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

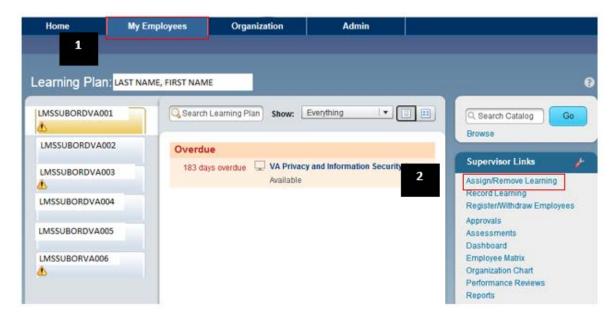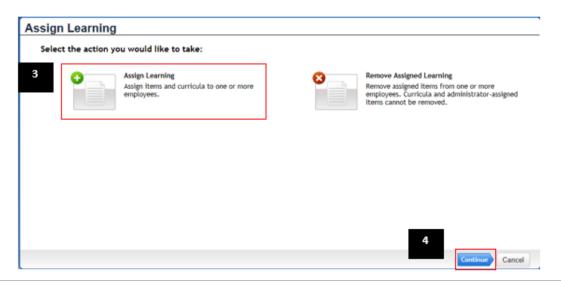- Remove learning items from an employee's To-Do List

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.

3. Select **Assign Learning**.
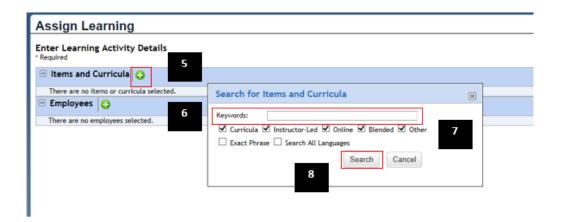
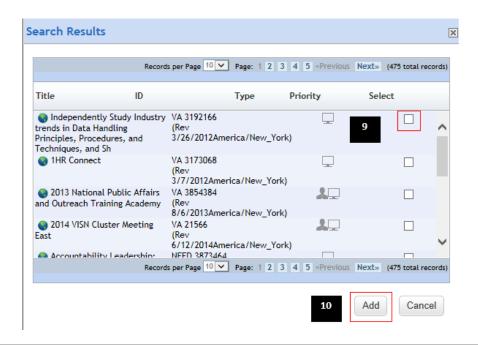4. Select **Continue**.

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.
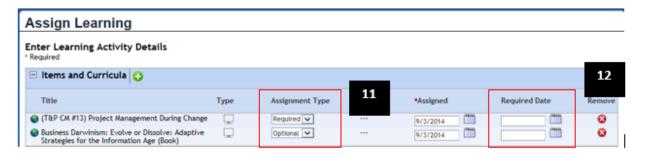
10. Select **Add**.

11. Select the **Assignment Type**.

12. Enter a **Required Date**.

Assign Learning

Enter Learning Activity Details
* Required

☐ **Items and Curricula** ➕

Title	Type	Assignment Type	**11**	*Assigned	Required Date	**12** Remove
🌐 (T&P CM #13) Project Management During Change	🖥	Required ▾	---	9/3/2014 📅	📅	❌
🌐 Business Darwinism: Evolve or Dissolve: Adaptive Strategies for the Information Age (Book)	🖥	Optional ▾	---	9/3/2014 📅	📅	❌

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

Assign Learning

Enter Learning Activity Details
* Required

☐ **Items and Curricula** ➕
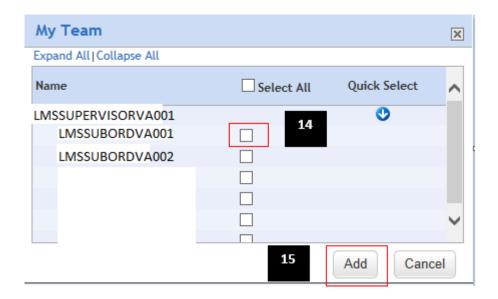
Title	Type	Assignment Type
🌐 (T&P CM #13) Project Management During Change	🖥	Required ▾
🌐 Business Darwinism: Evolve or Dissolve: Adaptive Strategies for the Inform...ge (Book) **13**	🖥	Optional ▾

