



TMS
2.0

VA

Manager Job Aid

Remove Learning Items



Manager Job Aid: Remove Learning Items

(Revision date: September 23, 2020)

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:

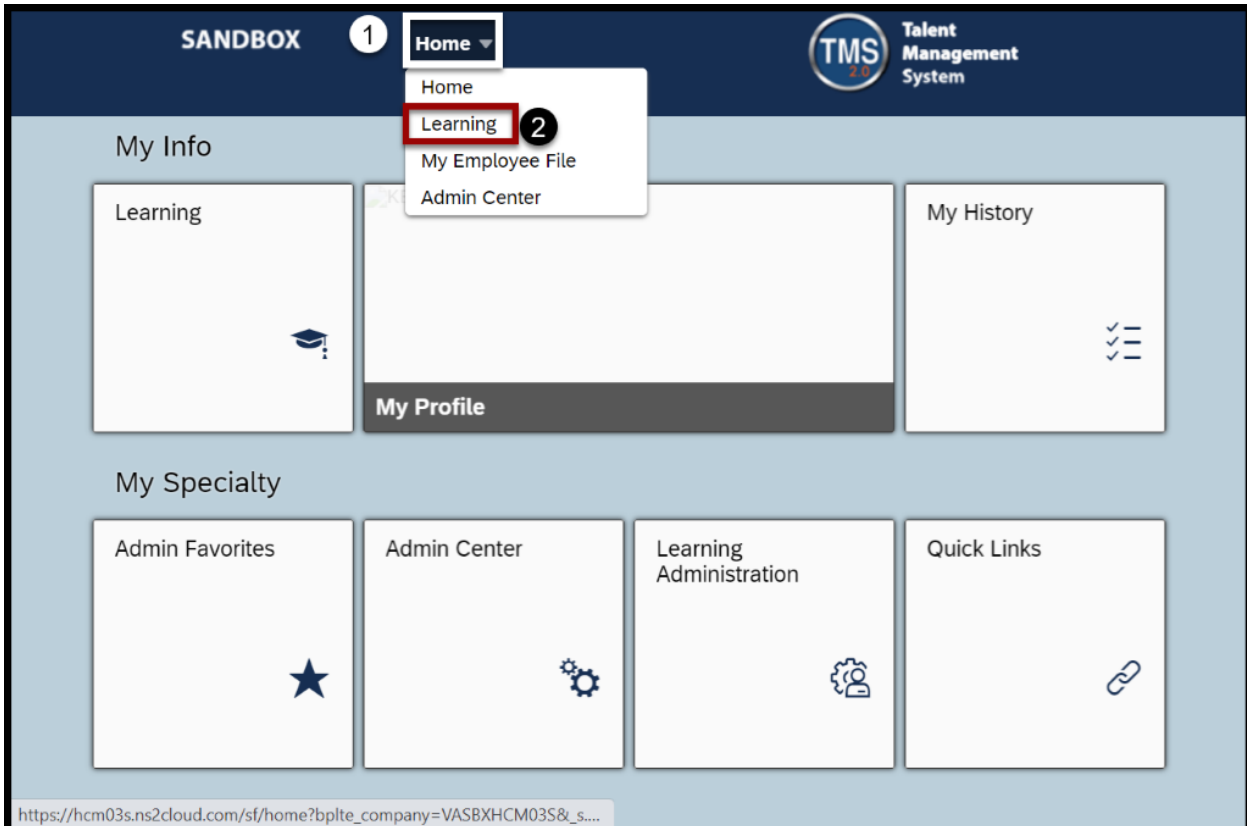
- Task A. Navigate to the My Team View
- Task B. Remove Learning Items from the Employee Learning Plan





