



Talent
Management
System

VA

Manager Job Aid
Navigate Employee My Learning



Manager Job Aid: Navigate an Employee's My Learning

(Revision date: February 21, 2017)

Purpose

The purpose of this job aid is to guide you through the step-by-step process for accessing and navigating an employee's My Learning.

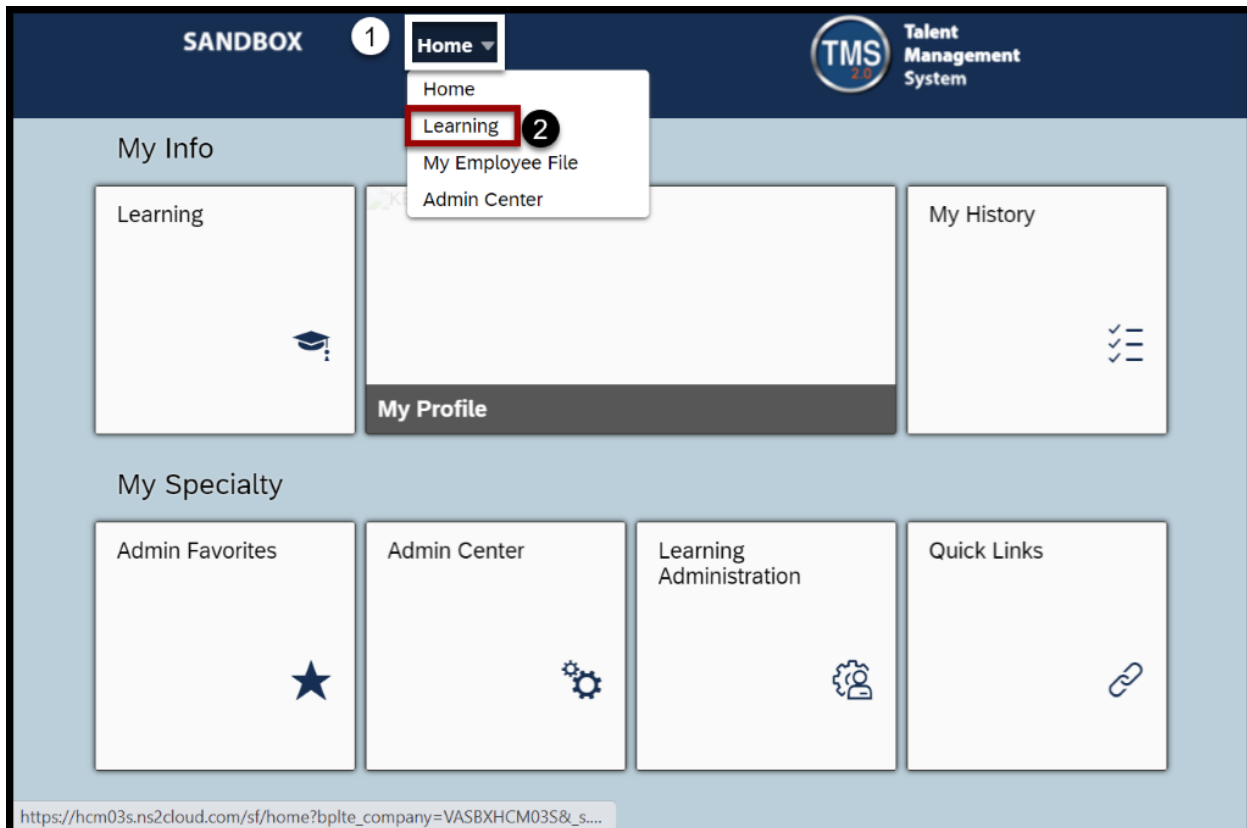
In this job aid, you will learn how to:

- Task A. Access My Team.
- Task B. Access an Employee's My Learning
- Task C. Change the View of an Employee's My Learning
- Task D. Search an Employee's My Learning

