



TMS
2.0

VA

User Job Aid

Run a Curriculum Status Report



User Job Aid: Run a Curriculum Status Report

(Revision date: July 24, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of running a Curriculum Status Report from My Learning.

In this job aid, you will learn how to:

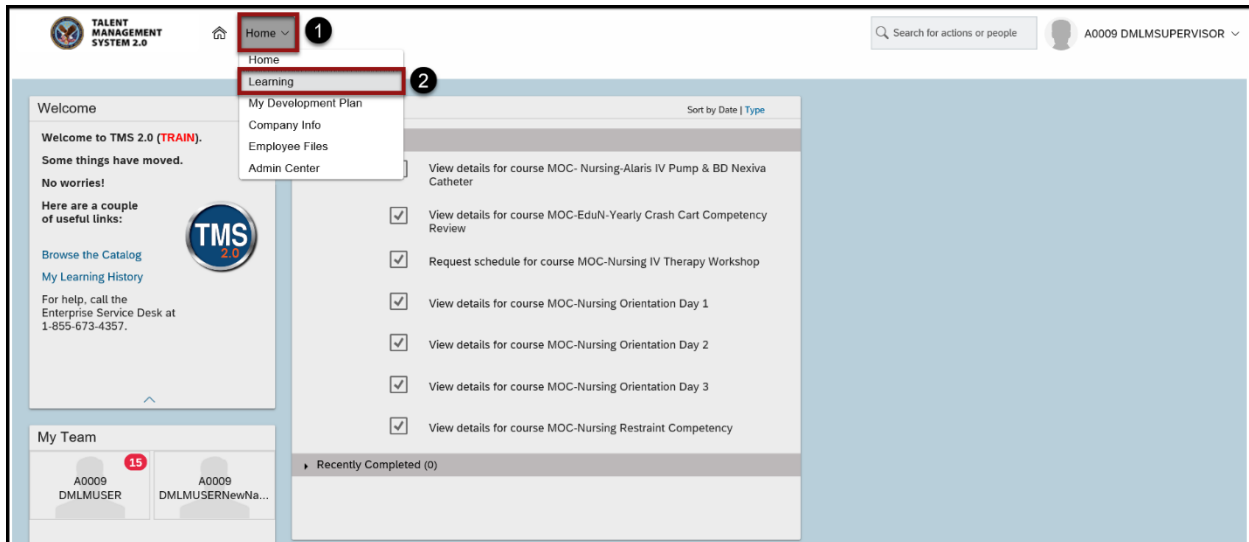
- Task A. Access My Learning
- Task B. Run a Curriculum Status Report





Task A. Access My Learning

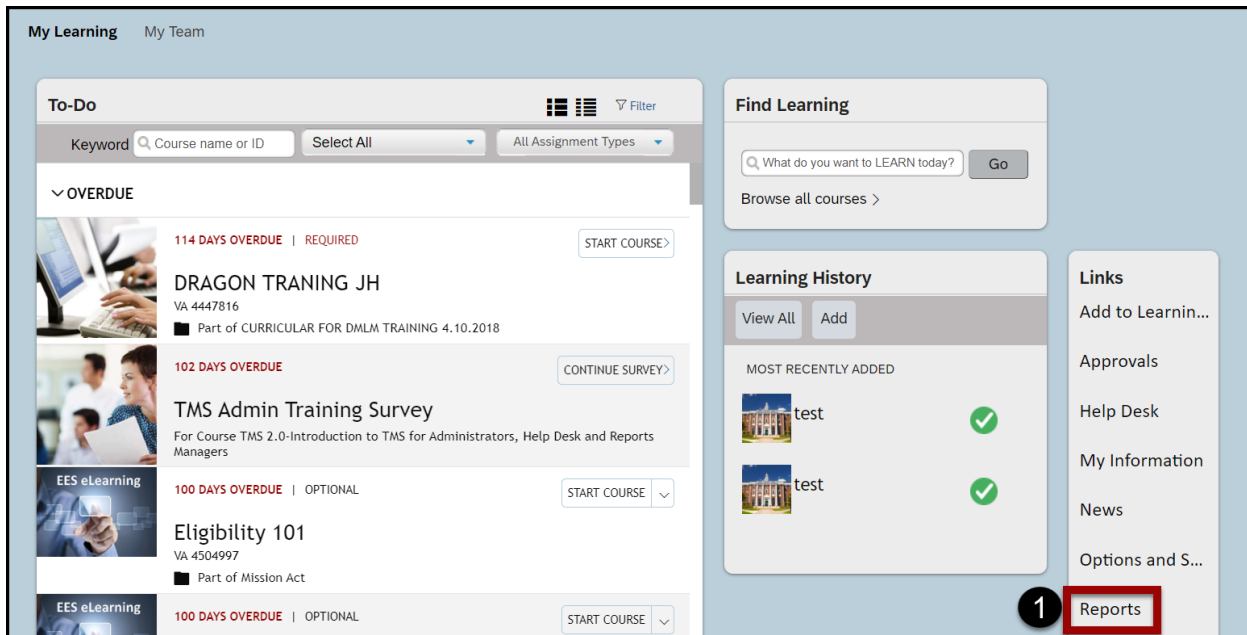
1. Select the **Home** drop-down menu.
2. Select the **Learning** option.



