Job Aid: Record Employee Completion Status

Purpose
The purpose of this job aid is to guide you through the step-by-step process of accessing employees’ learning and recording item completion.

In this job aid, you will learn how to:
A. Record an employee’s item completion

Task A. Recording an Employee’s Item Completion
You can use the Record Learning feature to record a learning event for your employees.

1. Click the My Employees tab from the VA TMS Home page.
2. Hover over an employee in the employee tree.
3. Click the Record Learning link.
4. Select the Item radio button to record completion of an item.
5. Click Next.
6. Enter keyword or keywords into the Keywords text field to search for an item.
7. Click Next.
8. Click the **Select** radio button for the item to be recorded.
9. Click **Next**. Your results will depend on your catalog access.
10. Click on the **Select** link to select an instructor, if applicable.
11. Select a completion status from the **Completion Status** drop-down list.
12. Enter the completion date and time.
13. Click **Next**.
14. Enter event information in text fields, if applicable.
15. Click **Next**.
16. Enter comments in text fields, if applicable.
17. Click **Next**.
18. Verify the **Record Learning** information.
19. Click **Finish**. A status message will indicate the learning event has been successfully recorded.