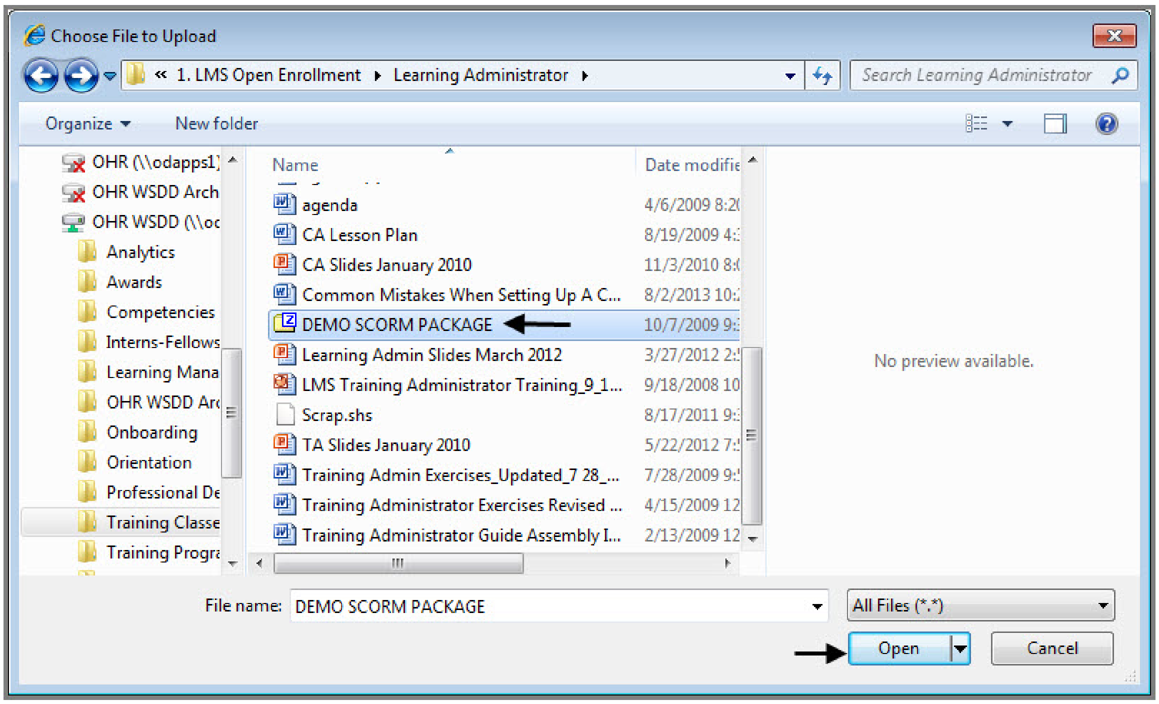
10. An **Expiration Date** may be entered for the content. This means it will no longer be available to learners or administrators to use. A BEST PRACTICE IS TO LEAVE THIS FIELD EMPTY. If ever the content needs to be discontinued, it can be discontinued at the offering level.
11. Make sure the **Parent 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**.



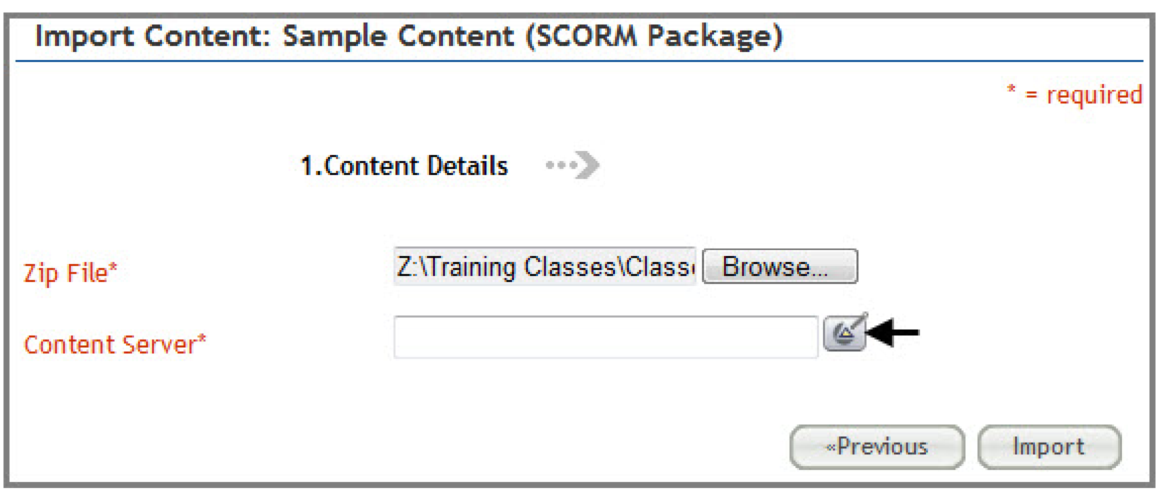
15. Click **Browse**.



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



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



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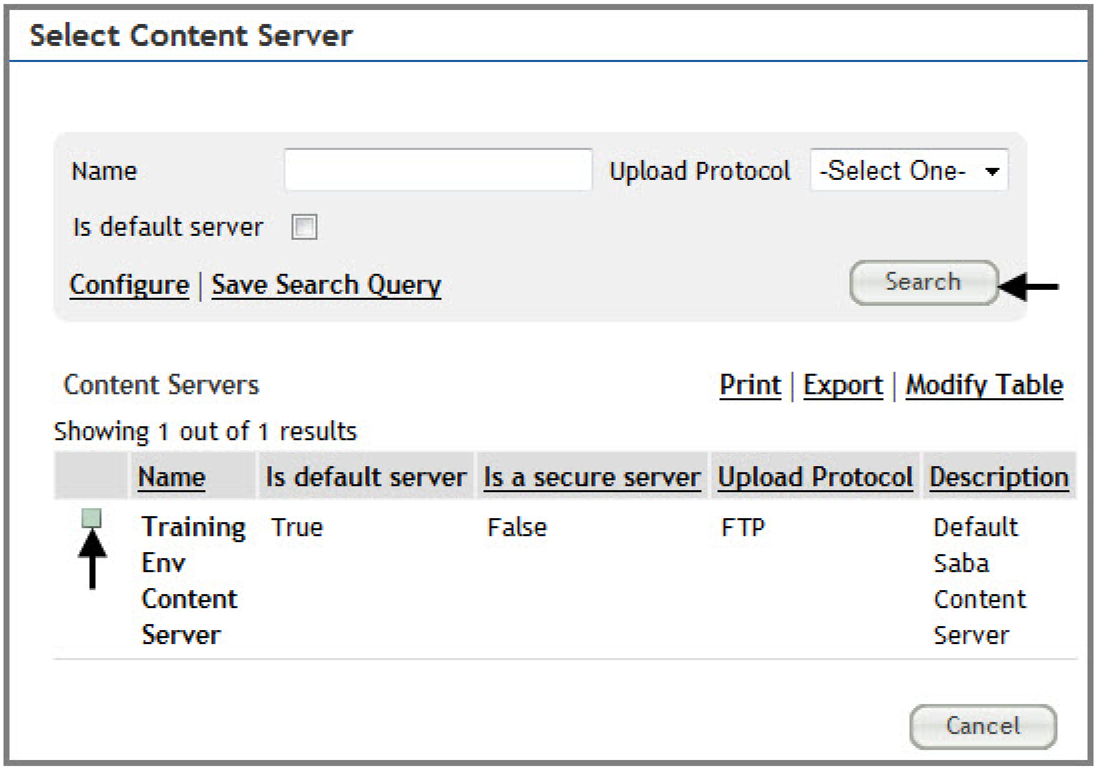
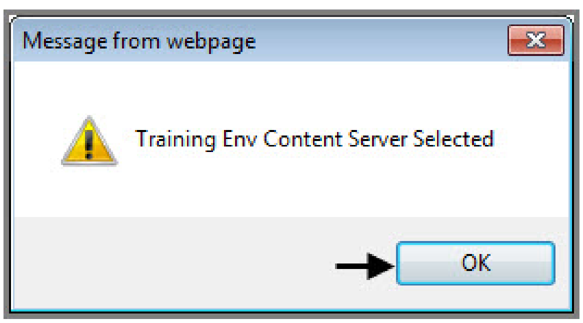
18. Click **Search** in the Select Content Server window.

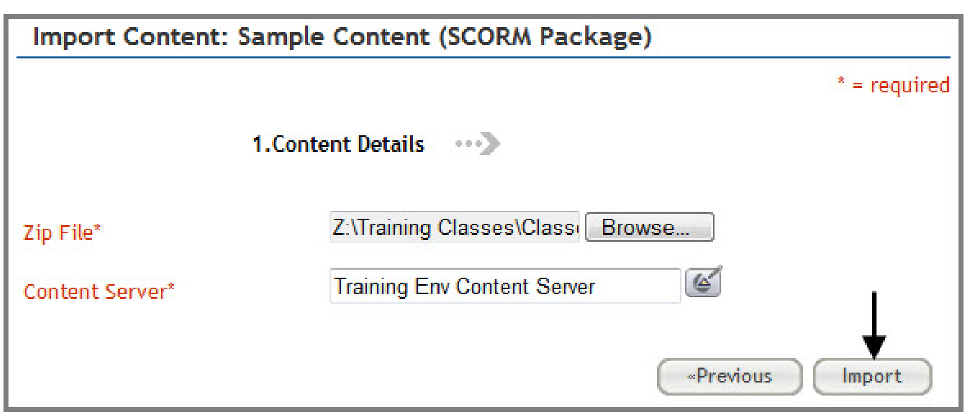
19. Click the **checkbox** associated with the content server.



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



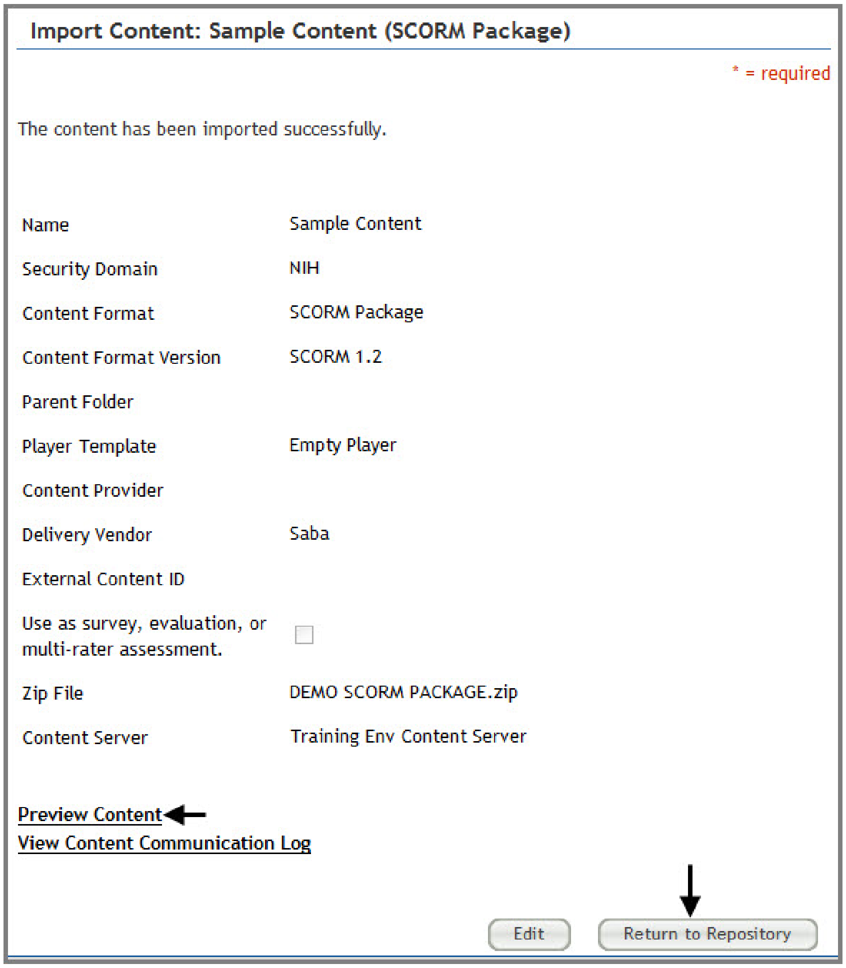
21. Click **Import**.



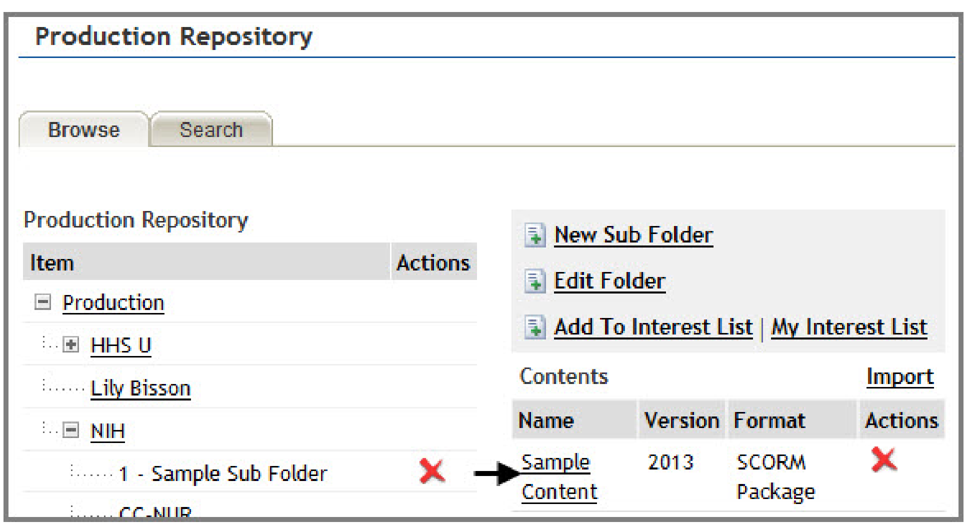
22. The SCORM package will be uploaded to the Production Repository.

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.

