



HCSC



U.S. Department of Veterans Affairs
Manager Job Aid
Assign Learning Items

Manager Job Aid: Assign Learning Items

(Revision Date: June 10, 2024)

Purpose

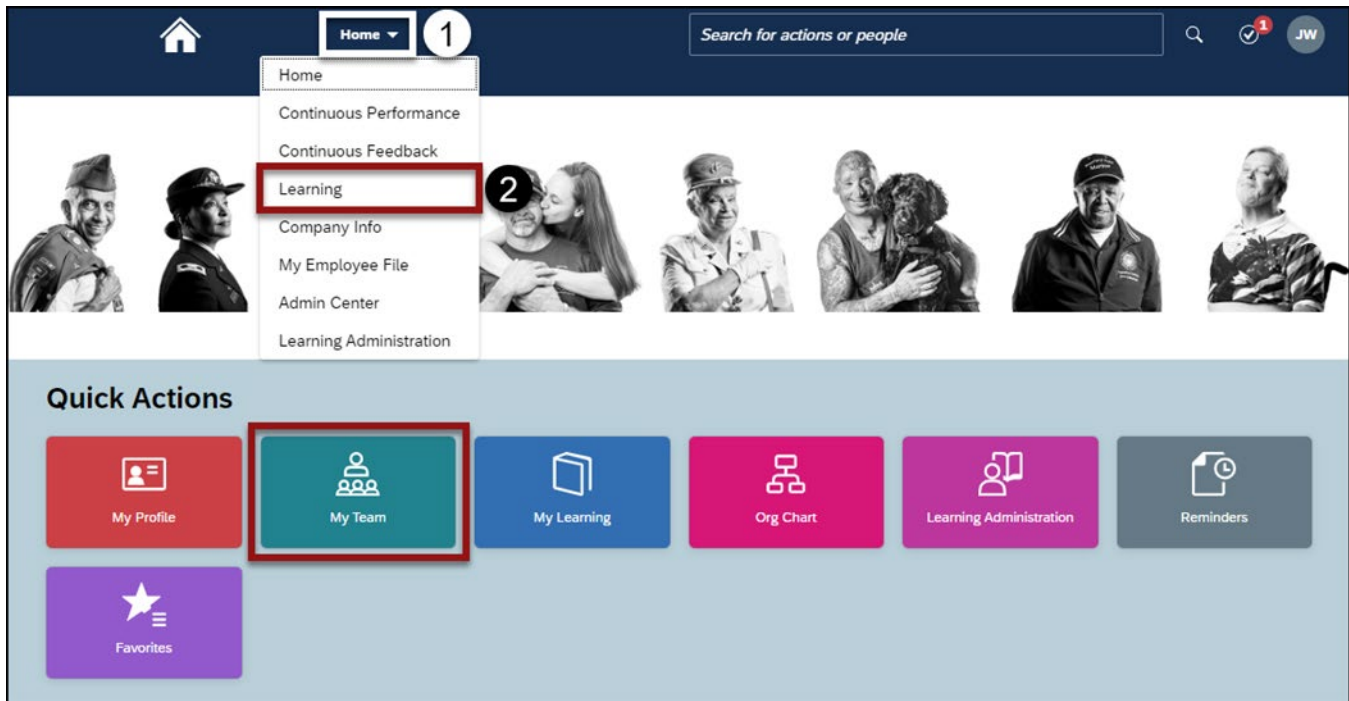
The purpose of this job aid is to guide you through the step-by-step process of assigning learning items to your direct report's To Do list. When you assign a learning item, it appears on the user's To Do list, and can be completed by the user.

In this job aid, you will learn how to:

