



HCSC



U.S. Department of Veterans Affairs
Manager Job Aid
Navigate Employee My Learning

Manager Job Aid: Navigate Employee My Learning

(Revision Date: June 10, 2024)

Purpose

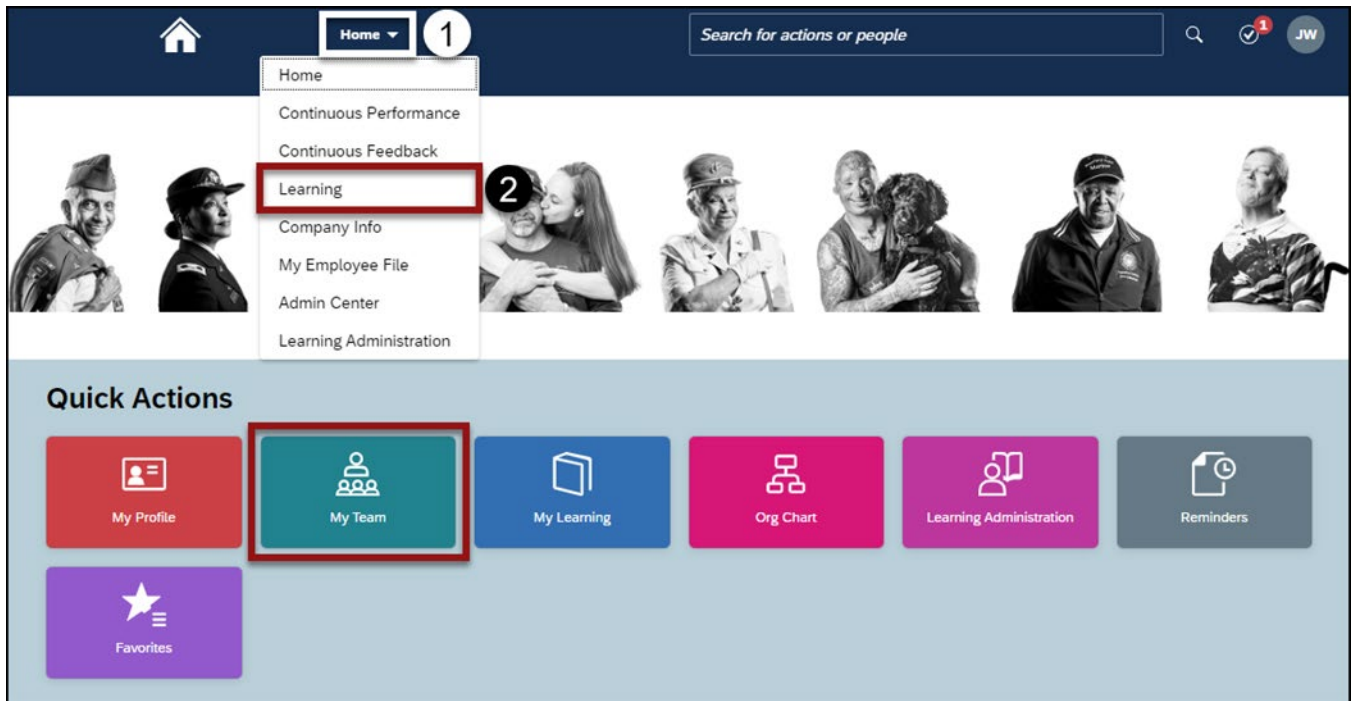
The purpose of this job aid is to guide you through the step-by-step process of accessing and navigating an employee's My Learning.

