



HCSC



U.S. Department of Veterans Affairs Manager Job Aid

Add an Item-Based Event to an Employee's Learning History

Manager Job Aid: Add an Item-Based Event to an Employee's Learning History

(Revision Date: June 7, 2024)

Purpose

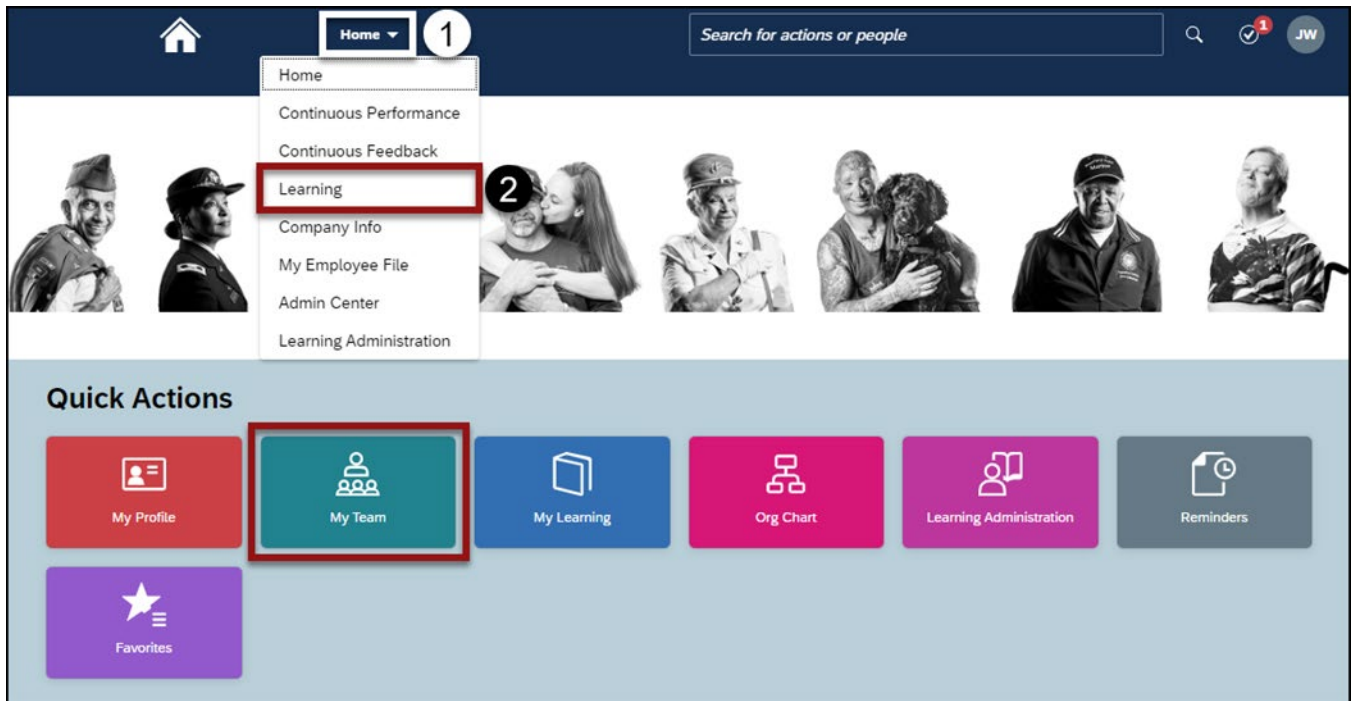
The purpose of this job aid is to guide you through the step-by-step process of manually recording item-based events. These events will be listed in the employee's learning history.

In this job aid, you will learn how to:

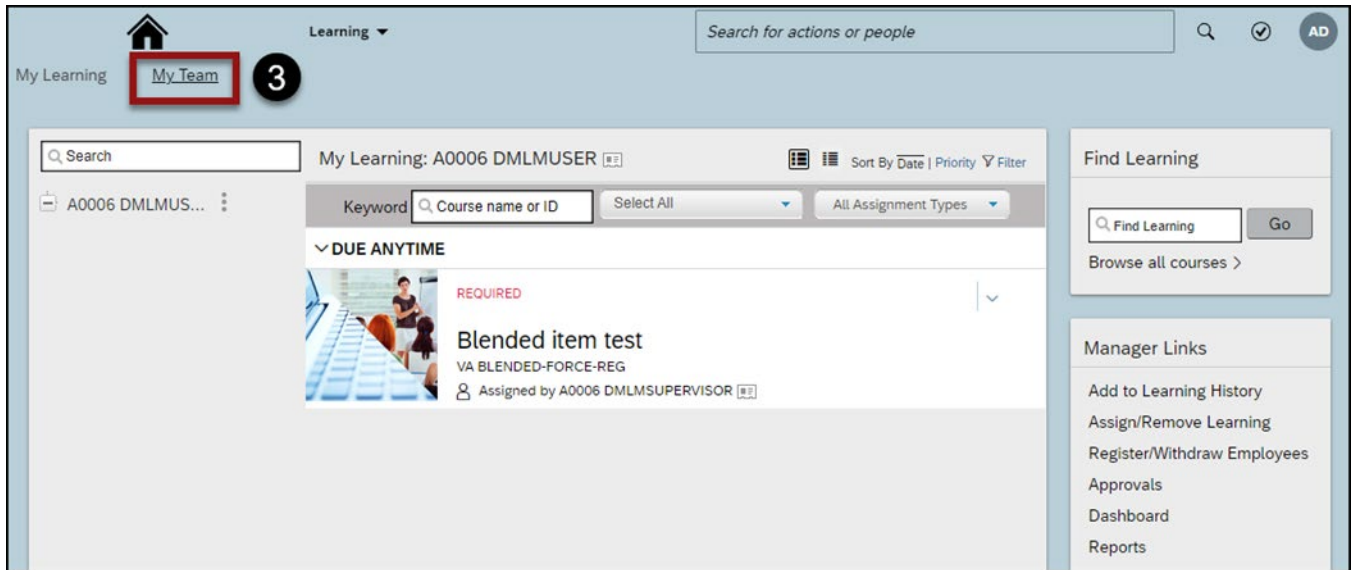
- Task A. Navigate to the My Team View
- Task B. Add an Item-Based Event to an Employee's Learning History
- Task C. Search for the Item-Based Event on the Employee's Learning History

Task A. Navigate to the My Team View

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 Team tile under Quick Actions will navigate you to that area in one step.

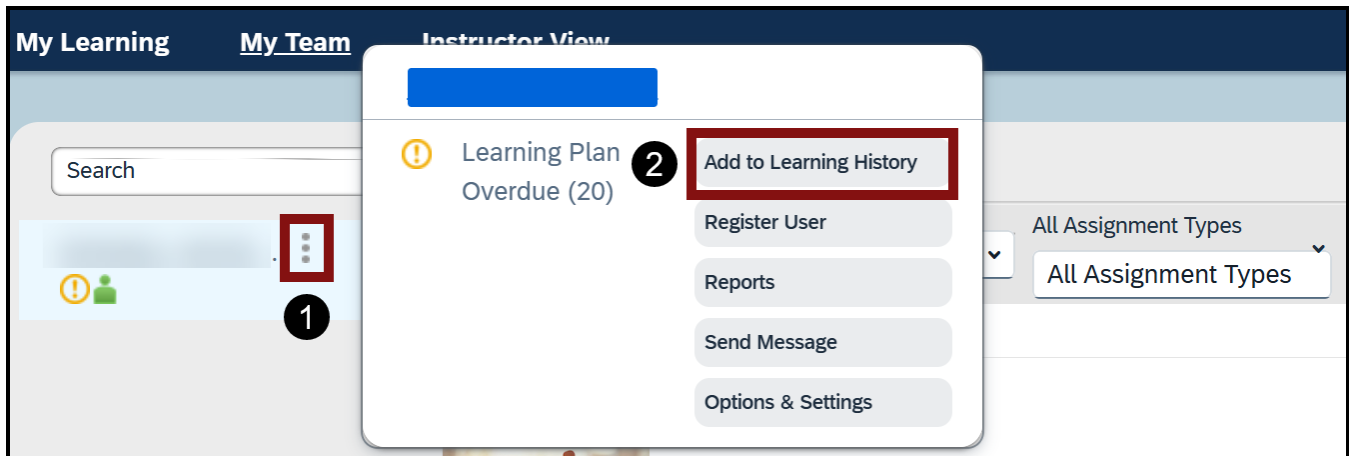


3. Select the **My Team** tab.



Task B. Add an Item-Based Event


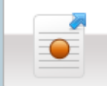
1. Select the **More icon** (3 dots) at the end of the correct employee's name.
2. Select the **Add to Learning History** option.



3. Select the **Item based event** option.

Add to Learning History

Select the type of item you would like to add to history:

 <p>Item based event Add to learning history for items entered into the system.</p>	 <p>External Event Add to learning history for items that are not entered into the system.</p>
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3

Cancel

4. Select the **Item Add Items** icon (blue and white plus sign) in the item area.

Add to Learning History

Enter Item Details

Required*

⊖ Item ⊕ 4

No item selected.

