



TMS  
2.0

VA

# User Job Aid

Navigate My Learning

## User Job Aid: Navigate My Learning

### Purpose

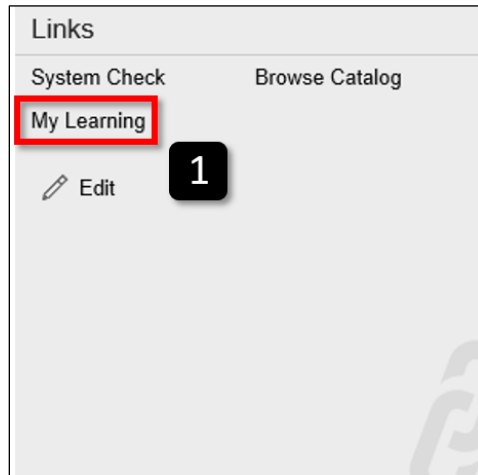
The purpose of this job aid is to help you understand and navigate the different features and functions of the My Learning section on their home page. My Learning includes all learning items that have been assigned to users and must be completed.

In this job aid, you will learn how to:

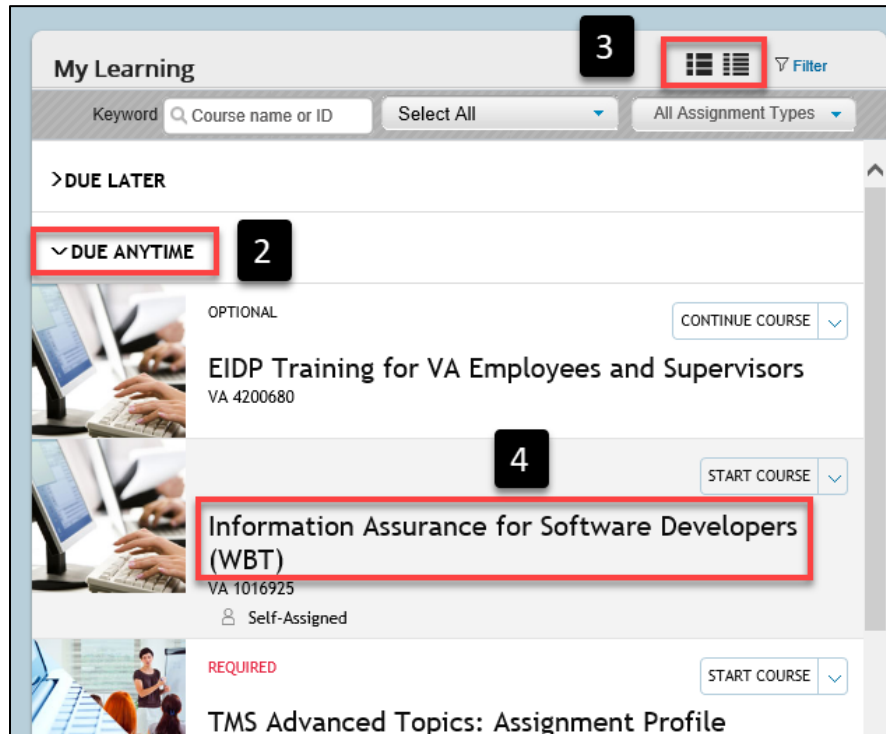
- View My Learning
- Search My Learning
- Add Items to My Learning
- Remove Items from My Learning

 **View My Learning**

1. After logging in to TMS 2.0, select the **My Learning** link from the Links tile to navigate to your home page.



2. My Learning always displays **Overdue** items first, highlighted in red. Next, items **Due Later** will display. Items **Due Anytime** will appear at the bottom. **Note:** Screenshots of **Due Later** and **Overdue** are not shown.
3. Select the **Card View** and **List View** icons to change the display of My Learning.
4. Select the **title of a training event** to launch the course details page.



5. This page displays all the details for the course. Select **Start Course** to launch the online content.
6. Select the **Assign to Others** link to assign the course to employees you supervise.
7. Select the **Remove** link to remove the course from your learning plan.
8. Select the **Due Anytime** link to view assignment details.
9. Select the **Back** link to return to My Learning.

