# Job Aid: Managing Learning Activities (Supervisor)

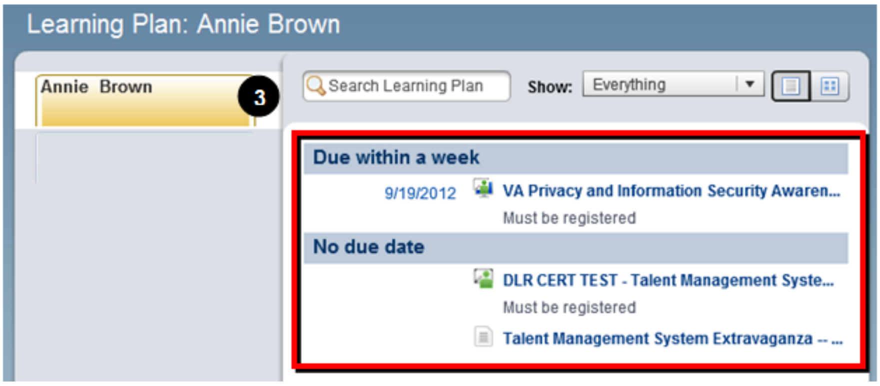
## Purpose

The purpose of this job aid is to guide supervisor users through the step-by-step process of managing employees' Learning Plan within SuccessFactors Learning.

### Task A. View an Employee's Learning Plan

1. Click on the **My Employees** tab from the VA TMS *Home* page
2. Hover over an employee card to perform the available actions without loading the user's Learning Plan.

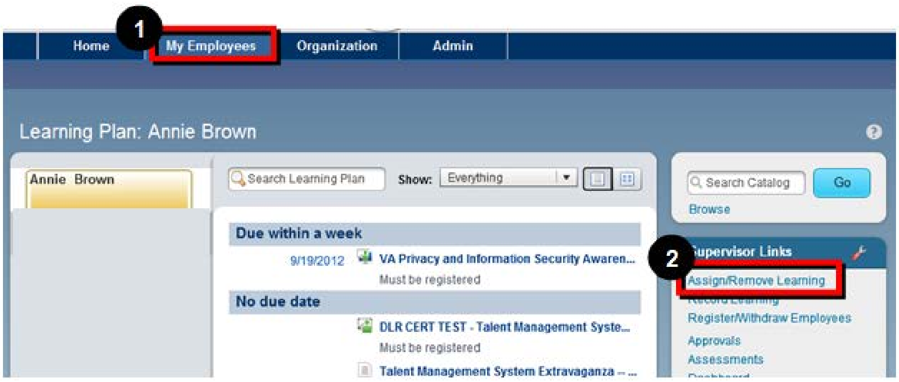

3. When you click an employee card, that user's Learning Plan is displayed.



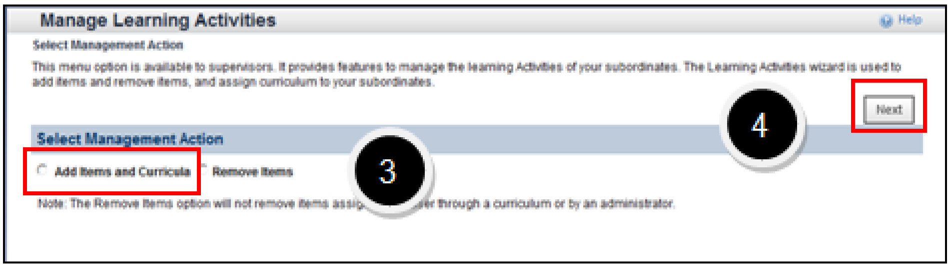

***Note:** You may customize the view by filtering the **Learning Plan** to show Learning only, Registrations, etc.*

## Task B. Assign Items to an Employee’s Learning Plan

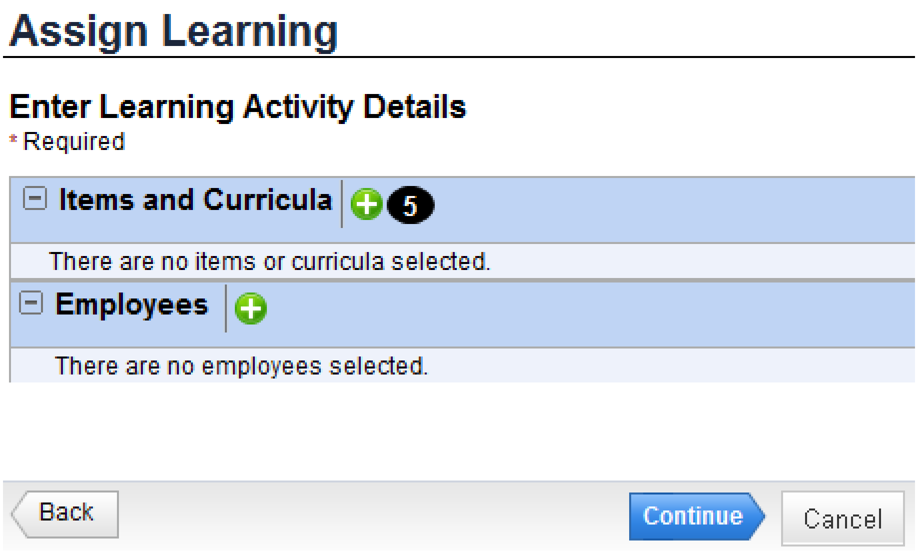
1. From the Learning page, click the **My Employees** tab.
2. Click the **Assign/Remove Learning** supervisor link.