⊖ Employees ⊕

Name	* Grade	Costs	Comments	Remove
<input type="text"/>	<input type="text"/>			

Back Continue Cancel

5. Enter the desired item into the **Search field**, then select the **magnifying glass** or select the “Enter” key on your keyboard.
6. Choose the **Select** hyperlink within the items tile.

Select Desired Courses from Library

5

Language & Currency

151 Courses

Refine By

Learning Type

Source

Delivery Method

Rating Include unrated

Categories

Sort By Relevance

Web based Training on Profile Mainten...
(VA 4558177)

6 [Select](#) [↓ More](#)

2nd Annual Knowledge Bowl FY2023
(VA 4647923)

[Select](#) [↓ More](#)

7. The required fields **Completion Date**, **Completion Time**, and **Time Zone** are completed by default. You can change the details and fill in any of the other optional fields.
8. (Optional) You can add other Employees by selecting the **Employees Add** icon (blue and white plus sign).
9. (Optional) Enter a **Grade**.
10. (Optional) Select a **Completion Status**.
11. (Optional) Enter any **Comments** you may have.
12. Select the **Continue** button.

Add to Learning History Enter Item Details

Required *

Item : Web based Training on Profile Maintenance (4558177) Change Item
7

Completion Date:(MM/DD/YYYY) * 📅

Completion Time:(hh:mm AM/PM) *

Time Zone: * Alaska Standard Time (Alaska Time) ▼

Instructor ID: 🔍

Instructor Name:

Total Hours:
(1000,001.01)

Learning Hours:
(1000,001.01)

Credit Hours:
(1000,001.01)

Training Non Duty Hours:
(1000,001.01)

Employees + 8
Assign Defaults

Name	Grade	* Completion Status	Costs	Comments	Remove
[Blurred]	9	10	10	11	

Back
12
Continue
Cancel

13. The Accreditation Details page is optional, select the **Continue** button to bypass.

Add to Learning History

Accreditation Details (Optional, click Continue to bypass):

*Required

Accreditation Type : Select

Training Provider :

*Learning Hours :
(1000,001.01)

*Credit Hours :
(1000,001.01)

Back
Cancel
Continue

13

14. Review and **Confirm Learning Details**.

15. Select the **Add to Learning History** button if details are correct.

Add to Learning History

Confirm Learning Details

14

Item: VA 4558177

Description:

Completion Date: 6/7/2024	Total Hours:
Completion Time: 07:34 AM Alaska Time	Learning Hours: 1.00
Instructor:	Credit Hours: 0.00
	Training Non Duty Hours:

Employees

Name	Grade	Completion Status	Comments	Costs	Amount
		VA - COMPLETE			

Back
Add to Learning History
Cancel

15

16. The TMS will display a **Recording Status** box. Select the **Close** button.

Add to Learning History

Recording Status

Learning Recorded Successfully

Item: VA 4558177

- [Redacted]

Additional Action Required Before Learning May be Committed

Employees must complete course feedback:

- [Redacted]

16 **Close**

Task C. Search for the Item-Based Event on the Employee's Learning History

1. Ensure the correct **employee** is active in the employee listing by selecting their name.
2. Select the **Learning History** option.

The screenshot displays the 'My Learning' dashboard for an employee named DONNELL MCKE... The interface includes a search bar, a 'Keyword' field, and filters for 'Select All' and 'All Assignment Types'. The main content area is divided into two sections: 'DUE WITHIN A MONTH' and 'DUE LATER'. The 'DUE WITHIN A MONTH' section shows a course titled 'TMS Web Based Training Survey' with a due date of 6/17/2024. The 'DUE LATER' section shows a requirement titled 'RETRAIN BY 11/23/2024' with a due date of 11/23/2024. On the right sidebar, there are sections for 'Find Learning', 'Manager Links', and 'Status: DONNELL MCKE...'. The 'Learning History' link in the 'Status' section is highlighted with a red box and a circled '2'.

- The event you added should be listed toward the top of the employee's **Learning History**. **NOTE:** You can use the **Title search field** to find learning history by entering keywords found in the title. You have successfully recorded an item-based event.

Learning History

Show Completions: All **3**

Completion Date *	Title	Status	Print Accredited Certificate	Action
11/24/2023 09:27 PM	VA Privacy and Information Security Awareness and Rules of Behavior (WBT)	VA-Complete		
11/24/2023 09:23 PM	Privacy and HIPAA Training	VA-Complete		
11/24/2023 09:23 PM	VHA Mandatory Training for Trainees	VA-Complete		
11/24/2023 09:23 PM	VHA Mandatory Training for Trainees - Refresher	VA-Complete		
11/24/2023 08:15 PM	VA Privacy and Information Security Awareness and	VA-Complete		