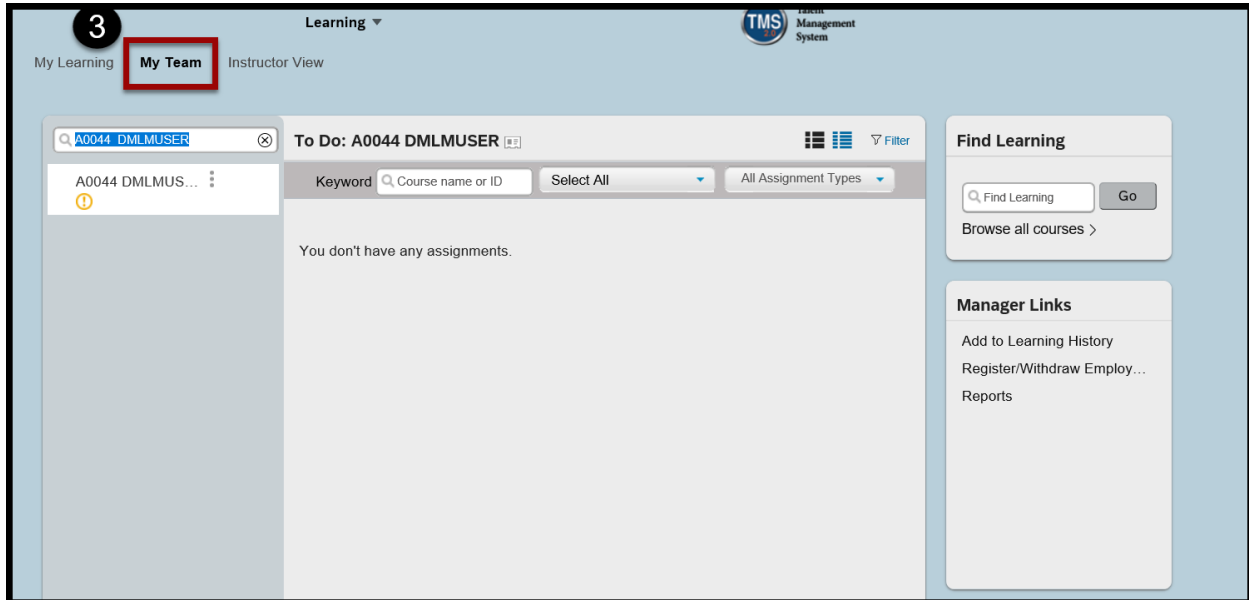


Task A. Access My Team

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.



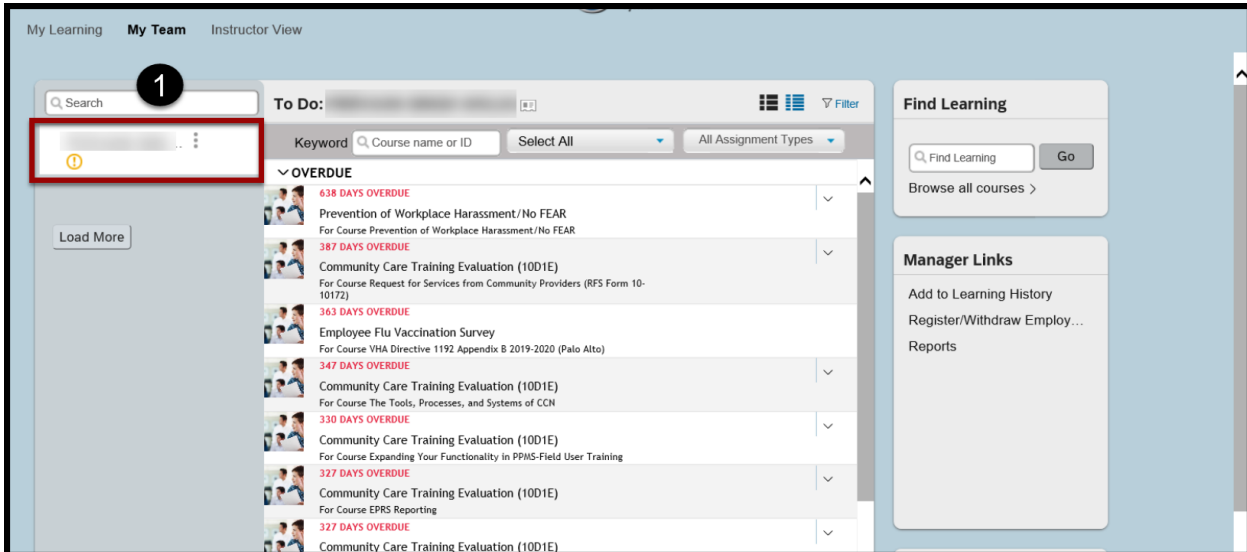
3. Select the **My Teams** tab.