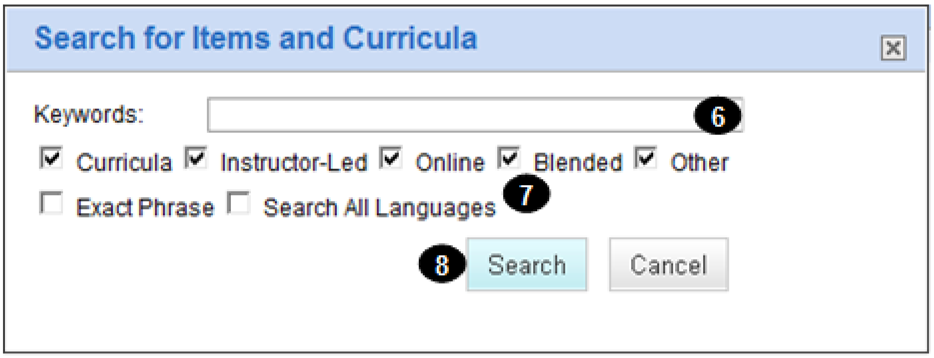

3. Click **Add Items and Curricula**.
4. Click **Next**.



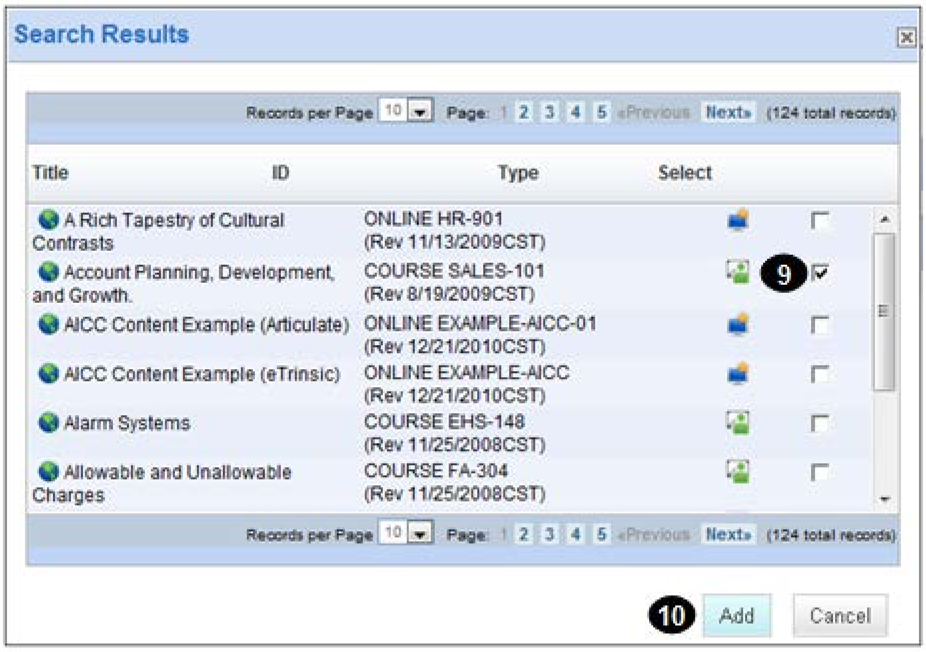

5. Click the Items and Curricula **Add** icon ( ).



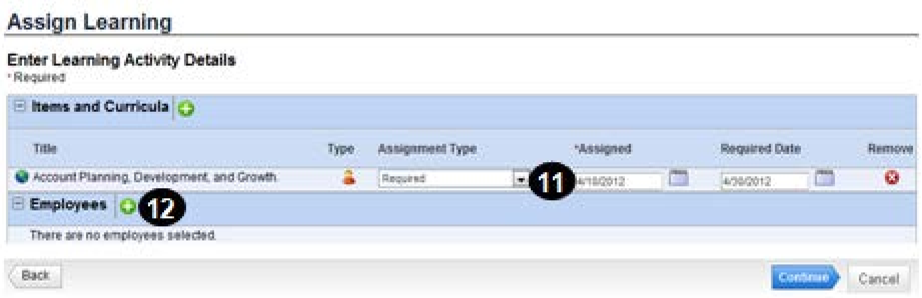
6. Enter keywords to search for the item/curricula to assign to the employee.
7. Use the checkboxes to further filter your search.
8. Click **Search**.




