



# HCSC



**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

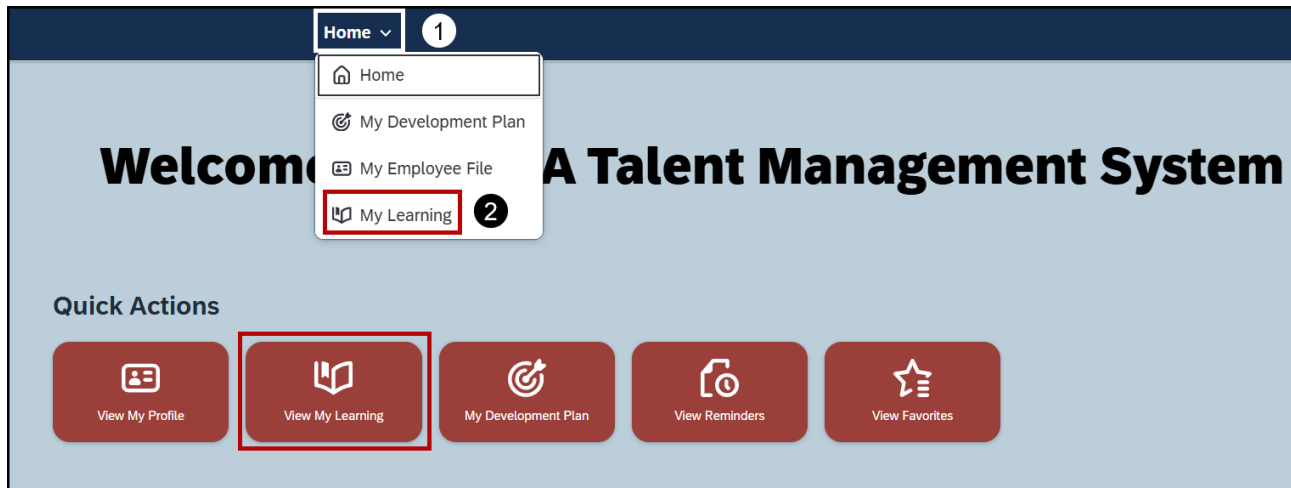
The purpose of this job aid is to guide you through the step-by-step process of navigating My Learning.

In this job aid, you will learn how to:

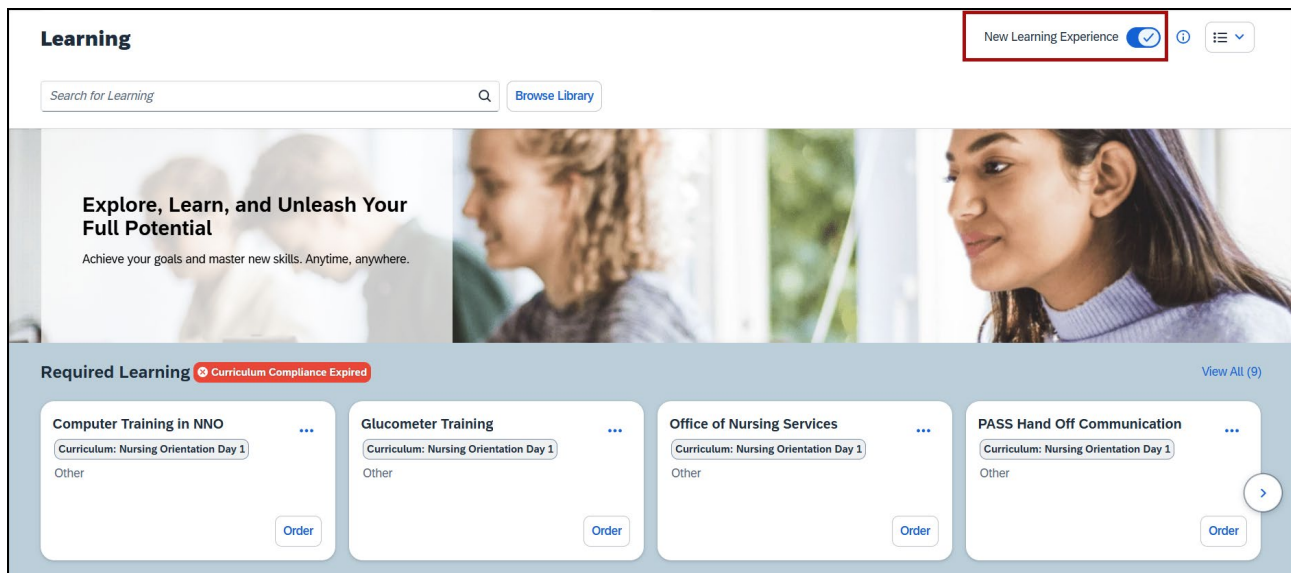
- Task A. Access My Learning (ILX View)
- Task B. Navigate the My Learning Page
- Task C. Search the Library and Add Items to My Learning

## 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.



## 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.

The screenshot shows the 'Learning' dashboard. At the top, there is a search bar and a 'Browse Library' button. Below this is a banner with the text 'Explore, Learn, and Unleash Your Full Potential'. The main content is divided into three sections: 'Required Learning', 'Assigned Learning', and 'Invest in Myself'. The 'Required Learning' section contains five course tiles, each with an 'Order' button. A 'View All (11)' link is visible in the top right of this section. The 'Assigned Learning' section contains five course tiles, each with a 'Start Course' button. One tile, 'Sample Online ItemKF', is highlighted with a red box and a callout '3'. The 'Invest in Myself' section features a video thumbnail and a course tile for 'Introduction to Rodeo Clowns v2.0' with a 'Register' button. Callout '1' points to the banner area, callout '2' points to the 'View All (11)' link, and callout '3' points to the 'Sample Online ItemKF' course title.