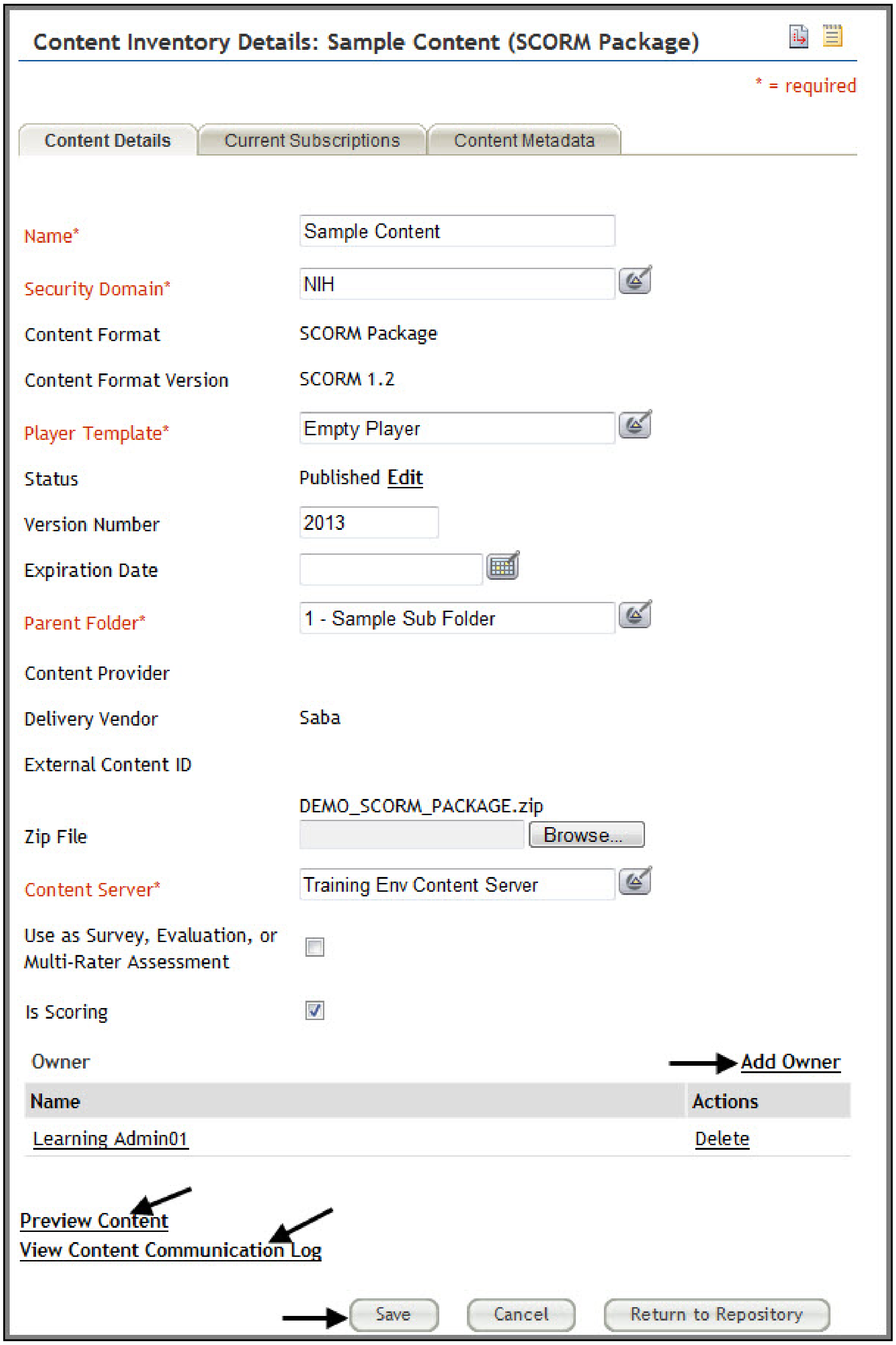


25. Clicking the course content title takes administrators back to the Content Inventory Details screen where edits to the content details can be made.



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.



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.'

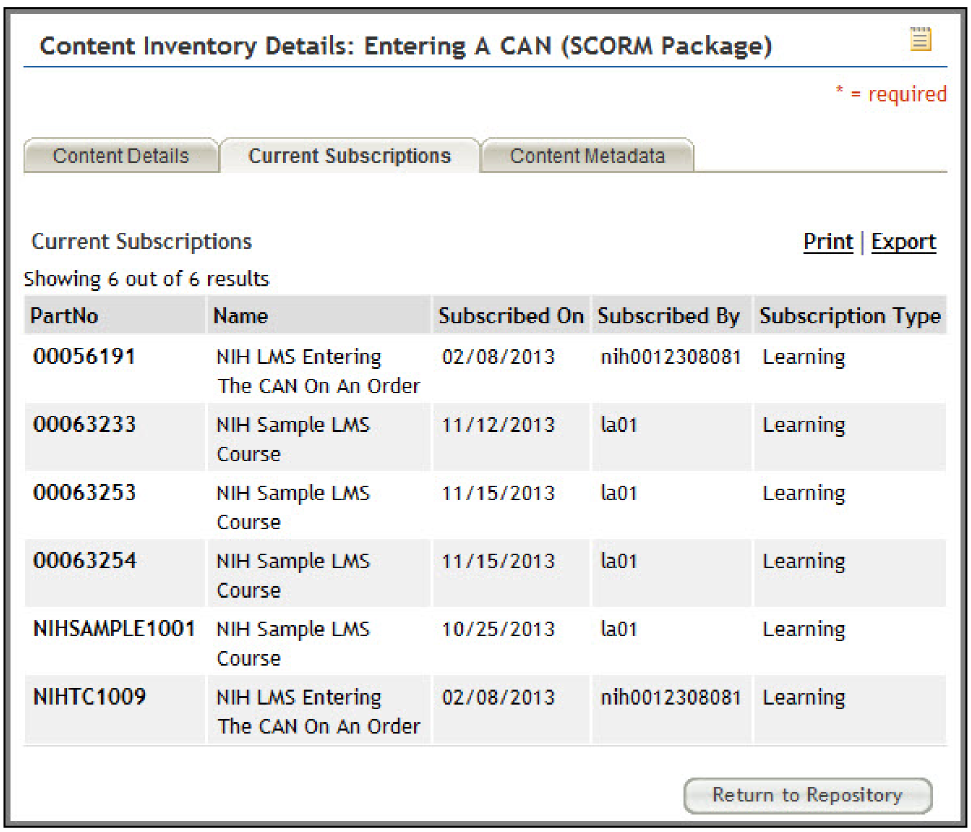
NOTE: If your content item was neither AICC nor SCORM compatible, you will not see a **View Content Communication** Log link.

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

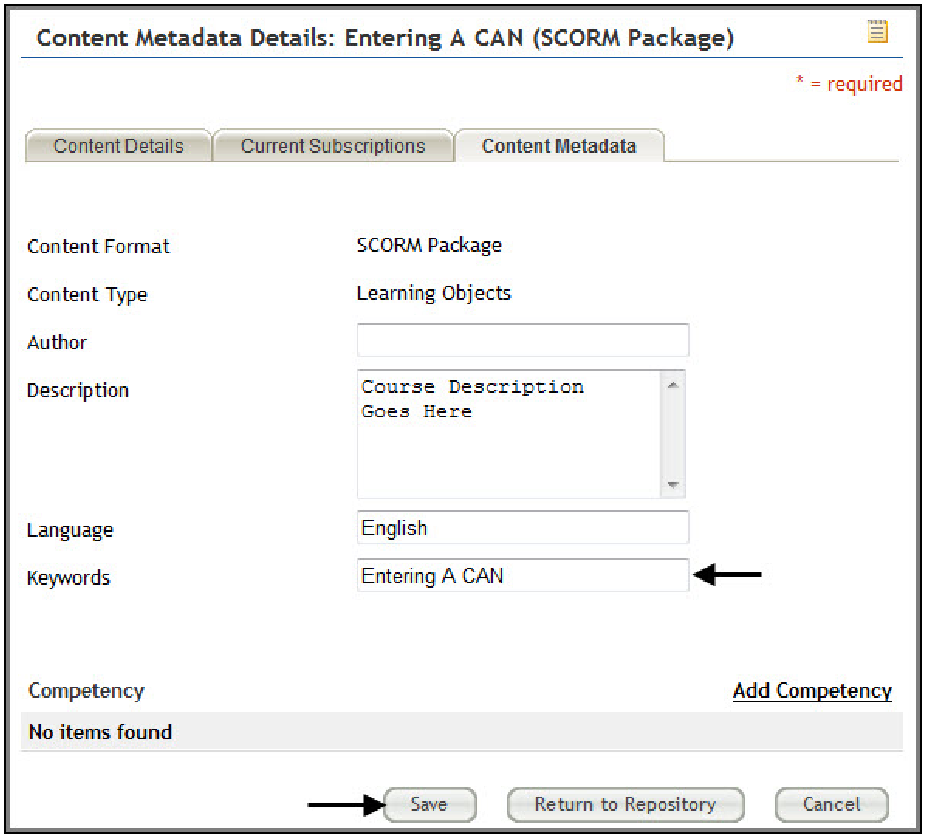
Showing 6 out of 6 results

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 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**.



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.

QUESTION GROUPS

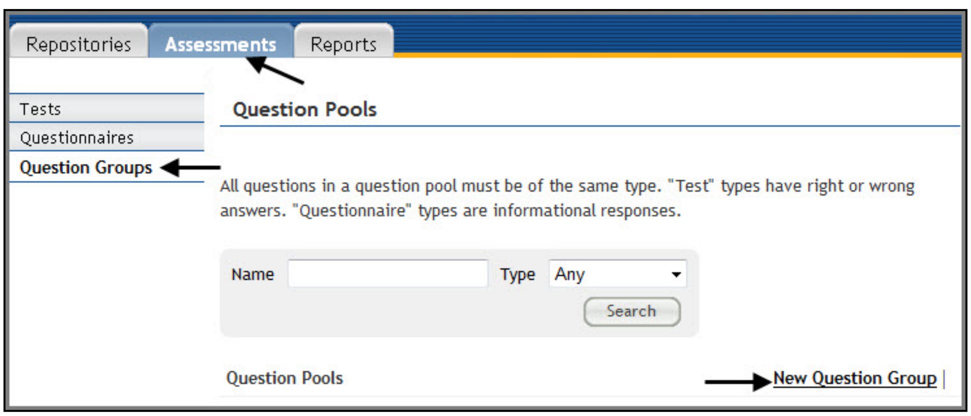
Under your Content Administration role, Assessments tab, you will see a Question Groups menu item. If you have common questions that you use for more than one questionnaire or test, you may pre-enter them in the LMS so they are available for your use when you build a test or questionnaire later.

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

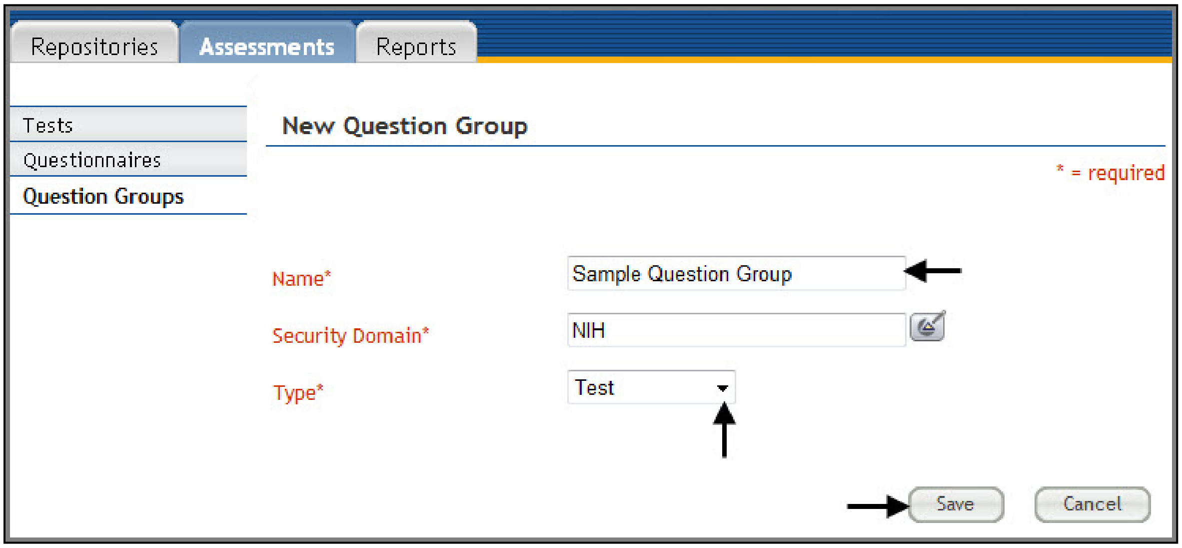
1. Select **Content Administrator** from the drop-down **Go To** menu.

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

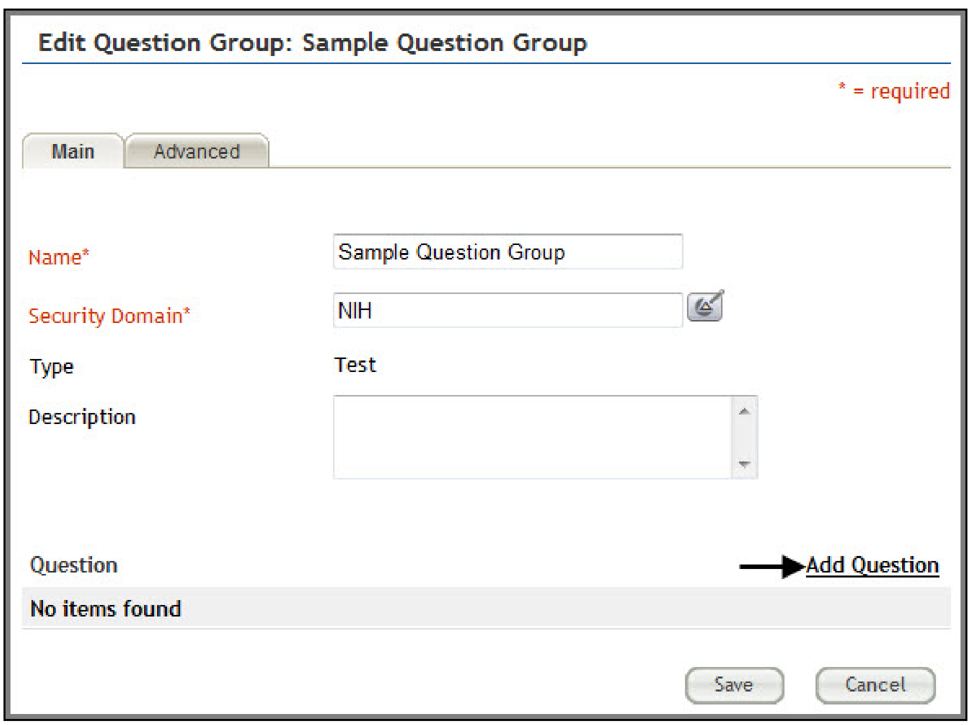


4. Click **New Question Group**.

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).



