User Job Aid: Navigate My Learning

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Purpose

The purpose of this job aid is to help Users understand and navigate the different features and functions of the My Learning section on their home page. My Learning includes all learning items that have been assigned to users and must be completed.

In this job aid, you will learn how to:

- Task A. View My Learning
- Task B. Search My Learning
- Task C. Add Items to My Learning
- Task D. Remove Items from My Learning
Task A. View My Learning

1. Select the **My Learning** tab to navigate to your home page.

2. If the **My Learning** tile is collapsed, open it by selecting the **Expand** icon.
3. My Learning always displays **Overdue** items first, highlighted in red. Next, items **Due Later** will display. Items **Due Anytime** will appear at the bottom. Note: Screenshots of **Due Later** and **Due Anytime** are not shown.

4. Each item in My Learning has an icon next to it to indicate the type of training event (e.g., survey, program, online course, instructor-led course, instructor-led and online course, curriculum requirement).
5. Select the **Card View** and **List View** icons to change the display of My Learning.

![Card View and List View icons](image)

6. Select the **title of a training event** to launch the course details page.

![Title of a training event](image)
7. This page displays all of the details for the course. Select **Start Course** to launch the online content.

8. Select the **Recommend** link to recommend the course to others.

9. Select the **Due Date** link to view assignment details.

10. Select the **Back** link to return to My Learning.
11. Select the drop-down list next to each item in My Learning to take actions such as Start Course, Assign to Others, Recommend, etc. You have successfully viewed My Learning.
Task B. Search My Learning

1. Select the Filter link to search My Learning.

2. Enter keywords in the Keyword textbox to search for items in My Learning.

3. Select the Course Types and Assignment Types drop-down lists to customize your search. For example, you can select Online Courses from the Course Types drop-down list to display only your online courses. You have successfully searched My Learning.
Task C. Add Items to My Learning

1. Select the **My Learning** tab to navigate to your home page.

2. In the **Find Learning** textbox, enter letters or words to return all catalog items containing that information.

3. Select **Go**.

4. You can also select the **Browse all courses** link to search for courses.
5. Hover over the desired course on the Catalogs Search Results page, and select **Assign to me** to add the item to My Learning. You have successfully added items to My Learning.

**Helpful Hints:**

- Not all items can be automatically added to My Learning. Some items require registration before they can be added to My Learning.
- For items that do not allow self-registration, follow the VA TMS prompts to request registration pending approval from your supervisor or administrator.
Task D. Remove Items from My Learning

1. Select the My Learning tab to navigate to your home page.

2. Select the drop-down arrow located to the right of the item.

3. Select the Remove link.
4. Select **Yes** to confirm that you want to delete the item. You have successfully removed an item from My Learning.

![Confirmation](image)

**Helpful Hints:**

- You can only remove items that you have added yourself. Items assigned by someone else can only be removed by an approved administrator.
- Supervisors can remove assigned learning from My Learning on their direct reports only if they added the item.