The screenshot displays the TMS Talent Management System 2.0 interface. At the top left, the logo and text 'TALENT MANAGEMENT SYSTEM 2.0' are visible. A search bar on the top right contains the text 'Search for actions or people' and a user profile icon labeled 'A0009 DMLMSUPERVISOR'. A navigation menu is open, showing options: Home, Learning, My Development Plan, Company Info, Employee Files, and Admin Center. The 'Learning' option is highlighted with a red box and a circled '2'. The main content area features a 'Welcome' message, a 'My Team' section with two user cards (A0009 DMLMUSER and A0009 DMLMUSERNewNa...), and a list of course details with checkboxes for each. The list includes courses such as 'MOC-Nursing-Alaris IV Pump & BD Nexiva Catheter', 'MOC-EduN-Yearly Crash Cart Competency Review', and 'MOC-Nursing IV Therapy Workshop'. A 'Recently Completed (0)' section is also visible at the bottom of the list.

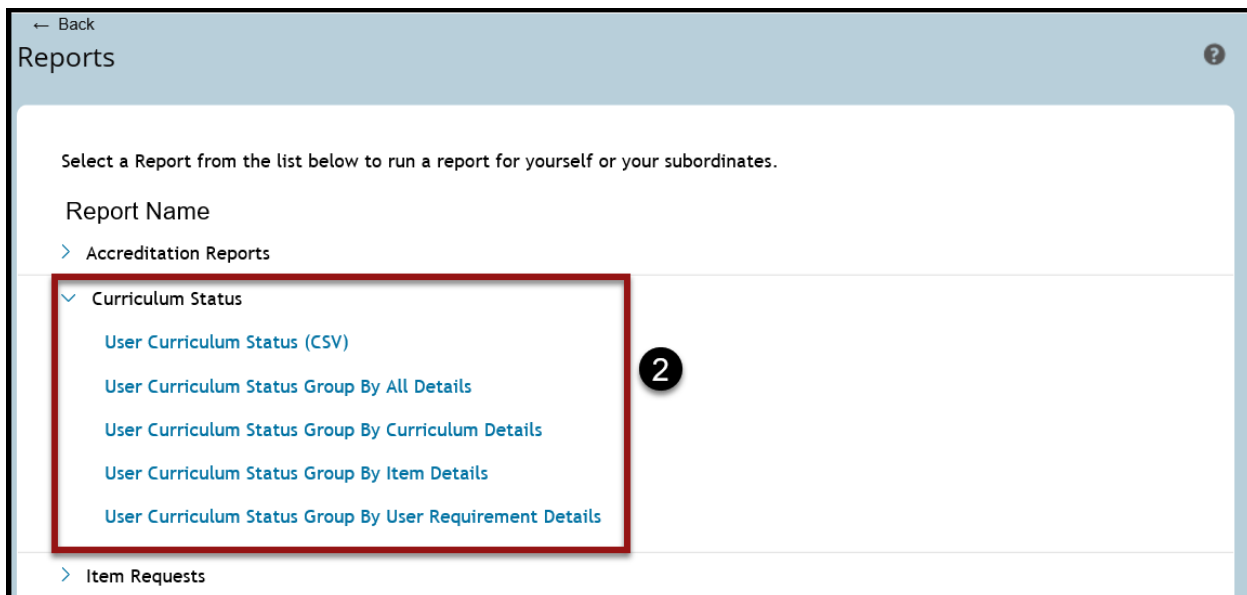
Task B. Run a Curriculum Status Report

1. Select **Reports** under the **Links** widget.



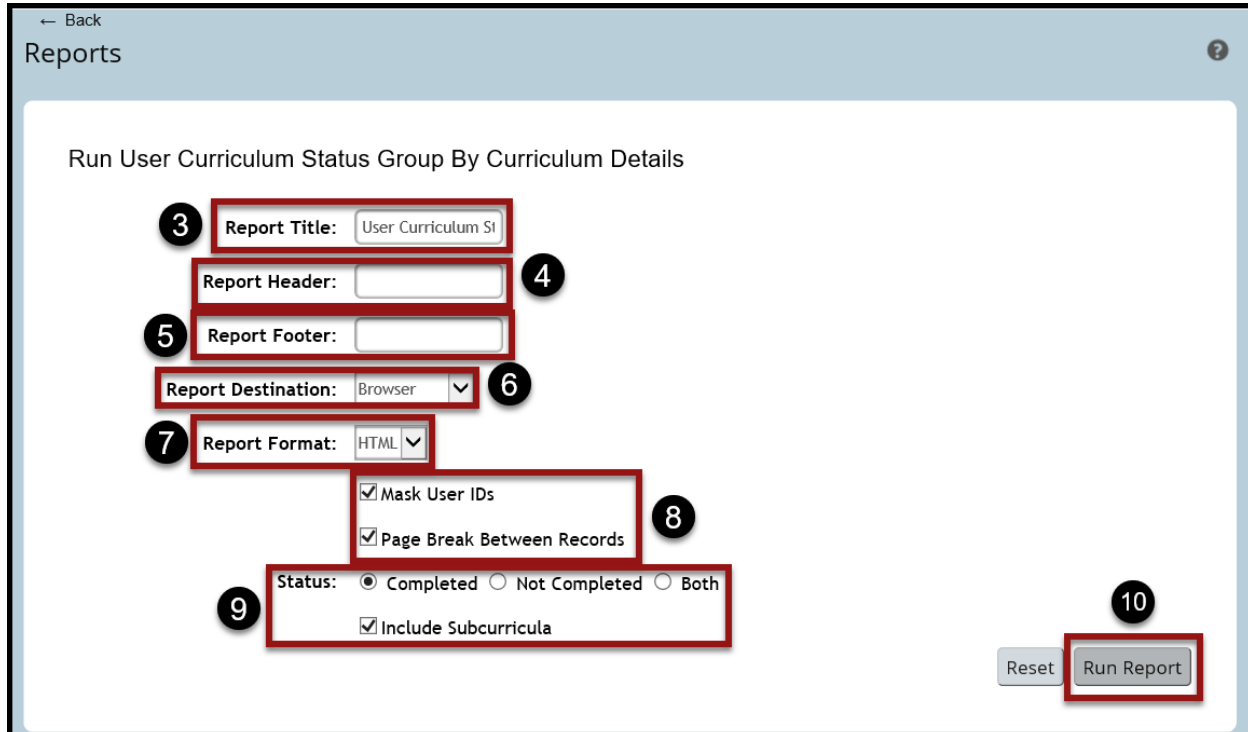
The screenshot shows the TMS interface with a 'Links' widget on the right side. The 'Reports' link is highlighted with a red box and a circled '1'. Other visible widgets include 'To-Do', 'Find Learning', and 'Learning History'.