Task B. Access an Employee's My Learning

1. Select an **employee name** to launch that User's My Learning.



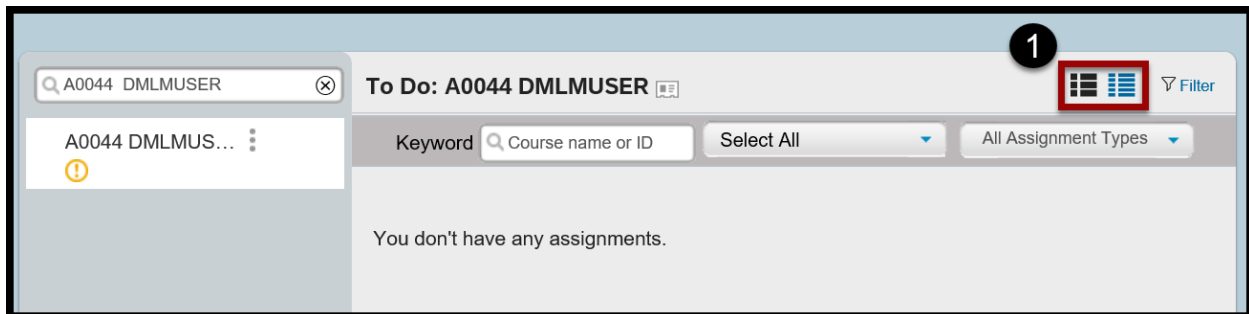
The screenshot shows the 'My Learning' interface with the 'My Team' tab selected. A red box highlights the 'To Do' section, which lists overdue tasks. A circled '1' is placed over the first task, 'Prevention of Workplace Harassment/No FEAR', indicating the selection point.

Task Name	Days Overdue
Prevention of Workplace Harassment/No FEAR	638 DAYS OVERDUE
Community Care Training Evaluation (1001E)	387 DAYS OVERDUE
Employee Flu Vaccination Survey	363 DAYS OVERDUE
Community Care Training Evaluation (1001E)	347 DAYS OVERDUE
Community Care Training Evaluation (1001E)	330 DAYS OVERDUE
Community Care Training Evaluation (1001E)	327 DAYS OVERDUE
Community Care Training Evaluation (1001E)	327 DAYS OVERDUE

