



TMS  
2.0

VA

## Supervisor Job Aid

Assign and Remove Learning Items

## Supervisor Job Aid: Assign and Remove Learning Items

### Purpose

The purpose of this job aid is to guide you through the step-by-step process of assigning and removing learning items in TMS 2.0.

In this job aid, you will learn how to:

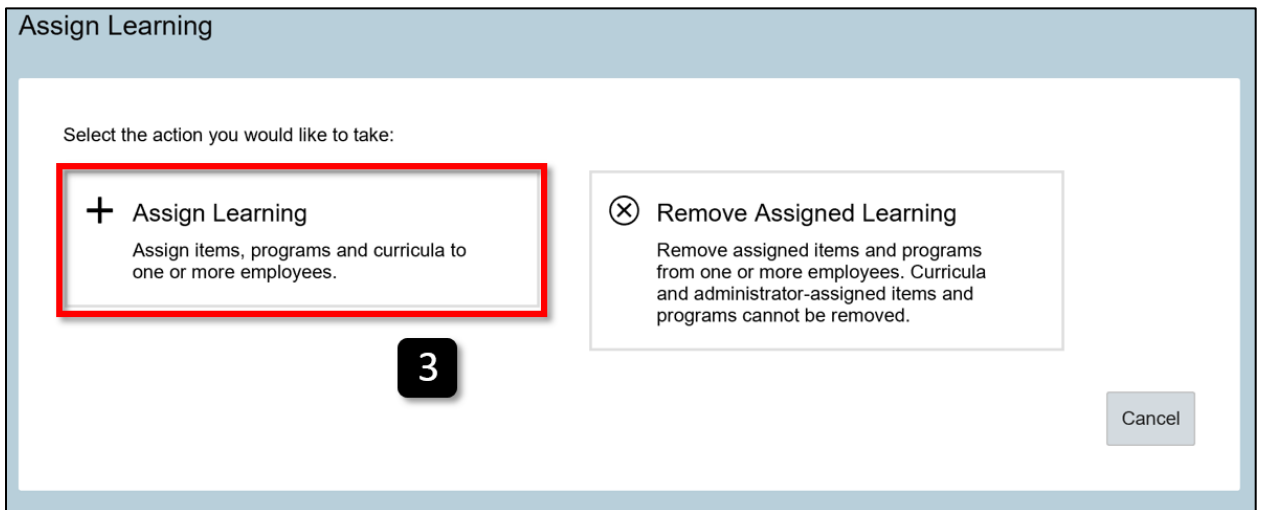
- Assign Learning Items
- Remove Learning Items

## Assign Learning Items

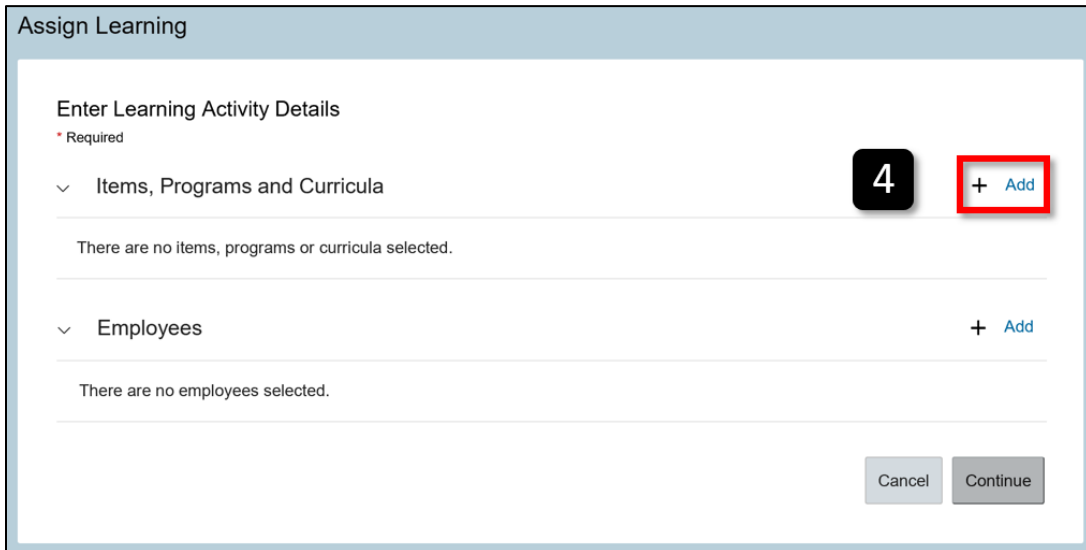
1. After logging into the TMS 2.0, navigate to your **My Team** page.
2. Select the **Assign/Remove Learning** link.



