



U.S. Department of Veterans Affairs
User Job Aid
Search VA TMS Library

Job Aid: Search the VA TMS Library

(Revision Date: MM, DD YEAR)

Purpose

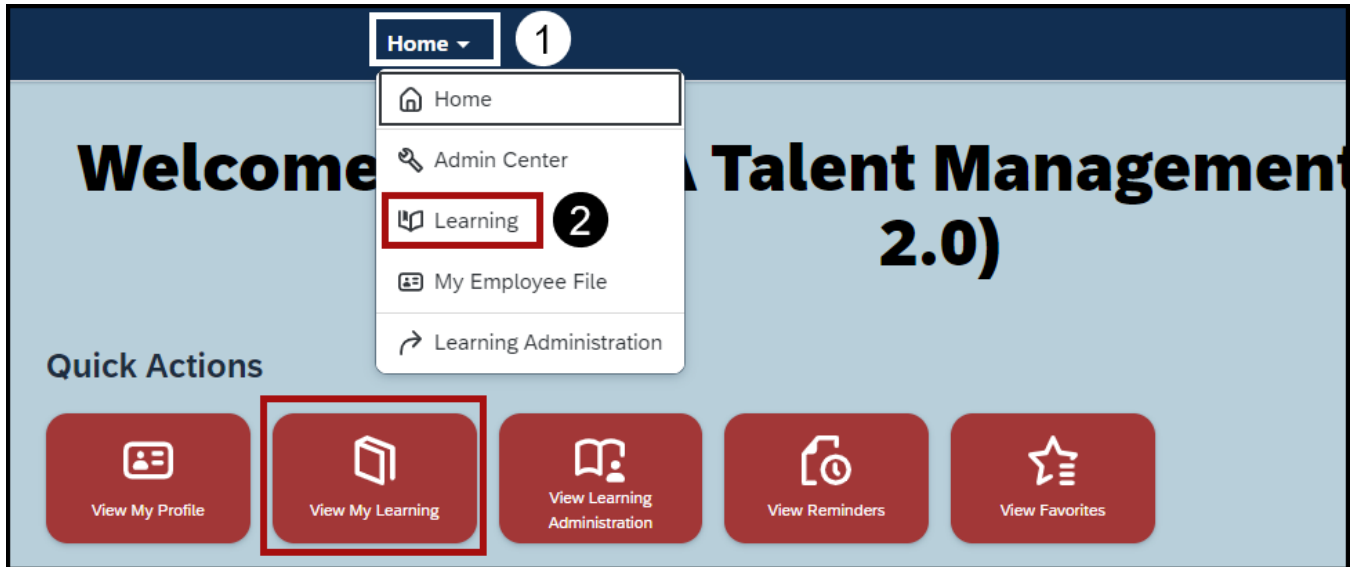
The purpose of this job aid is to guide you through the step-by-step process of searching the VA TMS library. The VA TMS library's main purpose is to allow you to locate and self-assign learning items that your organization has made available to you.

In this job aid, you will learn how to:

- Task A. Access My Learning
- Task B. Conduct Keyword Searches
- Task C. Browse the VA TMS Library

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. Conduct Keyword Searches

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

The screenshot shows the HCSC TMS 2.0 interface. The main content area on the left is titled 'To-Do' and contains a search bar (labeled 1) with the text 'Course name or ID'. Below the search bar is a list of courses. The first course is 'RETRAIN BY 8/16/2024' with a 'CHOOSE COURSES' button. The second course is 'VA Privacy and Information Security Awareness and Rules of Behavior (WBT)' with a 'START COURSE' button. The sidebar on the right is titled 'Find Learning' (labeled 2) and contains a search bar (labeled 3) with the text 'What do you want to LEARN today?' and a 'Go' button. Below the search bar in the sidebar are sections for 'Links', 'Featured', and 'My Curricula'.

4. Once the Library search results display, select the **More** button to see more details.
5. You have the ability to select the **Assign to Me** or **Start Course** buttons. **NOTE:** Instructor-led courses require registration into classes in order to complete the course successfully. Assigning to your To-Do List will only place the course on your list; it will **not** register you for a class of the item.
6. Select the **Calendar View** button to open a calendar of classes of the instructor-led courses for which you searched.

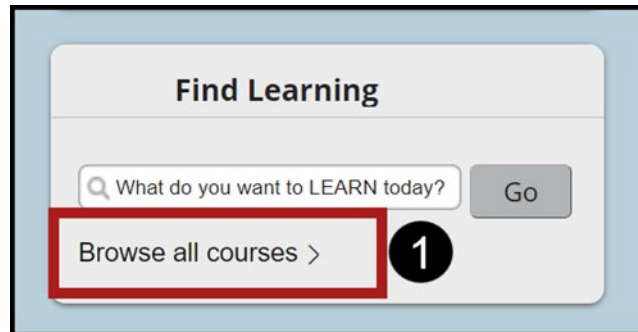
The screenshot shows the 'My Learning / Library' interface. A search for 'rodeo' has been performed, resulting in 4 courses. The interface includes a 'Refine By' sidebar with filters for Learning Type, Source, and Delivery Method. The search results are displayed in a grid. Three courses are visible: 'Intro to Rodeo (VA 4659021)', 'Introduction to Rodeo Clowns (VA 4659020)', and 'Introduction to Rodeo Clowning (VA 4659019)'. Each course card has an 'Assign to Me' button, a 'More' button (circled with a red box and labeled '4'), and a 'Start Course' button. The 'Start Course' button for 'Introduction to Rodeo Clowns' is circled with a red box and labeled '5'. A 'Calendar View' button (circled with a red box and labeled '6') is located at the top right of the results area. A modal window is open for 'Introduction to Rodeo Clowns', showing a star rating of 0 out of 5, a 'Preview Details' link, and a video intro. The 'Start Course' button in the modal is also circled with a red box and labeled '5'.

7. You can narrow the search by entering a **keyword** into the search text box.
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 the **Courses View** button to return to the course tile layout.

The screenshot displays the 'My Learning / Library' page. At the top, there's a 'Library' header with a 'Browse by Categories' button. A search bar (annotated with 7) contains the text 'rodeo'. Below the search bar, it shows 'Results for "rodeo"' with 24 results. A 'Courses' tab is selected. On the left, a 'Refine By' section includes a calendar (annotated with 8) for June 2024, where the 12th is highlighted. Below the calendar is a legend (annotated with 9) for 'Learning Type' (Instructor Led), 'Source', and 'Delivery Method'. On the right, a 'Courses View' button (annotated with 10) is visible. The main content area shows four course tiles for 'Introduction to Rodeo Clowning' on June 13, 17, 20, and 24, each with a 'Register Now' link and 'Unlimited seats'.

Task C. Browse the VA TMS Library

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



2. From the VA TMS library, you can use the search field to enter a **keyword**.
3. After entering a keyword, select the **Search** icon (magnifying glass) to perform your search.

