



TMS
2.0

VA

User Job Aid

Search VA TMS Library



User Job Aid: Search VA TMS Library

(Revision date: September 21, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of searching the VA TMS library. The main purpose of the VA TMS library is to allow you to locate and self-assign learning items that your organization has made available to you.

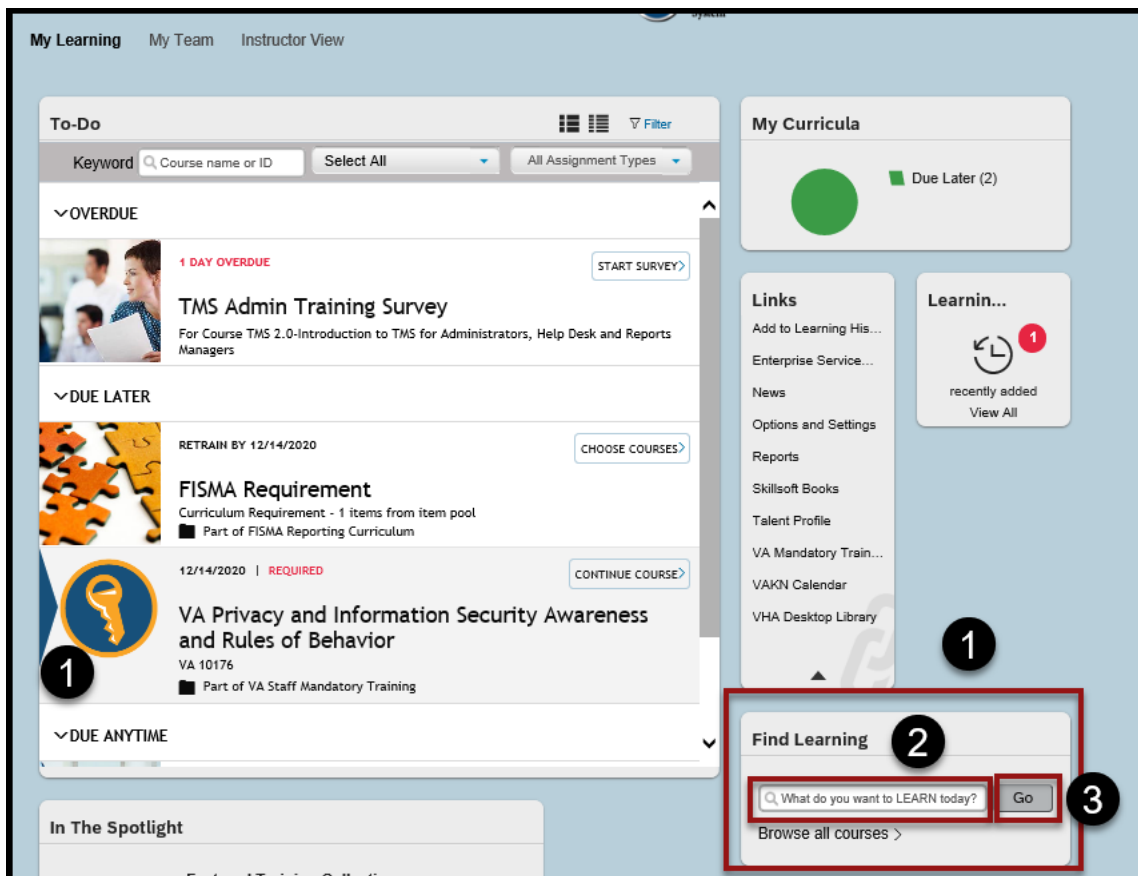
In this job aid, you will learn how to:

- Task A. Conduct Keyword Searches
- Task B. Browse the VA TMS Library



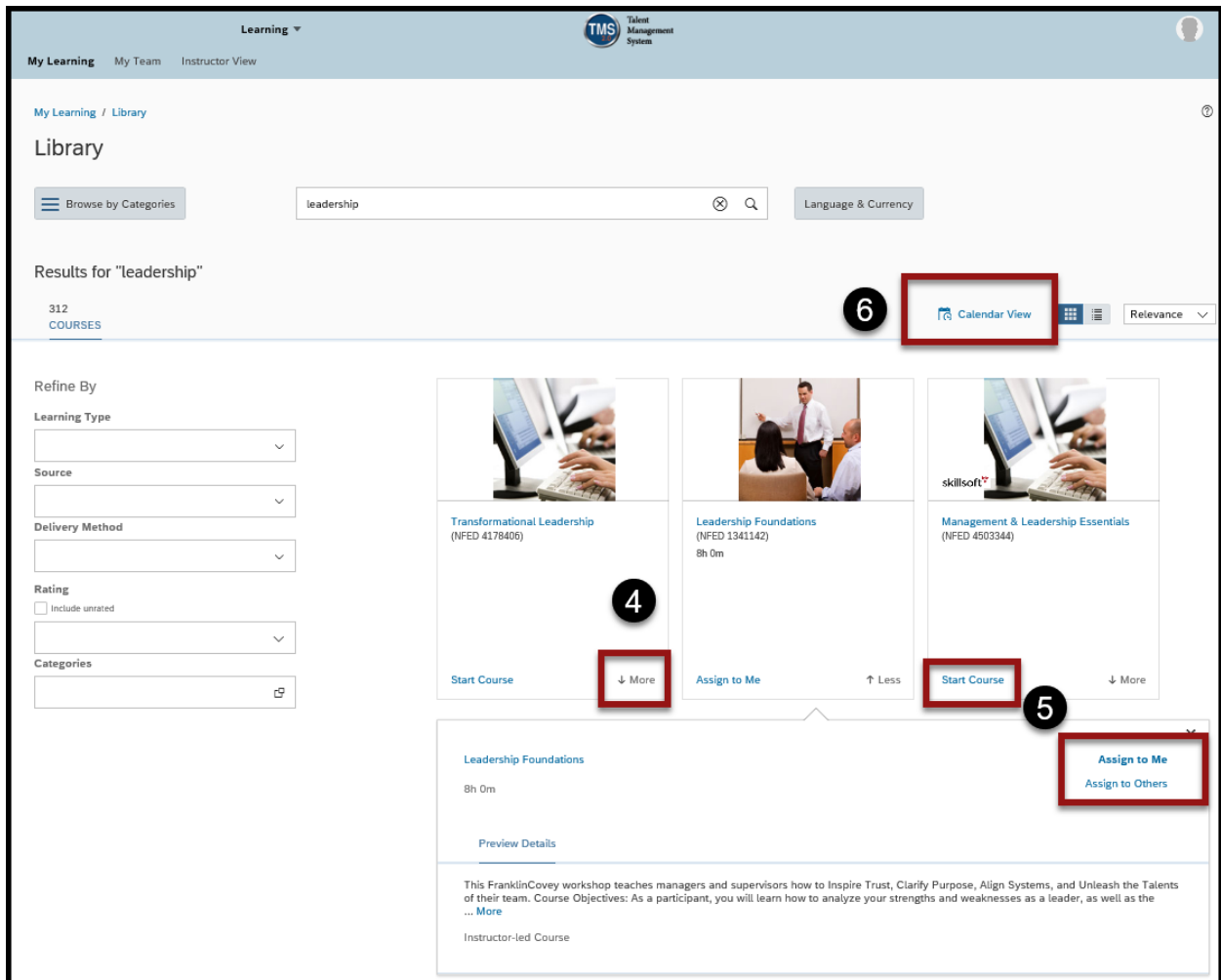
 **Task A. Conduct Keyword Searches**

1. From My Learning, locate the **Find Learning** widget.
2. In the **Find Learning** textbox, enter letters or words to return all library items containing that information.
3. Select **Go**.