3. Select **Assign Learning**.



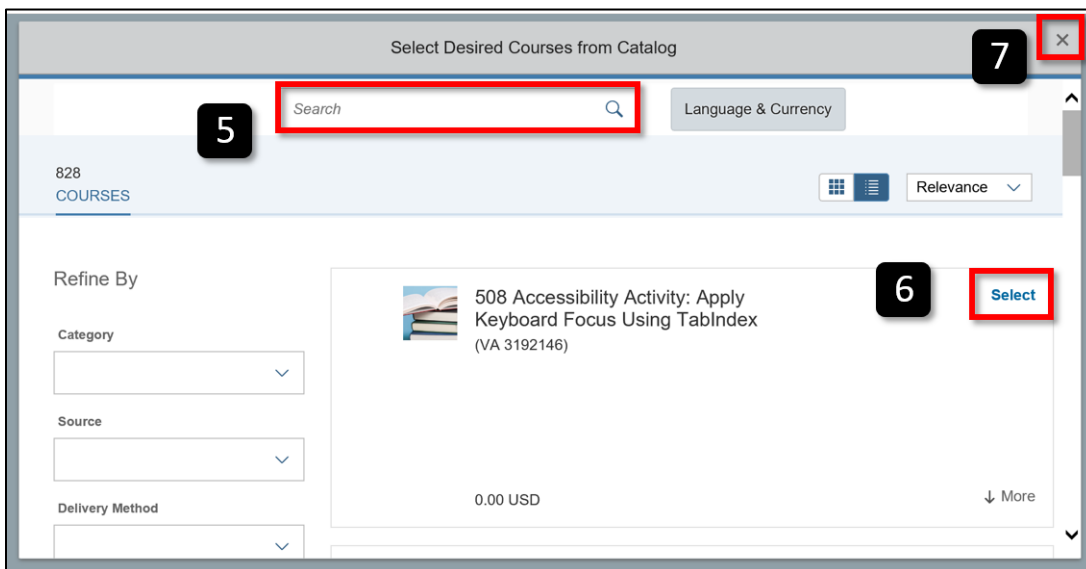
4. Under the Items, Programs and Curricula section, select **Add**.



The 'Assign Learning' dialog box contains the following elements:

- Header:** Assign Learning
- Section:** Enter Learning Activity Details
- Required:** \* Required
- Items, Programs and Curricula:** A section with a dropdown arrow, a count of 4, and a red-bordered '+ Add' button. Below it, the text reads 'There are no items, programs or curricula selected.'
- Employees:** A section with a dropdown arrow and a '+ Add' button. Below it, the text reads 'There are no employees selected.'
- Buttons:** Cancel and Continue buttons at the bottom right.

