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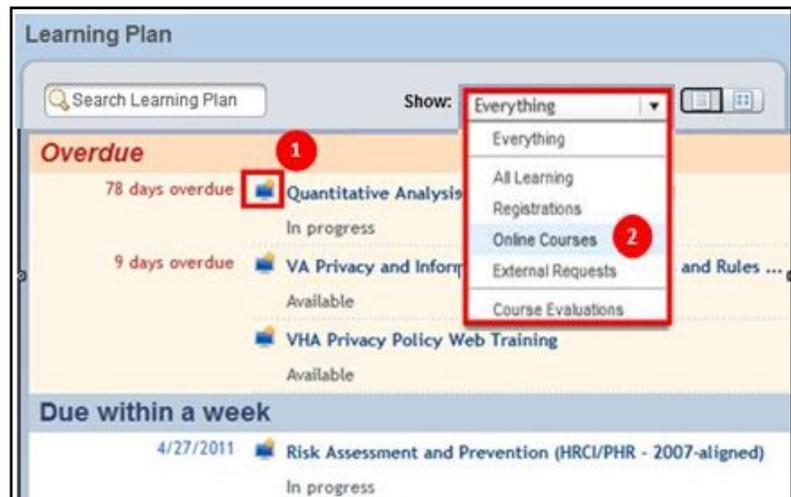
In this job aid, you will learn how to:
- A. Identify online content
- B. Launch online content

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.*
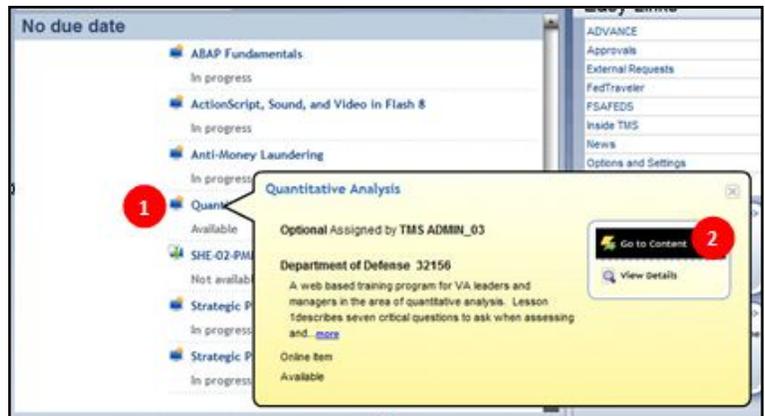
Task B. Launching Online Content

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.