9. From the search results list, click the check the **Select** checkbox.
10. Click **Add**.



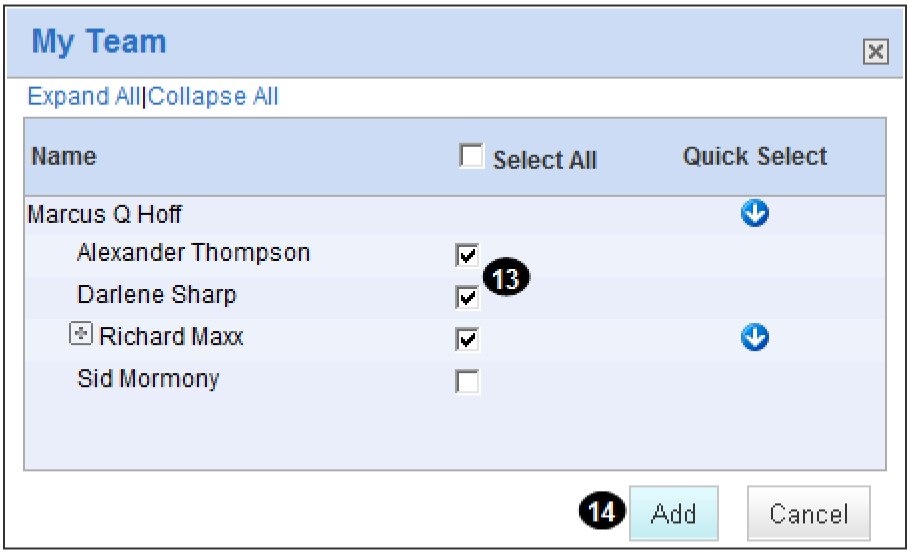

11. Modify the assignment type, assigned date, and required date as necessary.
12. Click the Employees **Add** icon ( ).




13. Click the checkboxes next to the employees you wish to add the item/curricula to.

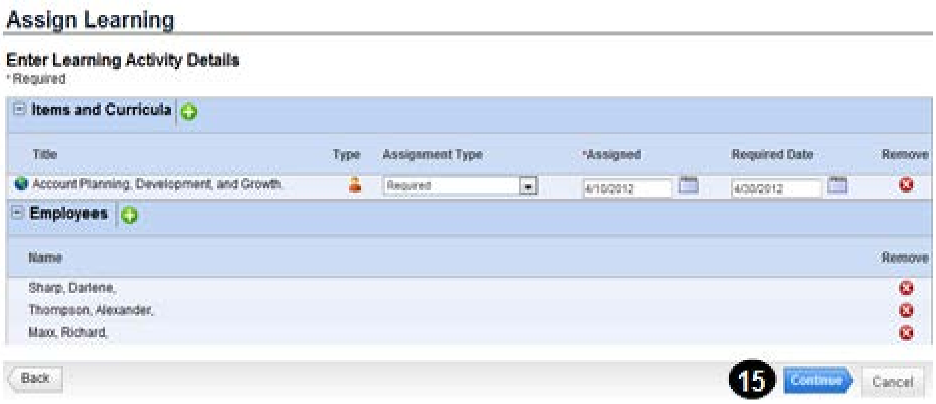
14. Click **Add**.

**Note:** Click the **Quick Select icon** () to simultaneously select all direct and/or indirect reports for the corresponding employee.



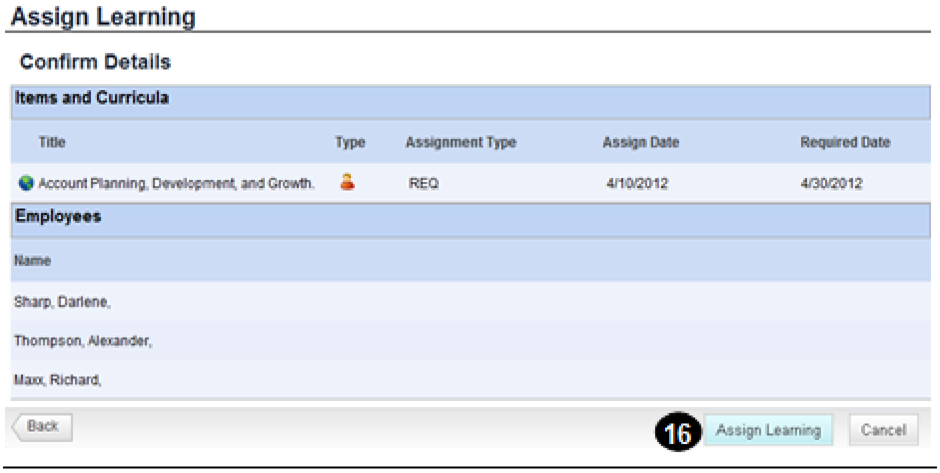

The selected employees are listed.

