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.
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.
Task D: Search an Employee’s My Learning

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

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.