5. Search for the desired course.
6. Once found, select the **Select** link.
7. Select **Close**.



The 'Select Desired Courses from Catalog' dialog box contains the following elements:

- Header:** Select Desired Courses from Catalog
- Search:** A search bar with a magnifying glass icon, highlighted with a red border and labeled with a '5'. The text 'Search' is visible inside the bar.
- Language & Currency:** A button labeled 'Language & Currency'.
- Course Count:** 828 COURSES
- Refine By:** Three dropdown menus for Category, Source, and Delivery Method.
- Course Card:** A card for '508 Accessibility Activity: Apply Keyboard Focus Using TabIndex (VA 3192146)' with a book icon, a price of 0.00 USD, and a 'More' link. A red-bordered 'Select' button is next to it, labeled with a '6'.
- Close:** A red-bordered 'X' button in the top right corner, labeled with a '7'.

8. Select the **Assignment Type**, **Assigned** date, and **Required Date**.

9. Under the Employees section, Select **Add**.

Assign Learning

Enter Learning Activity Details

\* Required

Items, Programs and Curricula 8 [+ Add](#)

Title	Type	Assignment Type	Priority	*Assigned	Required Date	Remove
508 Accessibility Activity: Apply Keyboard Focus Using TabIndex (OJT)	<input type="checkbox"/>	<input type="text" value=""/>	---	5/15/2018	<input type="text" value=""/>	<input type="checkbox"/>

Employees 9 + Add

There are no employees selected.

10. Select the checkbox of the user(s) you want to assign learning.

11. Select the **Add** button.

Select Employees

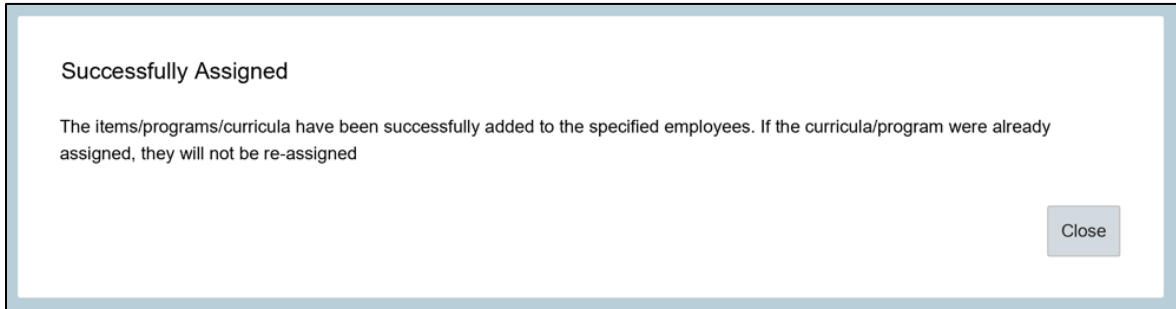
Employees	Region	Job Code	Supervisor	Organization
<input type="checkbox"/> DMLMUSER, A0001			SUPERVISOR, DMLM	
<input checked="" type="checkbox"/> DMLMUSER, A0002			SUPERVISOR, DMLM	