2. There will be a list of reports from which you can choose. Select the **Expand** icon for Curriculum Status. Choose the version of the report you would like to run.



The screenshot shows the 'Reports' page with a list of report options. The 'Curriculum Status' section is expanded, and the 'User Curriculum Status (CSV)' option is highlighted with a red box and a circled '2'. Other options include 'User Curriculum Status Group By All Details', 'User Curriculum Status Group By Curriculum Details', 'User Curriculum Status Group By Item Details', and 'User Curriculum Status Group By User Requirement Details'.

- (Optional) Modify the **Report Title**.
- (Optional) Enter a **Report Header**.
- (Optional) Enter a **Report Footer**.
- Select a **Report Destination** from the drop-down list.
- Select a **Report Format** from the drop-down list.
- (Optional) Select your choice for the **Mask User ID** and **Page Break Between Records** options.
- (Optional) Select your choice for **Status** and whether-or-not to **Include Subcurricula**.
- Select **Run Report**.



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Reports

Run User Curriculum Status Group By Curriculum Details

3 Report Title: User Curriculum St

4 Report Header:

5 Report Footer:

6 Report Destination: Browser

7 Report Format: HTML

8 Mask User IDs
 Page Break Between Records

9 Status: Completed Not Completed Both
 Include Subcurricula

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Reset Run Report