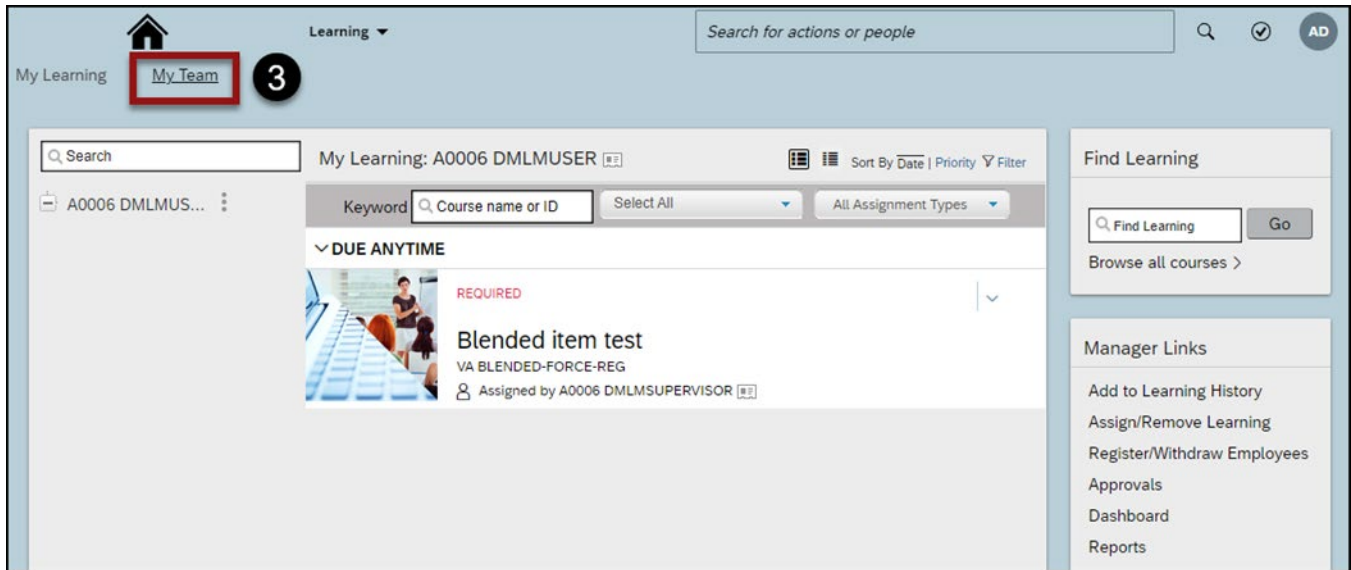
- Task A. Navigate to the My Team View
- Task B. Assign Learning Items to a User's To-Do List

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.

