Job Aid: Launch Online Content

Purpose
The purpose of this job aid is to guide you through the step-by-step process of identifying and launching online content.

In this job aid, you will learn how to:
   A. Identify online content
   B. Launch online content

Task A. Identifying Online Content
You can identify the online learning activities located on your To-Do List one of two ways.

1. Browse your Learning Plan for items with the Online icon.
   Or
2. Select Online Courses from the Show drop-down list to filter the Learning Plan.
Task B. Launching Online Content

Most courses within the VA TMS require pre-registration after it has been added to your Learning Plan. This however, is not the case for online courses. You may launch the content for the course available within the VA TMS on an on demand basis.

**Note:** Webinars are not recognized as an *Online Item* within the VA TMS.

1. Hover over the **Online Item** you wish to launch.
2. Click the **Go to Content** link located on the pop-up menu.
3. Click one of the **Content Objects** *(Link to Course, Self Certification)* found on the **Online Content Structure** page to launch.
   - The **Online Content Structure** page appears for those courses containing two or more content objects.
   - For those courses containing only one content object, you will not see a structure. Instead, you will be taken directly to the content launched in a separate window. See the **Online Content Changes** job aid for more information about this topic.
4. Click the **Play this Course** link from the **Content Summary** page to launch the course.

- The **Content Summary** page provides additional information about the online training, such as an overview and description of the course, target audience, expected duration, prerequisites and objectives.

- Do not close the **Online Content Structure** window after you launch course. This window must stay open to record the completion of the content.

- When the **Content Object** comes to an end, the window closes and returns you to the **Online Content Structure** page.

5. Click the **Return to Content Structure** page to continue to make progress on other content objects.