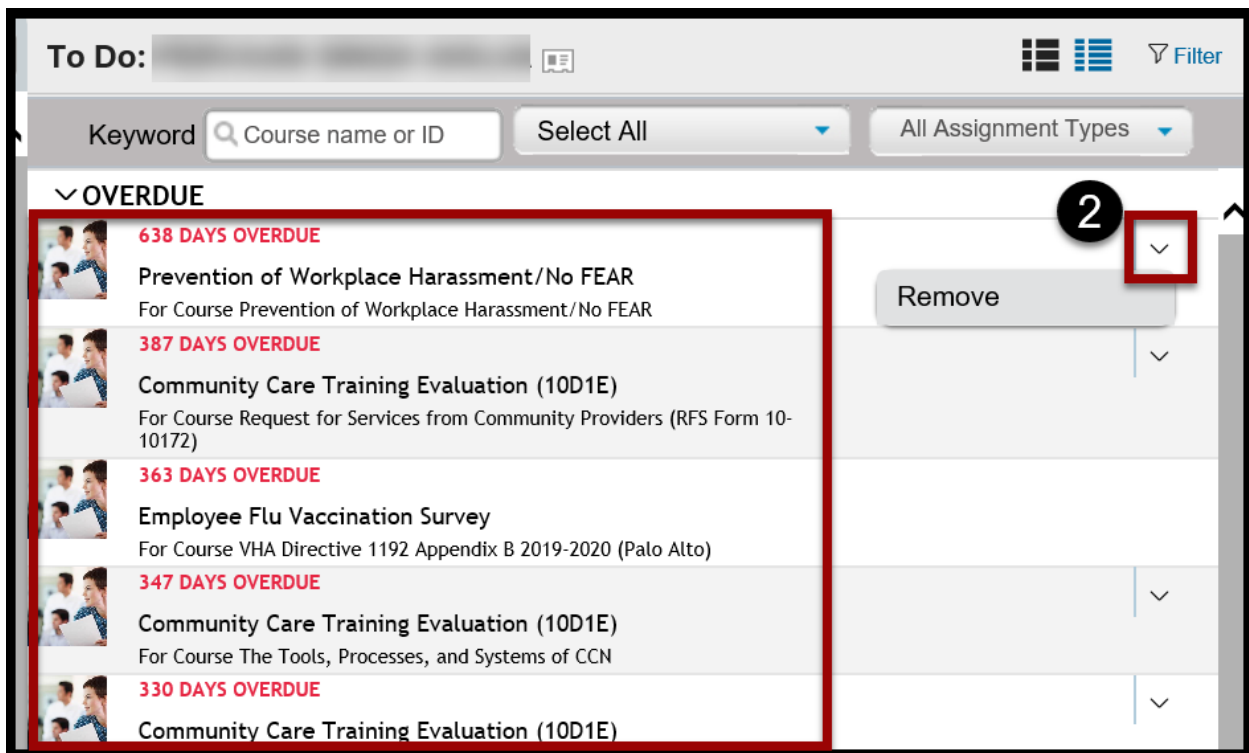


Task C: Change the View of Employee's My Learning

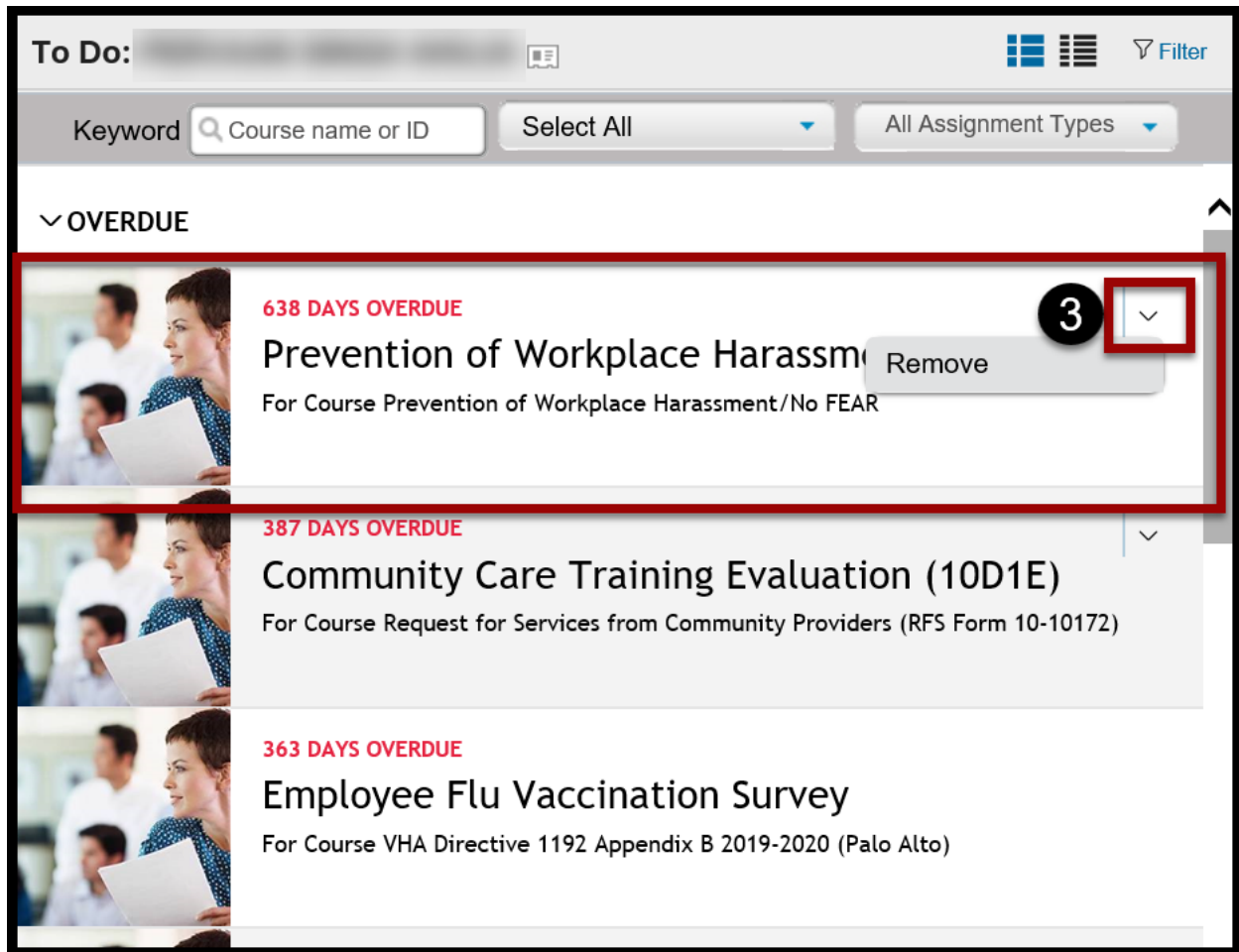
1. Select the **List View** or **Card View** icons in the upper right corner of the employee To-Do List to change the view of a user's To-Do List.



2. In **List View**, items are displayed as a list. Select the **down arrow** next to each learning item to access different actions




3. In **Card View**, items are displayed as cards. Select the **down arrow** next to a learning item to access links to different actions.



To Do: [Icon] [Filter]

Keyword


▼ OVERDUE



638 DAYS OVERDUE

Prevention of Workplace Harassment


For Course Prevention of Workplace Harassment/No FEAR



387 DAYS OVERDUE

Community Care Training Evaluation (10D1E)

For Course Request for Services from Community Providers (RFS Form 10-10172)