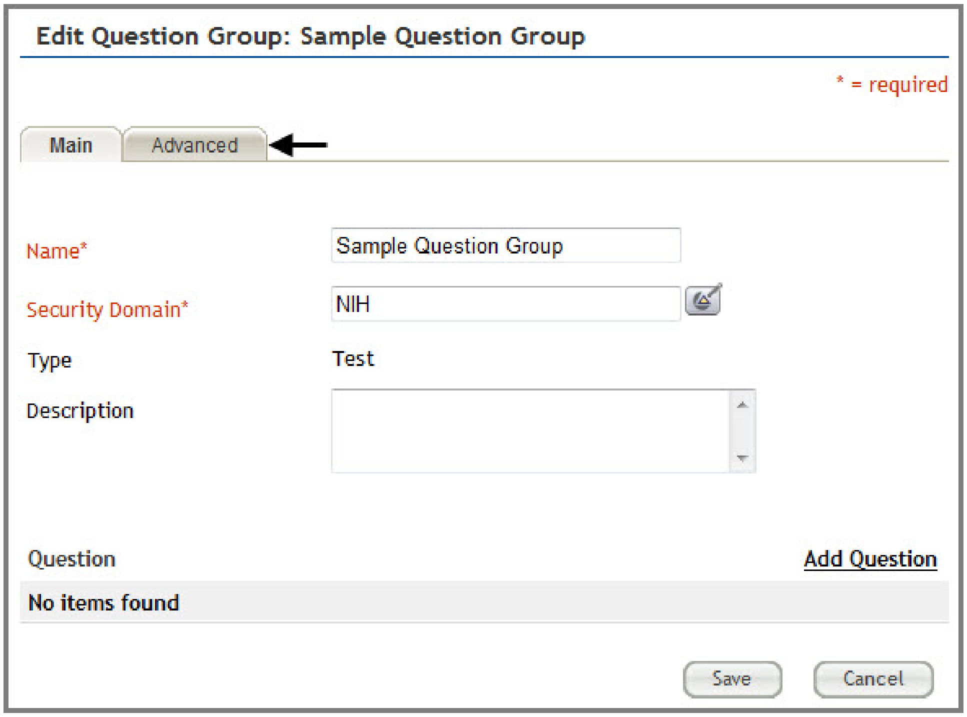
8. Click **Save**.
9. Add a group description if desired, then click **Add Question** to start building your question group.



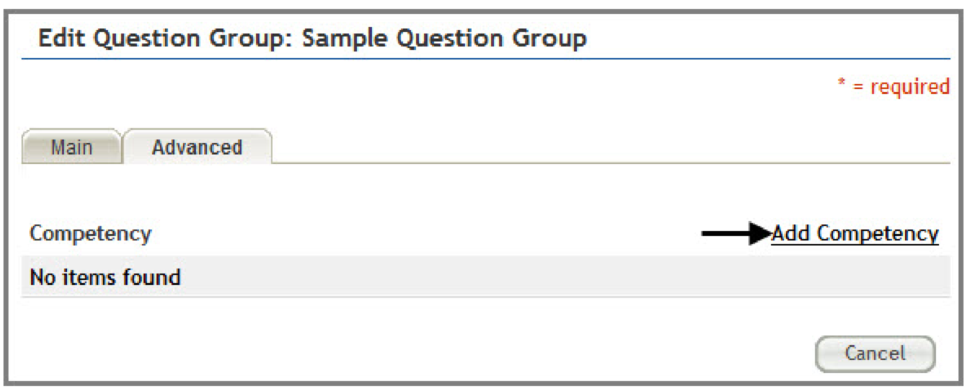
10. For details on adding questions, see

ADDING A COMPETENCY TO A QUESTION GROUP

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

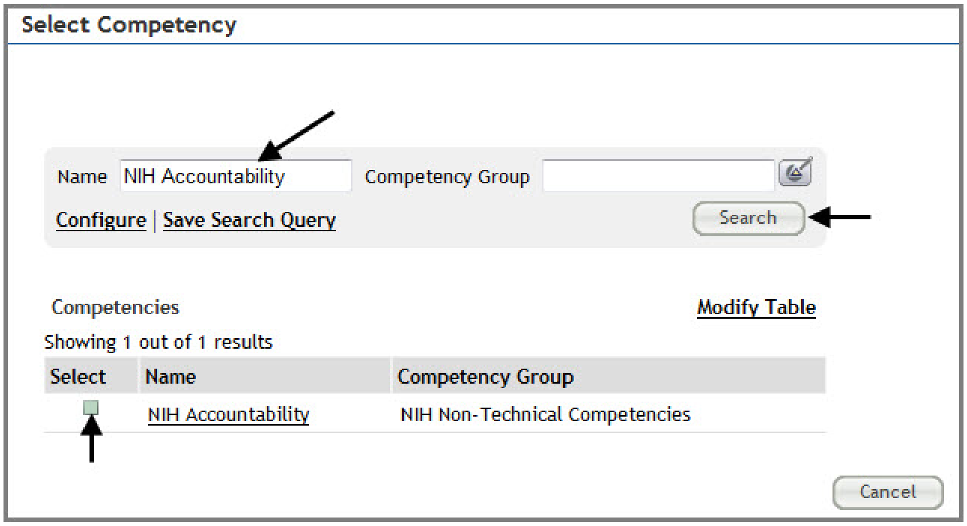


2. Click **Add Competency**.

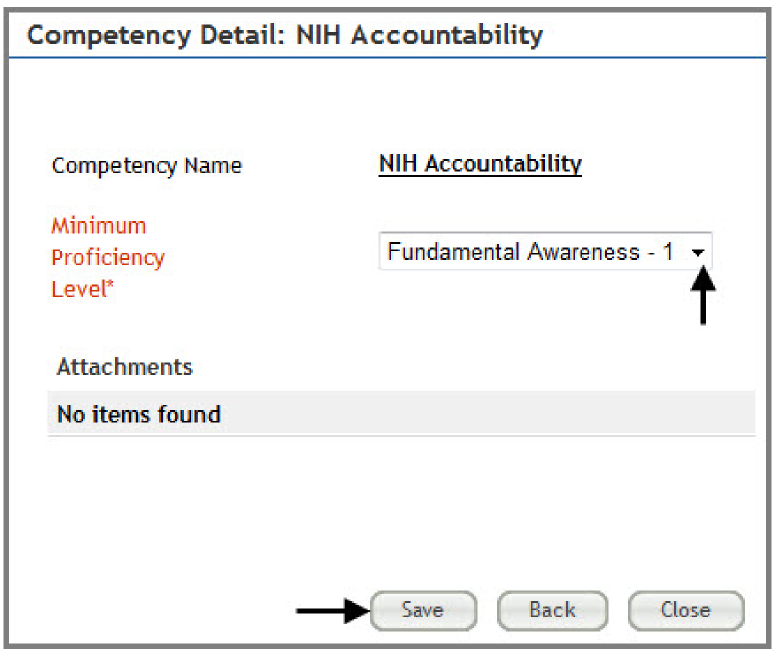


3. Enter the Name of the competency in the **Name field**.
4. Click **Search**.

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

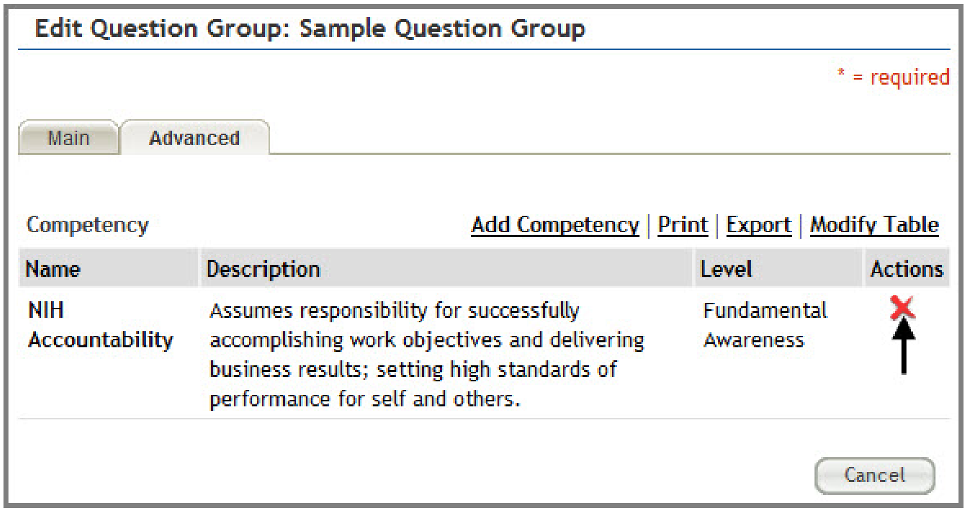


6. Select the **minimum proficiency level** then click **Save**.



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

Content Administrator



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

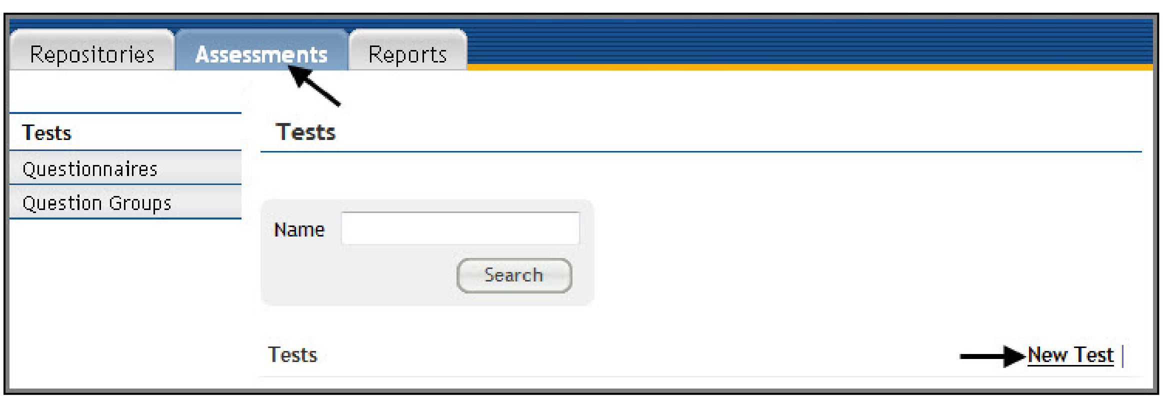
TESTS

CREATE A TEST

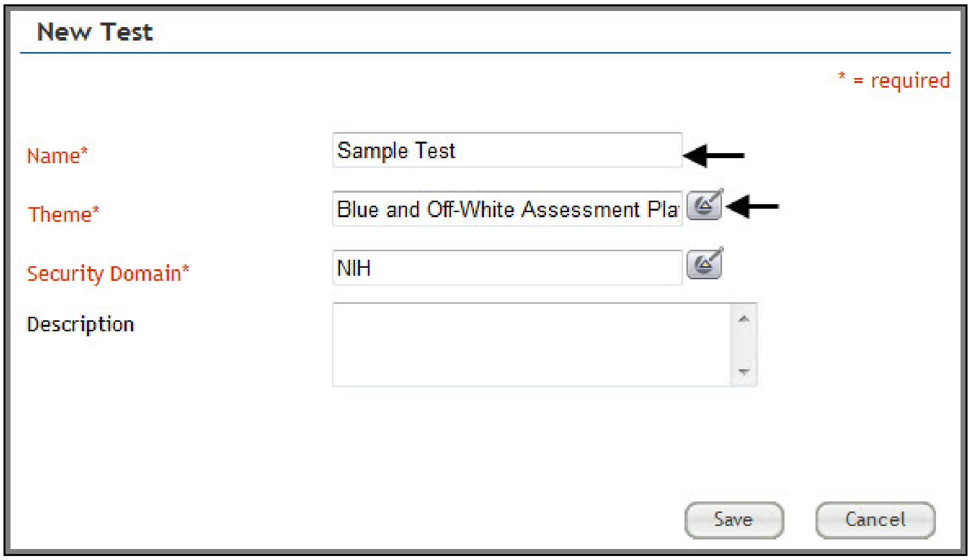
Tests may be administered after the completion of an offering in the LMS. Multiple test sections may be used to group questions within the test that may require unique instructions. Every test must have at least one section.

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

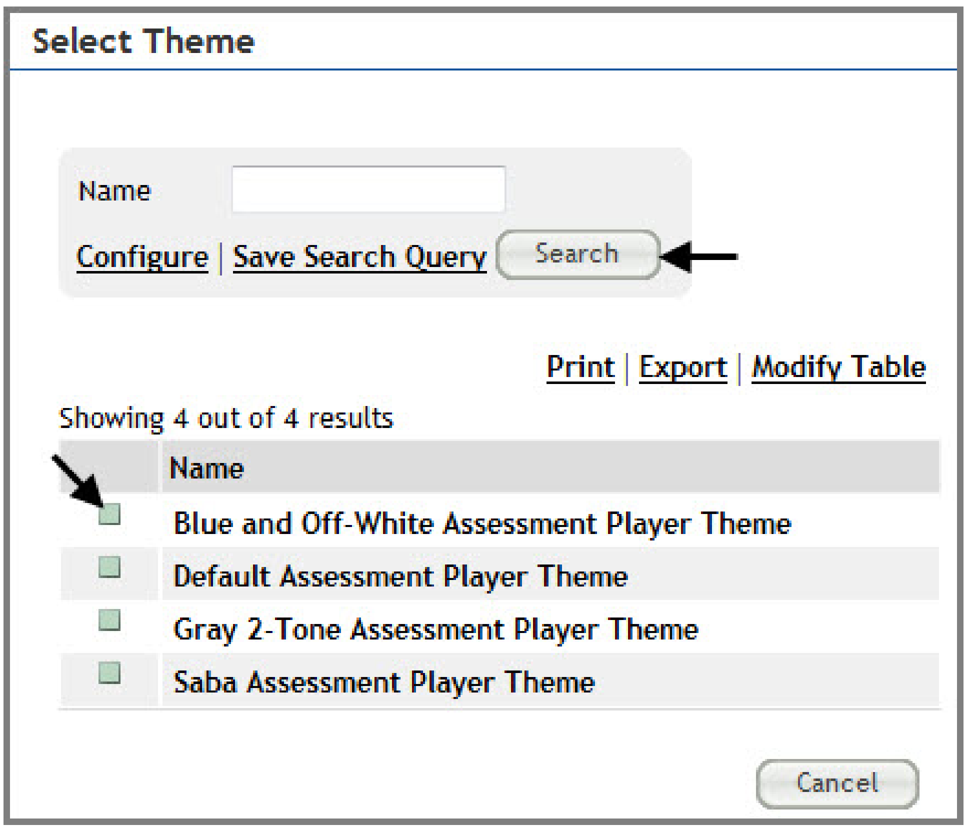
2. Click the **Assessments** tab.
3. Click the **New Test** link.