15. Click **Continue**.



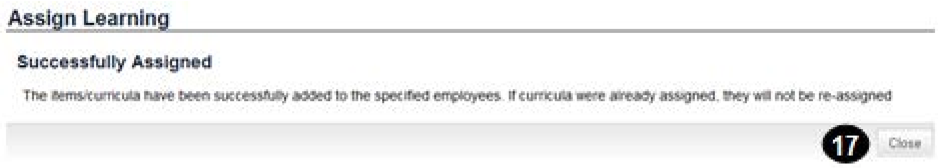
Review and confirm the details of the item/curriculum assignment.

16. Click **Assign Learning**.



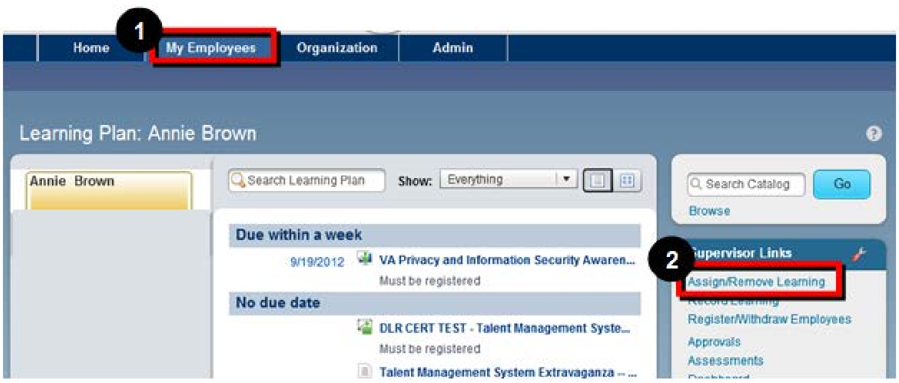

A confirmation message displays indicating successful assignment.

17. Click **Close**.




## Task C. Remove Items from an Employee's Learning Plan

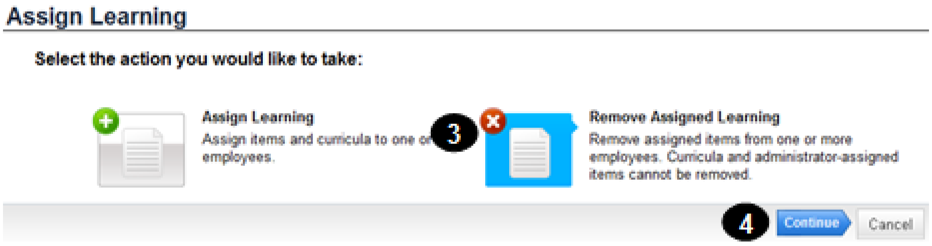
1. From the Learning page, click the **My Employees** tab.