☐ **Employees** ➕

There are no employees selected.
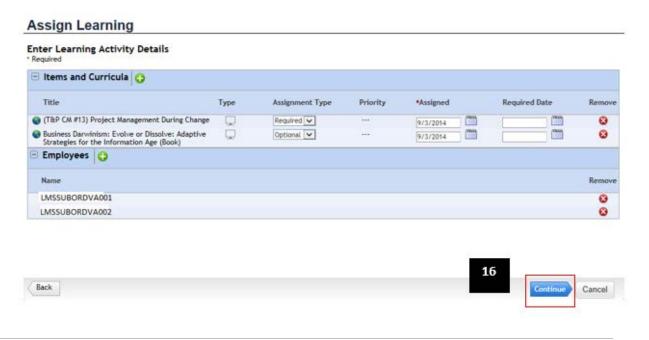
U.S. Department
of Veterans Affairs

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**.

My Team ☒

Expand All | Collapse All

Name	☐ Select All	Quick Select
LMSSUPERVISORVA001		
LMSSUBORDVA001	☐ **14**	
LMSSUBORDVA002	☐	
	☐	
	☐	
	☐	
	☐	

15 | Add | Cancel

16. Select **Continue**.

Assign Learning

Enter Learning Activity Details
* Required

⊟ Items and Curricula ⊕

Title	Type	Assignment Type	Priority	*Assigned	Required Date	Remove
🔵 (T&P CM #13) Project Management During Change	▭	Required ⌄	---	9/3/2014 📅	📅	❌
🔵 Business Darwinism: Evolve or Dissolve: Adaptive Strategies for the Information Age (Book)	▭	Optional ⌄	---	9/3/2014 📅	📅	❌

⊟ Employees ⊕

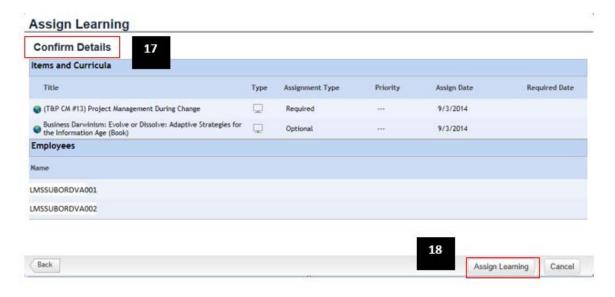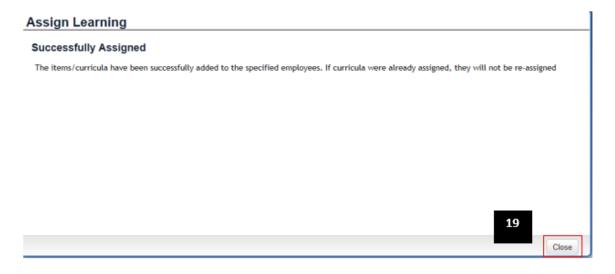| Name	Remove
LMSSUBORDVA001	❌
LMSSUBORDVA002	❌

16

Back | Continue | Cancel

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.
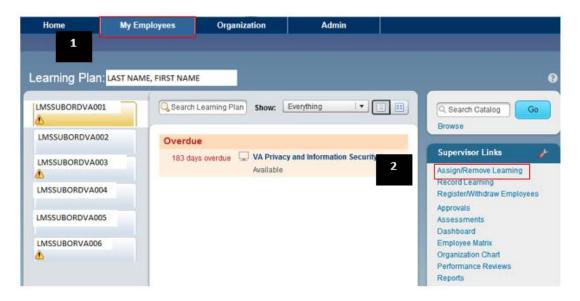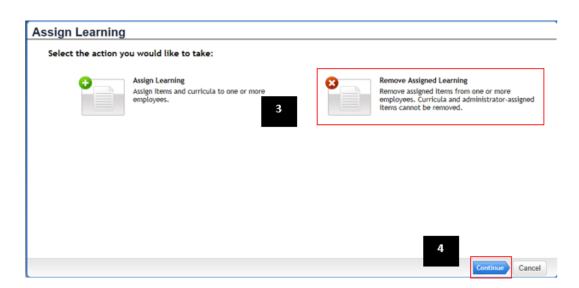
Task B: Remove Learning Items from Employee

