



TMS
2.0

VA

User Job Aid

Navigate Learning History

User Job Aid: Navigate Learning History

(Revision date: September 21, 2020)

Purpose

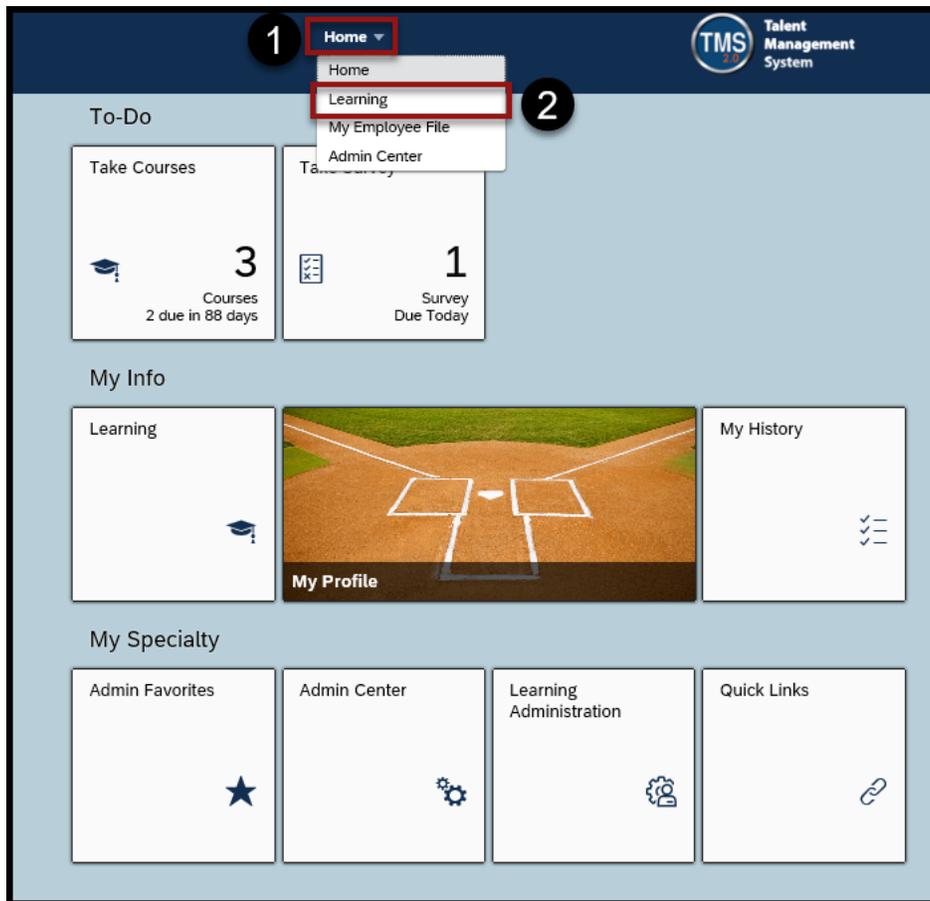
The purpose of this job aid is to guide you through the step-by-step process of navigating Learning History.

In this job aid, you will learn how to:

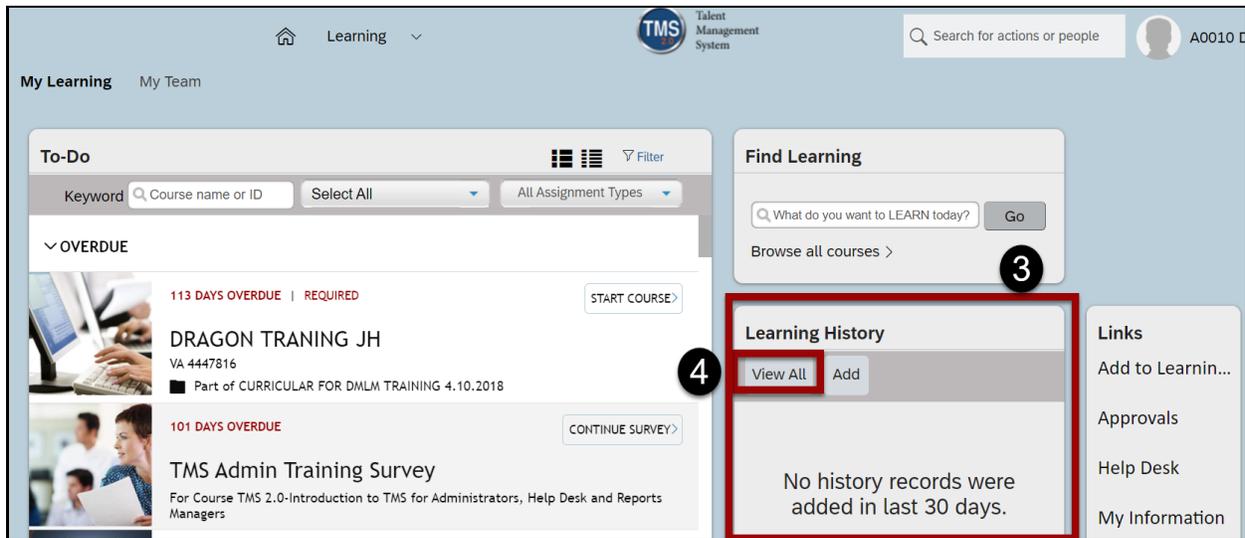
- Task A. Access and Filter Learning History
- Task B. Print Completion Certificates

