HCSC | TMS 2.0

U.S. Department of Veterans Affairs

User Job Aid

Navigate My Learning (ILX View)

Job Aid: Navigate My Learning (ILX View)

(Revision Date: January 21, 2025)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of navigating My Learning.
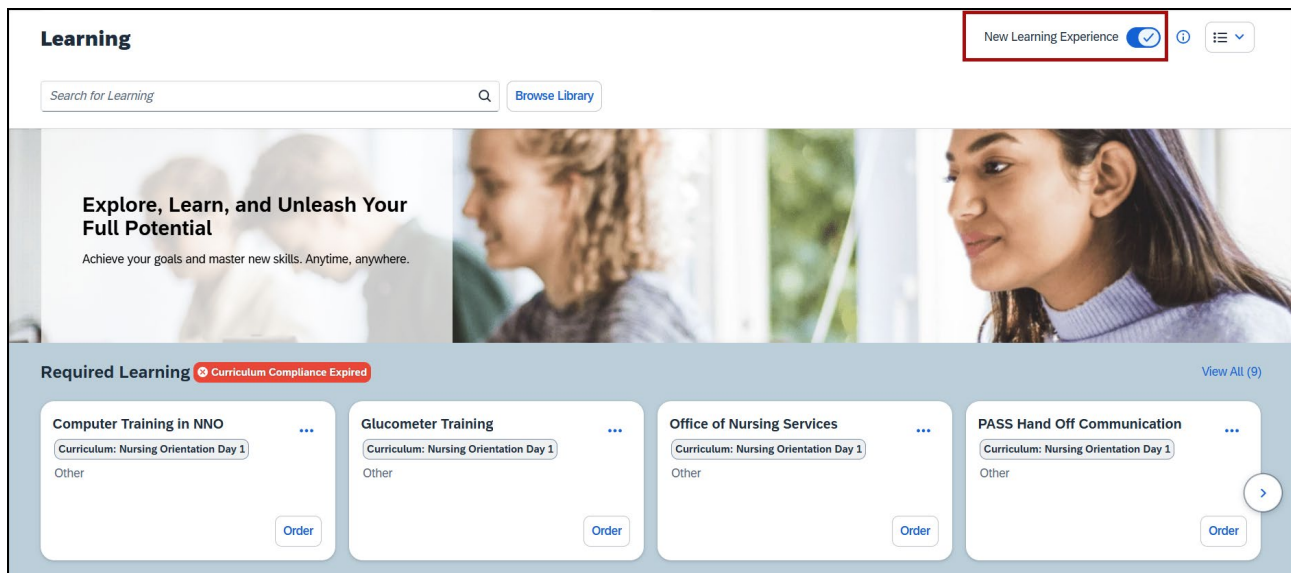
In this job aid, you will learn how to:

- Task A. Access My Learning (ILX View)

- Task B. Navigate the My Learning Page

- Task C. Search the Library and Add Items to 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.

Vision We believe engaged and developed VA employees will change the lives of Veterans and their families for the better.

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Task A. Access My Learning (ILX View)

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

2. Select the **My Learning** option. This will take you to the My Learning area of the TMS. **NOTE:** Selecting the View My Learning tile under Quick Actions will also navigate you to My Learning.
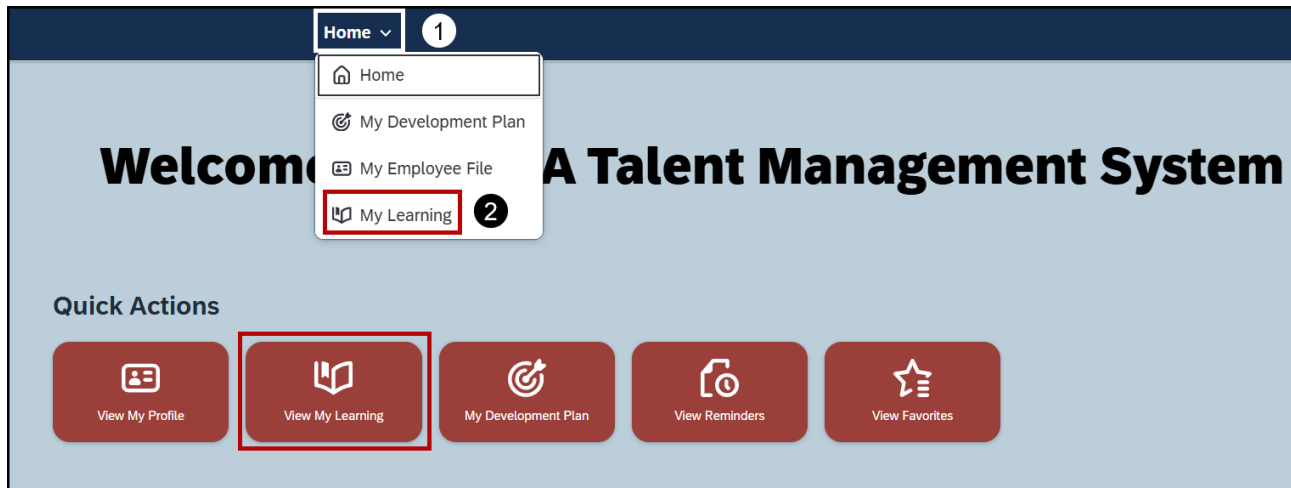
This job aid will cover the My Learning page from the perspective of having the New Learning Experience toggle button activated.

