



HCSC



U.S. Department of Veterans Affairs
Manager Job Aid
Assign Item to Direct Reports

Manager Job Aid: Assign Item to Direct Reports

(Revision Date: June 10, 2024)

Purpose

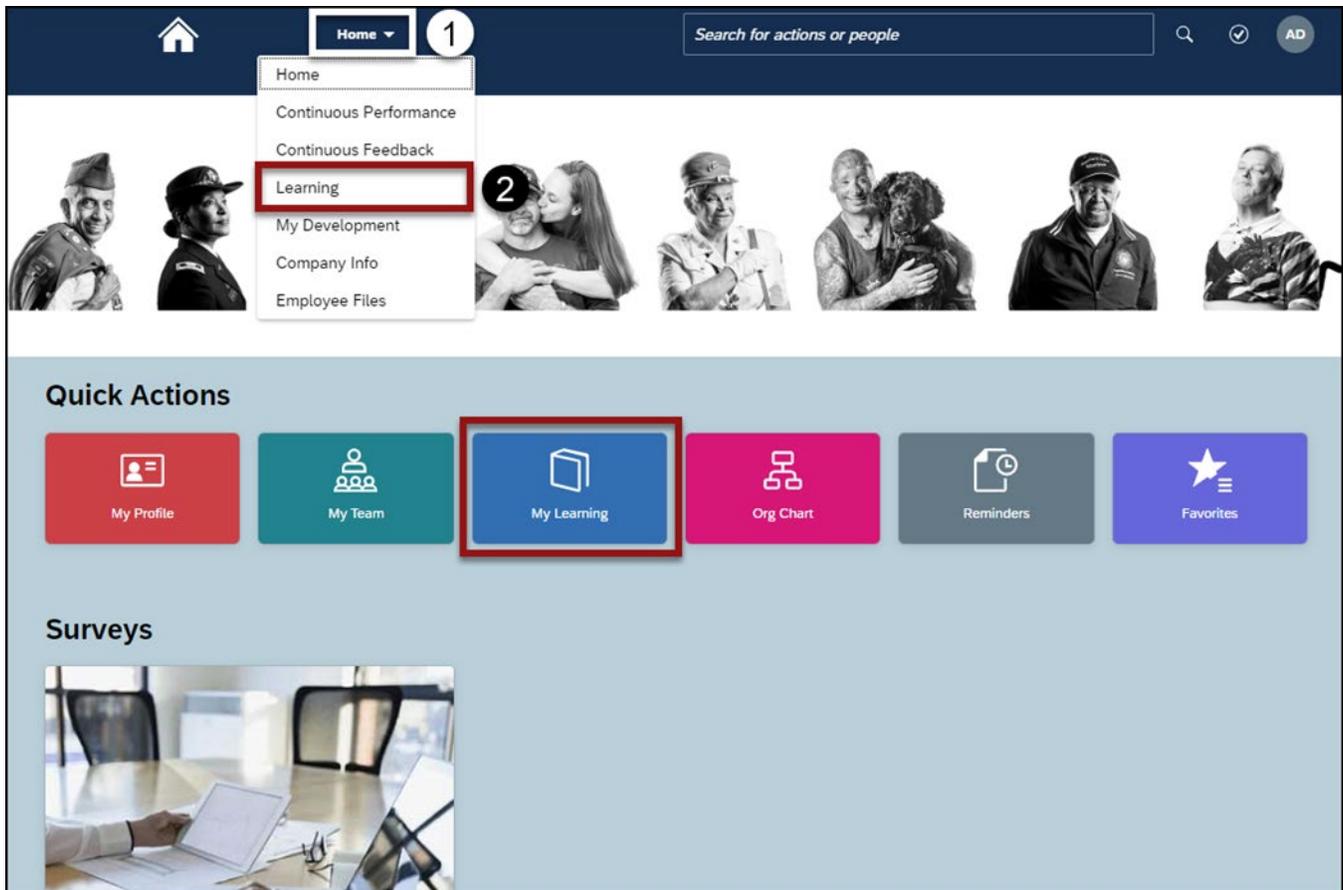
The purpose of this job aid is to guide you through the step-by-step process of assigning an item to direct reports from the TMS Library.

In this job aid, you will learn how to:

- Task A. Navigate to My Learning
- Task B. Assign Item to Direct Reports

Task A. Navigate to My Learning

1. From the VA TMS landing page, select the **Home** dropdown menu.
2. Select the **Learning** option. This will navigate you to the My Learning area of the TMS.
NOTE: Selecting the My Learning tile under Quick Actions will also navigate you to My Learning.



Task B. Assign Item to Direct Reports

1. Select the **Browse all courses** link in the Find Learning area.

The screenshot displays the 'To-Do' and 'Find Learning' sections of the TMS 2.0 interface. The 'To-Do' section includes a search bar for 'Course name or ID', a 'Filter' button, and a list of tasks. The 'Find Learning' sidebar on the right contains a search bar, a 'Browse all courses >' link (highlighted with a red box and a '1' in a black circle), and other navigation options like 'My Curricula', 'Links', 'Learnin...', and 'Featured'.

