



TMS
2.0

VA

Supervisor Job Aid

Navigate Employee Learning Plan

Supervisor Job Aid: Navigate Employee Learning Plan

Purpose

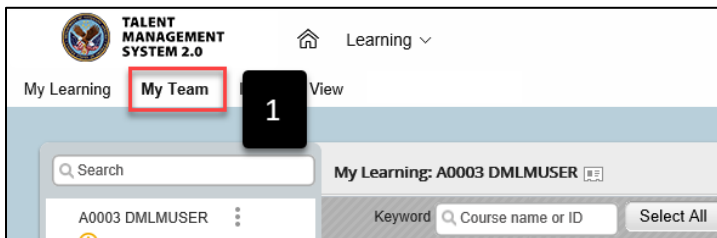
The purpose of this job aid is to guide you through the step-by-step process of navigating your employees' Learning Plans in TMS 2.0.

In this job aid, you will learn how to:

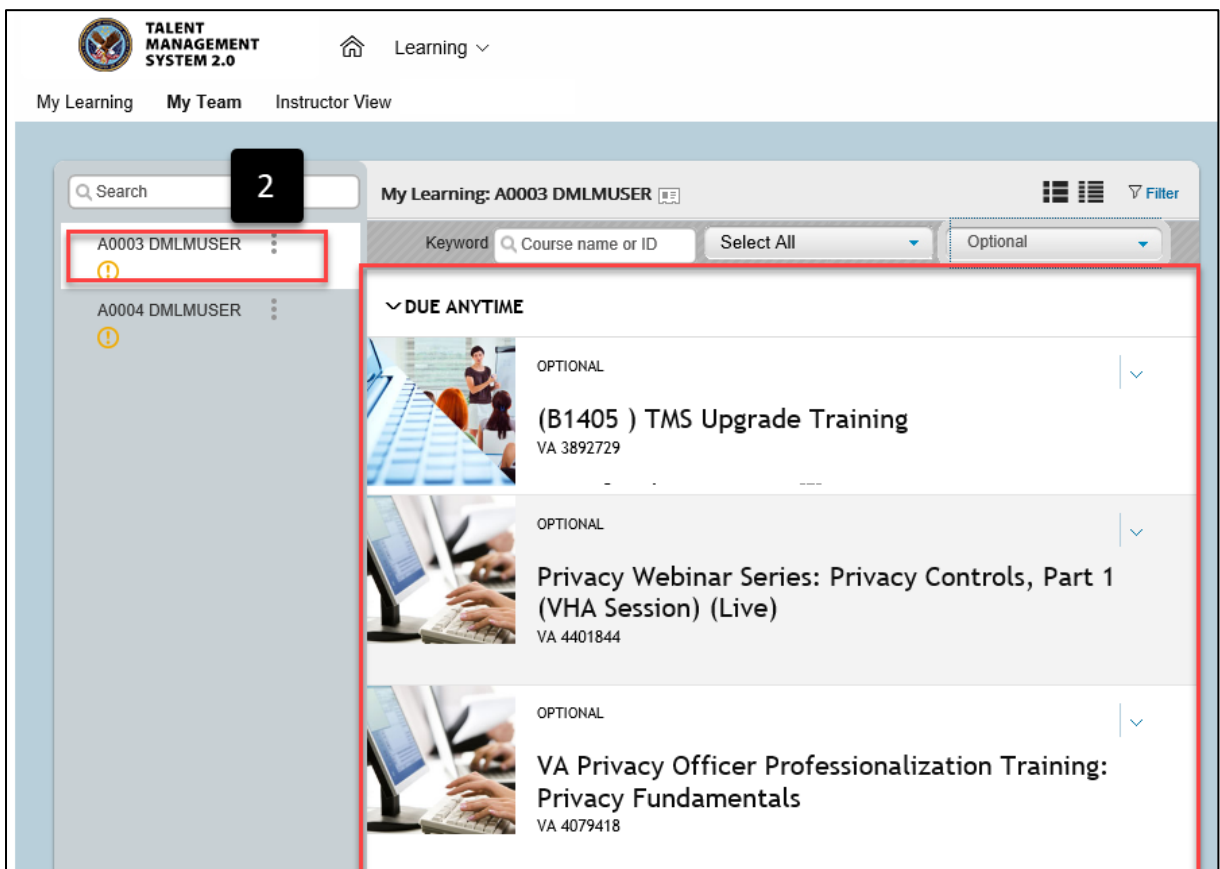
- Navigate employee Learning Plan

Navigate Employee Learning Plan

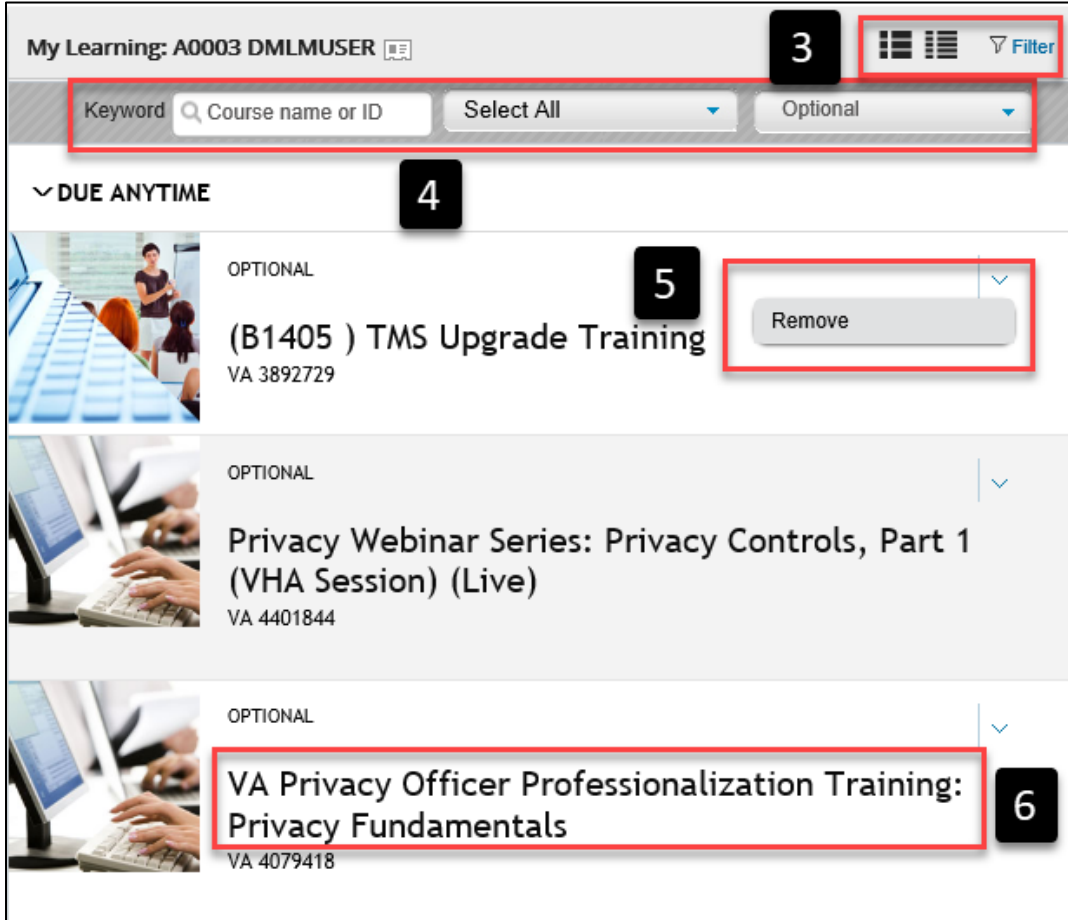
1. After logging into the TMS 2.0, navigate to your **My Team** page.



2. A list of employees displays on the left. Select the employee whose Learning Plan you would like to view. The My Learning displays to the right of the list of employees.



3. Change the view of the assigned learning using the **Switch to Card View**, **Switch to List View**, and **Filter** buttons.
4. Use the Filter bar, which is displayed using the Filter button in step 3, to locate an assigned learning.
5. Select the drop-down arrow for a selected item to view additional options. In the image below, **Remove** is an option.
6. Select a course to learn more about it, such as learning hours and any scheduled offerings.



The screenshot displays the 'My Learning' interface for user A0003 DMLMUSER. At the top right, a view toggle shows 'Card View' selected, with a 'Filter' button next to it (annotated with a black box containing the number 3). Below this is a search bar with the placeholder text 'Keyword Course name or ID', a 'Select All' dropdown menu, and an 'Optional' dropdown menu. A section header 'DUE ANYTIME' is annotated with a black box containing the number 4. The first course listed is '(B1405) TMS Upgrade Training' (VA 3892729), which is marked as 'OPTIONAL'. A dropdown arrow next to this course is annotated with a black box containing the number 5, and the 'Remove' button that appears in the dropdown is also annotated with a red box. The second course is 'Privacy Webinar Series: Privacy Controls, Part 1 (VHA Session) (Live)' (VA 4401844). The third course is 'VA Privacy Officer Professionalization Training: Privacy Fundamentals' (VA 4079418), which is highlighted with a red box and annotated with a black box containing the number 6.