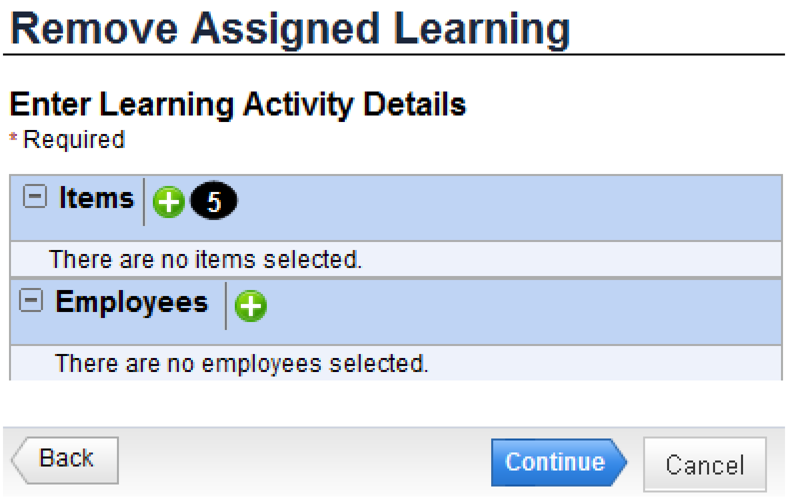

2. Click the **Assign/Remove Learning** Supervisor Link.

3. Click **Remove Assigned Learning**.
4. Click **Continue**.

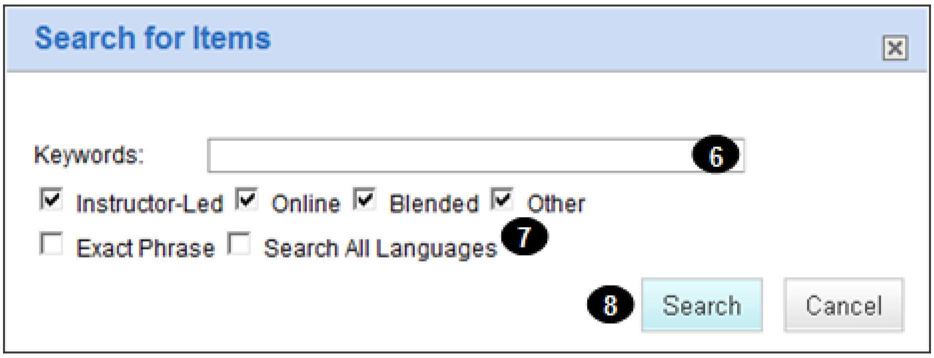
**Note:** The **Remove Items** option will not remove items assigned to a user through a curriculum or by an administrator.



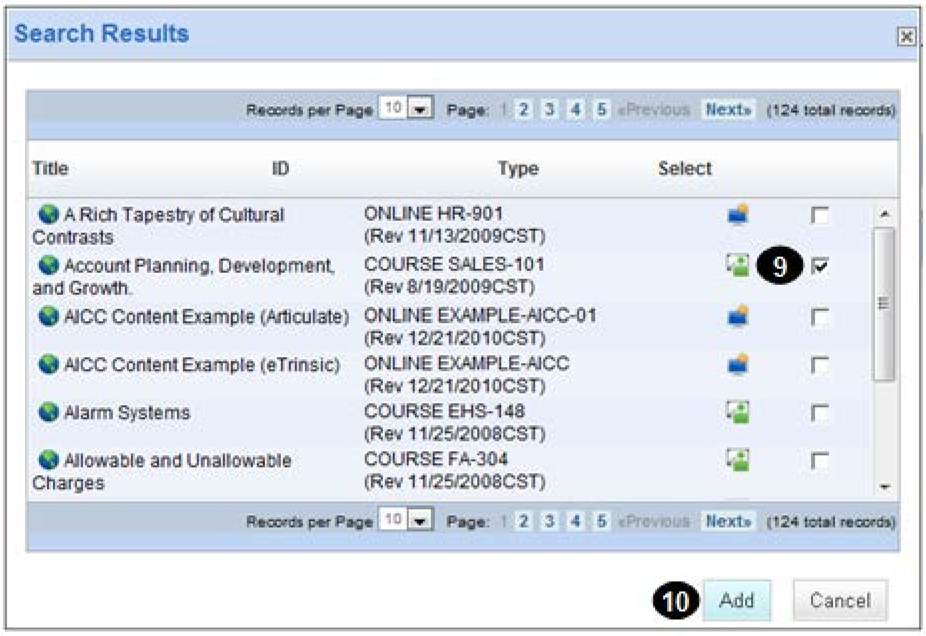

5. Click the Items **Add** icon
( ).



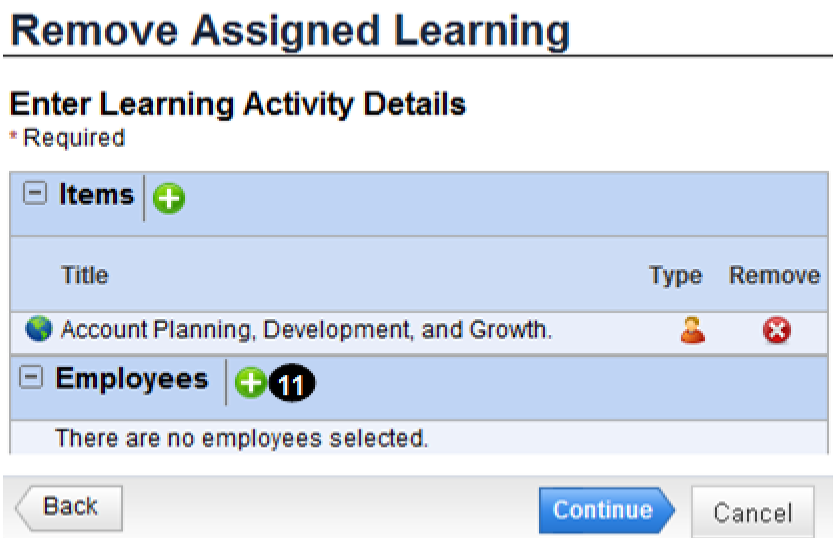

6. Enter keywords to search for the item to remove from the employee's To-Do List.
7. Use the checkboxes to further filter your search.
8. Click **Search**.