In this job aid, you will learn how to:

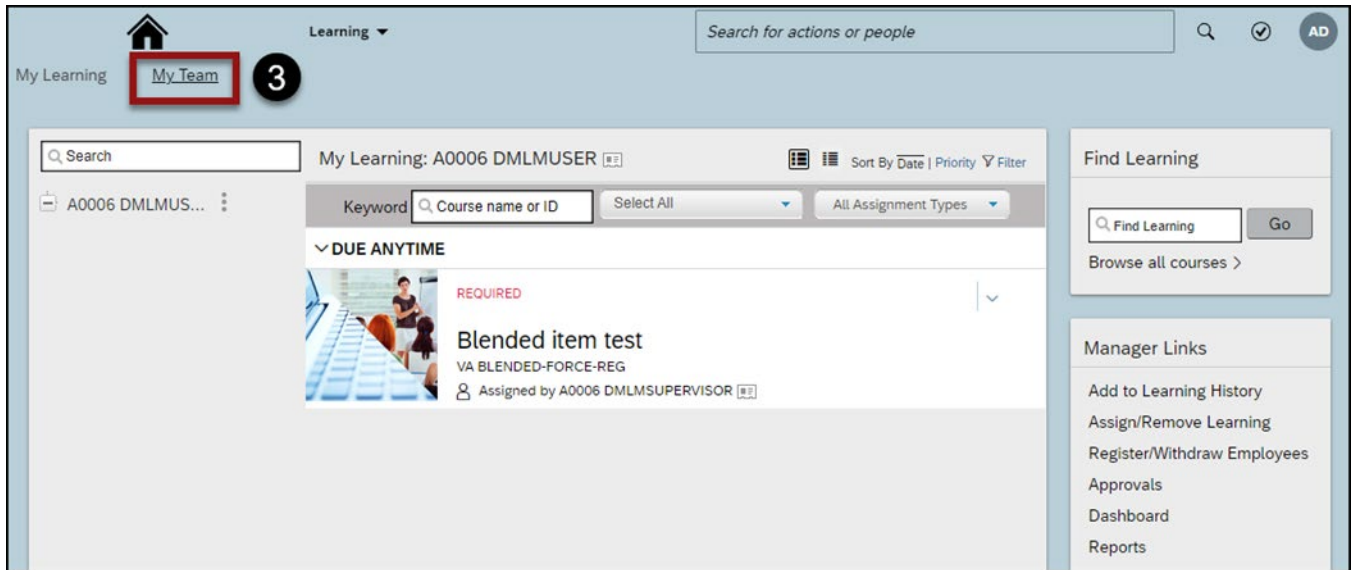
- Task A. Navigate to the My Team View
- Task B. Access an Employee's My Learning
- Task C. Change the View of an Employee's My Learning
- Task D. Search an Employee's My Learning

Task A. Navigate to the My Team View

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 Team tile under Quick Actions will navigate you to that area in one step.



3. Select the **My Team** tab.



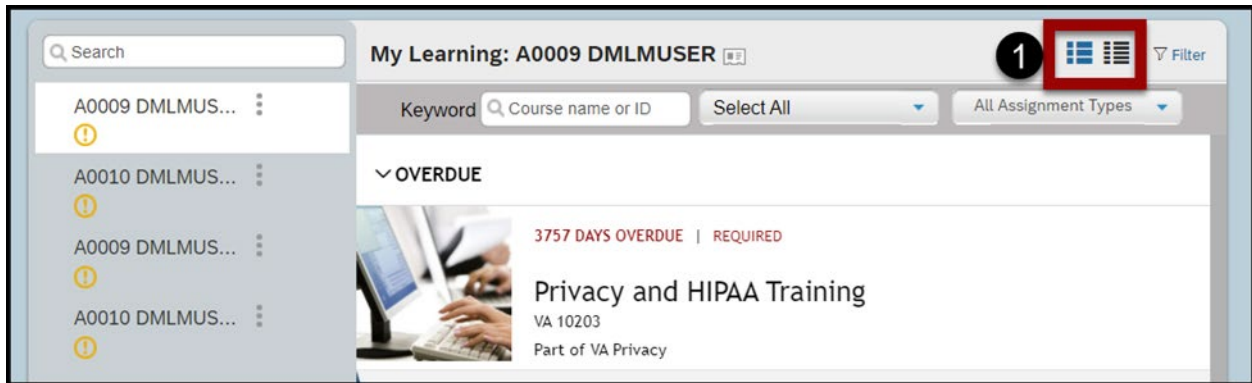
Task B. Access an Employee's My Learning

1. Select an **employee name** to launch that user's My Learning. **NOTE:** The search bar can be used to search for specific users.

