Supervisor Job Aid: Assign and Remove Learning Items

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Purpose

The purpose of this job aid is to guide you through the step-by-step process for assigning and removing learning items from your employees’ learning plans. Once you assign a learning item to an employee, it appears on that user’s learning plan where it can then be completed. Subsequently, when you remove a learning item, it is deleted from the user’s learning plan and is no longer required to be completed by the employee.

In this job aid, you will learn how to:

- Task A. Assign Learning Items to Employee Learning Plan
- Task B. Remove Learning Items from Employee Learning Plan
Task A. Assign Learning Items to Employee Learning Plan

1. Select the My Team tab from the VA TMS home page.

2. Select the Assign/Remove Learning supervisor link.

4. Select the **Add Items, Programs, and Curricula icon** (green plus sign).

5. Enter **keywords** to search for the items/programs/curricula to assign to the employee and select **Go**.

6. Use the **criteria** on the left-hand side of the page to further filter your search.
7. From the search results list, hover over the learning item you want to assign and select the **Select** link.

8. Select the **X** button to return to the Assign Learning page.
9. Select the **Assignment Type** from the drop-down list.

10. Enter a **Required Date**.

11. Select the **Add Employees icon** (green plus sign).

12. Place a checkmark next to the employee(s) to whom you want to assign the learning item. **NOTE:** Place a checkmark in the box at the top of the page to select all employees.

13. Select **Add**.
14. Select **Continue**.

15. Review and **confirm the details** of the learning assignment.

16. Select **Assign Learning**.
17. A confirmation message displays indicating successful assignment. Select **Close** to return to your home page. You have successfully assigned a learning item to a specified employee. This item will now appear on the user’s learning plan.
Task B: Remove Learning Items from Employee Learning Plan

1. Select the My Team tab from the VA TMS home page.

2. Select the Assign/Remove Learning supervisor link.

4. Select the **Add Items and Programs icon** (green plus sign).

5. Enter **keywords** to search for the items/programs/curricula that you want to remove from the employee and select **Go**.

6. Use the **criteria** on the left-hand side of the page to further filter your search.
7. From the search results list, hover over the learning item you want to remove and select the **Select** link.

8. Select the **X** button to return to the Remove Assigned Learning page.
9. Select the **Add Employees icon** (green plus sign).

10. Place a checkmark next to the employee(s) from whom you want to remove the learning item. **NOTE:** Place a checkmark in the box at the top of the page to select all employees.

11. Select **Add**.
12. Select **Continue**.

13. Review and **confirm the details** of the removal.

14. Select **Remove Learning**.
15. A confirmation message displays indicating successful removal of the learning item. Select **Close** to return to your home page. You have successfully removed a learning item from a specified employee. This item will no longer appear on the user’s learning plan.