10

1 employees selected

11 Add

12. A confirmation message displays.

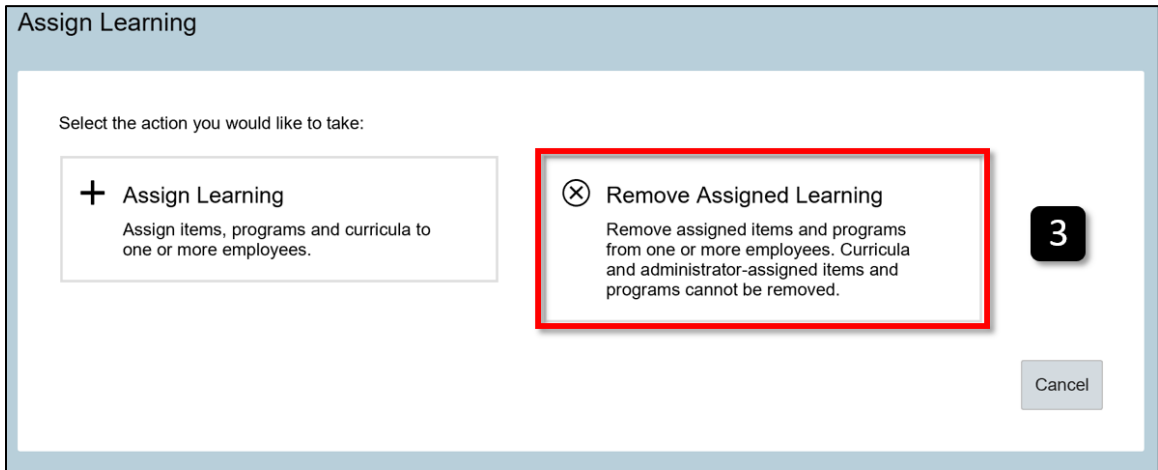


## Remove Learning Items

1. After logging into the TMS 2.0, navigate to your **My Team** page.
2. Select the **Assign/Remove Learning** link.



3. Select **Remove Assigned Learning**.



Assign Learning

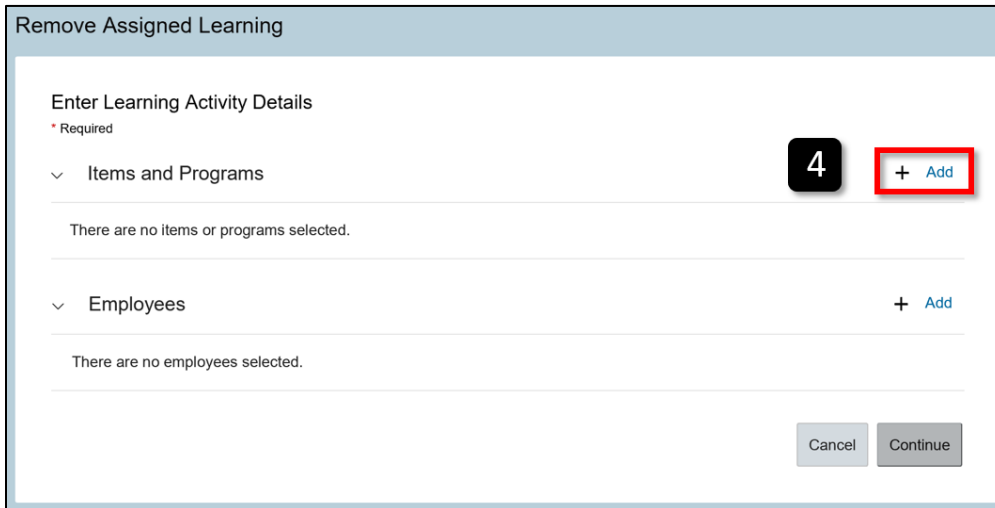
Select the action you would like to take:

- + Assign Learning**  
Assign items, programs and curricula to one or more employees.
- ⊗ Remove Assigned Learning**  
Remove assigned items and programs from one or more employees. Curricula and administrator-assigned items and programs cannot be removed.

3

Cancel

4. Under the Items and Programs section, select **Add**.



Remove Assigned Learning

Enter Learning Activity Details

\* Required

Items and Programs **4** **+ Add**

There are no items or programs selected.