← Back **9** Information Assurance for Software Developers (WBT) ⓘ

An interactive Web-Based Training on the standards, policies and processes for Information Assurance for Software Developers

4<sup>HOUR(S)</sup> CREDIT    4<sup>HOUR(S)</sup> CONTACT

**5** Start Course >    **6** You may also: Assign to Others >    **7** Remove >    **8** On your learning plan Due Anytime >

COURSE 1016925  
Online Course

10. Select the **drop-down list** next to each item in My Learning to take actions such as **Start Course**, **Remove**, **Assign to Others**, etc. You have successfully viewed My Learning.

▼ DUE ANYTIME

**10** Information Assurance for Software (WBT)  
COURSE 1016925  
Self-Assigned

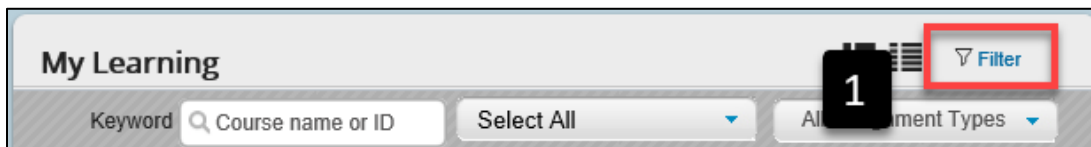
OIT-ENTA-072 Level 4 - Developing Section 508 Compliant Web Content  
COURSE 3855064  
Self-Assigned

START COURSE ▼  
Assign to Others  
Remove

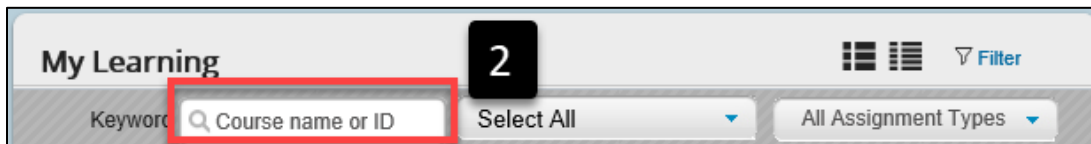
START COURSE ▼

## Search My Learning

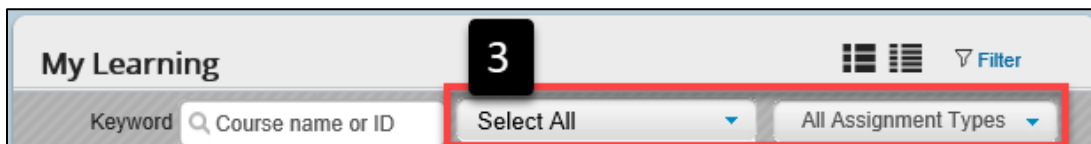
1. Select the **Filter** link to search My Learning.



2. Enter keywords in the **Keyword** textbox to search for items in My Learning.

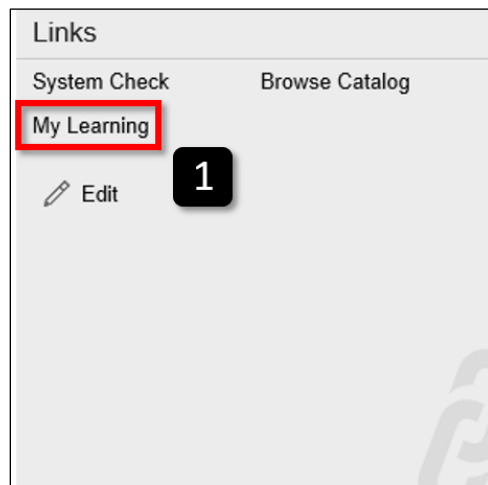


3. Select the **Course Types** and **Assignment Types** drop-down lists to customize your search. For example, you can select **Online Courses** from the Course Types drop-down list to display only your online courses. You have successfully searched My Learning.