Task A. Access and Filter Learning History

1. Select the **Home** dropdown menu.
2. Select **Learning**.

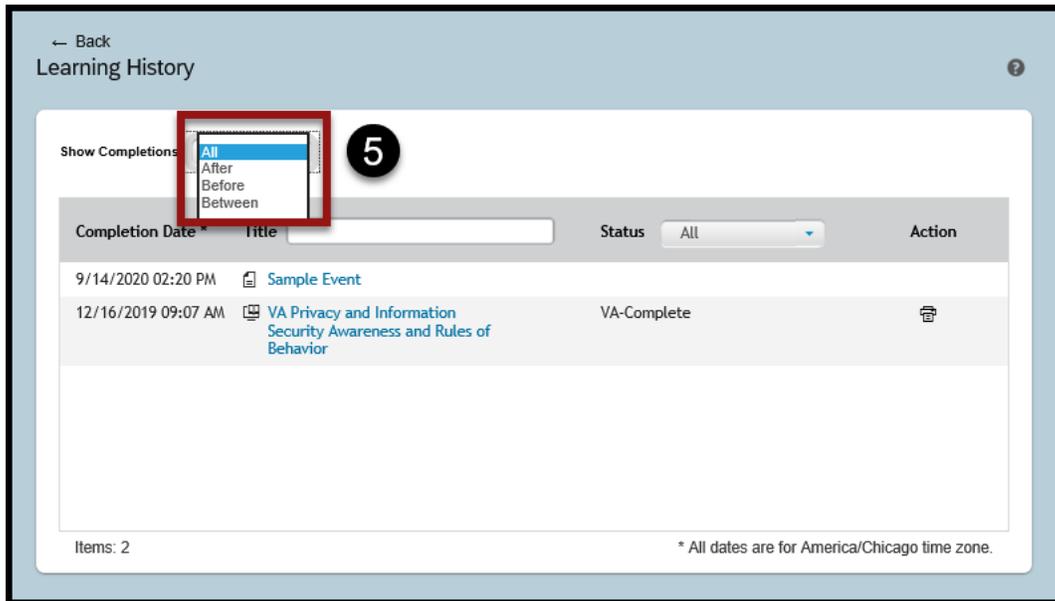


3. Locate the **Learning History** Tile.
4. Select **View All**.



The screenshot displays the TMS Learning interface. At the top, there is a navigation bar with a home icon, the text "Learning", and a dropdown arrow. The TMS logo and "Talent Management System" are on the right, along with a search bar and a user profile icon labeled "A0010". Below the navigation bar, the page is divided into several sections. On the left, there is a "To-Do" section with a search bar for "Course name or ID" and a "Select All" button. Below this, there are two overdue items: "DRAGON TRAINING JH" (113 DAYS OVERDUE | REQUIRED) and "TMS Admin Training Survey" (101 DAYS OVERDUE). In the center-right, there is a "Find Learning" section with a search bar and a "Go" button. Below this is a "Learning History" section, which is highlighted with a red border. It contains a "View All" button (highlighted with a red box and a circled '4') and an "Add" button. The text below the buttons reads "No history records were added in last 30 days." To the right of the Learning History section is a "Links" sidebar with options: "Add to Learnin...", "Approvals", "Help Desk", and "My Information". A circled '3' is placed near the "Browse all courses" link in the Find Learning section.

- This page lists all of the history records that you have completed, along with their status and completion dates. Select the **dropdown arrow** next to Show Completions to filter the view of your completed work **After**, **Before**, or **Between** specific dates.



