



U.S. Department of Veterans Affairs
Manager Job Aid
Remove Learning Items

Manager Job Aid: Remove Learning Items

(Revision Date: June 11, 2024)

Purpose

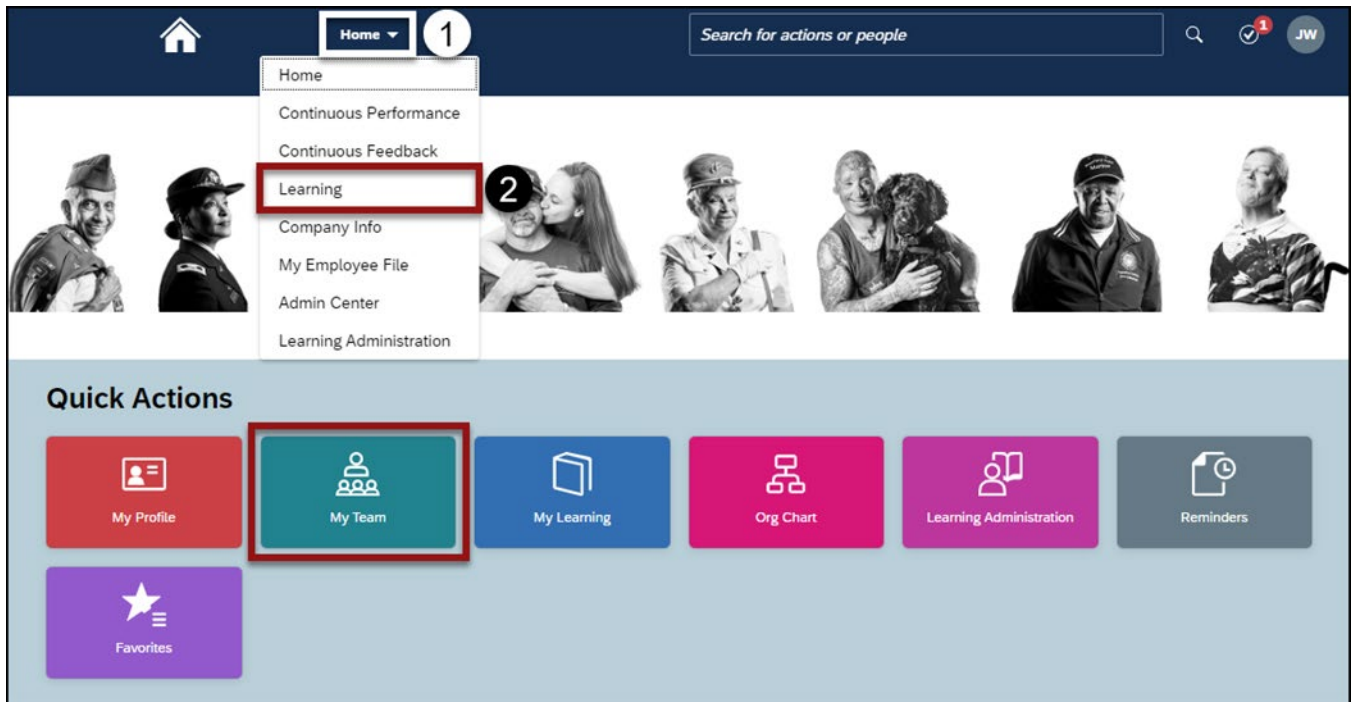
The purpose of this job aid is to guide you through the step-by-step process of removing assigned learning from your direct report's To-Do List. When you remove a learning item, it is deleted from the user's To-Do List and is no longer required to be completed by the employee.

In this job aid, you will learn how to:

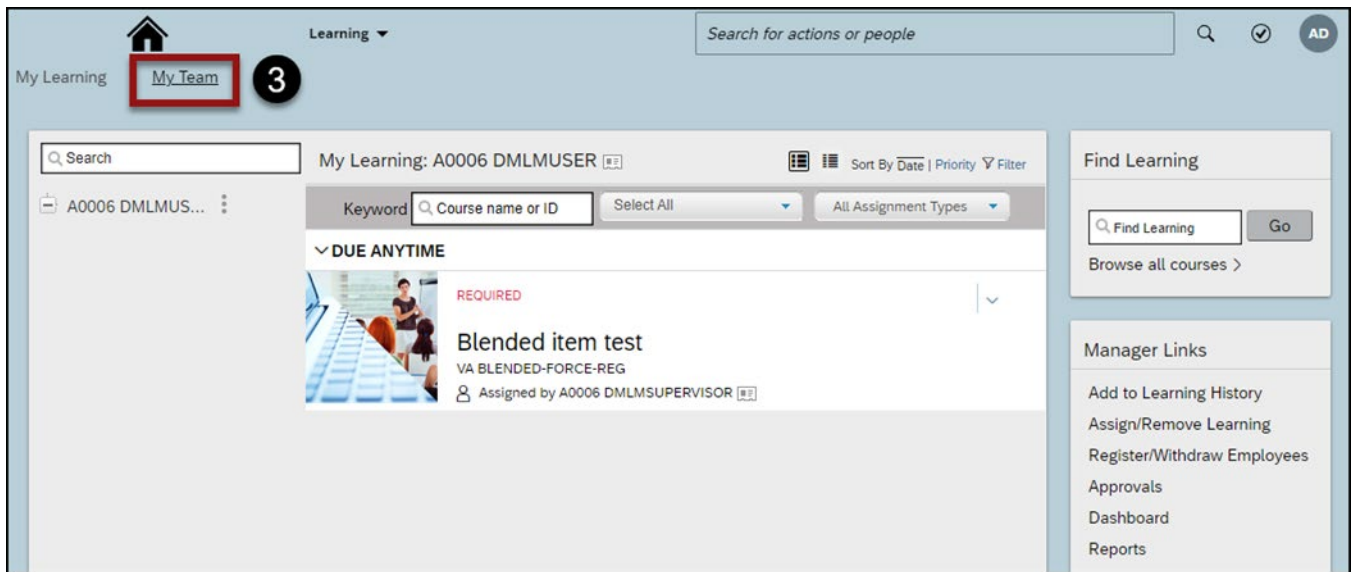
- Task A. Navigate to the My Team View
- Task B. Remove Learning Items from the Employee To-Do List

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.



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



Task B. Remove Learning Items from the Employee To-Do List

1. Select the **Assign/Remove Learning** link from the Manager Links area.

The screenshot shows the TMS 2.0 Manager View interface. The top navigation bar includes 'My Learning', 'My Team', and 'Instructor View'. The main content area displays a list of overdue learning items under the 'OVERDUE' section. The 'Manager Links' sidebar on the right contains a red box around the 'Assign/Remove Learning' link, with a circled '1' next to it. The main content area shows a list of overdue learning items, including 'Introduction to the VA Talent Management System (TMS) 2.0 For TMS Administrators' and 'Introduction to the VA Talent Management System (TMS) 2.0 for Users'.

2. Select **Remove Assigned Learning**.

The screenshot shows the 'Assign/Remove Learning' dialog box. The 'Remove Assigned Learning' option is highlighted with a red box and a circled '2'. The dialog box prompts the user to 'Select the action you would like to take:' and provides two options: 'Assign Learning' and 'Remove Assigned Learning'.

- On the Enter Learning Activity Details page, select the **Add** button in the **Items and Programs** section.

Remove Assigned Learning

Enter Learning Activity Details

* Required

Items and Programs

3

Add

There are no items or programs selected.

Employees

Add

There are no employees selected.

Continue

Cancel

- Enter **keywords** to search for the items/programs to remove from the employee's To-Do List and select the **Search** icon. You can also use the **Refine By** fields on the left side of the page to further filter your search.

Select Desired Courses from Library

4

Search

Language & Currency

46 COURSES

Sort By Relevance

Refine By

4

Learning Type

Source

Delivery Method

Rating

Categories

508 Training (VA 4627778)

Select

More

AK - Revised New Hire Orientation (VA 4627578)
8 hour(s), 0 minute(s)

Select

More

5. From the search results list, choose the **Select** link within the tile(s) of the learning item(s) you want to remove.
6. Select the **X** button to return to the Remove Assigned Learning page.

Select Desired Courses from Library

Search

Language & Currency

46 COURSES

Sort By Relevance

Refine By

Learning Type

Source

Delivery Method

Rating

☐ Include unrated

Categories

508 Training (VA 4627778)

AK - Revised New Hire Orientation (VA 4627578)
8 hour(s), 0 minute(s)

Select

↓ More

Select

↓ More

7. On the Enter Learning Activity Details page, select the **Add** button in the Employees section.

Remove Assigned Learning

Enter Learning Activity Details

* Required

Items and Programs

Add

Title	Type	Priority
Introduction to Rodeo Clowns		...

Employees

7 Add

There are no employees selected.

Continue Cancel

8. Use the **column headers** to filter your search, if needed.
9. Select the **checkbox** next to the employee(s) for whom you want to remove the learning item. **NOTE:** You can select the checkbox at the top of the page to select all employees.
10. Select the **Add** button.

Select Employees

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

Employees selected: 1

Add Cancel

11. Select the **Continue** button.

Remove Assigned Learning

Enter Learning Activity Details

* Required

Items and Programs

Add

Title	Type	Priority
Introduction to Rodeo Clowns		---

Employees

Add

Name

Continue Cancel

12. Review and **confirm the details**.

13. Select the **Remove Learning** button.

12

Confirm Details

Items and Programs

Title	Type
Introduction to Rodeo Clowns	

Employees

Name

13

Remove Learning

Cancel

14. A confirmation message displays indicating a successful removal. Select the **Close** button to return to your home page. You have successfully removed assigned learning for a specified employee. This learning will now disappear from the user's To-Do List.

Confirmation:

The Items and or Programs were removed successfully.

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Close