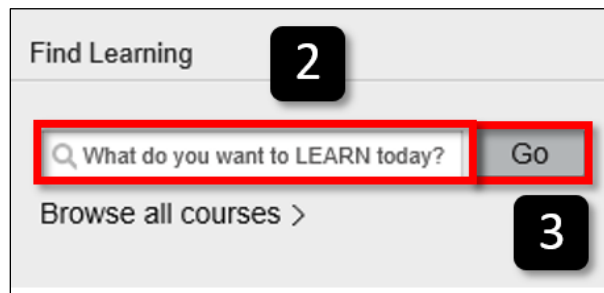


## Add Items to My Learning

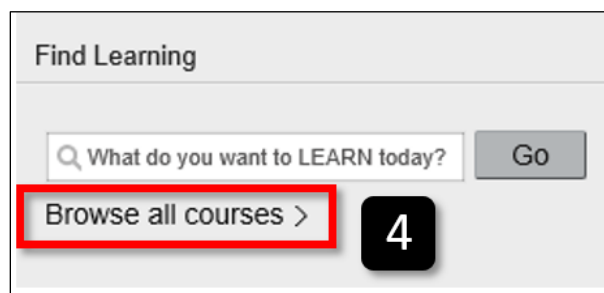
1. Select the **My Learning** link in the Links tile to navigate to your home page.



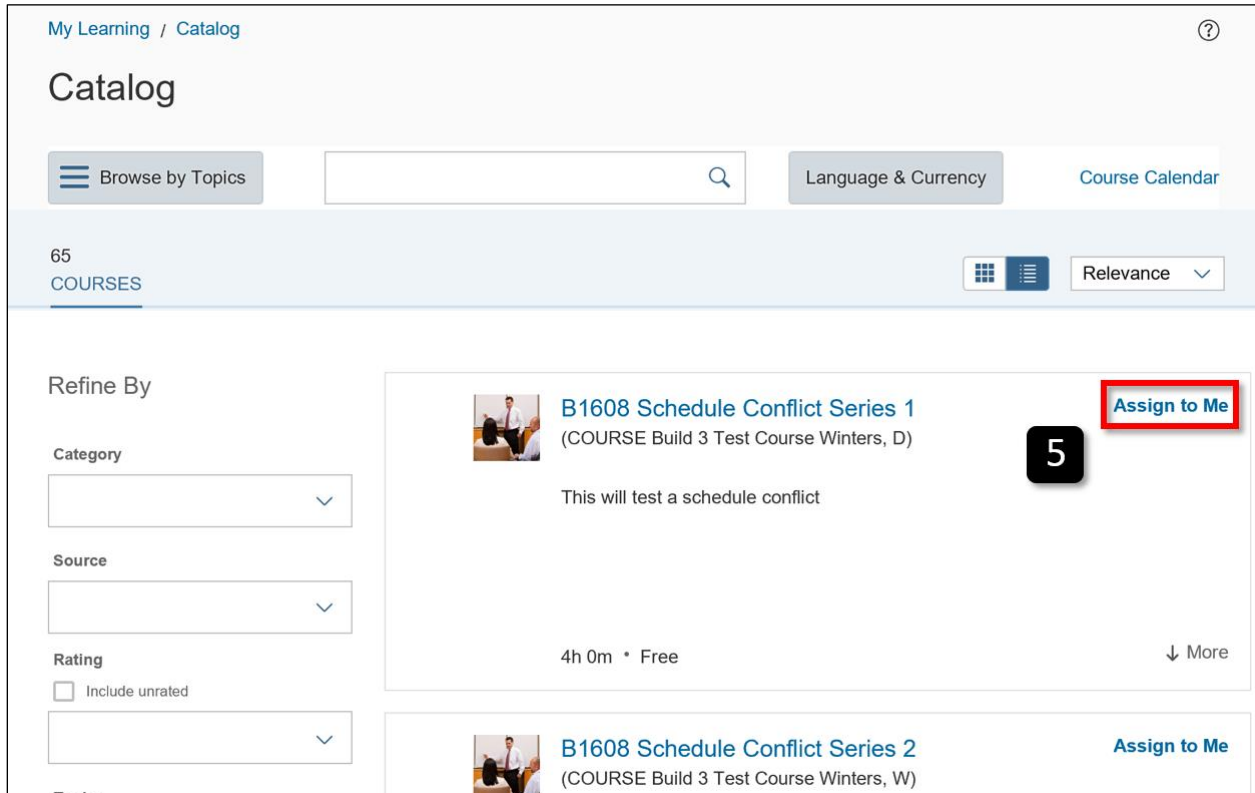
2. In the **Find Learning** textbox, enter letters, words, or numbers to return all catalog items containing that information.
3. Select **Go**.