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

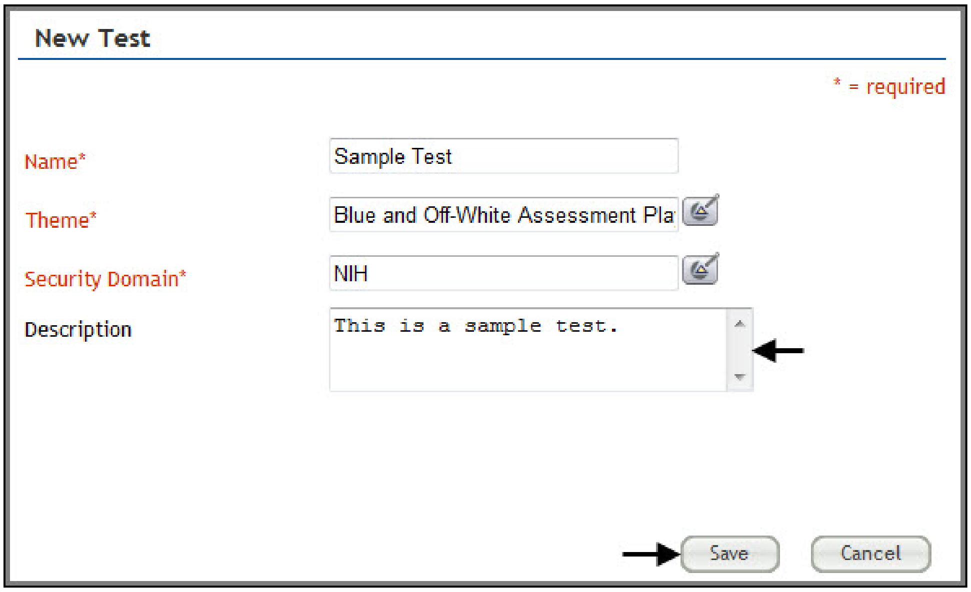


6. Click **Search**.
7. Select the **checkbox** associated with the theme (color scheme) for the test.

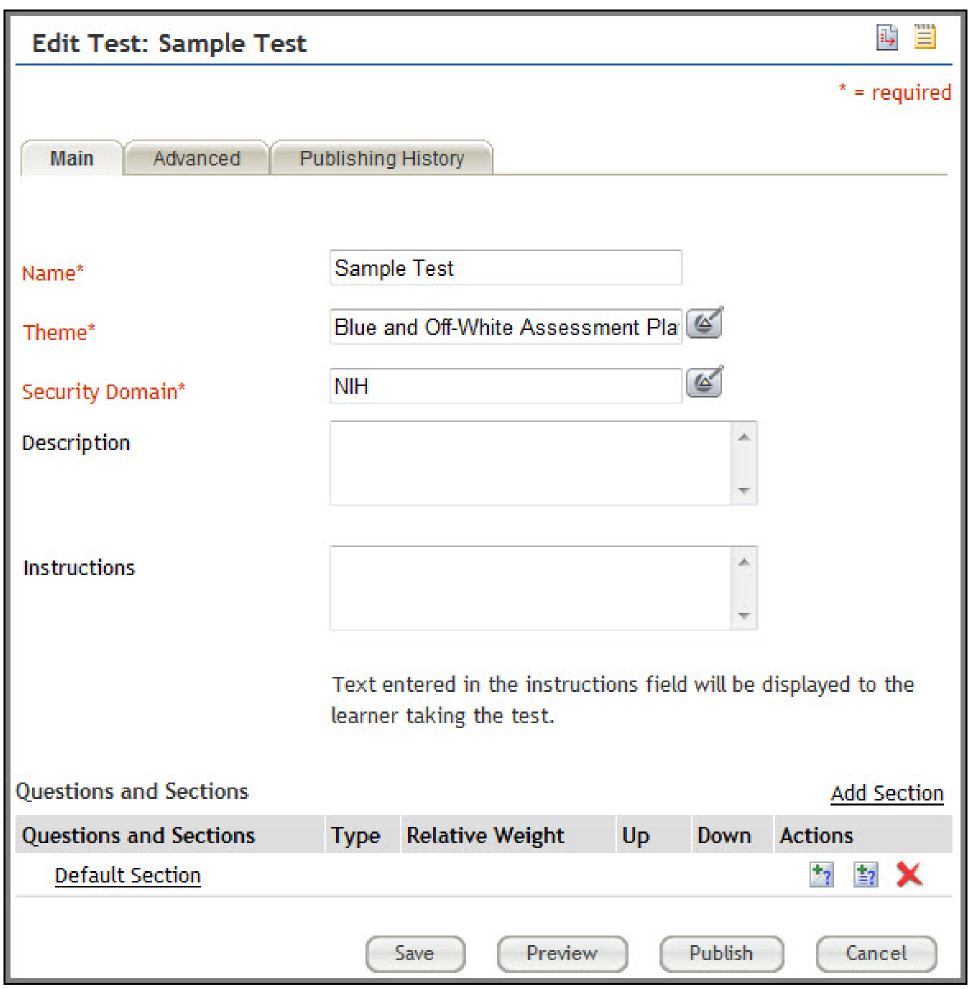


Content Administrator

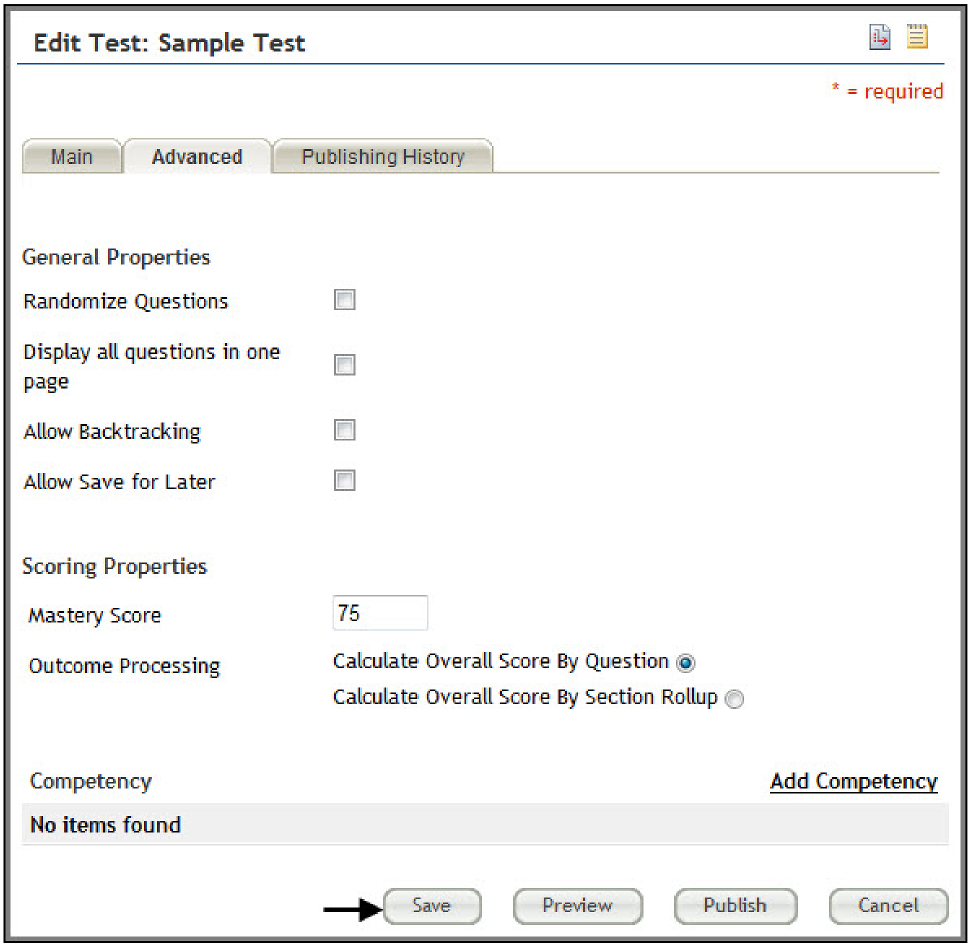
8. Verify that the security domain is NIH.
9. Enter a Description of the test if desired then click **Save**.



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



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



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

    You may:

    a. **Randomize Questions** (or your questions appear in the same order each time a learner takes the test)
    b. **Display all questions in one page** (or each questions displays on its own page)
    c. **Allow Backtracking** (or learners will not be able to go back to a question they already answered)
    d. **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.

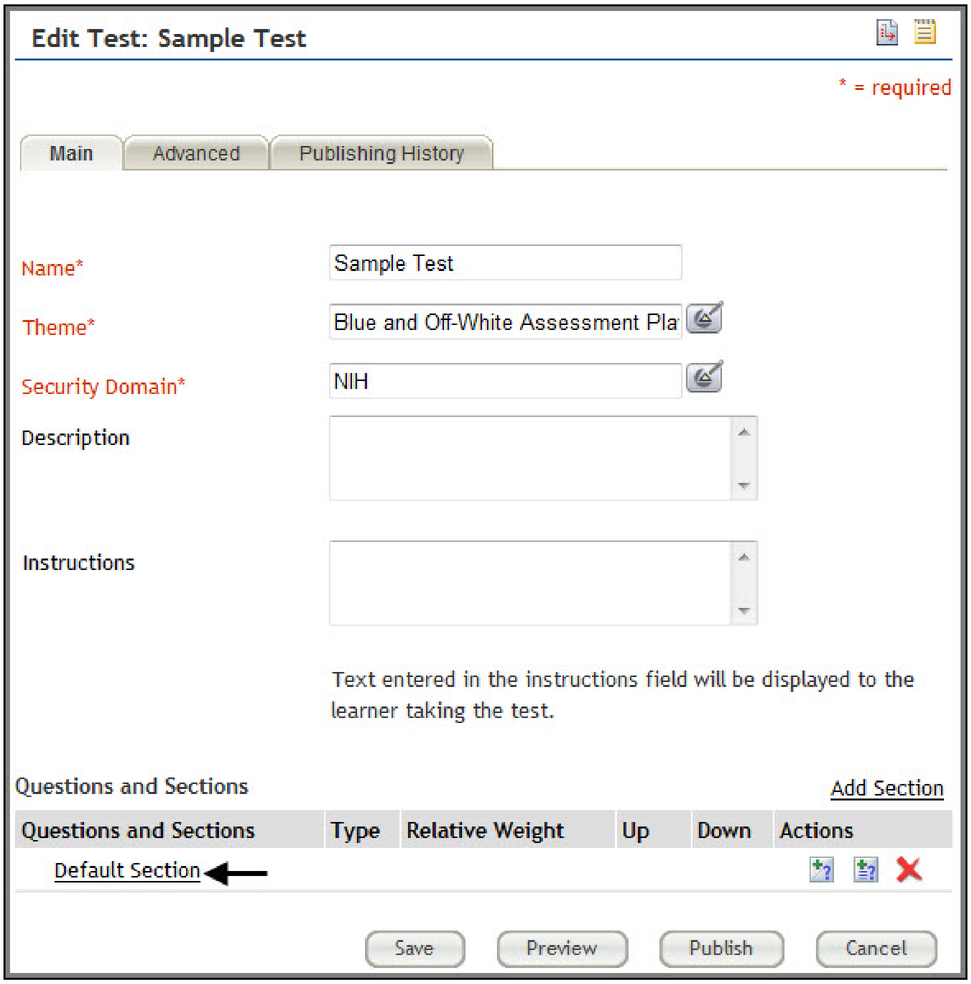
15. You may also Add A Competency to the overall test if desired. This will allow you to attach a competency to the test and indicate a proficiency level the learner will have attained if they master the test.

16. Click **Save**.

ADD SECTIONS TO A TEST

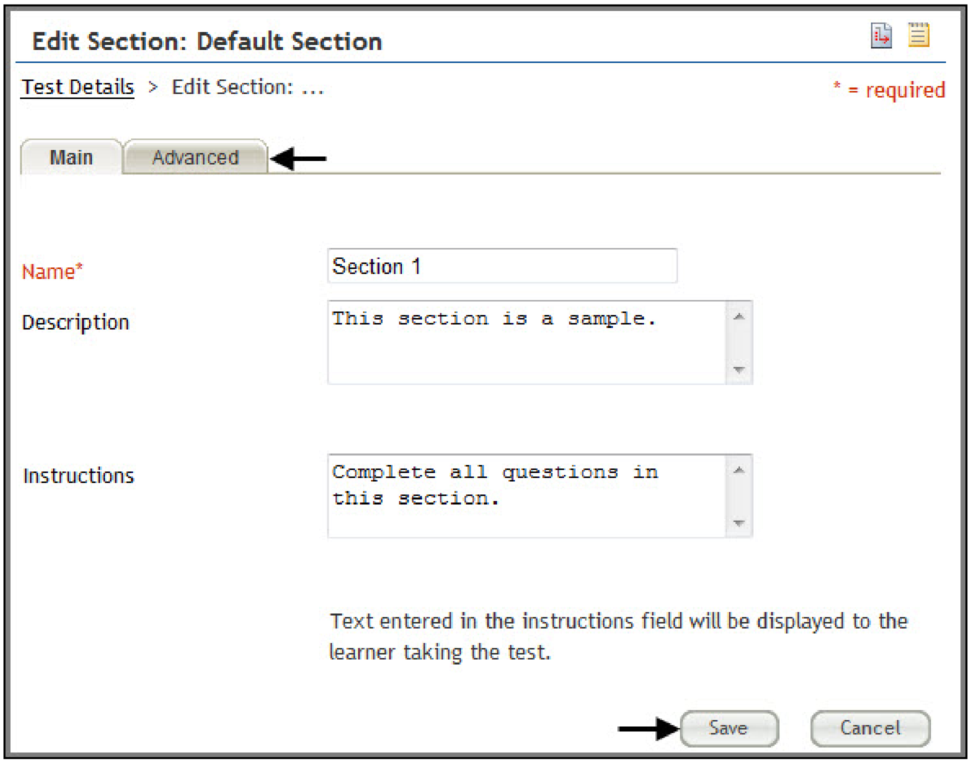
Every test will start with a default section that can be renamed if desired. Multiple sections may be added to any test.

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



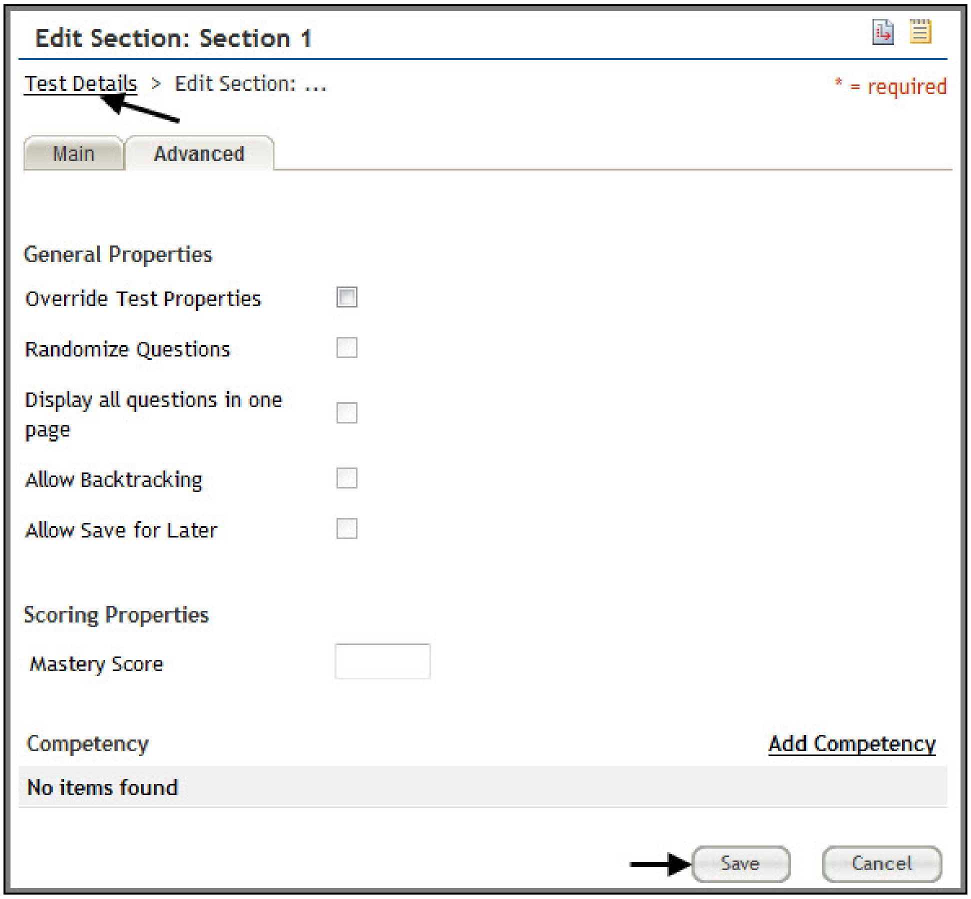
2. Enter a description in the **Description text box** if desired.
3. In the **Instructions text box,** enter any instructions the learner should see before they begin answering any questions in this section.

