



HCSC



U.S. Department of Veterans Affairs
Manager Job Aid
Navigate Employee My Learning

Manager Job Aid: Navigate Employee My Learning

(Revision Date: January 21, 2025)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of accessing and navigating an employee's My Learning.

In this job aid, you will learn how to:

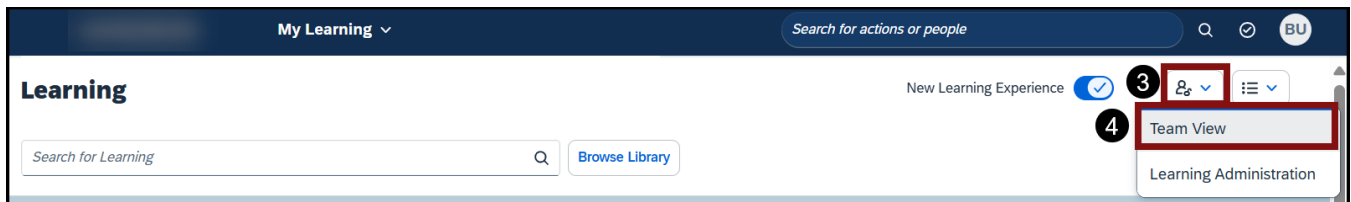
- Task A. Navigate to Team View
- Task B. Access an Employee's My Learning
- Task C. Filter an Employee's My Learning

Task A. Navigate to Team View

1. From the VA TMS landing page, select the **Home** dropdown menu.
2. Select the **My Learning** option. This will navigate you to the My Learning area of the TMS.
NOTE: Selecting the Manage My Team tile under Quick Actions will navigate you to that area in one step.



3. Select the **Dashboards** menu.
4. Select **Team View** from the dropdown menu.



Task B. Access an Employee's My Learning

1. Select an **employee name** to launch that user's My Learning. **NOTE:** The search bar can be used to search for specific users.

The screenshot displays the Learning Home Page interface. On the left, the 'Team View' section shows a search bar labeled 'Search people' and a list of team members. The first team member, 'BU B0016 UATSUBORDINATE', is highlighted with a red box and a circled '1', indicating the selection step. The right side of the page shows the 'B0016 UATSUBORDINATE's Learning' page, which includes a 'Send Reminder' button, a status indicator 'Curriculum Compliance Expired', and sections for 'Required Learning (4)', 'Assigned Learning (1)', and 'Invest in Myself (0)'. The 'Required Learning (4)' section is expanded to show two items: '*UAT Item Only* Overdue' (Curriculum: UAT CURR Only, 571 days overdue) and '*UAT Item Only* Due Now' (Curriculum: UAT CURR Only, 36 days overdue).

Task C. Filter an Employee's My Learning

1. Filter assignments on an employee's My Learning by selecting the **Filter** icon.
2. From the **Filter By Type** dropdown menu, check the box to select what type of learning assignment should be displayed: Course, Class, Curriculum Requirement, or Program.

The screenshot displays the 'Learning Home Page / Team View' interface. On the left, a 'Team View' sidebar lists three employees: BU B0016 UATSUBORDINATE, BU B0030 UATSUBORDINATE, and BU B0036 UATMANAGER, each with a 'Needs Attention' status. The main content area is titled 'B0016 UATSUBORDINATE's Learning' and shows a 'Curriculum Compliance Expired' warning. Below this, there are sections for 'Required Learning (4)', 'Assigned Learning (1)', and 'Invest in Myself (0)'. The 'Required Learning (4)' section is expanded, showing two items: '*UAT Item Only* Overdue' (571 days overdue) and '*UAT Item Only* Due Now' (36 days overdue). A dropdown menu labeled 'Filter By Type' is open, showing options for Course, Class, Curriculum Requirement, and Program. A red box highlights the dropdown menu, and a red circle with the number '1' points to the dropdown arrow. Another red circle with the number '2' points to the 'Filter By Type' dropdown menu.