



## 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 <u>Log-On Instructions</u> (TS02-L) QRG.

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

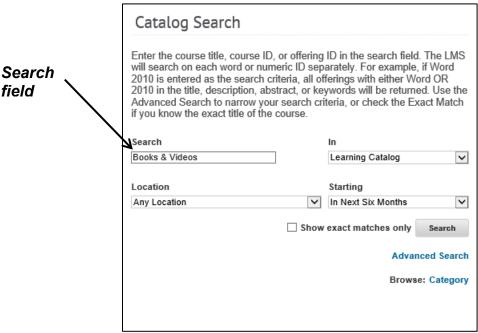


Figure 1 – Search field and Search button in the Catalog Search portlet

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

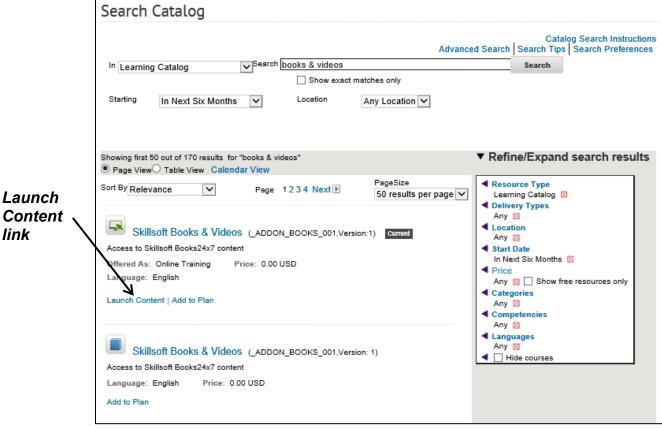


Figure 2 – Launch Content link for the Books & Videos course

 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.

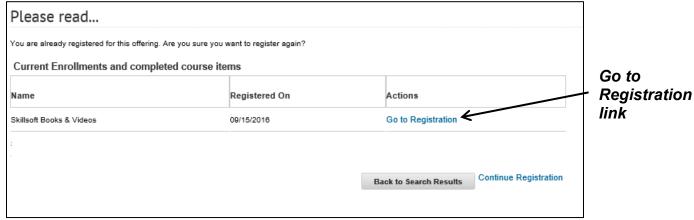


Figure 3 – Go to Registration link

5. 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).

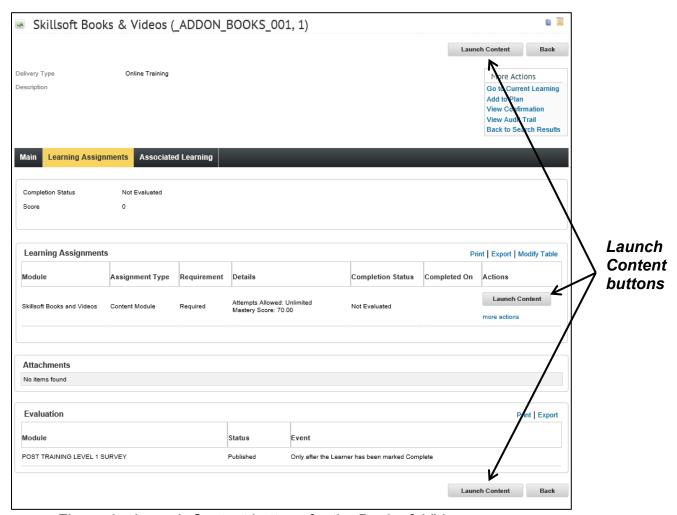


Figure 4 – Launch Content buttons for the Books & Videos course

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

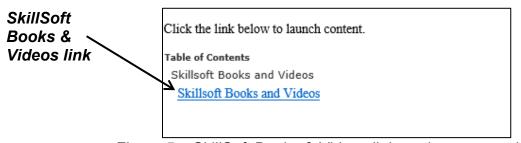


Figure 5 – SkillSoft Books & Videos link on the pop-up window

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

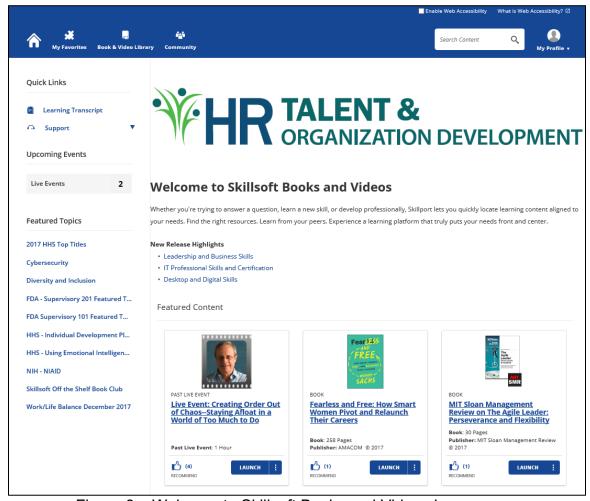


Figure 6 – Welcome to Skillsoft Books and Videos home page

**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: <a href="http://help.books24x7.com/bkb">http://help.books24x7.com/bkb</a>

If you experience trouble with this process, please refer to the <u>LMS Support Page.</u>