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

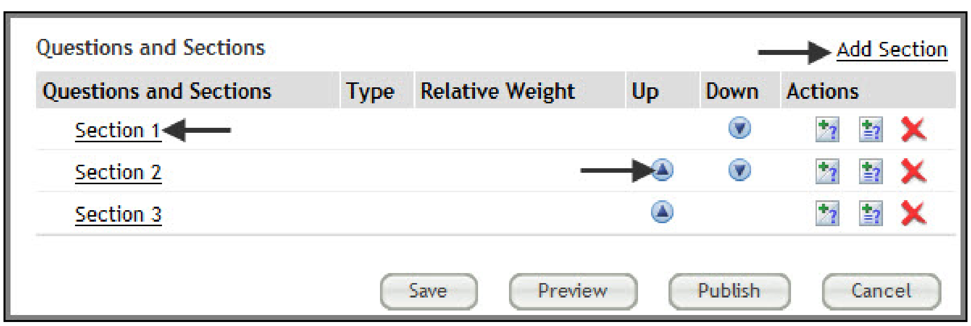


6. The **Advanced** tab allows any test properties that may need to be different for this section to be adjusted. Return to this screen later to make adjustments as you build your test. A mastery score and competency may be added for this section of the test if desired.

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

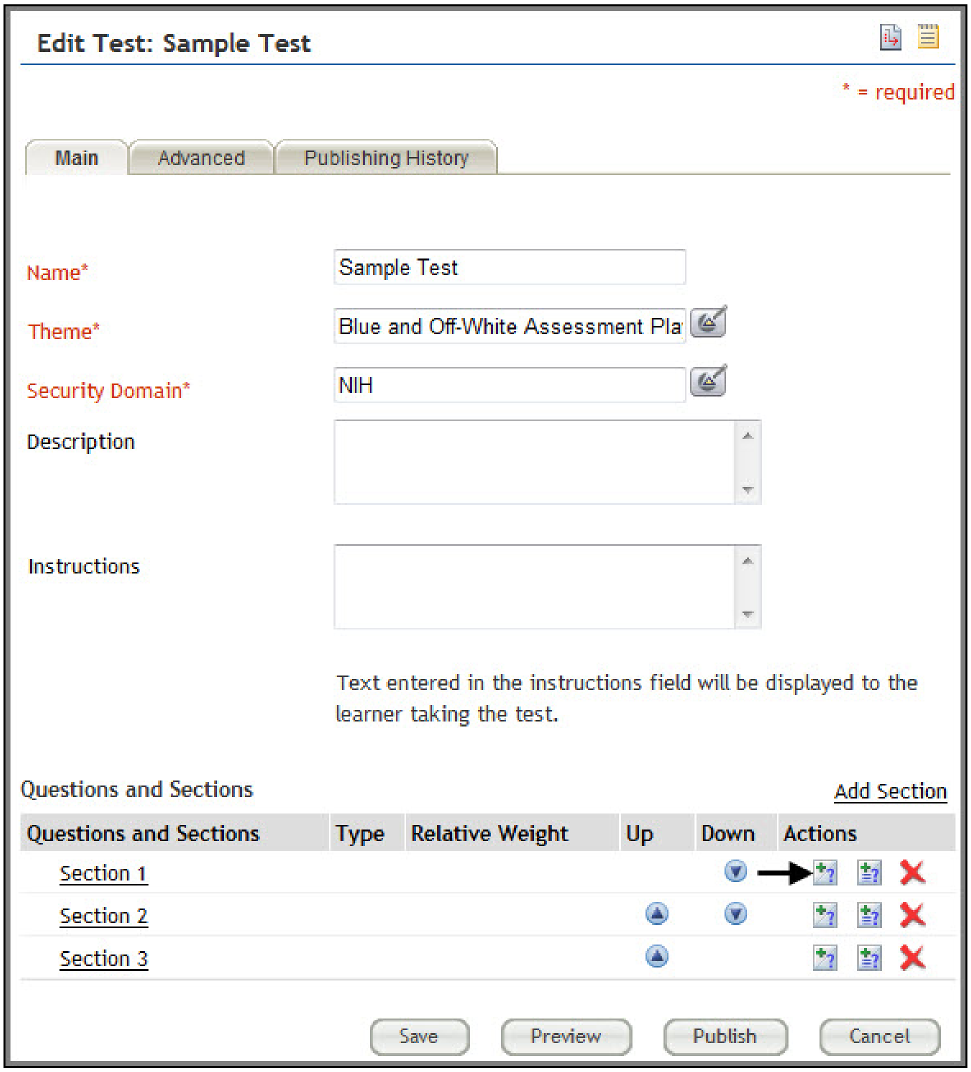


6. Use the **Add Section link** to add more sections to the test.
7. Click the **section name** to edit its properties.
8. Use the Up/Down arrows to change the order learners will encounter the sections during the test.



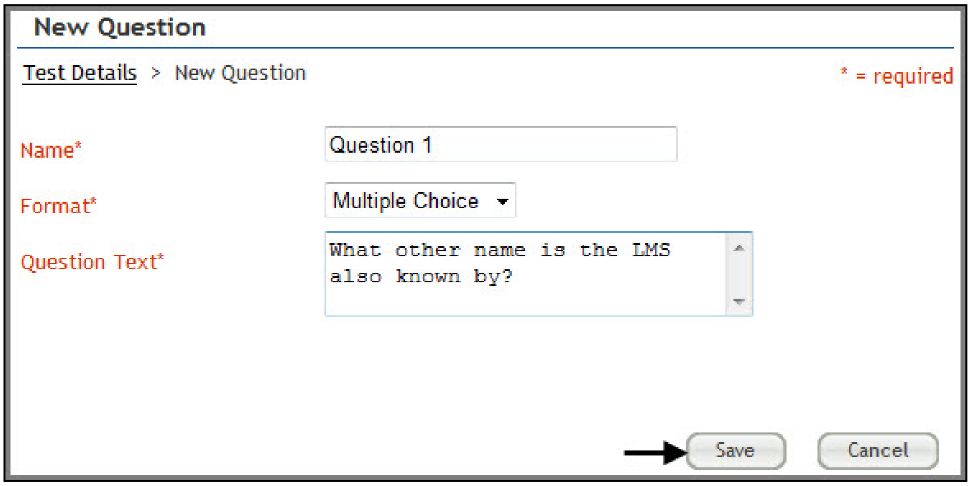
ADDING QUESTIONS TO A SECTION

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

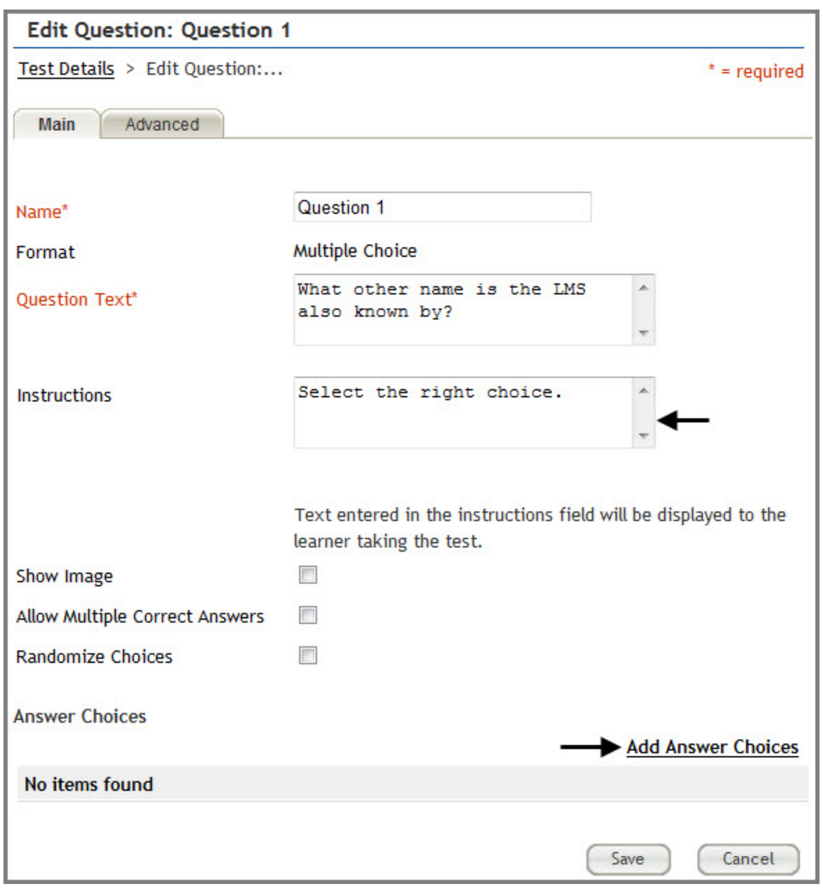


ADD MULTIPLE CHOICE QUESTIONS

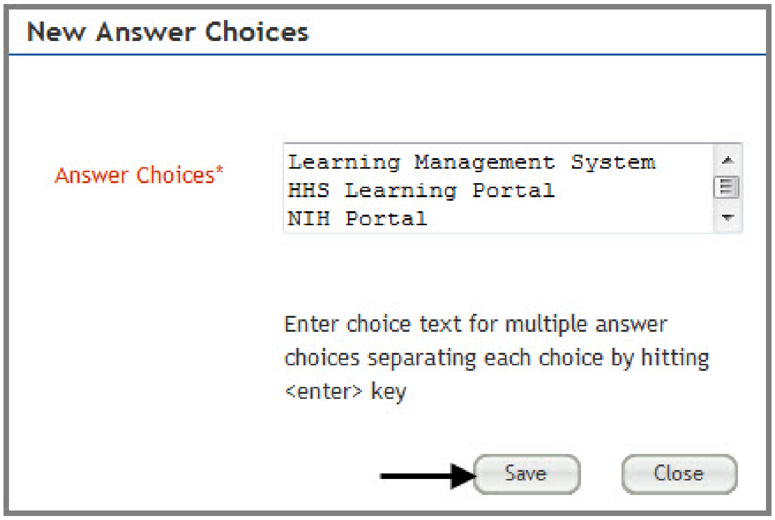
1. On the **New Question** screen, enter the **Name** of the question.
2. Select the Multiple Choice **Format**.
3. In the **Question Text** field, type the question text the learners will see.
4. Click **Save**.



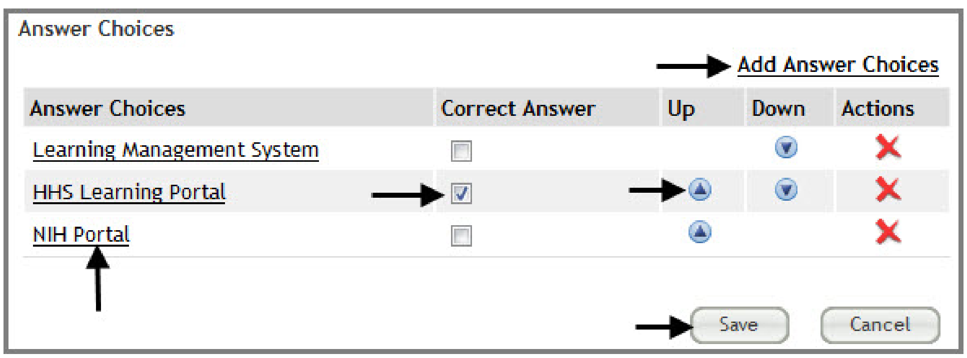
5. Enter instructions for the question if needed and select any other options that may be required.
6. Click the **Add Answer Choices link**.



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



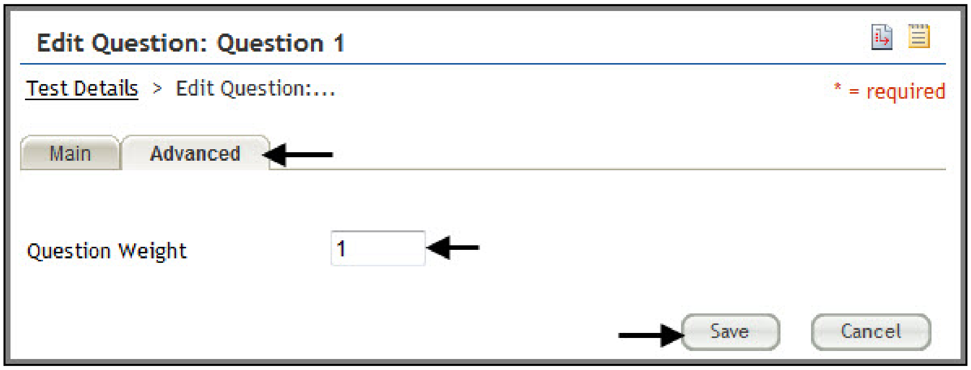
9. Edit the answer choices by clicking the **answer choice link**.
10. Designate which answer is correct.
11. Change the order of the answers with the Up/Down arrows, delete answers by clicking the red X), or add new answer choices as outlined above.
12. Click **Save** after editing.