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

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

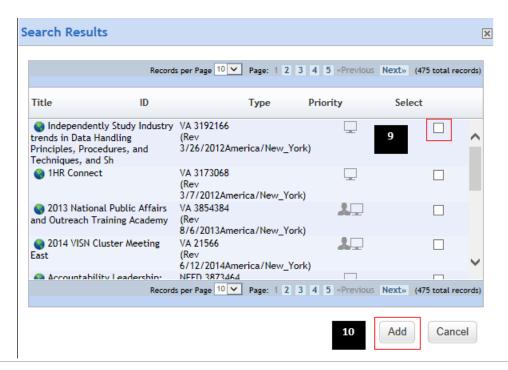3. Select **Remove Assigned Learning**.

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.
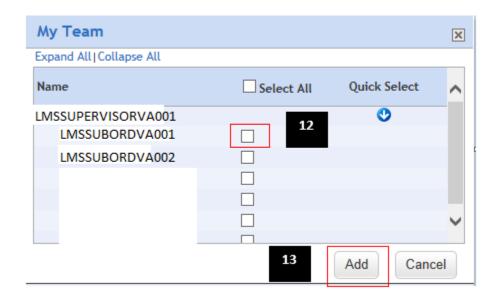
10. Select **Add**.

U.S. Department of Veterans Affairs

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

Remove Assigned Learning

Enter Learning Activity Details
* Required

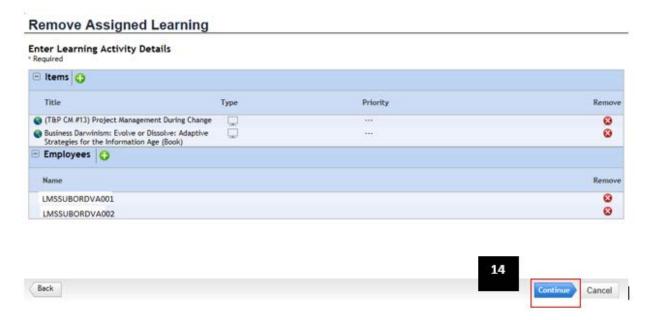| Items			
Title	Type	Priority	Remove
(T&P CM #13) Project Management During Change	🖵	---	❌
Business Darwinism: Evolve ... Adaptive Strategies for the Informati...) **11**	🖵	---	❌
Employees ➕			
There are no employees selected.			

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**.

My Team   ☒

Expand All | Collapse All

Name	Select All ☐	Quick Select	
LMSSUPERVISORVA001		🔽	
LMSSUBORDVA001	☐ **12**		
LMSSUBORDVA002	☐		
	☐		
	☐		
	☐		
	☐		

13 [Add] [Cancel]
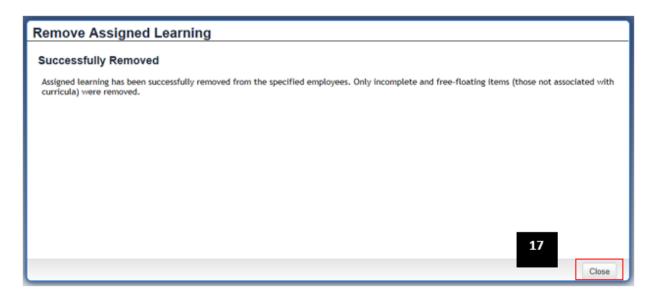
14. Select **Continue**.

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.