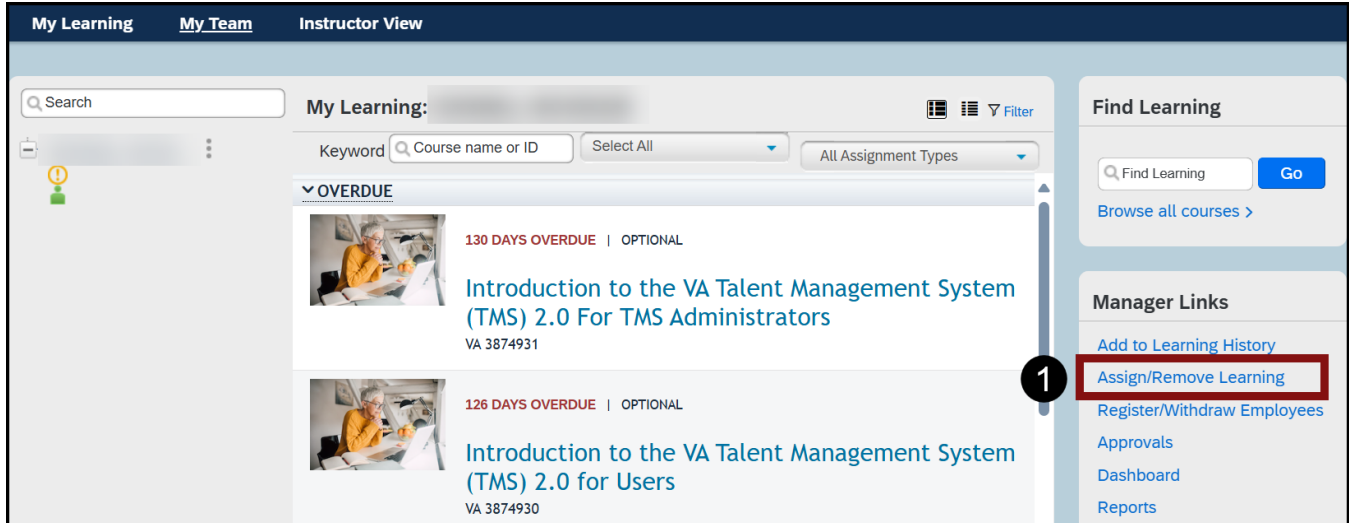


3. Select the **My Team** tab.

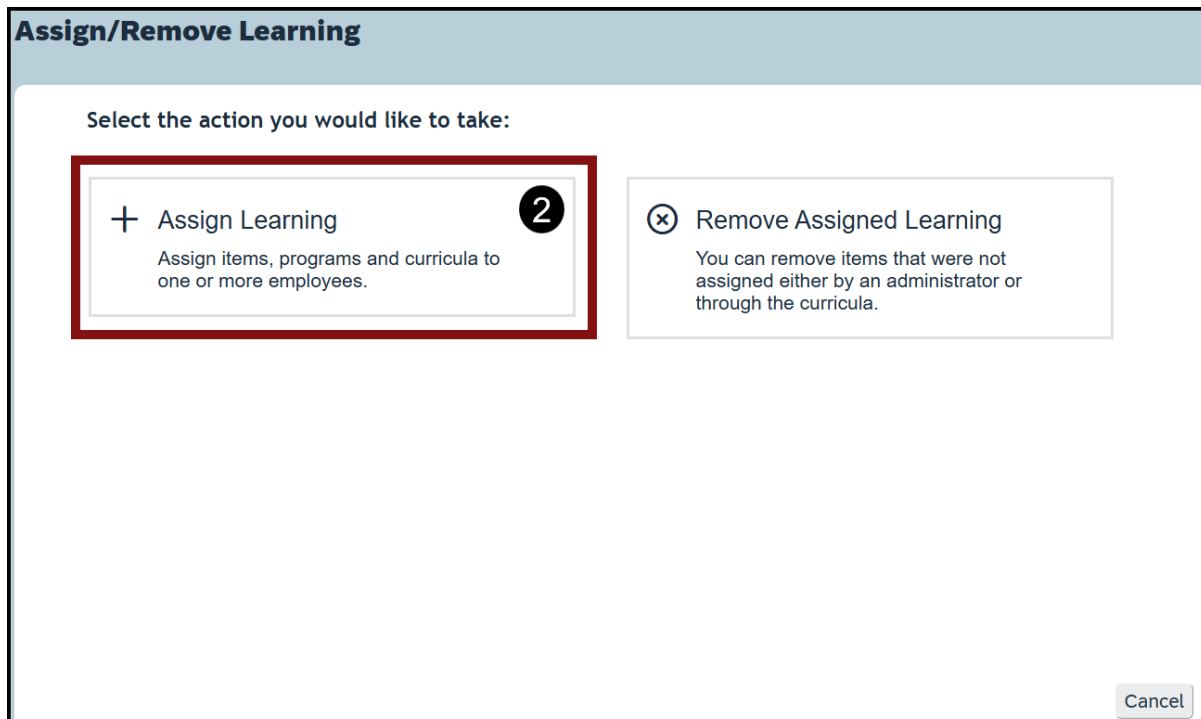


Task B. Assign Learning Items to a User's To-Do List

1. Select the **Assign/Remove Learning** link from the **Manager Links** area.



2. Select the **Assign Learning** option.



3. On the Enter Learning Activity Details page, select the **Add** button in the **Items, Programs, and Curricula** section.

Enter Learning Activity Details

* Required

▼ **Items, Programs and Curricula** 3 Add

There are no items, programs or curricula selected.

▼ **Employees** Add

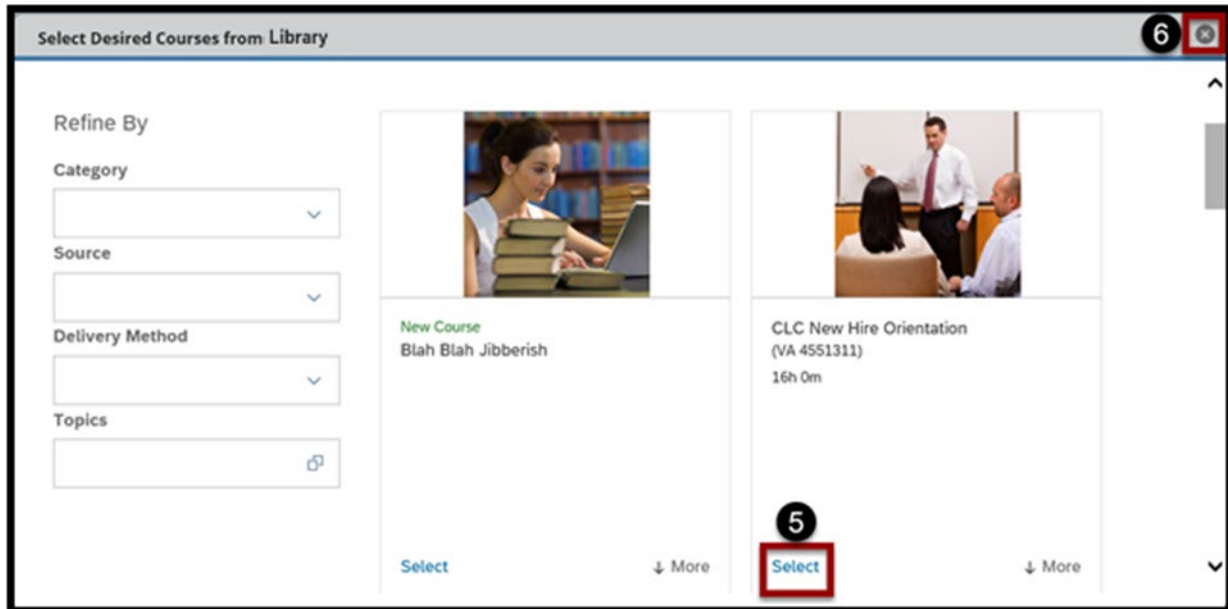
There are no employees selected.