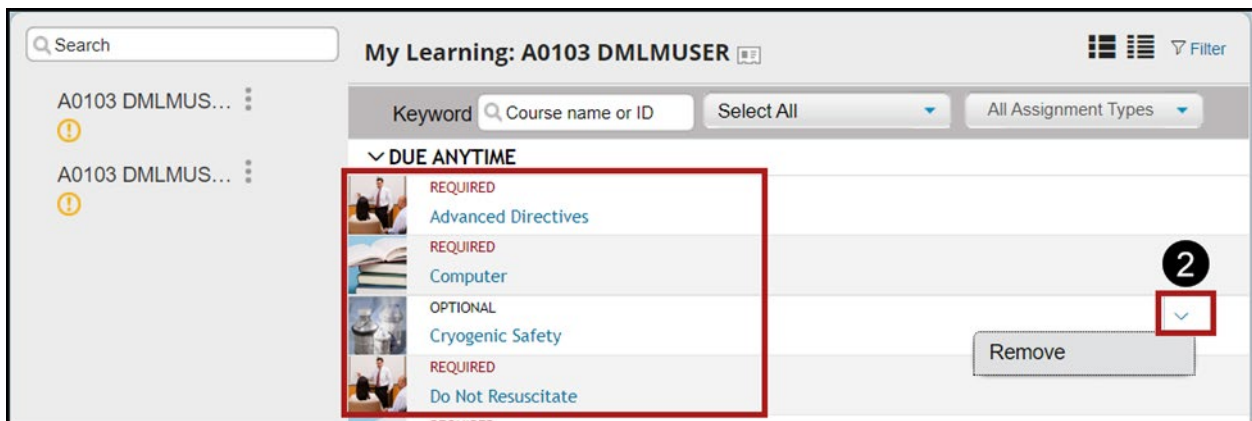
The screenshot shows the 'My Learning' interface for user A0009 DMLMUSER. A search bar is highlighted with a red box, and the search results list shows the selected user. The main content area displays a list of overdue training assignments, including 'Privacy and HIPAA Training', 'VA Privacy and Information Security Awareness and Rules of Behavior', and 'Prevention of Workplace Harassment/No FEAR'.