9. From the search results list, click the check the **Select** checkbox.
10. Click **Add**.

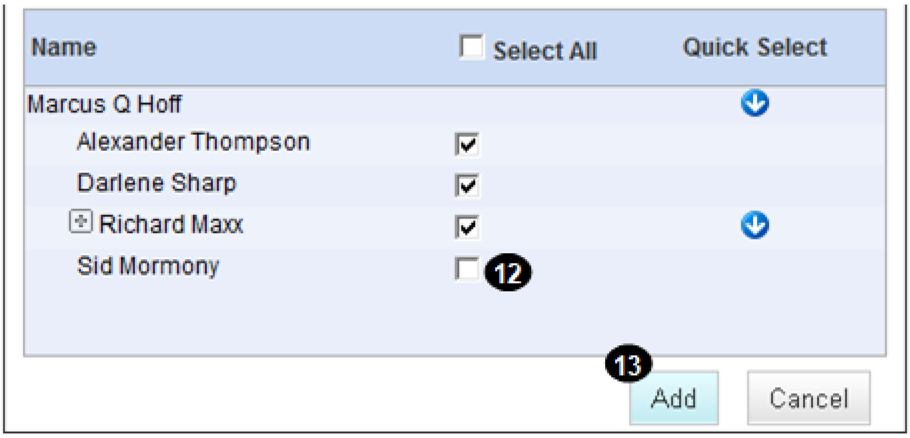



11. Click the Employees **Add** icon ( ).

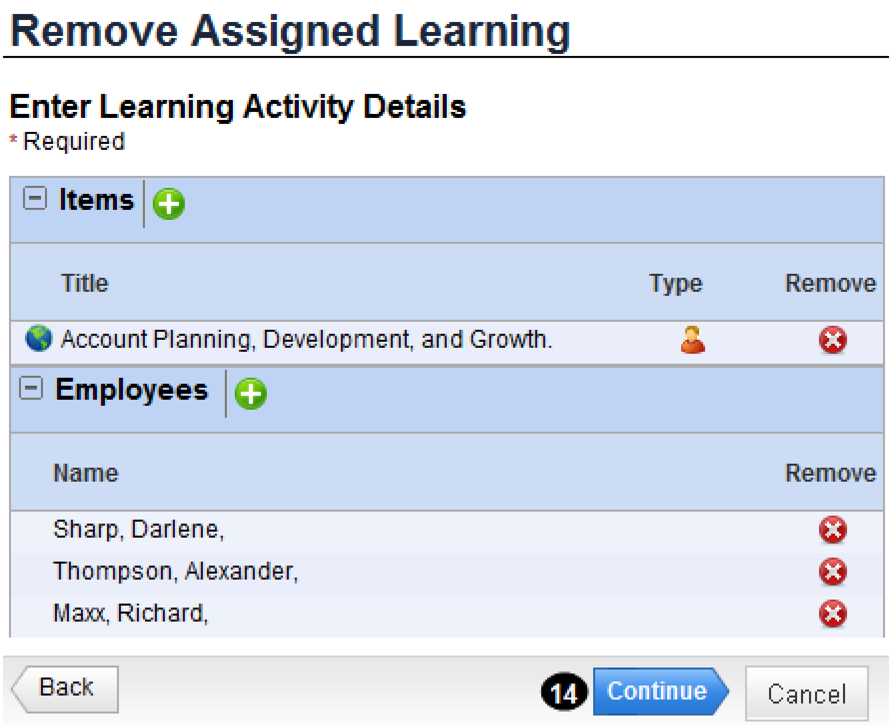



12. Click the checkboxes next to the employees you want to remove the item from.
13. Click **Add**.

**Note:** Click the **Quick Select icon** ( ) to simultaneously select all direct and/or indirect reports for the corresponding employee.

