



HCSC



U.S. Department of Veterans Affairs

User Job Aid

Navigate My Learning

Job Aid: Navigate My Learning

(Revision Date: MM, DD YEAR)

Purpose

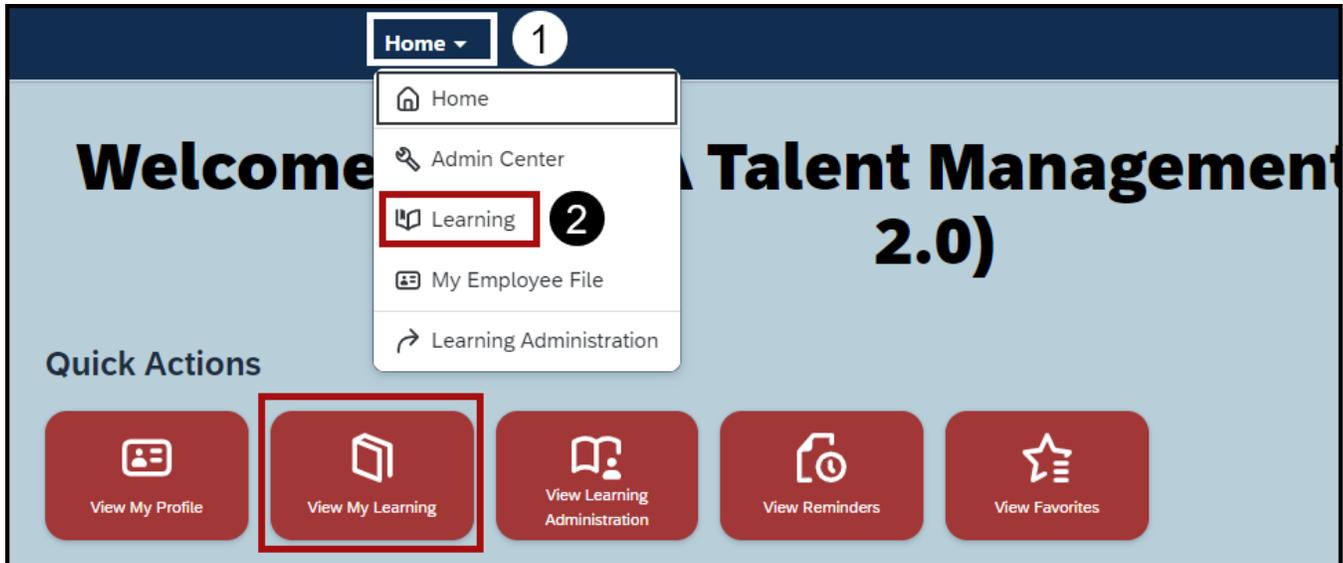
The purpose of this job aid is to guide you through the step-by-step process of navigating My Learning.

In this job aid, you will learn how to:

- Task A. Access My Learning
- Task B. Navigate the To Do List
- Task C. Search My Learning
- Task D. Add Items to My Learning

Task A. Access My Learning

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.
NOTE: Selecting the My Learning tile under Quick Actions will also navigate you to My Learning.



Task B. Navigate the To Do List

1. From My Learning, locate the **To-Do** area.
2. The learning items will be listed in different sections. **Overdue items** are always displayed first. **Due Later** items are displayed next and **Due Anytime** items are displayed at the bottom.
3. Select the **Card View** and **List View** icons to change the display.
4. Select the **Title of a Training Event** to launch the course home page.

The screenshot displays the 'My Learning' interface with the following elements and annotations:

- 1**: Points to the 'To-Do' tab in the top navigation bar.
- 2**: Points to the 'DUE LATER' section header.
- 3**: Points to the view toggle icons (Card View and List View) in the top right of the content area.
- 4**: Points to the title of the training event 'VA Privacy and Information Security Awareness and Rules of Behavior (WBT)'.

Other visible content includes a search bar for 'Course name or ID', a 'Filter' button, and two course cards: 'RETRAIN BY 8/16/2024' (FISMA Requirement) and 'Introduction to Rodeo Clowing' (Self-Assigned).