363 DAYS OVERDUE

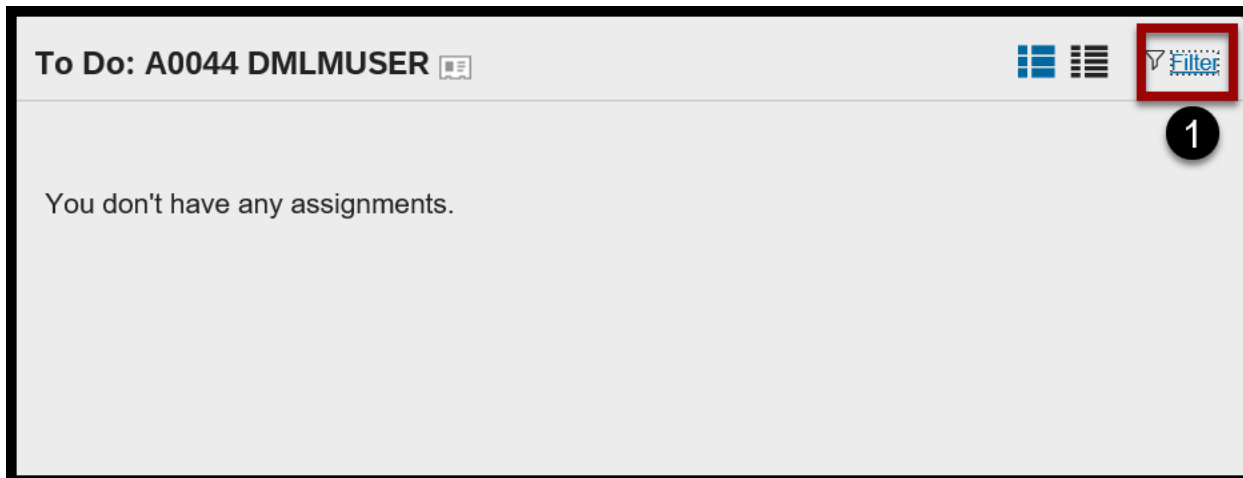
Employee Flu Vaccination Survey

For Course VHA Directive 1192 Appendix B 2019-2020 (Palo Alto)



Task D: Search an Employee's My Learning

1. Search for items on an employee's My Learning by selecting the **Filter** link.

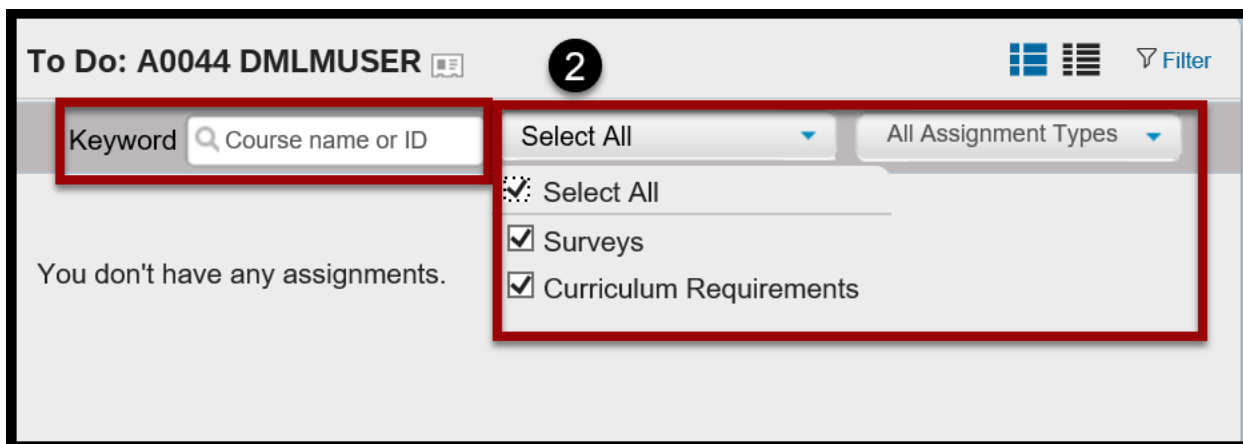


To Do: A0044 DMLMUSER

You don't have any assignments.

1

2. Customize your search by entering keywords and selecting different items in the **All Course Types** and **All Assignment Types** dropdown menus. For example, you can search for online courses only or just those courses for which the user is currently registered.



To Do: A0044 DMLMUSER

2

Keyword

Select All

All Assignment Types

☒ Select All

☒ Surveys

☒ Curriculum Requirements

You don't have any assignments.