Employees **+ Add**

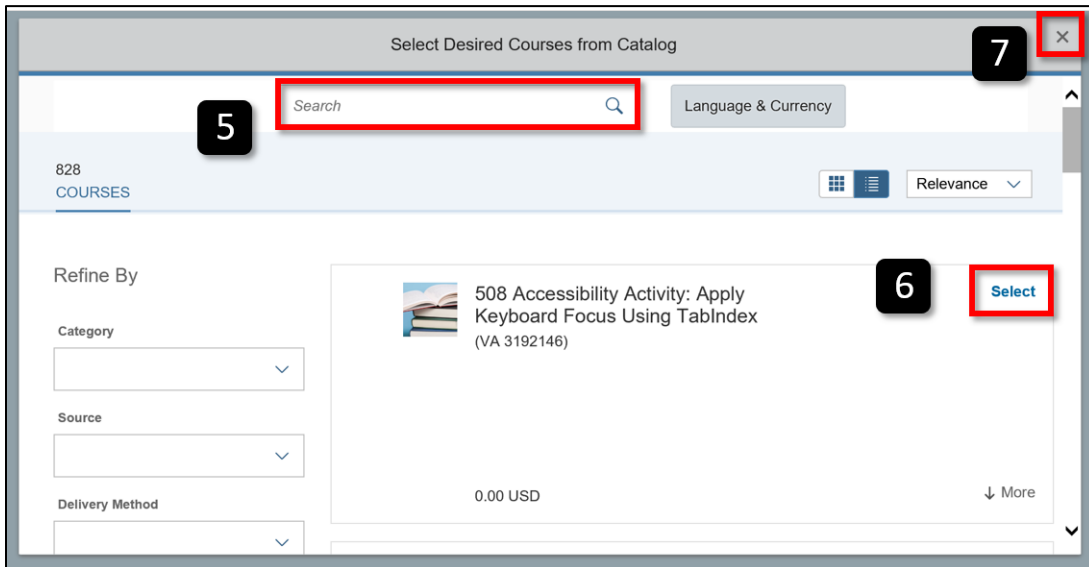
There are no employees selected.

Cancel Continue

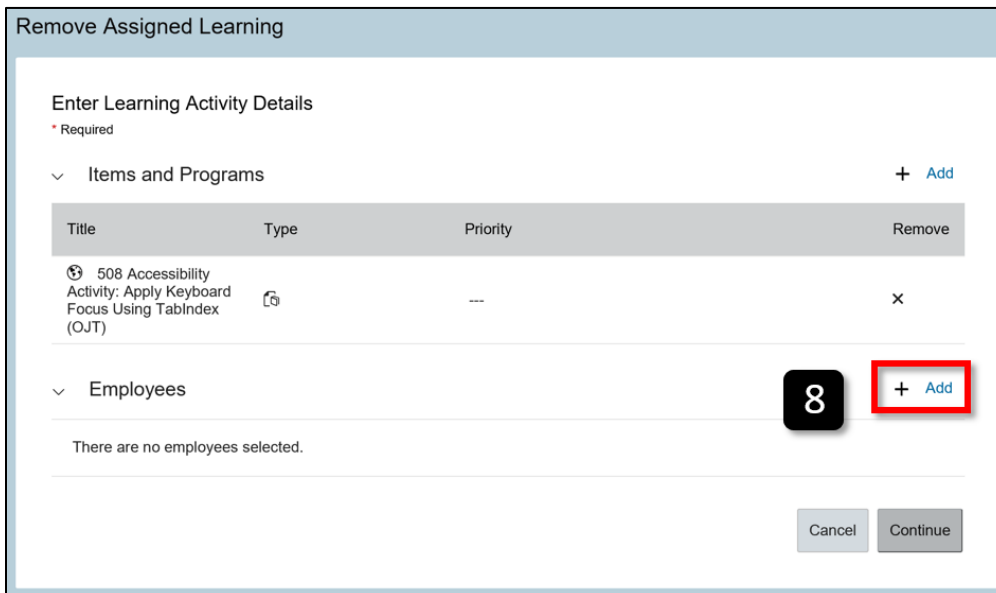
5. Search for the desired course.