Task C. Change the View of an Employee's My Learning

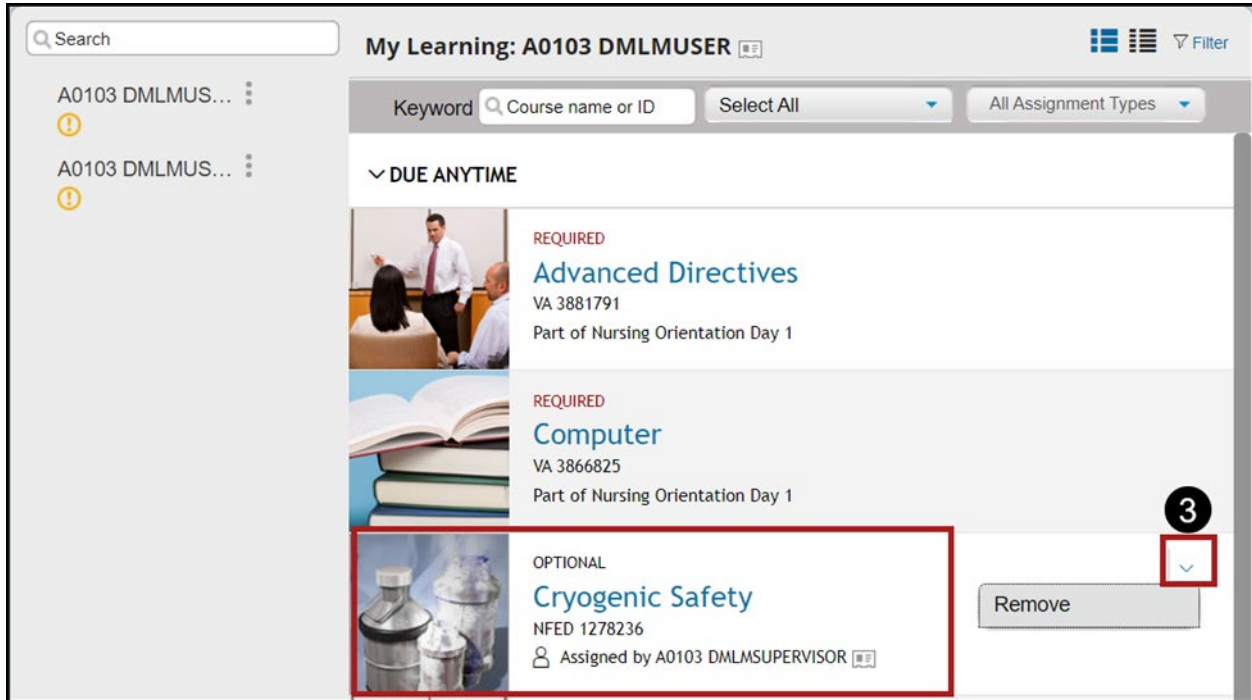
1. Select the **List View** or **Card View** icons in the upper right corner of the employee My Learning area to change the view of a user's My Learning list.



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



- In **Card View**, items are displayed as cards. Select the **actions** dropdown menu next to a learning item to access links to different actions.

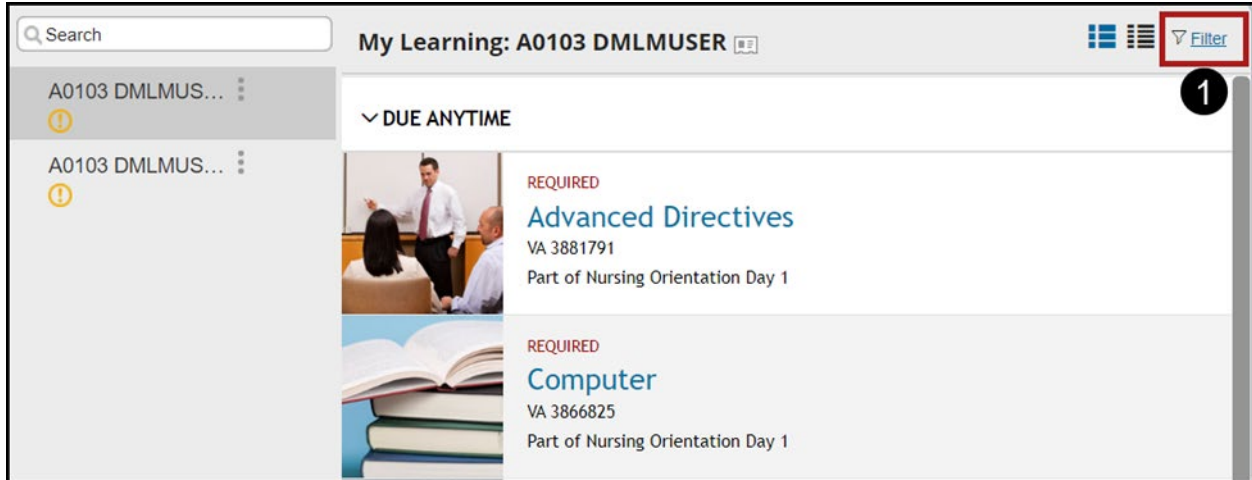


- To see more information about a listed learning item, select the **More** link.



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 **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.

