



# HCSC



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

How to Add a VA TMS Course



## Job Aid: How to Add a VA TMS Course

(Revision Date: June 04, 2024)

### Purpose

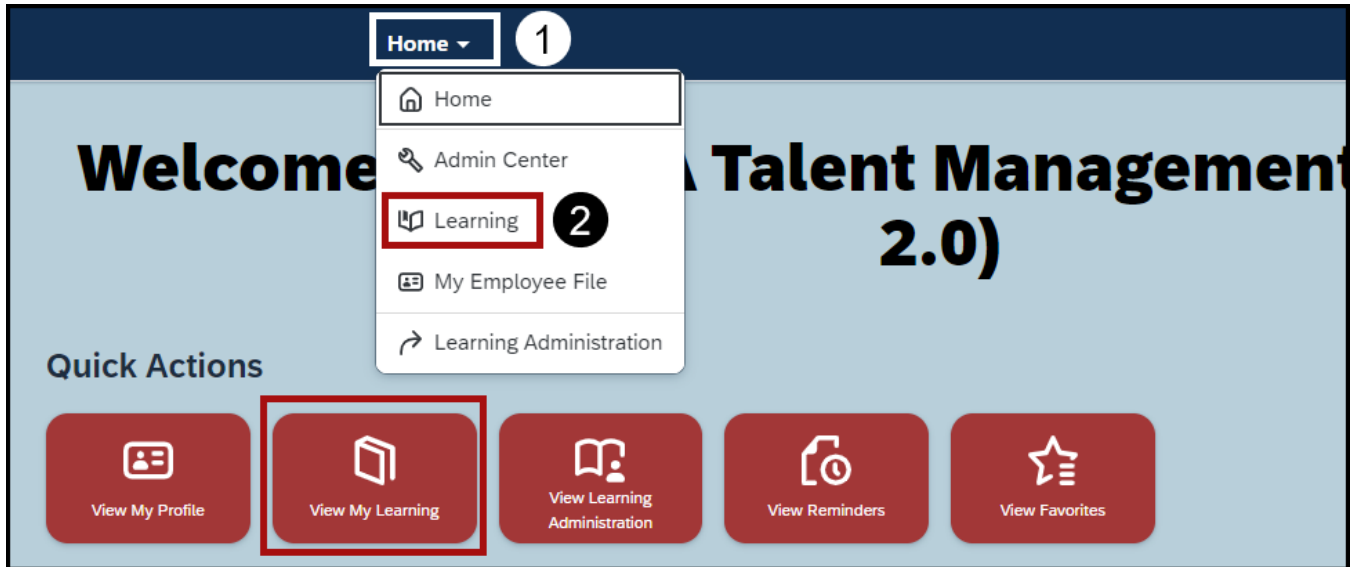
The purpose of this job aid is to guide you through the step-by-step process of adding a course to your To-Do list in the VA TMS.

In this job aid, you will learn how to:

- Task A. Access My Learning
- Task B. Add a VA TMS Course

## 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.



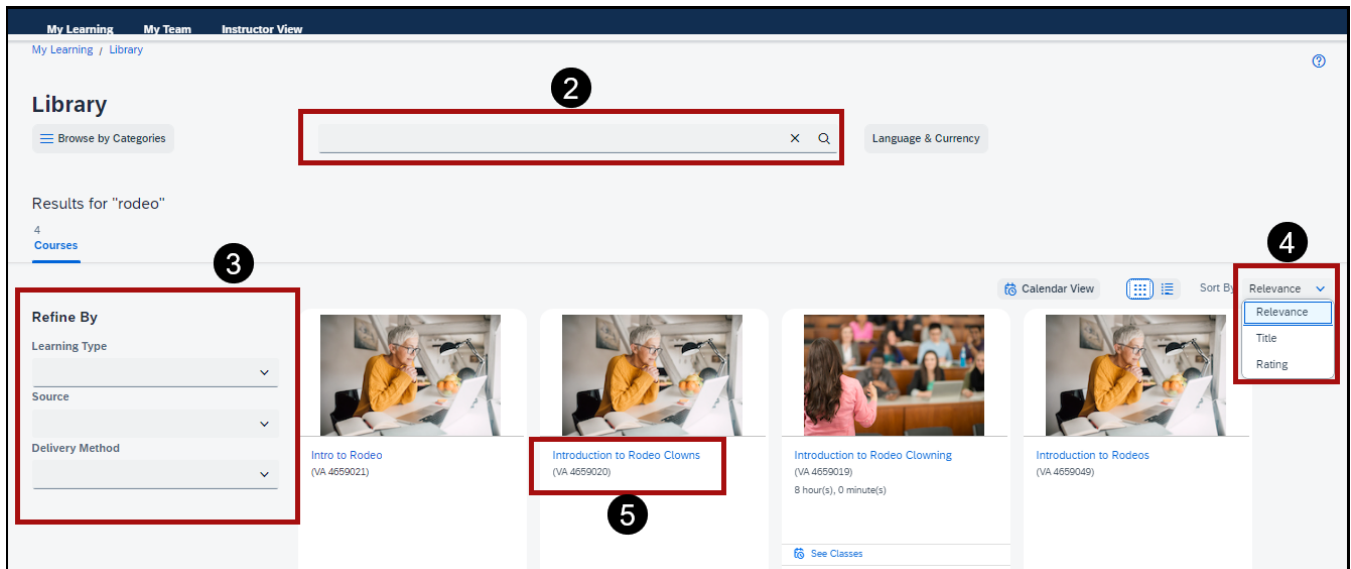
## Task B. Add a VA TMS Course

1. Select the **Browse all courses** link in the Find Learning area.

The screenshot displays the TMS 2.0 Learning interface. At the top, there is a navigation bar with a home icon, a 'Learning' dropdown menu, and a search bar labeled 'Search for actions or people'. Below the navigation bar, there are tabs for 'My Learning' and 'My Team'. The main content area is divided into several sections:

- To-Do:** A section with a search bar for 'Course name or ID', a 'Select All' dropdown, and 'All Assignment Types' dropdown. It shows a list of items under the heading 'DUE ANYTIME', with one item titled 'Blended item test' (VA BLENDED-FORCE-REG, Self-Assigned).
- My Curricula:** A section with a green checkmark and the text 'You currently have no required curricula. Go to Curriculum Status'.
- Links:** A section with links for 'Add to Learning Hist...', 'Approvals', and 'Help Desk'.
- Learning ...:** A section with a circular arrow icon and a red '0' badge, with the text 'Recently Added View All'.
- My Team:** A section with a green circle and the text 'On Time (1)'.
- Find Learning:** A section with a search bar labeled 'What do you want to LEARN today?' and a 'Go' button. Below the search bar, the link 'Browse all courses >' is highlighted with a red box and a circled '1'.

- Use the **search bar** to find the desired course. You can use search criteria such as keywords or course IDs.
- You can refine the search by **Learning Type, Source, Delivery Method, Rating, and Categories**.
- You can sort them by **Relevance, Title, or Rating**.
- Select the **Title** of the course for which you wish to view the course home. **NOTE:** The cover image for the course tiles will indicate what type of course home you are accessing. Online classes will prominently feature a computer in the course image. A course that requires registering into a class will prominently feature an image of a class setting. Blended courses will feature both types of images. Remember, if the training requires an **instructor-led** portion, you will need to **register** for a class being offered.





6. Select the **Assign to Me** link.

My Learning / Library / Introduction to Rodeo Clowns

## Introduction to Rodeo Clowns

**Start Course** **Assign to Me**

Course Information  
Type: Online

Average Rating  
★★★★★ (0.00 out of 5 stars from 0 ratings)

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Course Details Online Content

Description  
Intro video for rodeo clowns

Questions?

Course Information

Credit Hours:	Learning Hours:	Course ID:
0.00	1.00	4659020

Source:  
Amplifire Learning

7. When the pop-up window appears, select the **OK** button.

Success

This course is now on your learning plan.

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Ok

- Select the **My Learning** tab to navigate to your To-Do list.

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The screenshot shows the 'My Learning' tab selected. The course 'Introduction to Rodeo Clowns' is displayed. The 'Start Course' button is highlighted in blue. Other options include 'Remove' and 'Assign to Others' with an external link icon. Course information includes 'Type: Online' and an 'Average Rating' of 0.00 out of 5 stars from 0 ratings.

- Once you locate the course on the To-Do list, you can **Start Course**, **Assign to Others** (for managers only), or **Remove** (if settings allow or if the course was self-assigned).

The screenshot shows the 'To-Do' list interface. The course 'Introduction to Rodeo Clowns' is listed under the 'Due Anytime' category. A context menu is open over the course card, showing three options: 'Assign to Others', 'Remove', and 'START COURSE'. The 'Assign to Others' option is highlighted with a blue border. The course ID 'VA 4659020' and status 'Self-Assigned' are also visible.