5. The **Course Information**, including the title, type (online, instructor-led, or both), and target audience, is on the top-left corner of the home page.
6. Select the **Start Course** button to launch the online content.
7. The **Course Details** tab will be automatically selected. This section will include the due date, description, miscellaneous course information, attached attributes, substitute credits and curriculum inclusions. **NOTE:** If there is online content attached to this record, the Online Content tab can be selected to view this information.
8. Select the **My Learning link** to return to My Learning.

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My Learning VA Privacy and Information Security ...
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VA Privacy and Information Security Awareness and Rules of Behavior (WBT)

Course Information

Type: Online

Target Audience: This course is for all VA Personnel, including contractors and temp staff.

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Start Course
Assign to Others →

Course Details
Online Content

Due Date

You must complete the course by 8/16/2024

Description

VA Privacy and Information Security Awareness and Rules of Behavior (ROB) provides information security and privacy training important to everyone who uses VA information systems or VA sensitive information.

After completing this course, you will be able to identify the types of information that must be carefully handled to protect privacy; recognize the required information security practices, legal requirements, and consequences and penalties for non-compliance; and explain how to report incidents.

You must electronically acknowledge and accept the ROB to receive credit for course completion. This course fulfills the fiscal year 2024 MANDATORY annual awareness training required for all VA employees. Certificates of completion for the course apply to the Information Security and Privacy Awareness requirements and to the ROB.

The preferred browsers for this course are Microsoft Edge and Google Chrome. Assistive Technology (AT) users should use Google Chrome for optimal accessibility.

Note: [more...](#)

▼ **Course Information**

Credit Hours: 0.00	Learning Hours: 1.00	Course ID: 10176	Assigned By: Admin
Assigned On: 10/7/2021	Assignment Type: Required	Origin: Curriculum	Source: Plateau e-Learning iContent Server

▼ **Included Attributes**

Competencies

[Human Resources \(Functional\)](#) [Trust/Integrity \(Leadership\)](#)

Substitute Credits

VA Privacy and Information Security Awareness and Rules of Behavior (Print)

This Course Appears In...

DEMPS Volunteer Qualification Curriculum Curricula

VA Staff Mandatory Training with HIPAA - MSE Curricula

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Task C. Search My Learning

1. Select the **Filter** link to search My Learning.
2. Enter keywords in the **Keyword** search field to search for items in My Learning.
3. Select the **Course Types** and **Assignment Types** dropdown lists to customize your search.

Task D. Add Items to My Learning

1. Locate the **Find Learning** area.
2. In the Find Learning **search field**, enter letters or words to return all library items containing that information.
3. Select the **Go** button.

The screenshot displays the HCSC interface. On the left, the 'To-Do' section is visible, showing course assignments with due dates and 'START COURSE' buttons. On the right, the 'Find Learning' section is highlighted with a red box. This section includes a search bar with the placeholder text 'What do you want to LEARN today?' and a blue 'Go' button. Below the search bar is a link to 'Browse all courses >'. The 'Find Learning' section is also divided into 'Links' and 'Featured' sub-sections. The 'My Curricula' section at the bottom right shows a green circle and the text 'Due Later (2)'. Numbered callouts 1, 2, and 3 are placed over the interface to indicate the steps: 1 points to the 'Find Learning' header, 2 points to the search bar, and 3 points to the 'Go' button.

4. Select a **Course Title**.
5. Select the **Assign to Me** link to add the item to My Learning.

The screenshot displays the 'Library' page in the TMS 2.0 system. At the top, there is a search bar with 'rodeo' entered and a search icon. Below the search bar, it shows 'Results for "rodeo"' with 4 courses listed. A 'Refine By' sidebar on the left includes filters for Learning Type, Source, and Delivery Method. Three course cards are visible: 'Intro to Rodeo (VA 4659021)', 'Introduction to Rodeo Clowns (VA 4659020)', and 'Introduction to Rodeo Clowning (VA 4659019)'. The 'Introduction to Rodeo Clowns' card is highlighted with a red border and a circled '4'. Below the cards, a preview for 'Intro to Rodeo' is shown, featuring a star rating and a 'Preview Details' link. A red box highlights the 'Assign to Me' button on the right side of the preview, with a circled '5' next to it.