

# U.S. Department of Veterans Affairs Manager Job Aid

Navigate Employee My Learning



## Manager Job Aid: Navigate Employee My Learning

(Revision Date: June 10, 2024)

#### 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 the My Team View
- Task B. Access an Employee's My Learning
- Task C. Change the View of an Employee's My Learning
- Task D. Search an Employee's My Learning

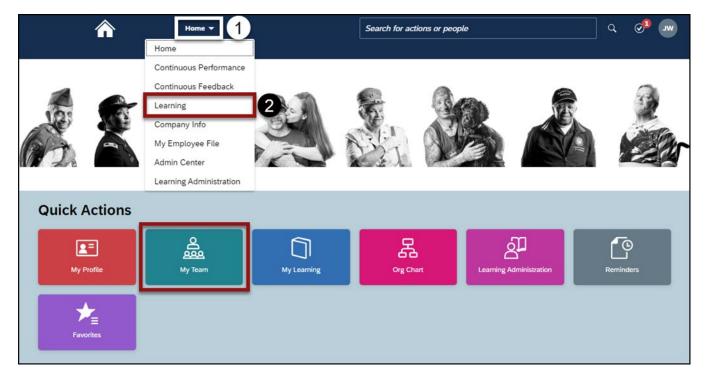
Mission The Human Capital Services Center will provide a delightful customer experience to engage VA employees with products and services that will enable them to become role models in serving Veterans and their families.





#### Task A. Navigate to the My Team View

- 1. From the VA TMS landing page, select the **Home** dropdown menu.
- 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.



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3. Select the My Team tab.

<u>^</u>	Learning 🔻	Search for actions or people	Q Ø 🗛
My Learning My Team 3			
Q Search	My Learning: A0006 DMLMUSER	Sort By Date   Priority V Filter	Find Learning
A0006 DMLMUS ↓	Keyword       Course name or ID       Select All         ✓ DUE ANYTIME       REQUIRED         Blended item test       VA BLENDED-FORCE-REG         Assigned by A0006 DMLMSUPER	All Assignment Types	Q Find Learning       Go         Browse all courses >         Manager Links         Add to Learning History         Assign/Remove Learning         Register/Withdraw Employees         Approvals         Dashboard         Reports

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#### 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.

My Learning My Team	
Q Search	My Learning: A0009 DMLMUSER 🗉 🚺 🖬 📰 🗸 Filter
A0009 DMLMUS	yword Q Course name or ID Select All   All Assignment Types
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	VA Privacy and Information Security Awareness and Rules of Behavior VA 10176 Part of VA All Employee Mandatory Training 3560 DAYS OVERDUE   REQUIRED Prevention of Workplace Harassment/No FEAR VA 8872 Part of VA All Employee Mandatory Training
	V DUE LATER

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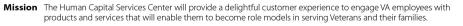
#### Task C. Change the View of an Employee's My Learning

1. Select the **List View** or **Card View** icons in the upper right corner of the employee My Learning area to change the view of a user's My Learning list.

Search	My Learning: A0009 DMLMUSER 🖭		
A0009 DMLMUS	Keyword Q Course name or ID Select All  All Assignment Types		
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2. In **List View**, items are displayed as a list. Select the **actions** dropdown menu next to a learning item to access different actions.

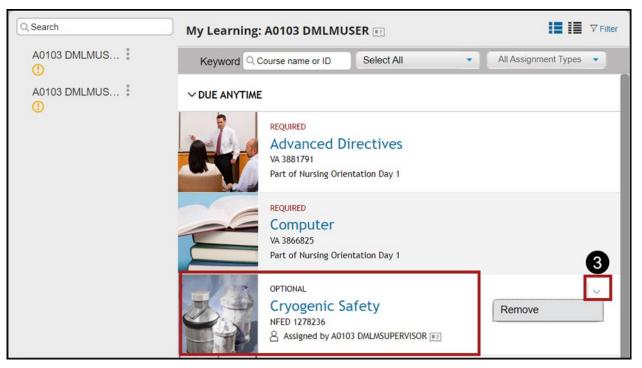
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	Keyword Course name or ID Select All	All Assignment Types			
	✓ DUE ANYTIME				
	REQUIRED Advanced Directives				
	Computer	2			
	OPTIONAL Cryogenic Safety	Remove			
	REQUIRED Do Not Resuscitate	Renove			







3. In **Card View**, items are displayed as cards. Select the **actions** dropdown menu next to a learning item to access links to different actions.



4. To see more information about a listed learning item, select the **More** link.



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### Task D. Search an Employee's My Learning

1. Search for items on an employee's My Learning by selecting the **Filter** link.



 Customize your search by entering keywords and selecting different items in the Course Types and All Assignment Types dropdown menus. For example, you can search for online courses only or just those courses for which the user is currently registered.

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	~ DUE ANYTIME	REQUIRED Advanced Di VA 3881791 Part of Nursing Orier	<ul> <li>Select All</li> <li>Registrations</li> <li>Online Courses</li> <li>Programs</li> <li>SF-182</li> <li>Surveys</li> <li>Curriculum Requirements</li> </ul>		
	2	REQUIRED Computer VA 3866825 Part of Nursing Orien	tation Day 1		

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