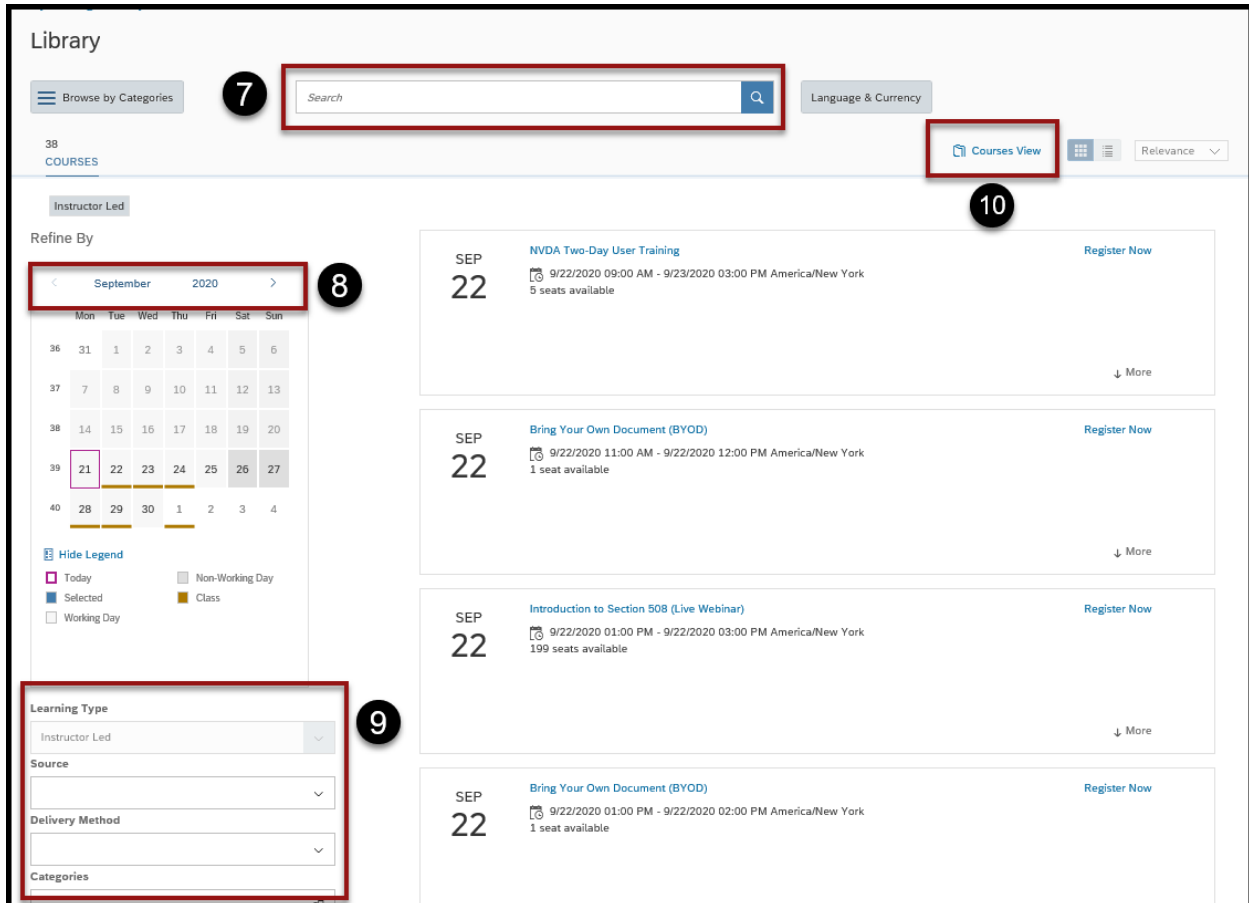
The screenshot displays the 'My Learning' dashboard. On the left, the 'To-Do' section lists tasks: 'TMS Admin Training Survey' (1 DAY OVERDUE), 'FISMA Requirement' (RETRAIN BY 12/14/2020), and 'VA Privacy and Information Security Awareness and Rules of Behavior' (12/14/2020 | REQUIRED). On the right, the 'My Curricula' section shows 'Due Later (2)'. Below it is a 'Links' sidebar with items like 'Add to Learning His...', 'Enterprise Service...', 'News', 'Options and Settings', 'Reports', 'Skillssoft Books', 'Talent Profile', 'VA Mandatory Train...', 'VAKN Calendar', and 'VHA Desktop Library'. At the bottom right, the 'Find Learning' widget is highlighted with a red box. It contains a search input field with the placeholder text 'What do you want to LEARN today?', a 'Go' button, and a 'Browse all courses >' link. Numbered callouts (1, 2, 3) indicate the 'Find Learning' widget, the search input field, and the 'Go' button respectively.

