Manager Job Aid: Remove Learning Items

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Purpose

The purpose of this job aid is to guide you through the step-by-step process for assigning learning items to your direct reports’ learning plan. When you remove a learning item, it is deleted from the user’s learning plan 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 Learning Plan
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 Teams** tab.
Task B: Remove Learning Items from an Employee Learning Plan

1. Select the Assign/Remove Learning manager link.

2. Select Remove Assigned Learning.
3. Select the Items and Programs **Add** icon.

4. Enter **keywords** to search for the items/programs to assign to the employee and select **Go**. You can also use the **Refine By** fields on the left-hand side of the page to further filter your search.
5. From the search results list, choose the **Select** link within the tile(s) of the learning item(s) you want to assign.

6. Select the **X** button to return to the Assign Learning page.
7. Select the **Employees Add** icon.
8. Use the column headers to filter your search, if needed.

9. Place a checkmark next to the employee(s) to whom you want to assign the learning item. **NOTE:** Place a checkmark in the box at the top of the page to select all employees.

10. Select **Add**.
11. Select **Continue**.

12. Review and **confirm the details** of the learning assignment.

13. Select **Remove Learning**.
14. A confirmation message displays indicating successful removal. Select **Close** to return to your home page. You have successfully removed an assigned learning item for a specified employee. This item will now disappear from the user's learning plan.

**Successfully Removed**

Assigned learning has been successfully removed from the specified employees. Only selected programs and incomplete or free-floating items (those not associated with curricula) were removed.