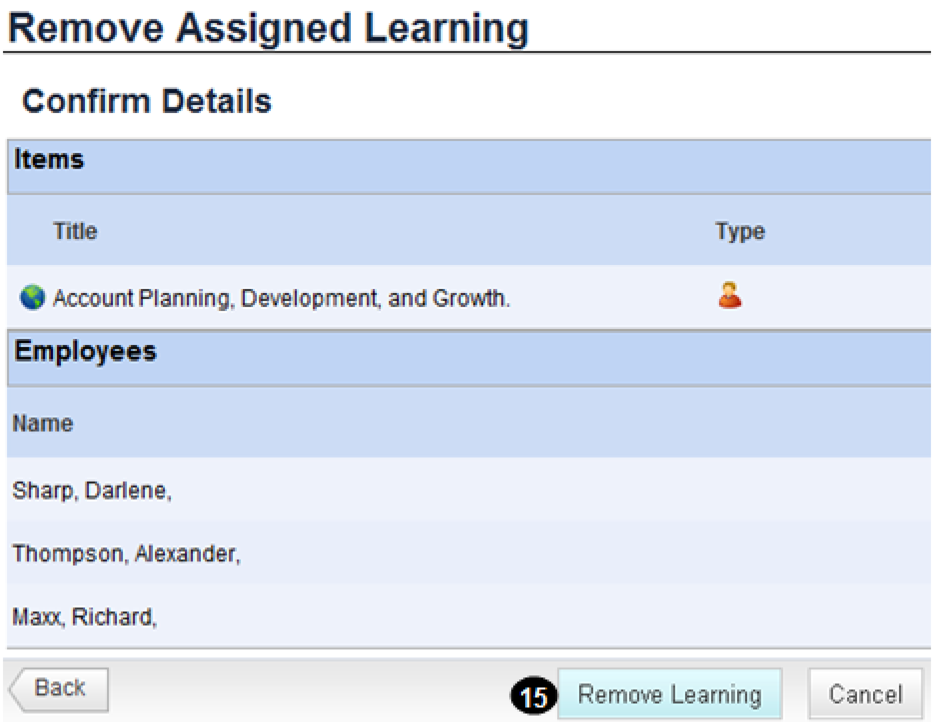



14. Click **Continue**.



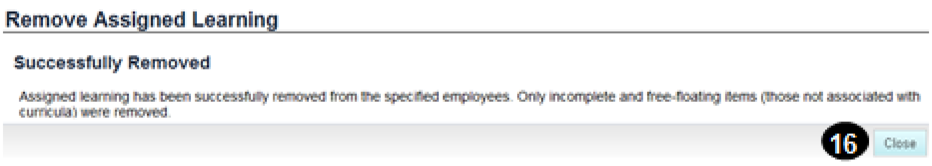

Review and confirm the details of the item removal.

15. Click **Remove Learning**.



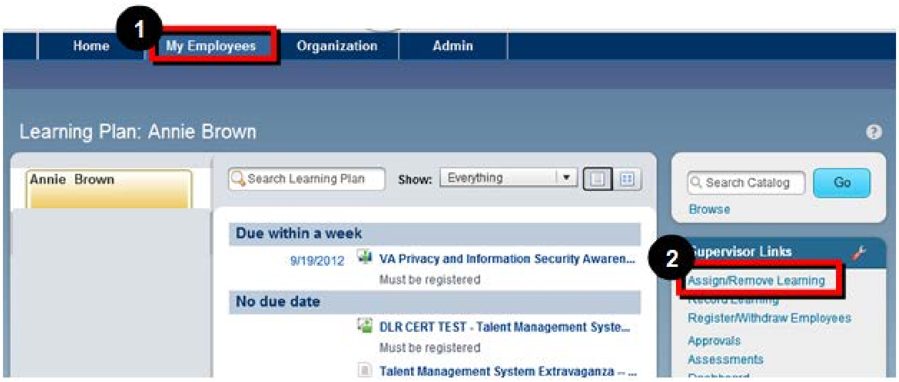

A confirmation message is displayed.