Continue Cancel

4. Enter the items, programs, curricula or keywords into the **Search** textbox. Then select the magnifying glass (or select the "Enter" key on your keyboard). You can also use the **Refine By** fields on the left-hand side of the page to further filter your search.

The screenshot displays the 'Select Desired Courses from Library' interface. At the top, there is a search bar with a magnifying glass icon and a 'Language & Currency' dropdown. Below the search bar, the text '49133 Courses' is visible. On the left side, a 'Refine By' sidebar is highlighted with a red box and a circled '4'. This sidebar includes sections for 'Learning Type', 'Source', 'Delivery Method', 'Rating' (with an 'Include unrated' checkbox), and 'Categories'. The main content area shows a grid of course cards. The first card is titled '"Perfecting Your Resume" with Kathryn...' (VA 4561711) and features a 5-star rating. The second card is titled 'AdVancing: A Growth Mindset - Ep. 3 - ...' (VA 4571188) and features a 5-star rating. Below these are two more cards: 'Episode 4 THE AUDACITY TO FAIL' and another card with a star icon and a man's portrait. Each card has a 'Select' button and a 'More' link.

- From the search results list, choose the **Select** link within the tile(s) of the learning item(s) you want to assign. **NOTE:** Multiple learning activities can be selected.
- Exit the window to return to the Assign Learning page.



7. Select the **Assignment Type** from the dropdown list. **NOTE:** If the learning activity is a curriculum, there is no Assignment Type.
8. (Optional) Select a **Priority**. **NOTE:** This applies to curriculum only.
9. If a different date is needed than the default Assigned date, enter an **Assigned** date.
10. Enter a **Required Date**. **NOTE:** This is available for items only.
11. Select the **Add** button in the **Employees** section.

Enter Learning Activity Details

* Required

▼
Items, Programs and Curricula

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8

9

10

Add

| Title | Type | Assignment Type | Priority | *Assigned | Required Date | |
|----------------|------|-----------------|----------|-----------|---------------|---|
| Intro to Rodeo | | Required ▼ | --- | 6/10/2024 | MM/DD/Y... | ✕ |

▼
Employees

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Add

There are no employees selected.

Continue

Cancel

12. Use the **column headers** to filter your search, if needed.
13. Select the **checkbox** next to the Employee (s) to whom you want to assign the learning item(s). **NOTE:** Select the checkbox at the top of the page to select all Employees listed.
14. Select the **Add** button.

Select Employees

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Employees Region Job Code Manager Organization

Enter Employees Enter Region Enter Job Code Enter Manager Enter Organization

Indirect Employees Sub Organization

HCSC.NVA

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Employees selected: 1

14

Add Cancel

15. Select the **Continue** button.

Enter Learning Activity Details

* Required

Items, Programs and Curricula Add

| Title | Type | Assignment Type | Priority | *Assigned | Required Date |
|----------------|------|-----------------|----------|-----------|---------------|
| Intro to Rodeo | | Required | ... | 6/10/2024 | MM/DD/Y... |

Employees Add

Name Remove

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Continue Cancel

16. Review and **Confirm Details** of the learning assignment.

17. Select the **Assign Learning** button.

Confirm Details

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Items, Programs and Curricula

| Title | Type | Assignment Type | Priority | Assign Date | Required Date |
|----------------|------|-----------------|----------|-------------|---------------|
| Intro to Rodeo | | Required | --- | 6/10/2024 | |

Employees

Name

Assign Learning

Cancel

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18. A confirmation message displays **Successfully Assigned**. Select the **Close** button to return to your My Team page. You have successfully assigned a learning item to a specific employee. This item will now appear on the user's To Do list.

Successfully Assigned

The items/programs/curricula have been successfully added to the specified employees. If the curricula/program were already assigned, they will not be re-assigned

Close

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