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.

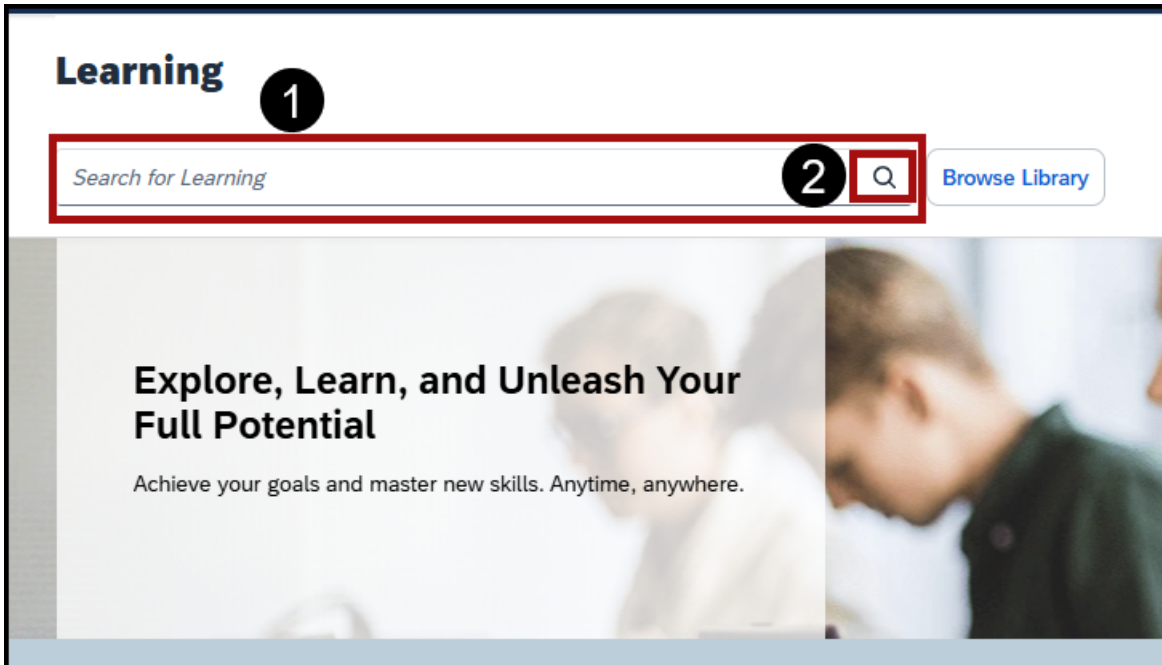
The screenshot displays the TMS 2.0 interface for a course titled "Sample Online ItemKF".

- 7**: A red box highlights the "My Learning" link in the top navigation bar.
- 4**: A red box highlights the course title "Sample Online ItemKF" and the "Course Information" section, which includes a thumbnail image of a person at a desk and the text "Course Information Type: Online".
- 5**: A red box highlights the "Start Course" button in the top right corner.
- 6**: A large red box highlights the "Course Details" section, which includes:
  - Description**: Item used to demonstrate the 'reassign' lesson.
  - Course Information** (expanded):
 

Credit Hours:	Learning Hours:	Course ID:	Assigned By:
1.00	1.00	1231926	Admin
Assigned On:	Assignment Type:		
1/21/2025	Optional		
  - Related Topics**: A button for "Accreditation Training".
  - This Course Appears In...**: A section with a thumbnail of books and the text "ABC Curricula".

## 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.



3. Select the **More** link for any listed course tile.
4. Select the **Assign to Me** link to add the item to My Learning.

The screenshot displays the 'Library' section of the HCSC TMS 2.0 interface. At the top, there is a search bar with the text 'train' and a search icon. Below the search bar, it shows 'Results for "train"' with 13 courses listed. On the left, there is a 'Refine By' sidebar with filters for Learning Type, Source, Delivery Method, Rating, and Categories. The main content area shows five course tiles. The first three tiles are 'TRAIN-Reassign10', 'TRAIN-Reassign2', and 'TRAIN-Reassign5'. The second tile, 'TRAIN-Reassign2', has a red box around its 'More' link, with a circled '3' above it. The fourth tile is 'Build & Train RNNs: Neural Network C...' and the fifth is 'How to Train Employees: A Guide for ...'. Below the course tiles, a detailed view for 'TRAIN-Reassign2' is shown. This view includes a 'Preview Details' section with the text 'Item used to demonstrate the 'reassign' lesson' and 'Online Course'. A red box highlights the 'Assign to Me' link in the top right corner of the detail view, with a circled '4' above it.