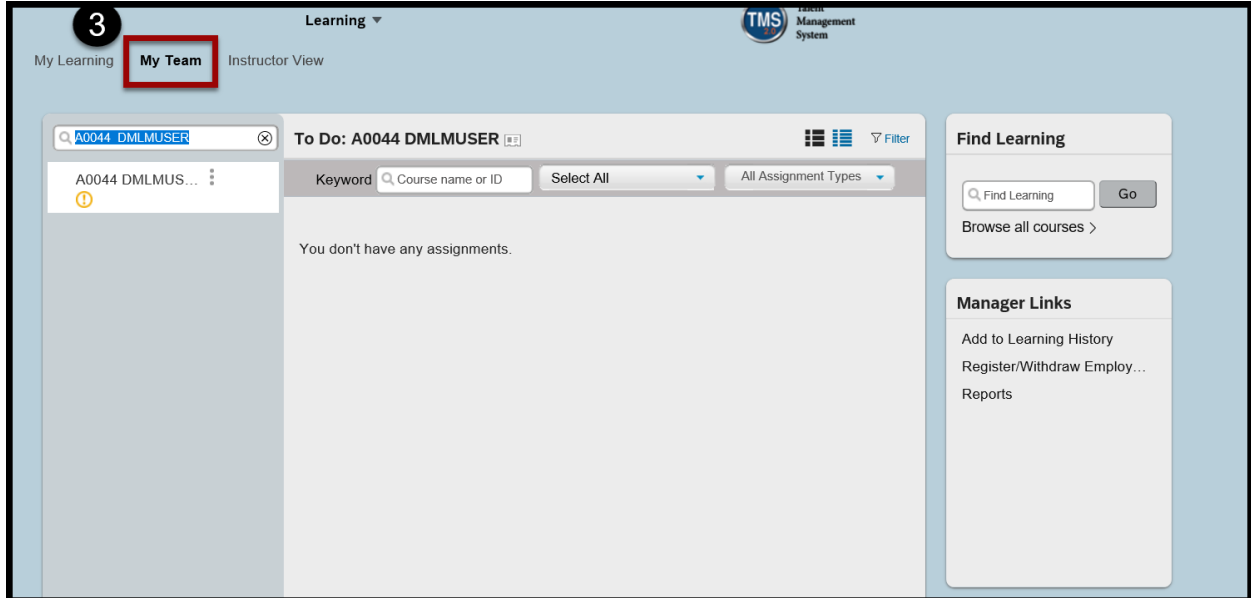
Task A. Navigate to the My Team View

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.



The screenshot displays the VA TMS landing page interface. At the top left, the word "SANDBOX" is visible. A "Home" dropdown menu is open, with the "Learning" option highlighted by a red box and a circled "2". A circled "1" is placed next to the "Home" dropdown button. The main content area is divided into several sections: "My Info" (containing "Learning" and "My Profile" tiles), "My Specialty" (containing "Admin Favorites", "Admin Center", "Learning Administration", and "Quick Links" tiles), and "My History". The "Learning" tile in the "My Info" section features a graduation cap icon. The "Admin Center" tile in the "My Specialty" section features a gear icon. The "Learning Administration" tile features a gear and person icon. The "Quick Links" tile features a link icon. The URL at the bottom of the page is https://hcm03s.ns2cloud.com/sf/home?bplte_company=VASBXHCM03S&s....

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

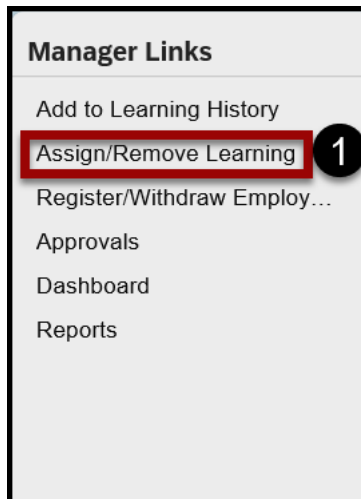


The screenshot displays the TMS Learning Management System interface. At the top left, a navigation menu includes 'My Learning', 'My Team' (highlighted with a red box and a circled '3'), and 'Instructor View'. The main content area is titled 'To Do: A0044 DMLMUSER' and contains a search bar with 'A0044 DMLMUSER' entered. Below the search bar, there is a dropdown menu with 'A0044 DMLMUS...' and a 'Keyword' field with 'Course name or ID'. The main area displays the message 'You don't have any assignments.' On the right side, there are two panels: 'Find Learning' with a search box and a 'Go' button, and 'Manager Links' with links for 'Add to Learning History', 'Register/Withdraw Employ...', and 'Reports'.