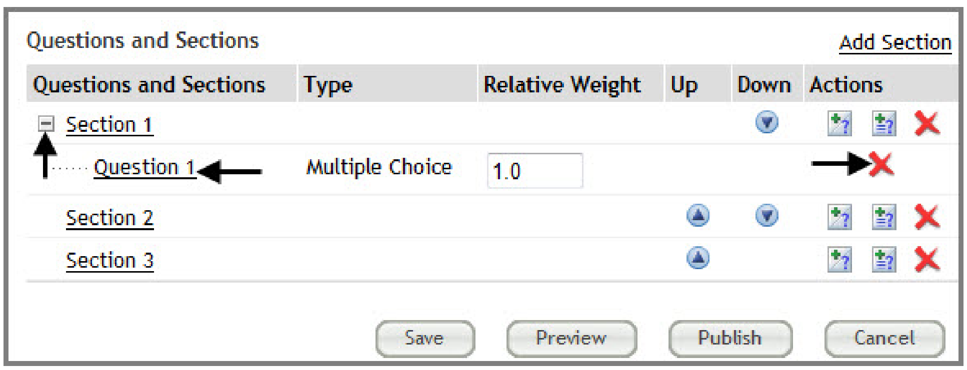
13. The **Advanced** tab allows you to add a weight to the question. All questions default to a weight of 1. A weight of 0 means the question will not be calculated in the score. A higher weight gives that question more importance to the test score.

Content Administrator

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

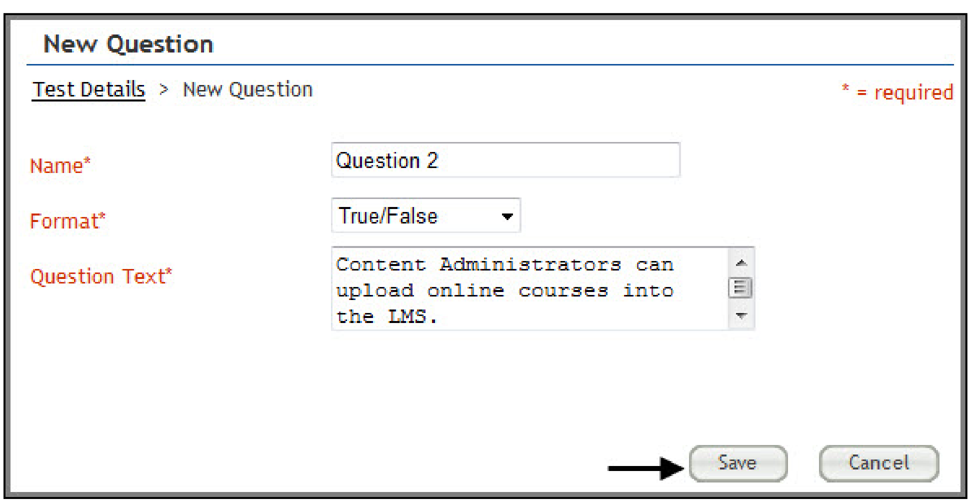


15. Click the + symbol by the Section name to view all added questions in that section.
16. Click the Question Name to edit its properties.
17. Delete any question by clicking the red X associated with it.

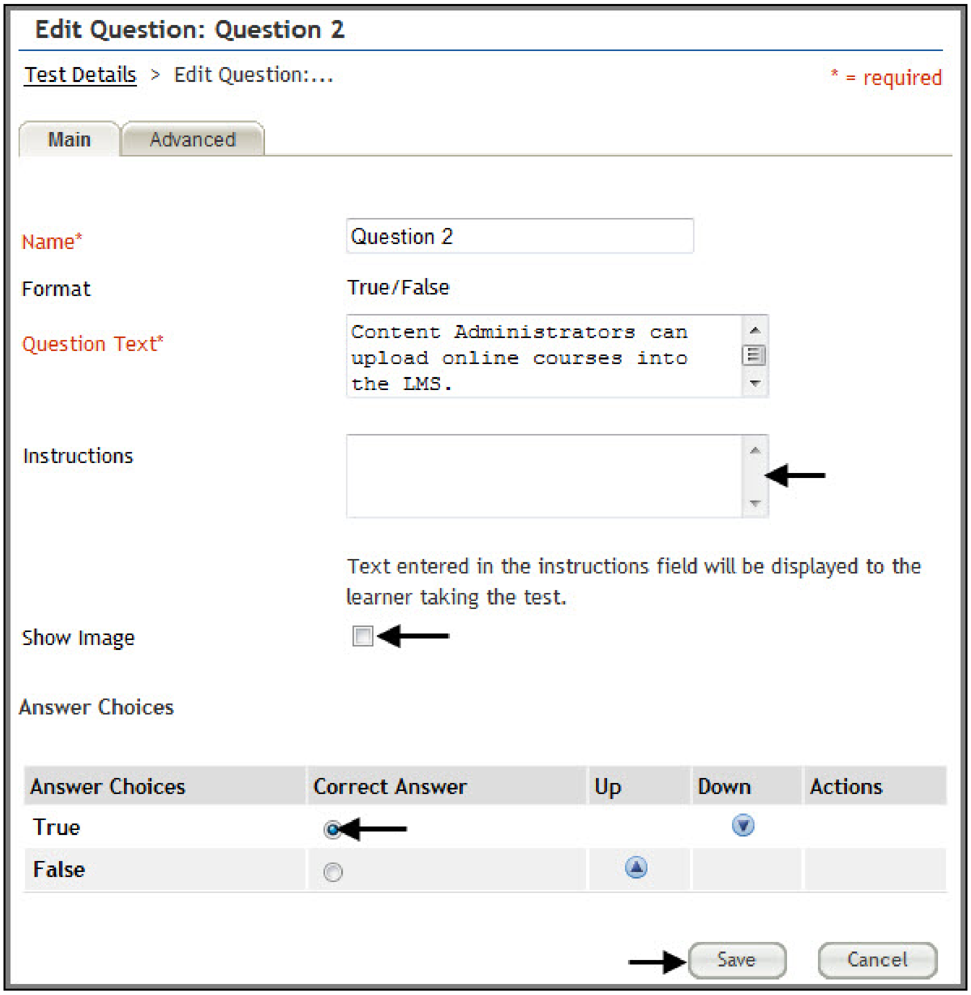


ADD TRUE/FALSE QUESTIONS

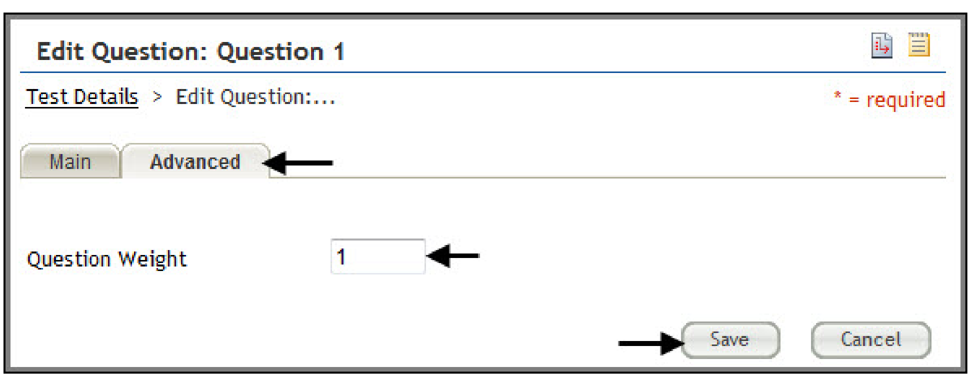
1. On the **New Question** screen, enter the **Name** of the question.
2. Select the True/False **Format**.
3. In the **Question Text** field, type the question text the learners will see.
4. Click **Save**.



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**.



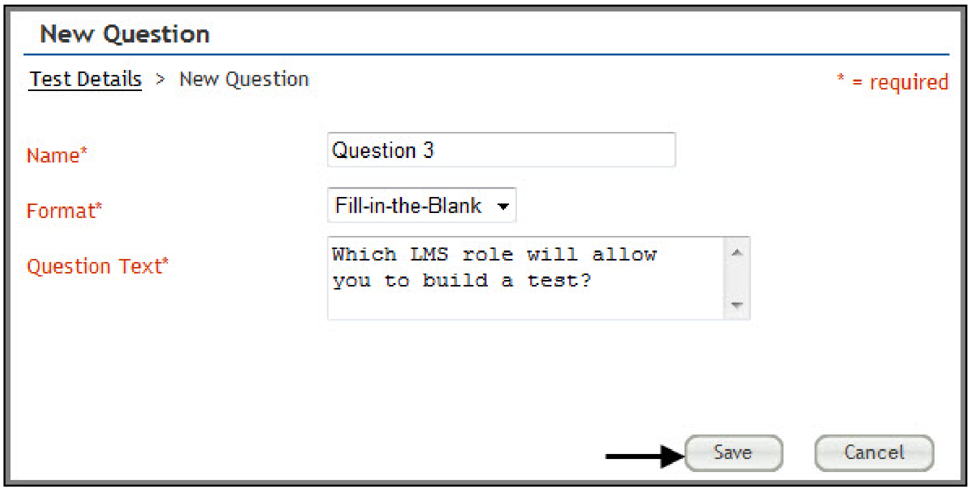
8. As with other question types, the **Advanced tab** allows you to add a weight to the question for scoring purposes.



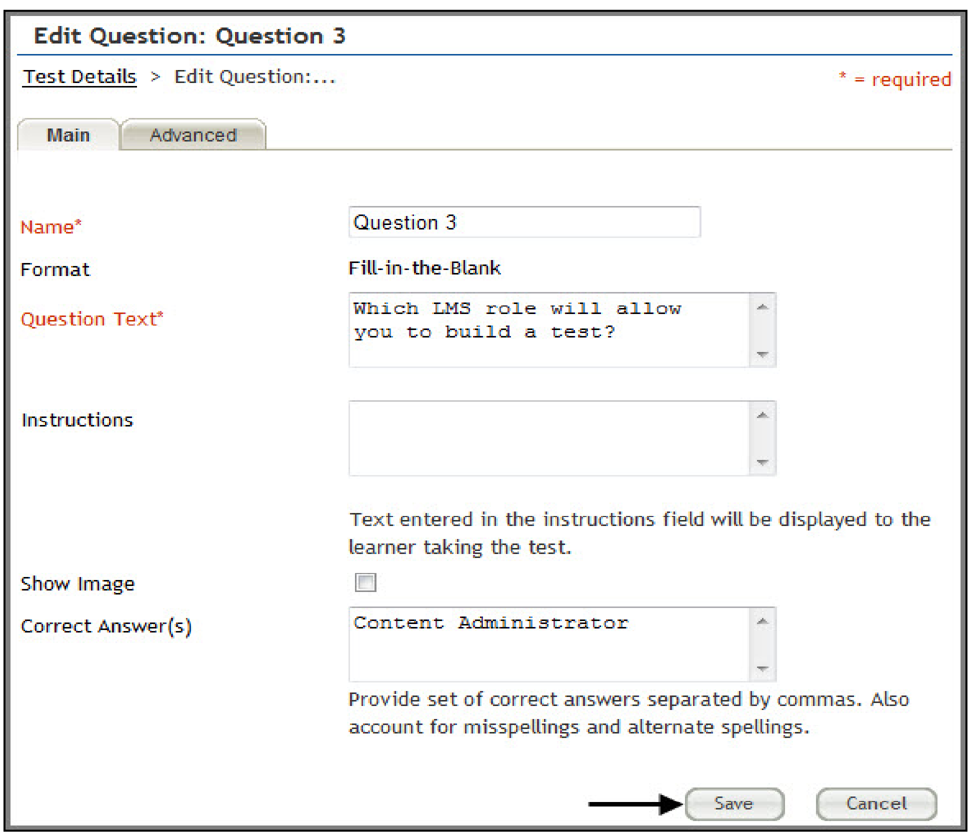
9. Click **Test Details** to return to the Edit Test screen.

ADD FILL-IN-THE-BLANK QUESTIONS

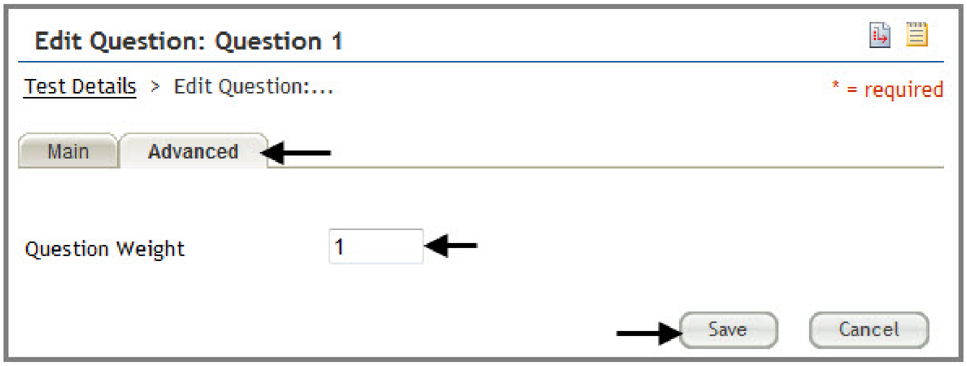
1. On the **New Question** screen, **Name** your question and select the Fill-in-the-Blank **Format**.
2. Type the question in the **Question Text** field.
3. Click **Save**.



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**.

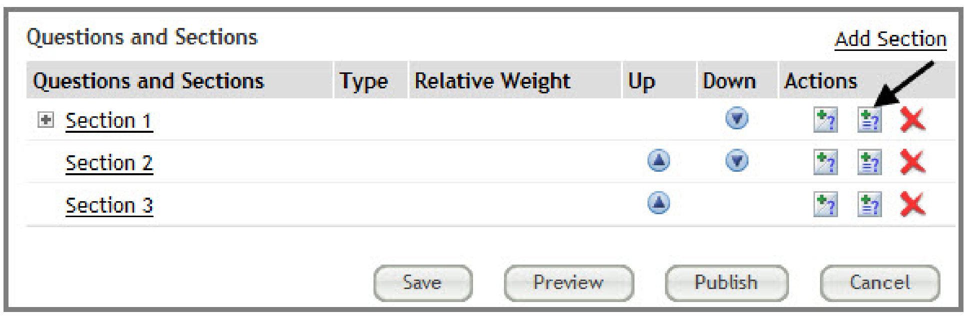


6. The **Advanced** tab will allow you to weight the question.
7. Click **Test Details** to return to the Edit Test screen.