4. You can also select the **Browse all courses** link to search for courses.



5. Hover over the desired course on the Catalogs Search Results page and select **Assign to me** to add the item to My Learning. You have successfully added items to My Learning.



The screenshot shows the 'Catalog' page in the TMS interface. At the top, there is a breadcrumb 'My Learning / Catalog' and a search bar. Below the search bar, there are filters for 'Browse by Topics', 'Language & Currency', and 'Course Calendar'. A notification indicates '65 COURSES' are available, with a 'Relevance' dropdown menu. On the left, there is a 'Refine By' section with filters for 'Category', 'Source', and 'Rating'. The main content area displays two course cards. The first card is for 'B1608 Schedule Conflict Series 1 (COURSE Build 3 Test Course Winters, D)' with a description 'This will test a schedule conflict', a duration of '4h 0m', and a price of 'Free'. A black circle with the number '5' is overlaid on the card, and the 'Assign to Me' button is highlighted with a red box. The second card is for 'B1608 Schedule Conflict Series 2 (COURSE Build 3 Test Course Winters, W)' with an 'Assign to Me' button.

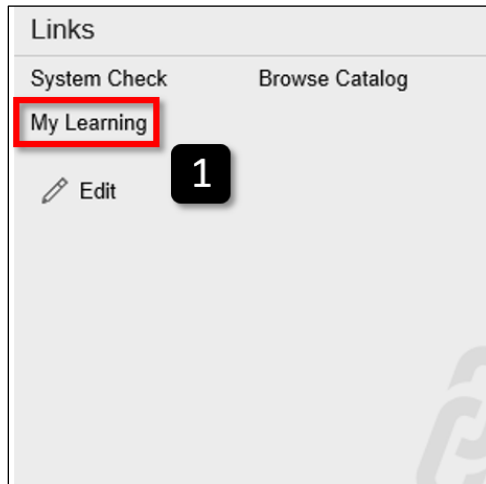
### Helpful Hints:

- Not all items can be automatically added to My Learning. Some items require registration before they can be added to My Learning.
- For items that do not allow self-registration, follow the VA TMS prompts to request registration pending approval from your supervisor or administrator.



## Remove Items from My Learning

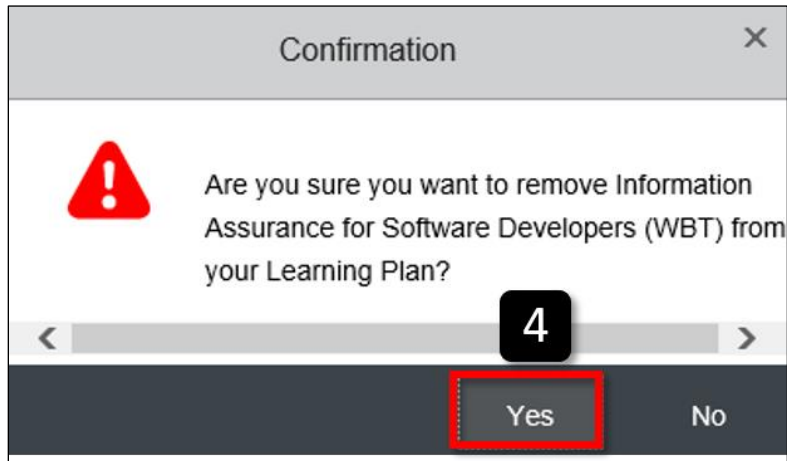
1. Select the **My Learning** link in the Links tile to navigate to your home page.



2. Select the drop-down arrow located to the right of the item.
3. Select the **Remove** link.



4. Select **Yes** to confirm that you want to delete the item. You have successfully removed an item from My Learning.



**Helpful Hints:**

- You can only remove items that you have added yourself. Items assigned by someone else can only be removed by an approved administrator.
- Supervisors can remove assigned learning from My Learning on their employees only if they added the item.