



LEARNING MANAGEMENT SYSTEM (LMS) **ACCESSING BOOKS & VIDEOS FROM THE LMS**

Do you know that federal staff have access to hundreds of books for free from the LMS? Books & Videos gives federal staff access to books in Business, IT, Project Management and many other interesting categories. You just need to register once, and then Books & Videos will then be available in your Current Learning section. This Guide provides instructions for federal staff on how to access Books & Videos in the LMS.

1. Log into the LMS.

NOTE: For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\) QRG](#).

2. In the Catalog Search section, enter Books & Videos in the Search field and then select the **Search** button.

Search field →

Catalog Search

Enter the course title, course ID, or offering ID in the search field. The LMS will search on each word or numeric ID separately. For example, if Word 2010 is entered as the search criteria, all offerings with either Word OR 2010 in the title, description, abstract, or keywords will be returned. Use the Advanced Search to narrow your search criteria, or check the Exact Match if you know the exact title of the course.

Search	In
<input type="text" value="Books & Videos"/>	<input type="text" value="Learning Catalog"/>
Location	Starting
<input type="text" value="Any Location"/>	<input type="text" value="In Next Six Months"/>

Show exact matches only

[Advanced Search](#)

Browse: [Category](#)

Figure 1 – Search field and Search button in the Catalog Search portlet

3. From the Search Catalog screen select the **Launch Content** link.

The screenshot shows the 'Search Catalog' interface. At the top, there's a search bar with 'books & videos' entered. Below the search bar, there are filters for 'Starting' (set to 'In Next Six Months') and 'Location' (set to 'Any Location'). The results section shows two entries for 'Skillssoft Books & Videos'. The first entry has a 'Launch Content' link highlighted with an arrow and the text 'Launch Content link'. To the right, there's a 'Refine/Expand search results' sidebar with various filters like 'Resource Type', 'Delivery Types', 'Location', 'Start Date', 'Price', 'Categories', 'Competencies', and 'Languages'.

Figure 2 – Launch Content link for the Books & Videos course

4. You may be presented with a message advising that you have already registered for the offering, select the **Go to Registration** link under the Actions section.

The screenshot shows a 'Please read...' message box. It contains a message: 'You are already registered for this offering. Are you sure you want to register again?'. Below the message, there's a section titled 'Current Enrollments and completed course items' with a table. The table has three columns: 'Name', 'Registered On', and 'Actions'. The first row shows 'Skillssoft Books & Videos' with a registration date of '09/15/2016' and a 'Go to Registration' link. An arrow points to this link with the text 'Go to Registration link'. At the bottom of the message box, there are two buttons: 'Back to Search Results' and 'Continue Registration'.

Figure 3 – Go to Registration link

- Click the **Launch Content** button (there are three buttons, at the top-right of the page, in the middle-right of the page, and at the bottom of the page).

Skillsoft Books & Videos (_ADDON_BOOKS_001, 1)

Delivery Type: Online Training

Completion Status: Not Evaluated
Score: 0

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Skillsoft Books and Videos	Content Module	Required	Attempts Allowed: Unlimited Mastery Score: 70.00	Not Evaluated		Launch Content more actions

Attachments: No items found

Module	Status	Event
POST TRAINING LEVEL 1 SURVEY	Published	Only after the Learner has been marked Complete

Figure 4 – Launch Content buttons for the Books & Videos course

- Select the **SkillSoft Books & Videos** link on the pop-up window.

SkillSoft Books & Videos link

Click the link below to launch content.

Table of Contents

Skillsoft Books and Videos

[Skillsoft Books and Videos](#)

Figure 5 – SkillSoft Books & Videos link on the pop-up window

7. The NIH Books & Videos home page has been configured for our organization to have some specialized topics in the left navigation panel.

Quick Links

- Learning Transcript
- Support

Upcoming Events

Live Events 2

Featured Topics

- 2017 HHS Top Titles
- Cybersecurity
- Diversity and Inclusion
- FDA - Supervisory 201 Featured T...
- FDA Supervisory 101 Featured T...
- HHS - Individual Development Pl...
- HHS - Using Emotional Intelligen...
- NIH - NIAID
- Skillsoft Off the Shelf Book Club
- Work/Life Balance December 2017

Welcome to Skillsoft Books and Videos

Whether you're trying to answer a question, learn a new skill, or develop professionally, Skillport lets you quickly locate learning content aligned to your needs. Find the right resources. Learn from your peers. Experience a learning platform that truly puts your needs front and center.

New Release Highlights

- Leadership and Business Skills
- IT Professional Skills and Certification
- Desktop and Digital Skills

Featured Content

PAST LIVE EVENT

[Live Event: Creating Order Out of Chaos--Staying Afloat in a World of Too Much to Do](#)

Past Live Event: 1 Hour

RECOMMEND (4)

LAUNCH

BOOK

[Fearless and Free: How Smart Women Pivot and Relaunch Their Careers](#)

Book: 258 Pages
Publisher: AMACOM © 2017

RECOMMEND (1)

LAUNCH

BOOK

[MIT Sloan Management Review on The Agile Leader: Perseverance and Flexibility](#)

Book: 30 Pages
Publisher: MIT Sloan Management Review © 2017

RECOMMEND (1)

LAUNCH

Figure 6 – Welcome to Skillsoft Books and Videos home page

IMPORTANT: Books & Videos courses will never be marked as complete on your Transcript. To access Books & Videos again in the future, navigate to your Current Learning section. For additional information about how to get started with Books & Videos please visit: <http://help.books24x7.com/bkb>

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