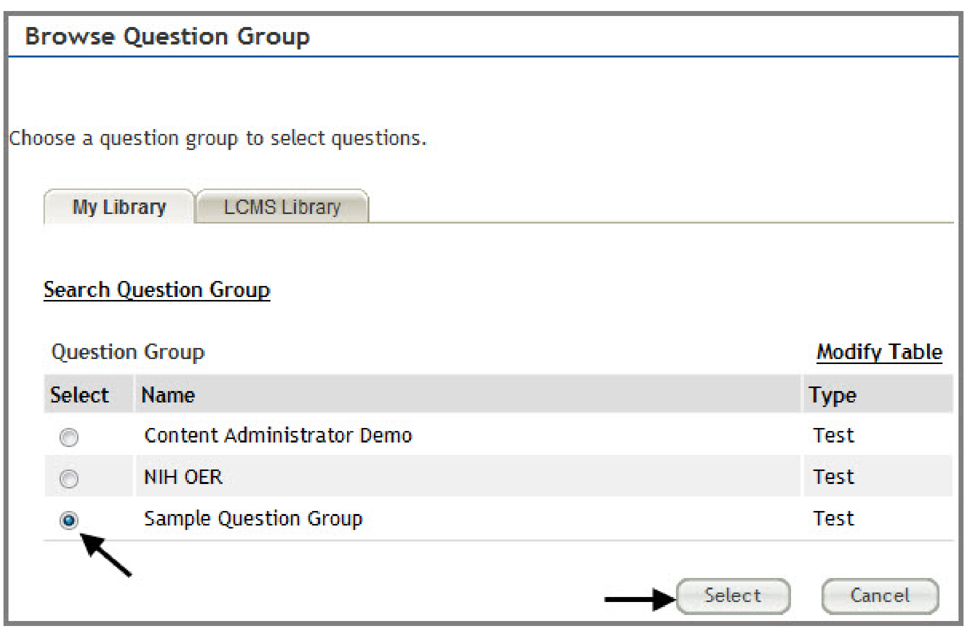


ADD A QUESTION FROM A QUESTION GROUP

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

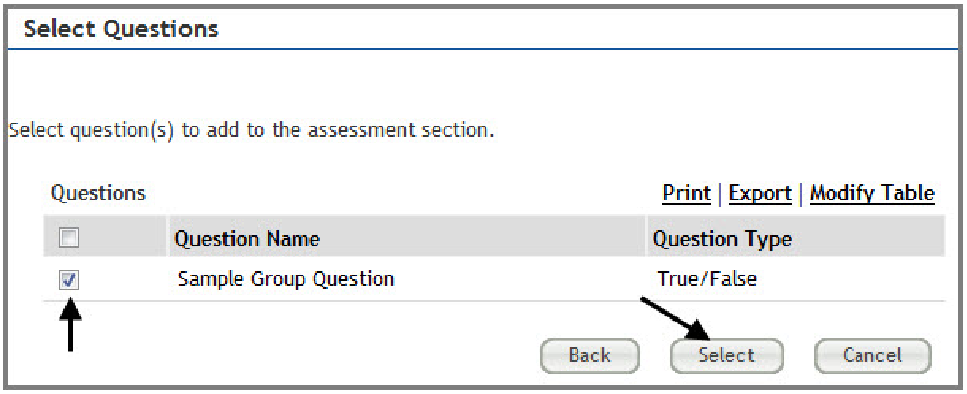


2. Click the **radio button** associated with the question group.
3. Click **Select**.



Content Administrator

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

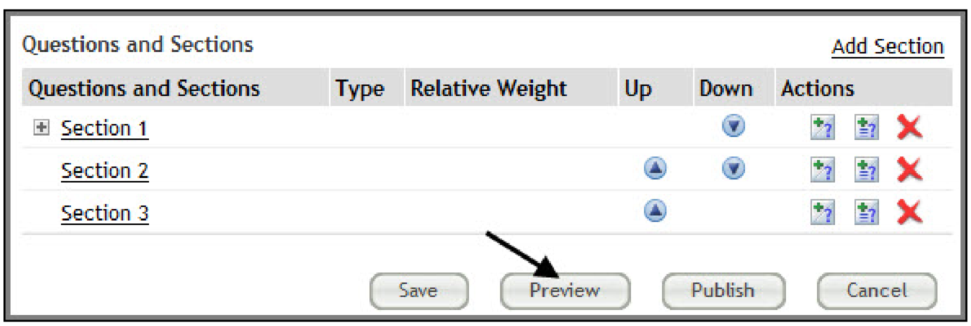


6. The question(s) will be added to the test.

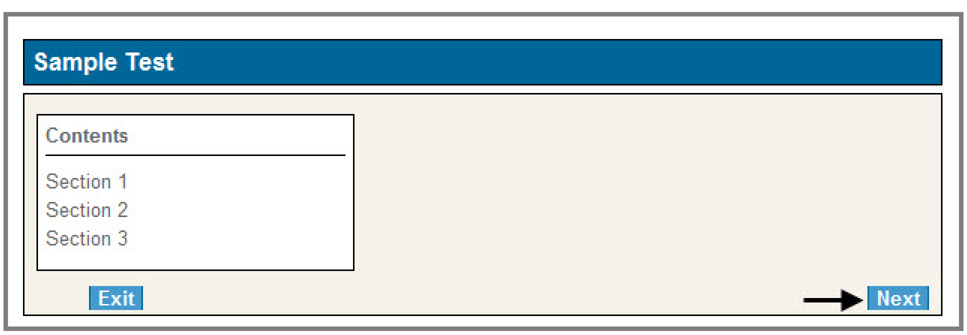
PREVIEW AND PUBLISH A TEST

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.

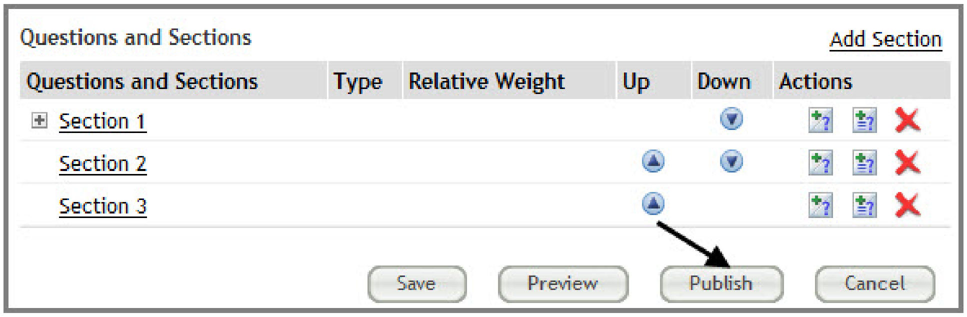
1. Click **Preview** to view the test.



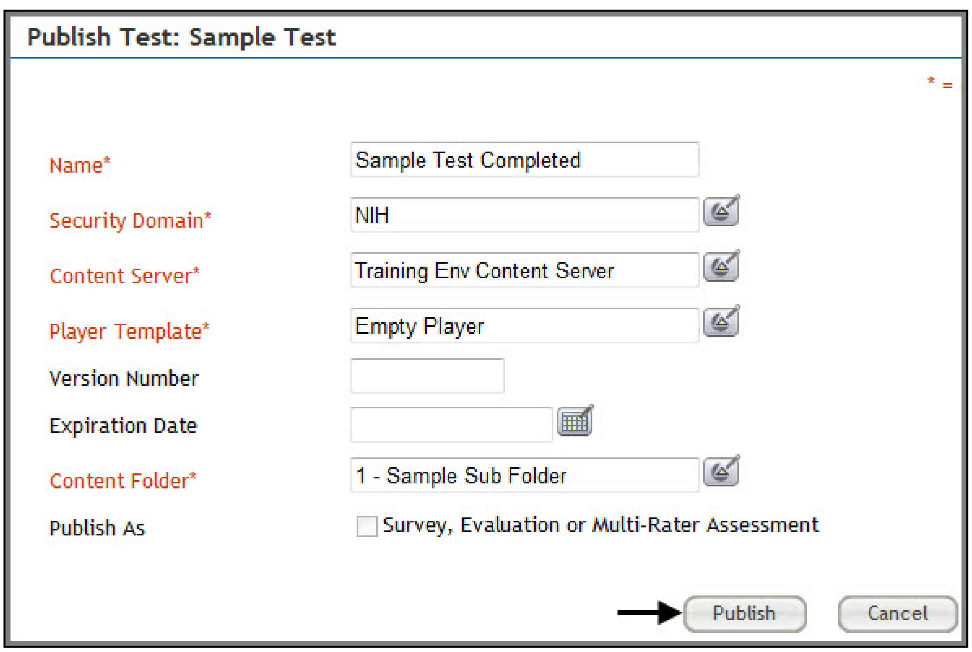
2. Click **Next** to start the test to view it as a learner would.



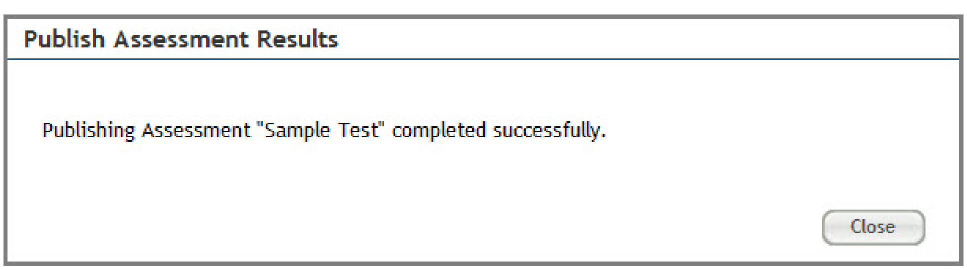
3. Make any necessary edits to the test then click **Publish**.



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**.

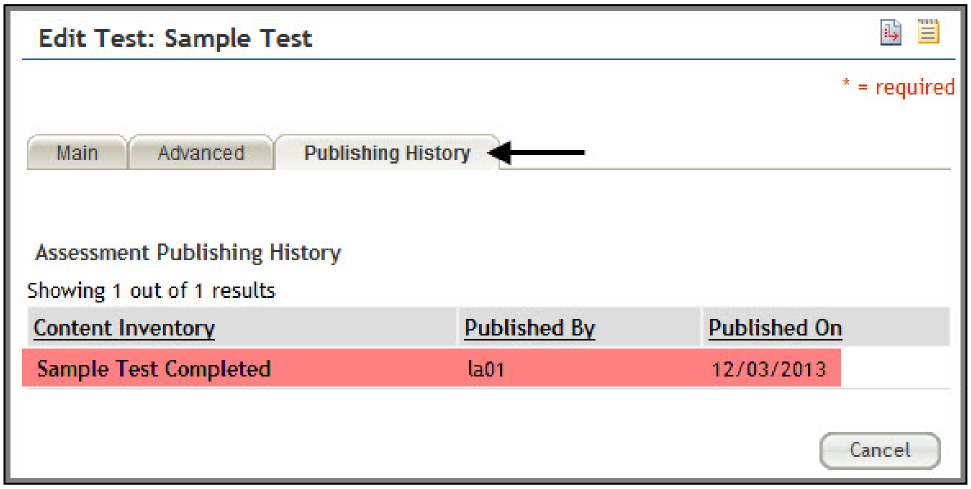


12. Click **Close** when you see that your test content has published successfully.



Content Administrator

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



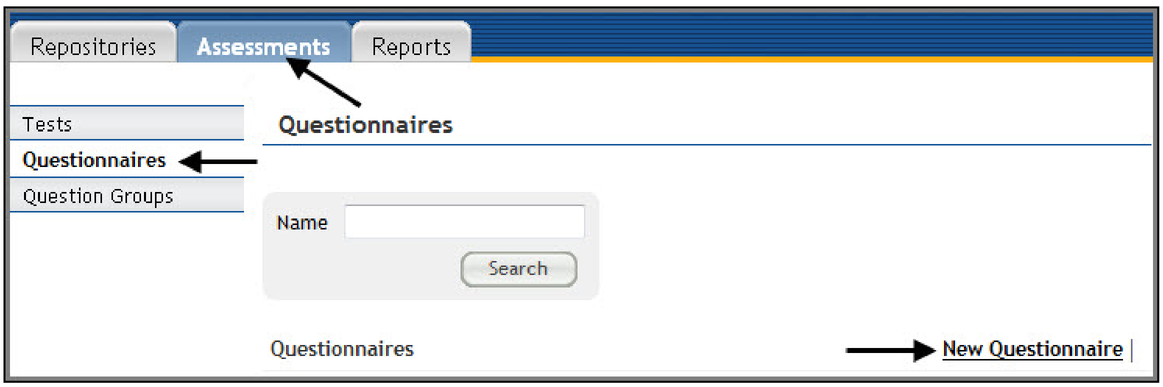
14. Find the test in the **Production Repository** to verify. It will appear as a SCORM package.

QUESTIONNAIRES

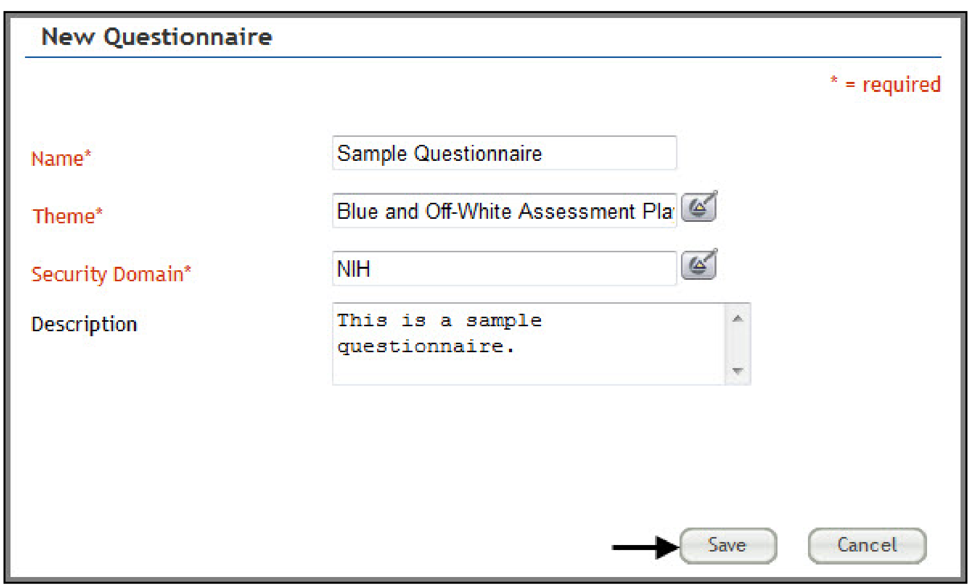
CREATE A QUESTIONNAIRE

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**.

