User Job Aid: Peer to Peer Recommendations

Purpose

The purpose of this job aid is to teach users how to share recommendations with their peers about learning experiences. This feature is configured so that it limits recommendations to only those users within the peer’s organization tree. Users cannot make recommendations across Administrations, regions/VISNs, other medical facilities, or other VACO Program Offices.

In this job aid, you will learn how to:

- Task A. Make Peer Recommendations
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My Learning

1. Select the **My Learning** tab. **Note:** You can recommend training to your peers from several different areas in the VA TMS including My Learning, catalogs, and the Item Details page.

2. Select the **Start Course** down arrow next to a learning assignment.

3. Select the **Recommend** link from the drop-down list.
4. Begin typing the name of a peer in the **Search box** and select the correct name from the drop-down list. **Note:** Any active user with first and/or last name may be selected unless restricted by the organization. Admins using a proxy cannot use the Peer Recommendation feature.

5. Write a **comment** in the text box.

6. Select **Send**.

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**Item Details Page**

7. Select a course link from the **My Learning** area.
8. Select the **Recommend** link on the Item Details page. **Note:** Follow steps 4-6 above.

![Annual Government Ethics Training](image)

**Catalogs**

9. Enter a **keyword(s)** in the **Catalog Search** box.

10. Select the **Go** Button.

![Find Learning](image)

11. Hover over the title of the training course and select the **Recommend** link. **Note:** Follow steps 4-6 above.
Leadership (NFED 1279344)

Online Course

Leadership is fundamental in driving quality in an organization. A good leader's actions and words... more

93 ratings

Assign to Me
Start Course
Assign to Others

Recommend