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**.
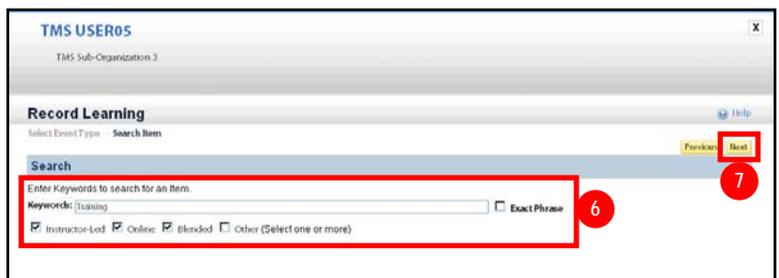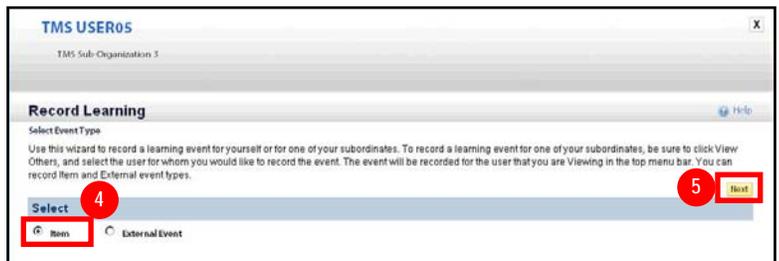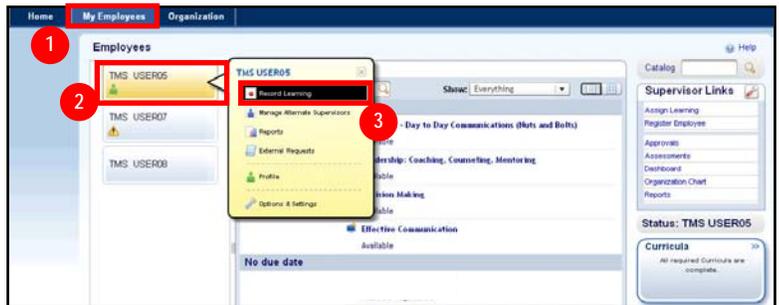
8. Click the **Select** radio button for the item to be recorded.

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.