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Task B. Navigate the My Learning Page

1. From My Learning, all learning will be separated into multiple sections depending on the settings of the assigned learning and how the learning was assigned. **Required Learning** will list all courses that were assigned with a required by date. **Assigned Learning** is a list of learning that was assigned but may not have been assigned a due date or set up as required. **Invest in Myself** will list all self-assigned learning.

2. For any section with multiple training, you can navigate the course tiles by using the **left** and **right arrows**. You can also choose **View All** to see all course tiles at once.

3. Select the **title of a course** to launch the course home page.

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4. The **course information**, including the title, type (online, instructor-led, or both), and target audience, is on the top-left corner of the home page.

5. Select the **Start Course** button to launch the online content.

6. The **Course Details** tab will be automatically selected. This section will include the due date, description, miscellaneous course information, attached attributes, substitute credits and curriculum inclusions. **NOTE:** If there is online content attached to this record, the Online Content tab can be selected to view this information.

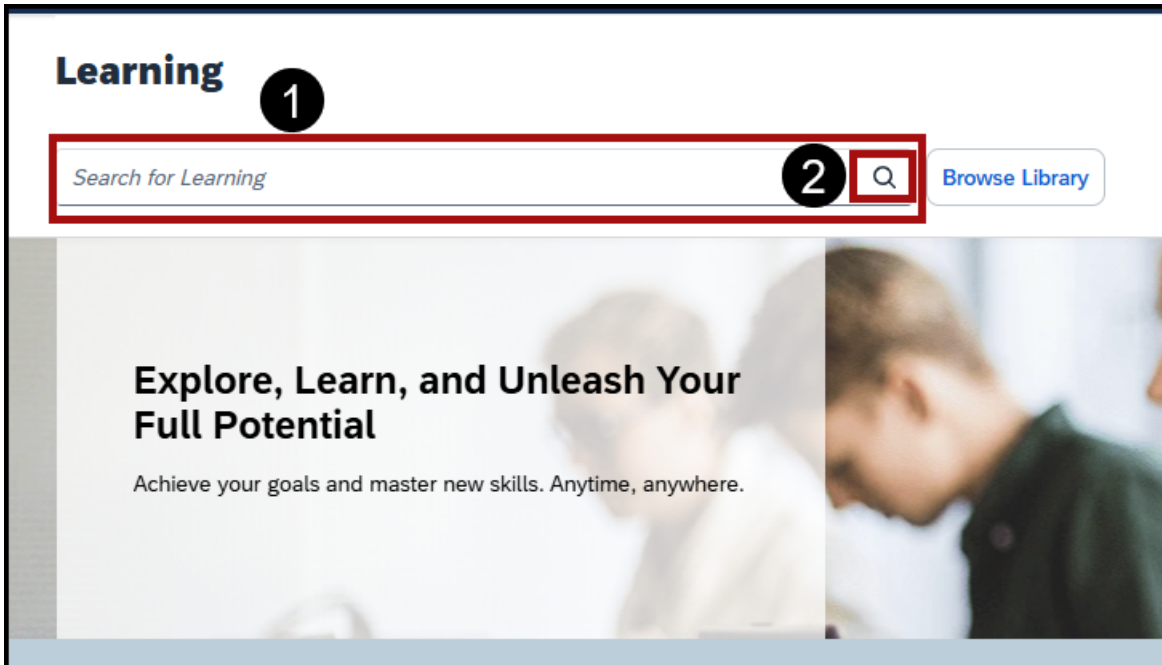7. Select the **My Learning link** to return to My Learning.

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Task C. Search the Library and Add Items to My Learning

1. In the **Search for Learning** field, enter letters or words to return all library items containing that information.

2. Select the **search icon** (magnifying glass). **NOTE:** You can also choose the Browse Library button to select a category and see a list of courses that cover the selected topic.

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3. Select the **More link** for any listed course tile.

4. Select the **Assign to Me** link to add the item to My Learning.

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