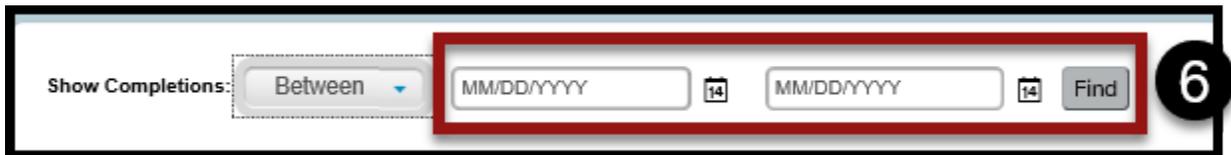
← Back
Learning History

Show Completions: **All**
After
Before
Between

Completion Date *	Title	Status	Action
9/14/2020 02:20 PM	Sample Event	All	
12/16/2019 09:07 AM	VA Privacy and Information Security Awareness and Rules of Behavior	VA-Complete	

Items: 2 * All dates are for America/Chicago time zone.

- For example, if you select **Between** from the dropdown list, you will enter a specific date range and then select **Find**. Only those history records within the date range will appear.



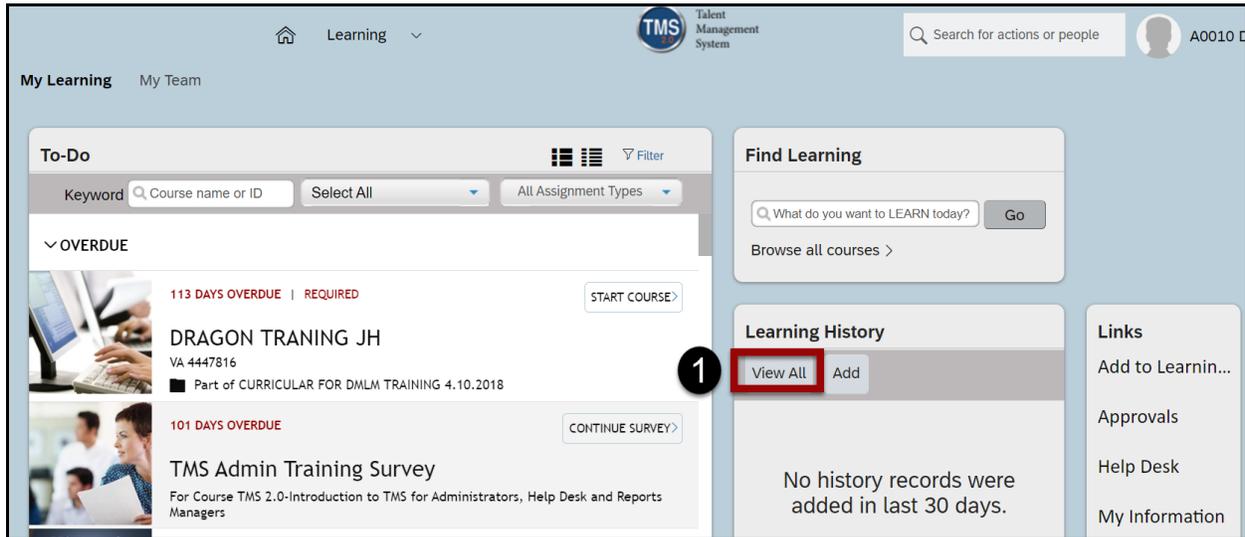
Show Completions: **Between**

MM/DD/YYYY  MM/DD/YYYY  **Find**



Task B. Print Completion Certificates

1. From My Learning, select the **View All** button in the Learning History Tile.



The screenshot shows the TMS Learning Management System interface. At the top, there is a navigation bar with a home icon, 'Learning' dropdown, the TMS logo, and a search bar. Below the navigation bar, the 'My Learning' section is visible, including 'My Team'. The main content area is divided into several tiles:

- To-Do**: A section with a search bar for 'Course name or ID', a 'Select All' dropdown, and 'All Assignment Types' filter. It lists two overdue items:
 - DRAGON TRAINING JH**: 113 DAYS OVERDUE | REQUIRED. Includes a 'START COURSE >' button.
 - TMS Admin Training Survey**: 101 DAYS OVERDUE. Includes a 'CONTINUE SURVEY >' button.
- Find Learning**: A search bar with the text 'What do you want to LEARN today?' and a 'Go' button. Below it is a 'Browse all courses >' link.
- Learning History**: A tile with a 'View All' button (highlighted with a red box and a circled '1') and an 'Add' button. Below the buttons, it states 'No history records were added in last 30 days.'
- Links**: A vertical list of links including 'Add to Learnin...', 'Approvals', 'Help Desk', and 'My Information'.

2. Select the **printer icon** next to the training for which you would like to print a certificate.

← Back
Learning History ?

Show Completions: All ▾

Completion Date *	Title <input type="text"/>	Status <input type="text" value="All"/>	Action
12/16/2019 09:07 AM	 VA Privacy and Information Security Awareness and Rules of Behavior	VA-Complete	 2

Items: 1 * All dates are for America/Chicago time zone.

3. The certificate will open in a second browser window. Select the **printer icon** to print the Certificate of Completion.