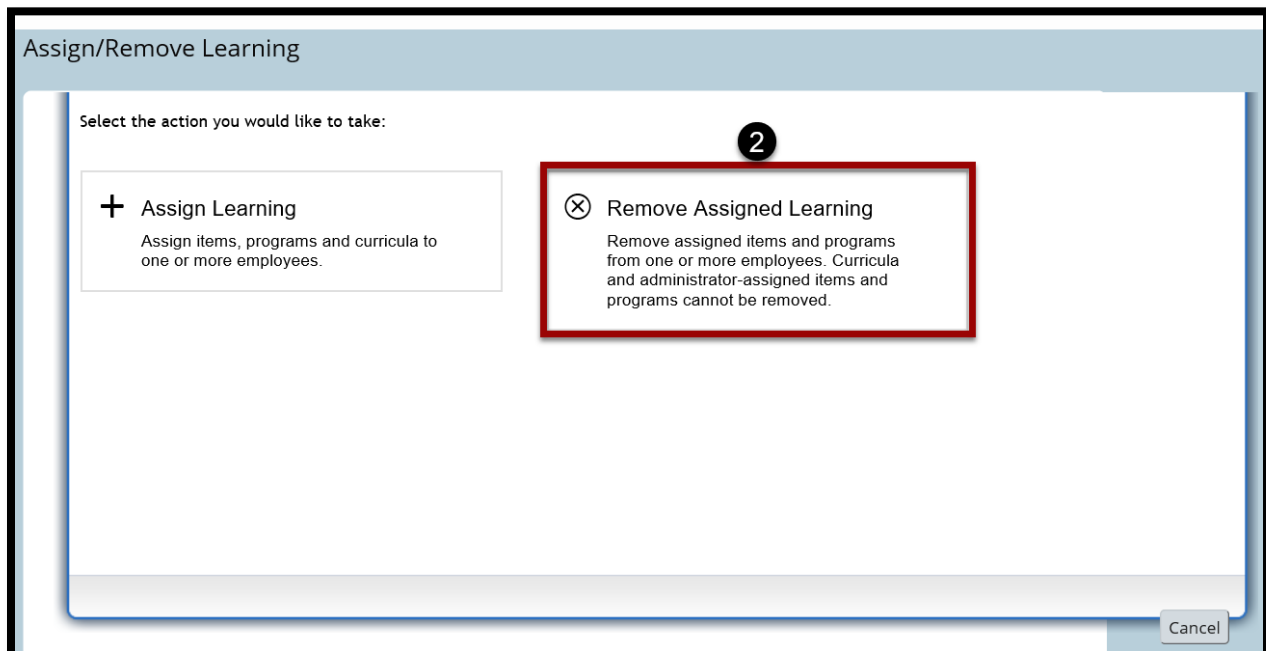


Task B: Remove Learning Items from an Employee Learning Plan

1. Select the **Assign/Remove Learning** manager link.



2. Select **Remove Assigned Learning**.



3. Select the Items and Programs **Add** icon.



Enter Learning Activity Details
 * Required

Items and Programs 3
+ Add

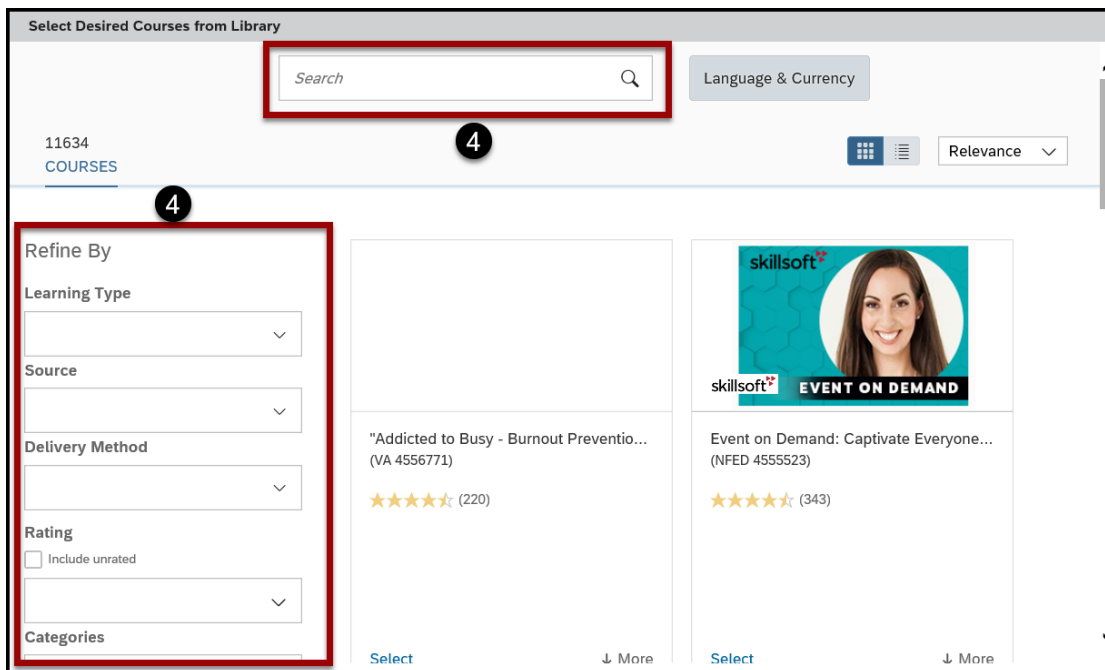
There are no items or programs selected.

Employees + Add

There are no employees selected.

Cancel Continue

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.



Select Desired Courses from Library

Search Language & Currency

11634 COURSES Relevance ▾

4

4

Refine By

Learning Type

Source

Delivery Method

Rating Include unrated

Categories

"Addicted to Busy - Burnout Preventio... (VA 4556771)
 ★★★★★ (220)
 Select More

skillssoft+ **EVENT ON DEMAND**
 Event on Demand: Captivate Everyone... (NFED 4555523)
 ★★★★★ (343)
 Select More



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.

Select Desired Courses from Library

Refine By

Category

Source

Delivery Method

Topics

New Course
Blah Blah Jibberish

CLC New Hire Orientation
(VA 4551311)
16h 0m

Select

Select

6

5





7. Select the **Employees Add** icon.

Enter Learning Activity Details
* Required

Items and Programs + Add

| Title | Type | Priority | Remove |
|--------------------------|------|----------|--------|
| CLC New Hire Orientation | | --- | |

Employees + Add