2. You can refine the search by **Learning Type**, **Source**, **Delivery Method**, and **Categories**.
3. You can sort them by **Relevance**, **Title**, or **Rating**.
4. Select the **Title** of the course for which you want to register.

The screenshot displays the 'Library' page with the following elements:

- Search Bar:** Located at the top, containing a search input field and a 'Language & Currency' dropdown.
- Course Count:** '48277 Courses' is shown in the top left.
- Refine By Panel (2):** A sidebar on the left with filters for Learning Type, Source, Delivery Method, Rating (with an 'Include unrated' option), and Categories.
- Sort By Panel (3):** A dropdown menu on the right showing 'Relevance' selected, with 'Title' and 'Rating' as other options.
- Course Cards:** Three course cards are displayed:
 - "Addicted to Busy - Burnout Preventio... (VA 4556771)" with a 4.47 star rating.
 - "Effective Communication with Dr. Cha... (NFED 4563872)" with a 4.57 star rating. This card is highlighted with a red box and a circled '4'.
 - "ALERT-HR Q&A Session (VA 4537881)" with a duration of 2 hours.
- Buttons:** Each course card has a 'Start Course' button and a 'More' link.

5. Select the **Assign to Others** button.

[My Learning](#) / [Library](#) / Growing Employees and Leaders wit...

Growing Employees and Leaders with Marcus Butler - The Audacity to Fail Podcast Episode 4

[Start Course](#) [Assign to Me](#)

5 [Assign to Others](#) ↗

Course Information

Type: Online
Target Audience: All VA employees

Average Rating

★★★★☆ (4.50 out of 5 stars from 1554 ratings)



Course Details **Online Content**

Description

In this episode, Dr. Shari Dade interviews Marcus Butler. Marcus Butler is the Director of Logistics for the Office of Electronic Health Record Modernization. He is responsible for program oversight and executive leadership in the areas of Transportation Management, Facilities Management, Equipment Management, Analytical Reporting, and Logistics Operations and the accomplishment of the overall OEHRM mission.

In this conversation, Marcus shares the missteps leaders may confront when developing tomorrow's leaders, today. Listen in to uncover the key lessons that were hiding behind this leader's missteps.

Key Lessons:

1. There is an importance in knowing your team. Notice the various skillsets your team brings to the table and delegate tasks that will help them shine and grow.
2. Get involved by checking in early with your team about their individual vision and goals. Ask where they envision themselves in the future and partner with them to get there.
3. Replace the worry of losing employees as they grow with the excitement of shaping them so they can reach new heights.

6. (Optional) On the Enter Learning Activity Details page, select the **Add** link to add additional items, programs, or curricula to assign to your direct report.
7. (Optional) From the **Assignment Type** dropdown list, you can mark the item as **Optional** or **Required**.
8. (Optional) Use the **Calendar** icon to select a date in the **Required Date** field.
9. Select the **Add** link in the Employees section to select direct reports.

Enter Learning Activity Details

* Required

6
Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date
🌐 Growing Employees and Leaders with Marcus Butler - The Audacity to Fail Podcast Episode 4		7 Optional	---	6/10/2024 📅	8 MM/DD/Y... 📅

9
Add

There are no employees selected.

Continue
Cancel

- 10. All of your direct reports will be listed. Select the **checkbox** next to the direct report(s) that should be assigned the item.
- 11. Select the **Add** button.

Select Employees

Employees	Region	Job Code	Manager	Organization
<input type="checkbox"/> <input type="text" value="Enter Employees"/>	<input type="text" value="Enter Region"/>	<input type="text" value="Enter Job Code"/>	<input type="text" value="Enter Manager"/> <input checked="" type="checkbox"/> Indirect Employees	<input type="text" value="Enter Organization"/> <input checked="" type="checkbox"/> Sub Organization
<input checked="" type="checkbox"/>				HCSC.NVA

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Employees selected: 1

11

12. Once you confirm the details on the Assign Learning page, select the **Continue** button.

Enter Learning Activity Details

* Required

▼ Items, Programs and Curricula
Add

Title	Type	Assignment Type	Priority	*Assigned	Required Date
Growing Employees and Leaders with Marcus Butler - The Audacity to Fail Podcast Episode 4	Optional	---	6/10/2024		MM/DD/Y...

▼ Employees
Add

Name	Remove
[Blurred Name]	

12 Continue
Cancel

13. Select the **Assign Learning** button.

Assign Learning

Confirm Details

Items, Programs and Curricula

Title	Type	Assignment Type	Priority	Assign Date	Required Date
Growing Employees and Leaders with Marcus Butler - The Audacity to Fail Podcast Episode 4		Optional	---	6/10/2024	

Employees

Name

13 Assign Learning Cancel

14. A confirmation message will display. Select the **Close** button.

Assign Learning

Successfully Assigned

The items/programs/curricula have been successfully added to the specified employees. If the curricula/program were already assigned, they will not be re-assigned

14 Close