4. Once the Library search results display, select the **More** link to see more details.
5. You have the ability to select **Assign to Me**, **Assign to Others**, or **Start Course**.
6. Select **Calendar View** to open a calendar of classes of the courses for which you searched.



The screenshot displays the 'Library' page in the TMS Learning system. The search term 'leadership' is entered in the search bar, resulting in 312 courses. The interface includes a 'Refine By' sidebar on the left with filters for Learning Type, Source, Delivery Method, Rating, and Categories. The main content area shows three course cards: 'Transformational Leadership (NFED 4178406)', 'Leadership Foundations (NFED 1341142)', and 'Management & Leadership Essentials (NFED 4503344)'. Each card has a 'Start Course' button and a 'More' link. A 'Calendar View' button is located at the top right of the results area. A detailed view of the 'Leadership Foundations' course is shown below, with 'Assign to Me' and 'Assign to Others' buttons highlighted.

7. You can narrow the search by entering a **keyword** into the search textbox.
8. You can navigate to a different month by using the **arrows** above the calendar.
9. You can filter the search results by selecting a **Learning Type, Source, Delivery Method, and Category**.
10. Select **Courses View** to return to the other library search result layout.



The screenshot shows the 'Library' page with the following elements highlighted by numbered callouts:

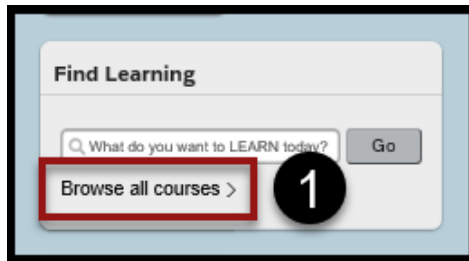
- 7:** A search input field with a magnifying glass icon.
- 8:** A calendar navigation interface for September 2020, showing days of the week and dates.
- 9:** A 'Refine By' sidebar containing dropdown menus for 'Learning Type', 'Source', 'Delivery Method', and 'Categories'.
- 10:** A 'Courses View' button located in the top right corner of the course list area.

The course list displays several items for 'SEP 22':

- NVDA Two-Day User Training:** 9/22/2020 09:00 AM - 9/23/2020 03:00 PM America/New York, 5 seats available.
- Bring Your Own Document (BYOD):** 9/22/2020 11:00 AM - 9/22/2020 12:00 PM America/New York, 1 seat available.
- Introduction to Section 508 (Live Webinar):** 9/22/2020 01:00 PM - 9/22/2020 03:00 PM America/New York, 199 seats available.
- Bring Your Own Document (BYOD):** 9/22/2020 01:00 PM - 9/22/2020 02:00 PM America/New York, 1 seat available.

 **Task B. Browse the VA TMS Library**

1. In addition to conducting keyword searches, you can browse the VA TMS library. Select **Browse all courses** in the Find Learning widget.



2. From the VA TMS library, you can use the textbox to enter a **keyword**.