There are no employees selected.

Cancel Continue



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**.

Select Employees 8

| <input type="checkbox"/> Employees | Region | Job Code | Manager | Organization |
|---|-------------------------------------|---------------------------------------|--|---|
| <input type="text" value="A0044 DMLMUSER (x)"/> | <input type="text" value="Region"/> | <input type="text" value="Job Code"/> | <input type="text" value="Manager"/> <input checked="" type="checkbox"/> Indirect Employees | <input type="text" value="Organization"/> <input checked="" type="checkbox"/> Sub Organization |
| <input checked="" type="checkbox"/> | DMLMUSER, A0044 | DETECTIVE | ROUX, KEVIN | HR Group 44 |

9 Employees selected: 1

10

11. Select **Continue**.

Enter Learning Activity Details

* Required

∨ **Items and Programs** + Add

| Title | Type | Priority | Remove |
|--------------------------|------|----------|--------|
| CLC New Hire Orientation | | ... | × |

∨ **Employees** + Add

| Name | Remove |
|----------------|--------|
| A0001 DMLMUSER | × |

Cancel Continue

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

13. Select **Remove Learning**.

Confirm Details 12

Items and Programs

| Title | Type |
|--------------------------|------|
| CLC New Hire Orientation | |

Employees

| Name |
|----------------|
| A0001 DMLMUSER |

Cancel 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.

