

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

Task A. Make Peer Recommendations

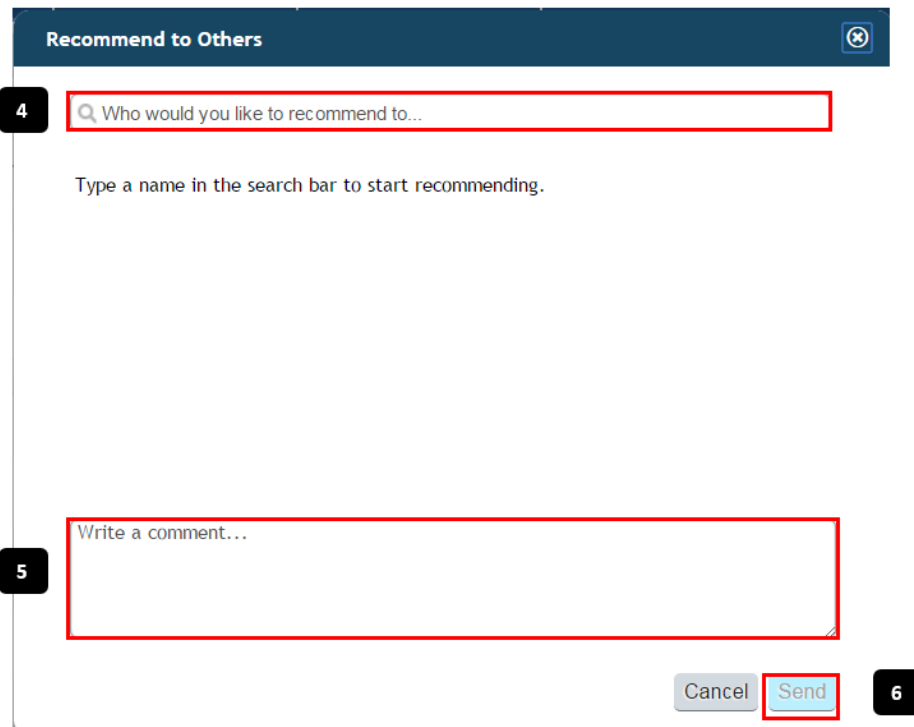
My Learning

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.



The screenshot shows the 'My Learning' tab selected in the top navigation bar. Below the navigation bar, there is a 'My Learning' section with a 'Filter' button. A warning message states: 'You have Subordinate Plans that require Review and Approval'. The main content area is divided into two sections: 'OVERDUE' and 'DUE LATER'. The 'OVERDUE' section contains two items: 'Annual Government Ethics Report Requirement' (6 DAYS OVERDUE) and 'Annual Government Ethics Training' (6 DAYS OVERDUE | REQUIRED). The 'DUE LATER' section contains one item: 'VA Core Values Training (I CARE Recommitment)' (3/28/2017 | REQUIRED). The 'Recommend' link is highlighted in the dropdown menu for the 'Annual Government Ethics Training' item.

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**.



Recommend to Others

4

Type a name in the search bar to start recommending.

5

Cancel 6

Item Details Page

7. Select a course link from the **My Learning** area.



My Learning Filter

You have Subordinate Plans that require Review and Approval

OVERDUE

6 DAYS OVERDUE
Annual Government Ethics Report Requirement CHOOSE COURSES >

7 6 DAYS OVERDUE | REQUIRED
Annual Government Ethics Training START COURSE v

8. Select the **Recommend** link on the Item Details page. **Note:** Follow steps 4-6 above.



← Back
Annual Government Ethics Training ⓘ

Completion of this course “Annual Government Ethics Training” satisfies the annual Government Ethics Training requirement for:

- 1) all VA employees, as mandated by the VA Chief of Staff on February 15, 2013;
- 2) Confidential Financial Disclosure (OGE-450) filers, as required by the Executive Branch Standards of Conduct;
- 3) new employees, as required by the Executive [more](#)

1^{HRS} CONTACT 1

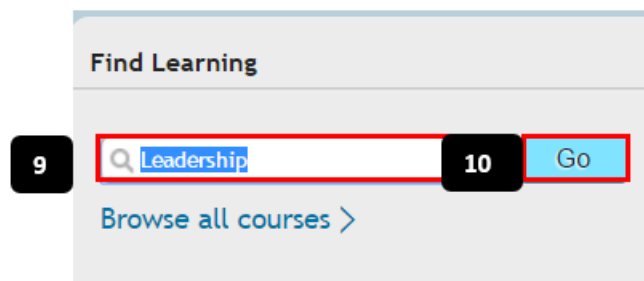
View 4 substitutes, 1 subject area, more ▾

[Start Course >](#) You may also: [Assign to Others >](#) [Recommend >](#) On your learning plan Due 11/10/2016 >

8

Catalogs

9. Enter a **keyword(s)** in the **Catalog Search** box.
10. Select the **Go** Button.



Find Learning

9 10 [Go](#)

[Browse all courses >](#)

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



Records per Page: 10 ▼

«Previous Page 1 Go of 37 Next»



Leadership (NFED 1279344)

Online Course

Leadership is fundamental in driving quality in an organization. A good leader's actions and words f [more](#)

★★★★☆ 93 ratings

- Assign to Me
- Start Course
- Assign to Others
- Recommend

11

