

User Job Aid: Sticky View Preferences for the My Learning Page

Purpose

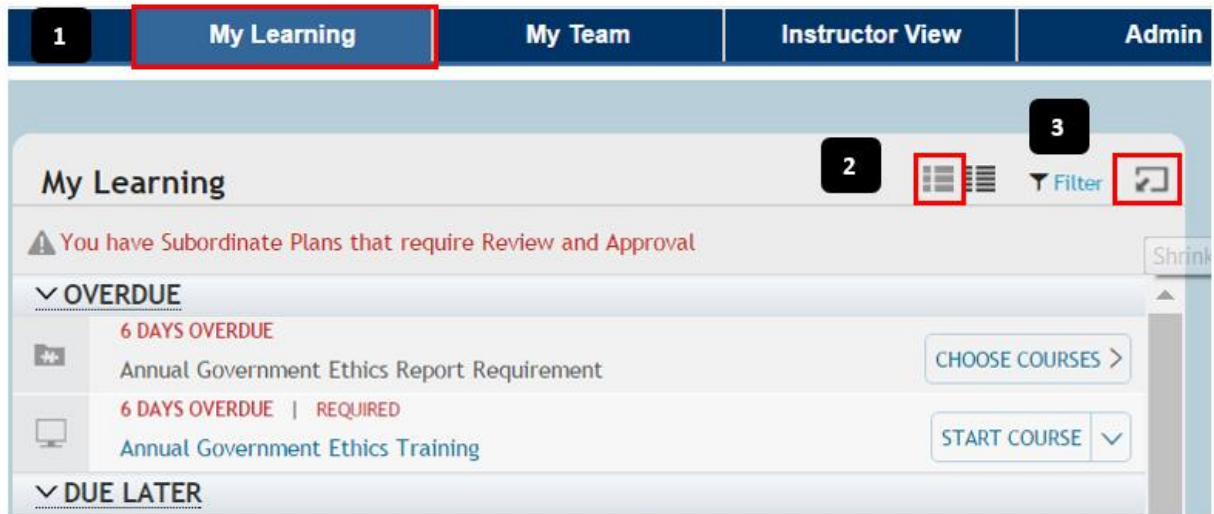
The manner in which users choose to view the My Learning page is retained when they exit the VA TMS, and is presented in the same way the next time the user logs in, without having to reapply the settings. The purpose of this job aid is to demonstrate this new “sticky view” feature to users.

In this job aid, you will learn how to:

- Task A. Apply Sticky View Preferences to the My Learning Page

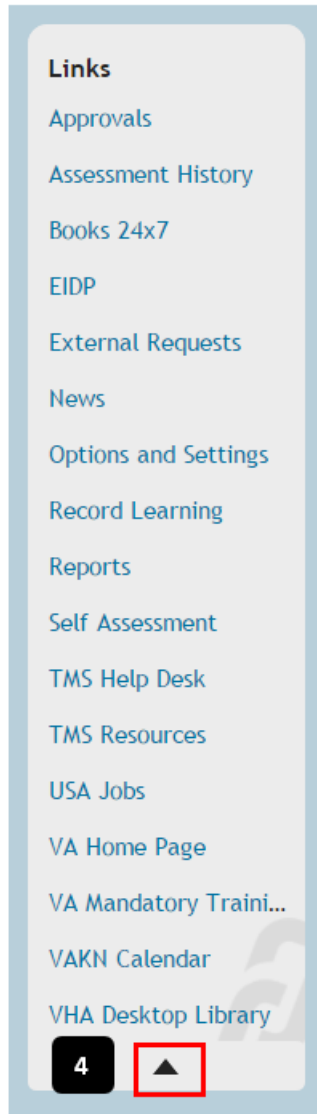
Task A. Apply Sticky View Preferences to the My Learning Page

1. Select the **My Learning** tab.
2. Select the **Switch to Card View** icon in the **My Learning** area.
3. Select the **Shrink Tile** icon in the **My Learning** area.

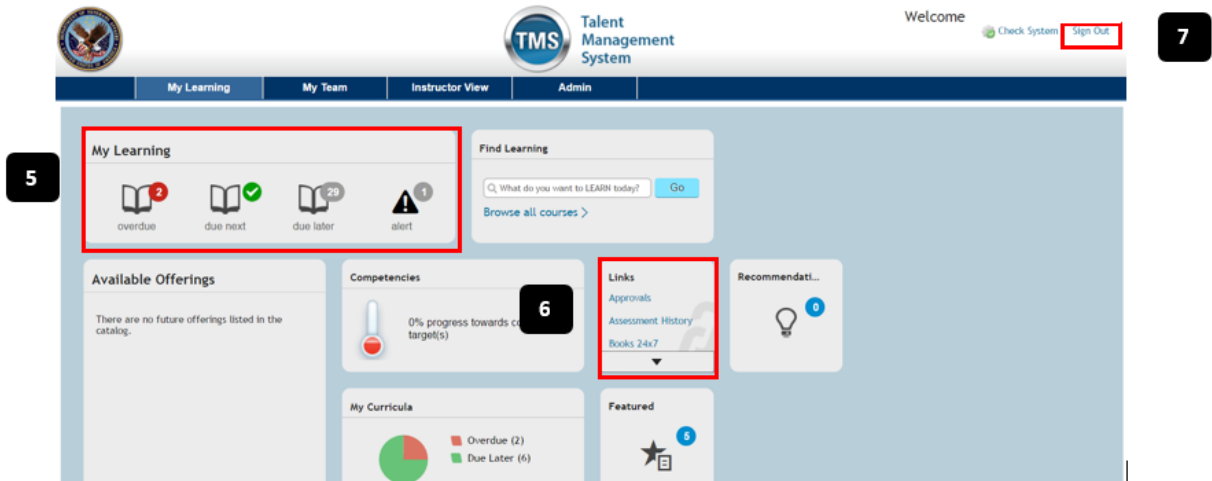


The screenshot displays the 'My Learning' page in the TMS interface. The navigation tabs at the top are 'My Learning', 'My Team', 'Instructor View', and 'Admin'. The 'My Learning' tab is selected and highlighted with a red box and a '1' callout. Below the tabs, the 'My Learning' section header is visible, along with a 'Filter' button and a 'Shrink Tile' icon (a square with a diagonal line) highlighted with a red box and a '3' callout. A warning message states: 'You have Subordinate Plans that require Review and Approval'. Below this, there are two sections: 'OVERDUE' and 'DUE LATER'. The 'OVERDUE' section contains two items: 'Annual Government Ethics Report Requirement' (6 DAYS OVERDUE) with a 'CHOOSE COURSES >' button, and 'Annual Government Ethics Training' (6 DAYS OVERDUE | REQUIRED) with a 'START COURSE' button and a dropdown arrow. A 'Shrink' button is visible on the right side of the page.

4. Select the **Show Less** arrow in the **Links** area.



5. Notice the new set up of the **My Learning** area.
6. Notice the new set up of the **Links** area.
7. Select **Sign Out** to log out of the VA TMS.



8. Enter your **User ID** and **Password**.
9. Select **Sign In** to log back into the VA TMS.



10. Notice how the **My Learning** page has retained the settings you previously applied using the sticky view preferences feature.

