Supervisor Job Aid: Navigate an Employee’s My Learning

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Purpose

The purpose of this job aid is to guide you through the step-by-step process for accessing and navigating an employee’s My Learning.

In this job aid, you will learn how to:

- Task A. Access an Employee’s My Learning
- Task B. Change the View of an Employee’s My Learning
- Task C. Search an Employee’s My Learning
Task A. Access an Employee’s My Learning

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

2. Select an **employee name** to launch that User’s My Learning.
Task B: Change the View of Employee’s My Learning

1. Select the **List View** or **Card View** icons in the upper right corner of the employee To-Do List to change the view of a user’s To-Do List.

2. In **List View**, items are displayed as a list. Select the **down arrow** next to each learning item to access different actions.
3. In Card View, items are displayed as cards. Select the down arrow next to a learning item to access links to different actions.
Task C: Search an Employee’s My Learning

1. Search for items on an employee’s My Learning by selecting the Filter link.

2. Customize your search by entering keywords and selecting different items in the All Course Types and All Assignment Types drop-down menus. For example, you can search for online courses only or just those courses for which the user is currently registered.