6. Once found, select the **Select** link.

7. Select **Close**.



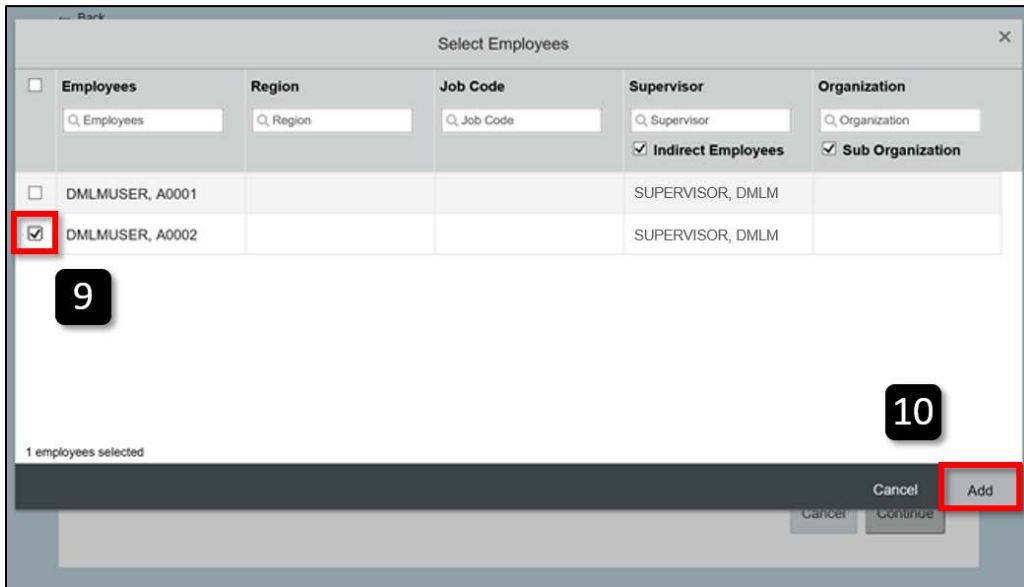
8. Under the Employees section, select **Add**.



9. Select the checkbox of the user(s) from whom you want to remove learning.

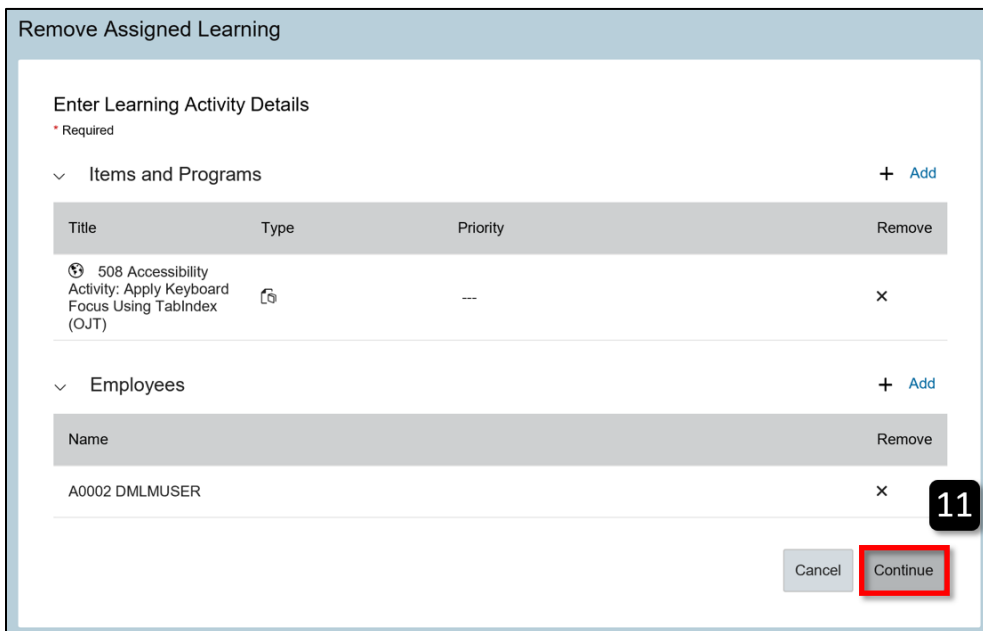
10. Select the **Add** button.





