Manager Job Aid
Run a Curriculum Status Reports
Manager Job Aid: Run a Curriculum Status Report

(Revision date: September 16, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of running a Curriculum Status Report within the TMS My Team area.

In this job aid, you will learn how to:

- Task A. Navigate to the My Team view
- Task B. Run a Curriculum Status Report
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. Run a Curriculum Status Report

1. Under the Manager Links widget box, choose the Reports option.
2. There will be a list of reports you can choose. Select the **Expand** icon for the Curriculum Status option.

3. Choose the version of the report you would like to run. The report criteria will vary based on the report type chosen.

**Note:** CSV stands for Comma-Separated Value, which will open in Microsoft Excel.
4. Select the correct **User** choice for your query.
5. (Optional) Modify the **Report Title**.
6. (Optional) Enter a **Report Header**.
7. (Optional) Enter a **Report Footer**.
8. Select a **Report Destination** from the dropdown list.
9. Select a **Report Format** from the dropdown.
10. (Optional) Select your choice for the **Mask User ID** and **Page Break Between Records** options.
11. Choose the correct **Status** choice for your query.
12. You can **Include Subcurricula** in your report by selecting the checkbox. If the curriculum you include in your query does not have a subcurricula attached, no subcurricula will display on your report.
13. Select **Run Report**.