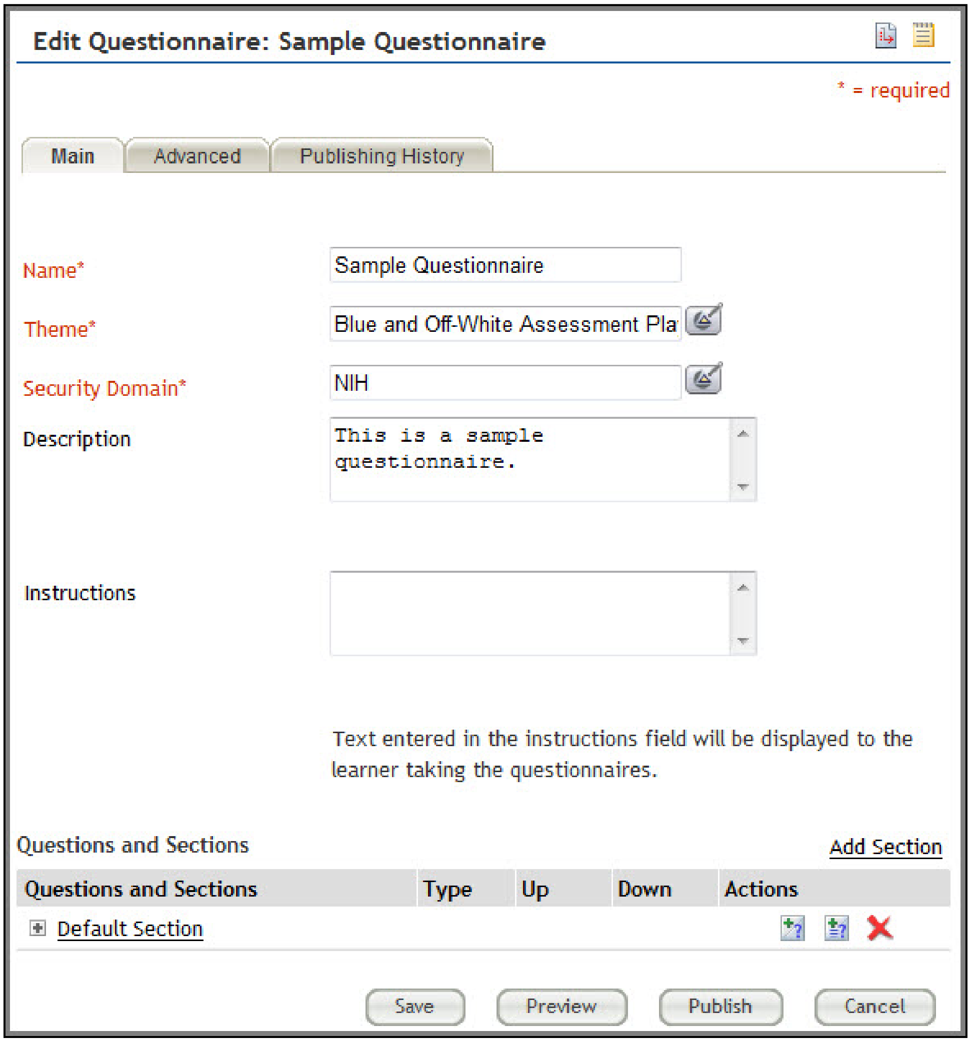


5. Enter a **Name** for the questionnaire.
6. Select a color **Theme**
7. Make sure NIH is the **Security Domain**, and add a **Description** if desired.
8. Click **Save**.



Content Administrator

9. The Edit Questionnaire screen will now be displayed.



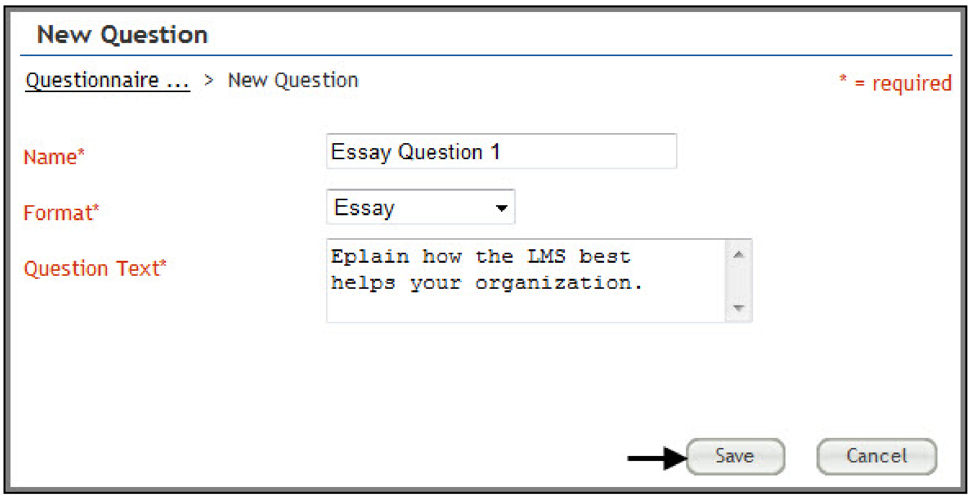
ADD SECTIONS TO A QUESTIONNAIRE

See the instructions for: Add Sections To A Test

ADD ESSAY QUESTIONS

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

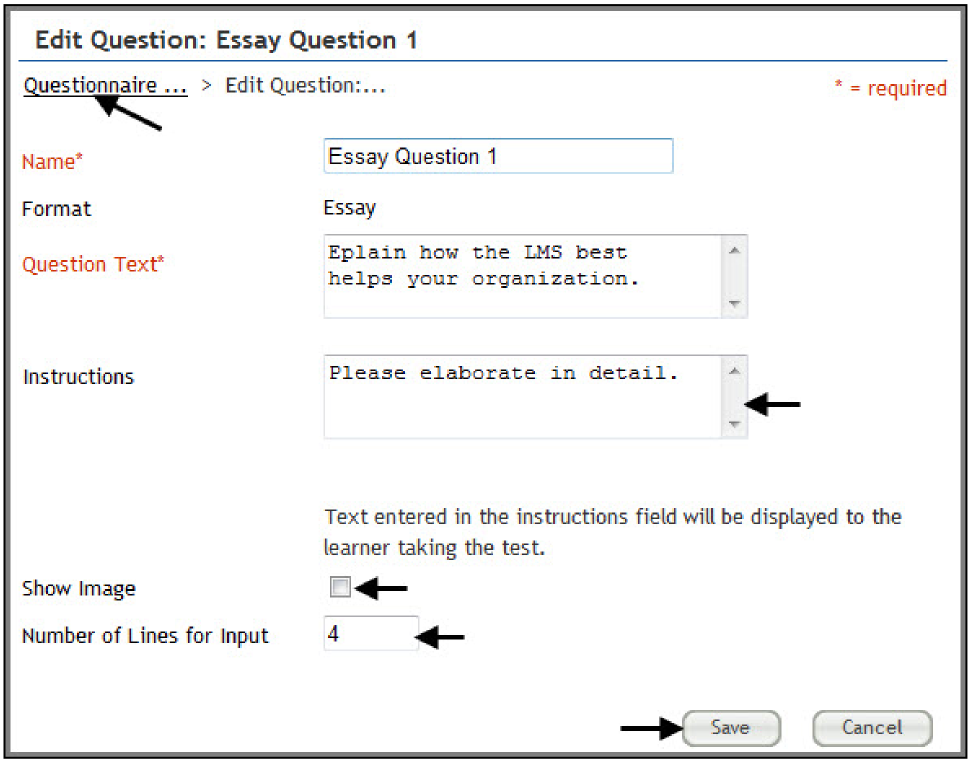
2. Enter a **Name** for the question and select the Essay **Format**.
3. Add the **Question Text** you want learners to see then click **Save**.



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.**

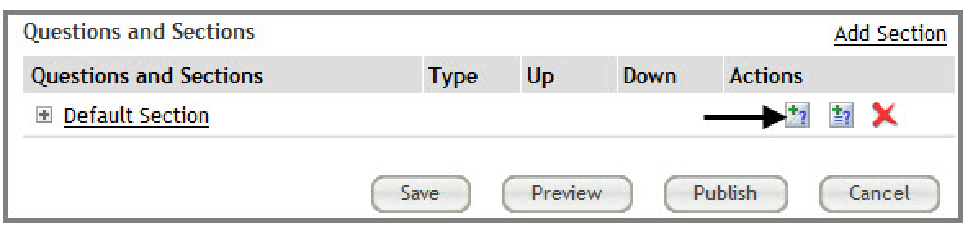
Content Administrator

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

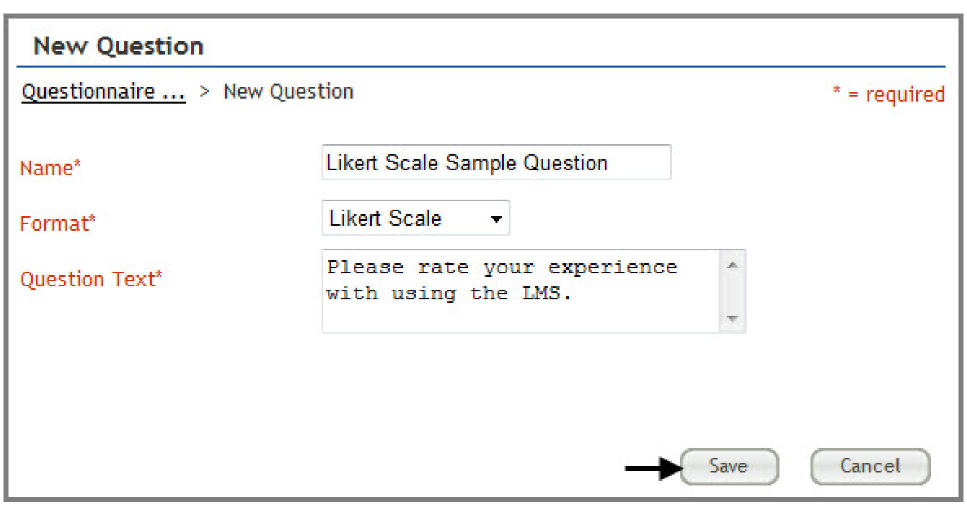


ADD LIKERT SCALE QUESTIONS

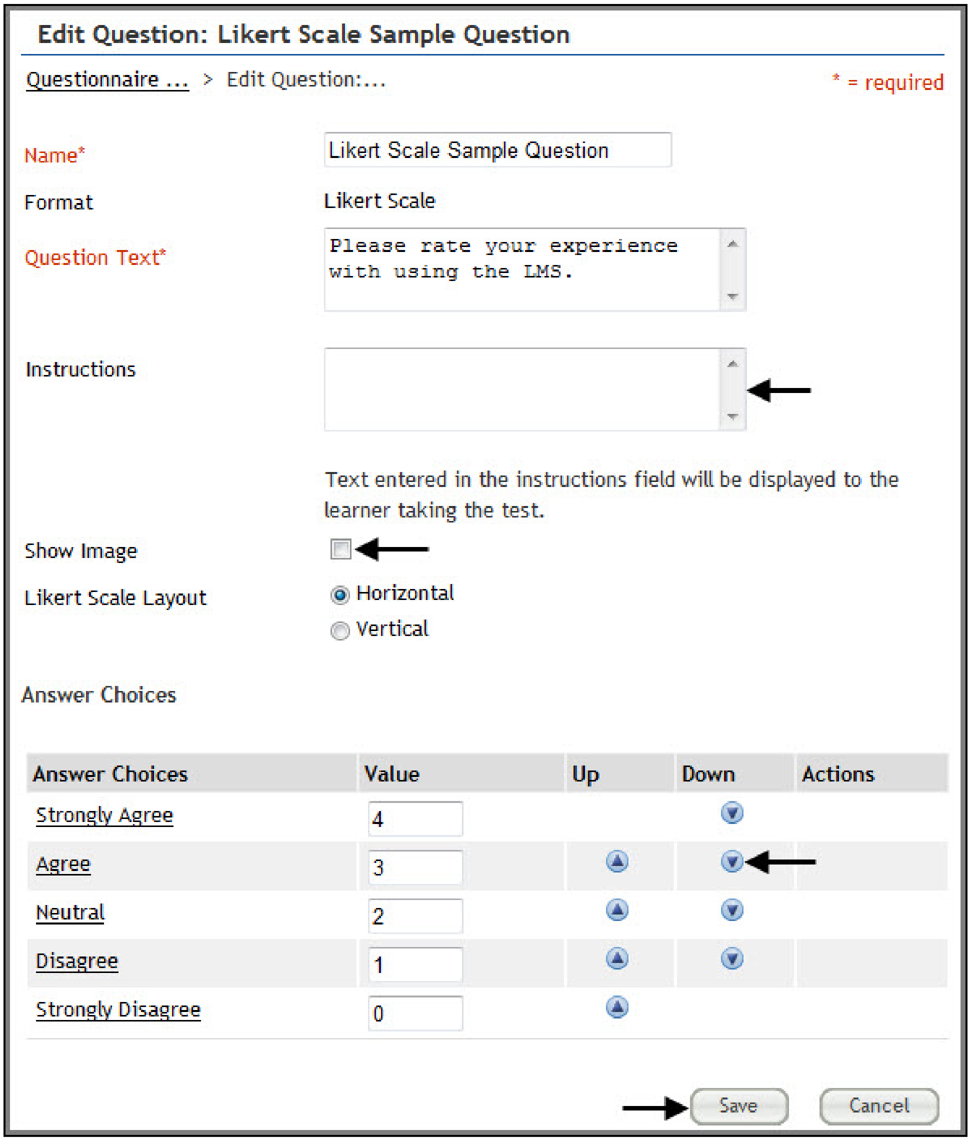
1. From the Edit Questionnaire screen, click the **Add Question button**.



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



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.**



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.

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

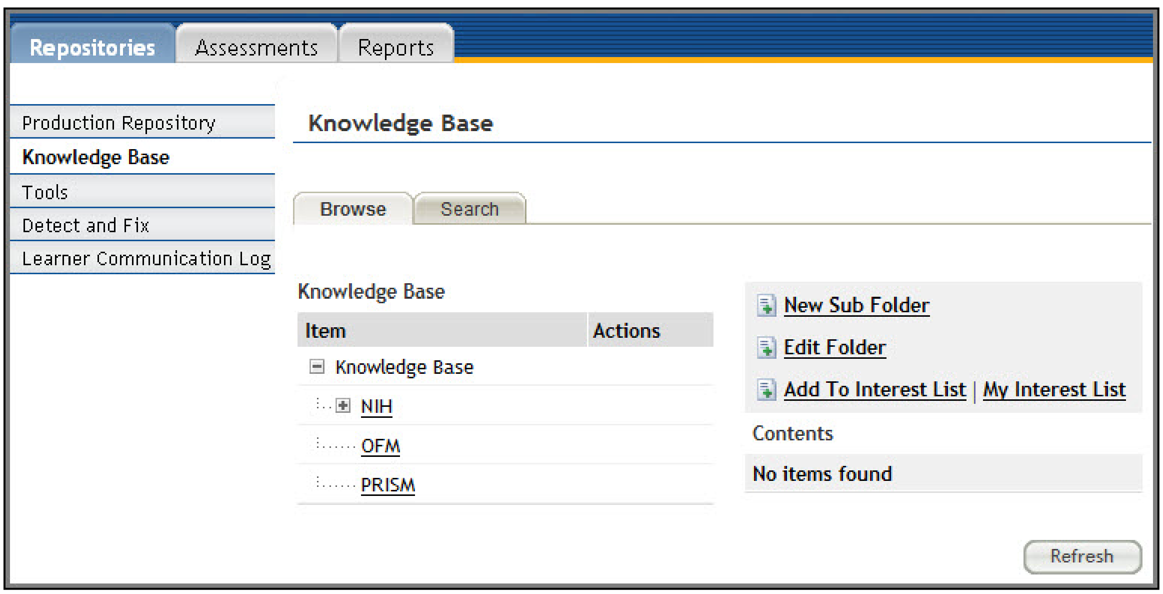
See Preview and Publish a Test in the Test section for instructions to publish a questionnaire. The steps are the same.

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