Employees	Region	Job Code	Supervisor	Organization
<input type="checkbox"/> DMLMUSER, A0001			SUPERVISOR, DMLM	
<input checked="" type="checkbox"/> DMLMUSER, A0002			SUPERVISOR, DMLM	

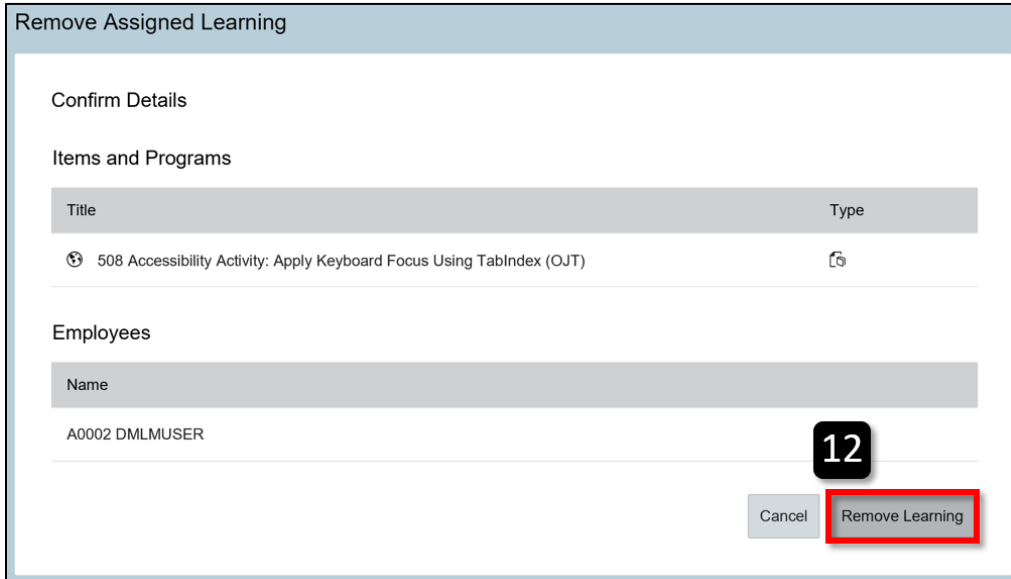
11. Select the **Continue** button.



Title	Type	Priority	Remove
508 Accessibility Activity: Apply Keyboard Focus Using TabIndex (OJT)		---	x

Name	Remove
A0002 DMLMUSER	x


12. The Confirm Details page displays. Select the **Remove Learning** button.



Remove Assigned Learning

Confirm Details

Items and Programs

Title	Type
508 Accessibility Activity: Apply Keyboard Focus Using TabIndex (OJT)	

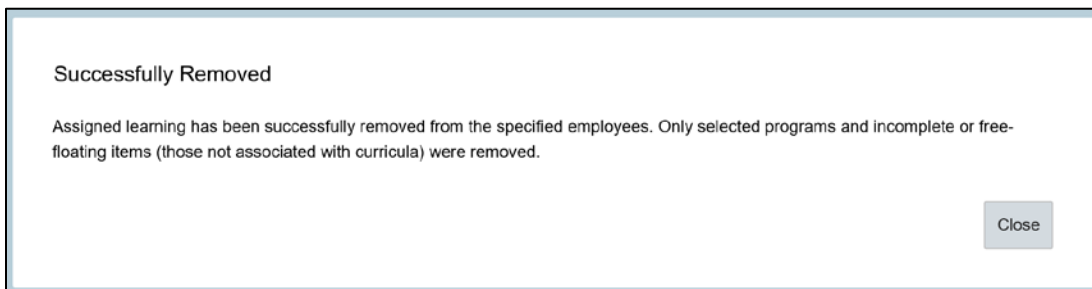
Employees

Name
A0002 DMLUSER

12

Cancel Remove Learning

13. A confirmation message displays.



Successfully Removed

Assigned learning has been successfully removed from the specified employees. Only selected programs and incomplete or free-floating items (those not associated with curricula) were removed.

Close