Job Aid: Assign and Remove Learning Items

Purpose

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

In this job aid, you will learn how to:

- Assign learning items to an employee’s To-Do List
- Remove learning items from an employee’s To-Do List
Task A. Assign Learning Items to Employee

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

2. Select the Assign/Remove Learning supervisor link.


4. Select Continue.
5. Select the Add Items and Curricula icon (green plus sign).

6. Enter keywords to search for the item/curricula to assign to the employee.

7. Use the checkboxes to further filter your search.

8. Select Search.

9. From the search results list, place a checkmark in the Select box next to the learning item you want to assign.

10. Select Add.
11. Select the **Assignment Type**.

12. Enter a **Required Date**.

13. Select the **Add Employees** icon (green plus sign).
14. From the My Team search results, place a checkmark in the **Select** box next to the employee to whom you want to assign the learning item. **Note:** Select the **Quick Select** icon to select all direct and/or indirect reports for the corresponding employee.

15. Select **Add**.

16. Select **Continue**.
17. Review and confirm the details of the item/curricula assignment.

18. Select **Assign Learning**.

19. A confirmation message displays indicating successful assignment. Select **Close**.

20. You have successfully assigned a learning item to a specified employee. This item will now appear on the user’s To-Do List.
Task B: Remove Learning Items from Employee

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

2. Select the **Assign/Remove Learning** supervisor link.

3. Select **Remove Assigned Learning**.

4. Select **Continue**.
5. Select the **Add Items** icon (green plus sign).

6. Enter **keywords** to search for the item you want to remove from the employee.

7. Use the **checkboxes** to further filter your search.

8. Select **Search**.

9. From the search results list, place a checkmark in the **Select** box next to the learning item you want to remove.

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

12. From the My Team search results, place a checkmark in the **Select** box next to employee from whom you want to remove the learning item. **Note:** Select the **Quick Select** icon to select all direct and/or indirect reports for the corresponding employee.

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

15. Review and confirm the details of the item deletion.

16. Select **Remove Learning**.
17. A confirmation message displays indicating successful removal. Select **Close**.

18. You have successfully removed an assigned learning item from a specified employee. This item will no longer appear on the user's To-Do List.