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.

![Links](image)

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.
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.
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.

**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.

![Confirmation]

**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.