16. Click **Close**.

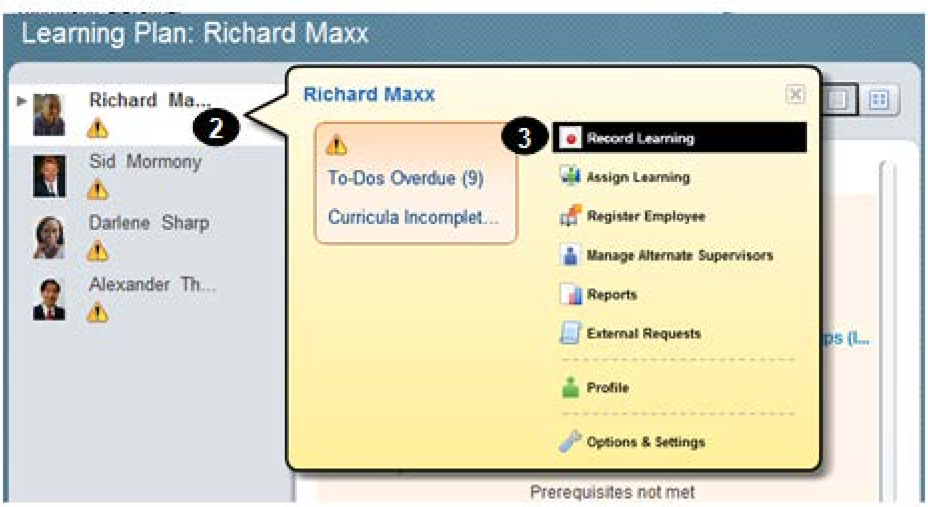


### Task D. Record Item Completion for an Employee

1. From the Learning page, click the **My Employees** tab.

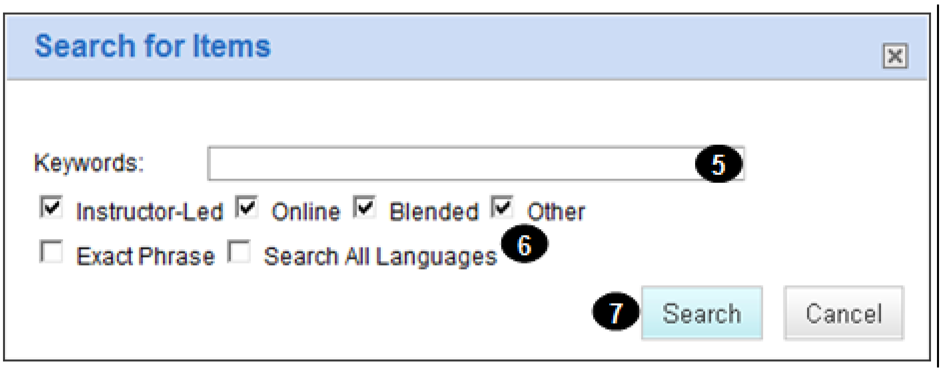



2. Hover over an employee in the employee tree.
3. Navigate to and click the **Record Learning** link.

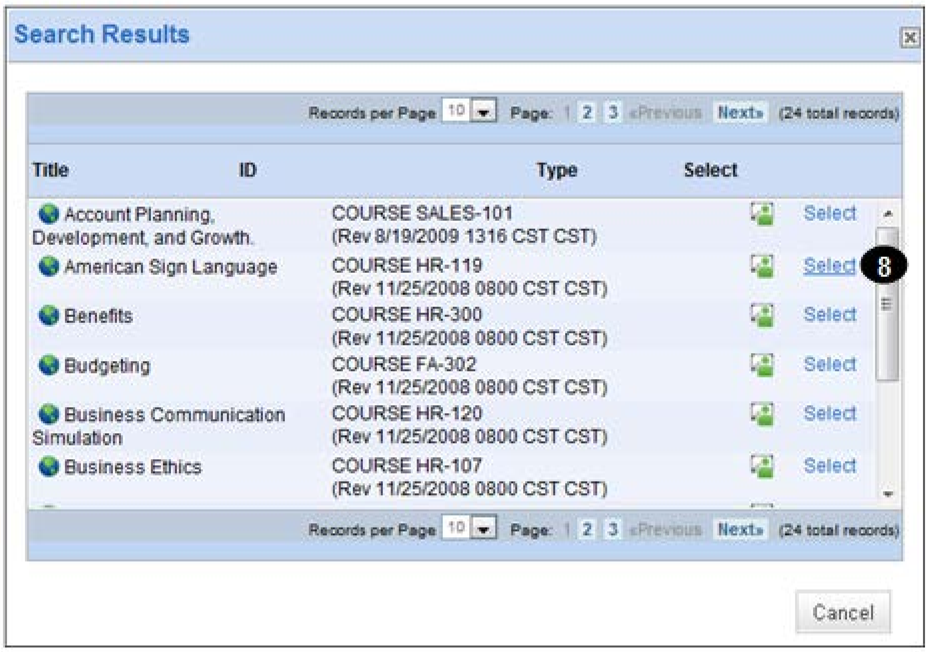



4. Click the Item **Add** icon
( ).

5. Enter keywords to search for the item to record completion for your employees.
6. Use the checkboxes to further filter your search.
7. Click **Search**.

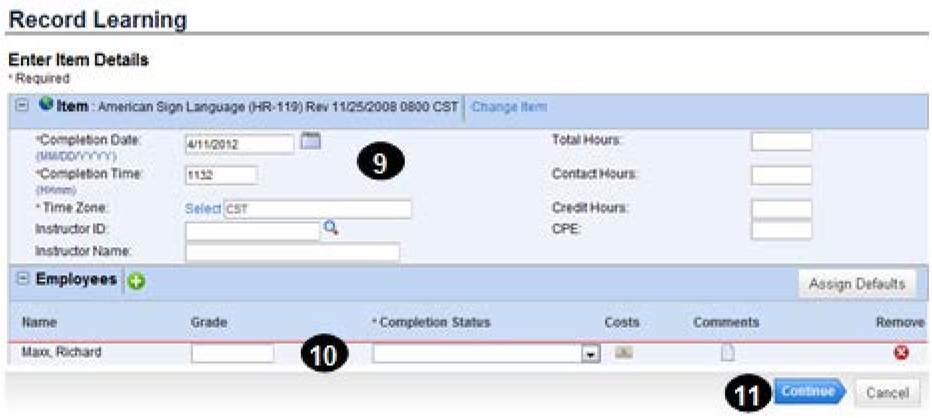



8. From the search results list, click the **Select** link.



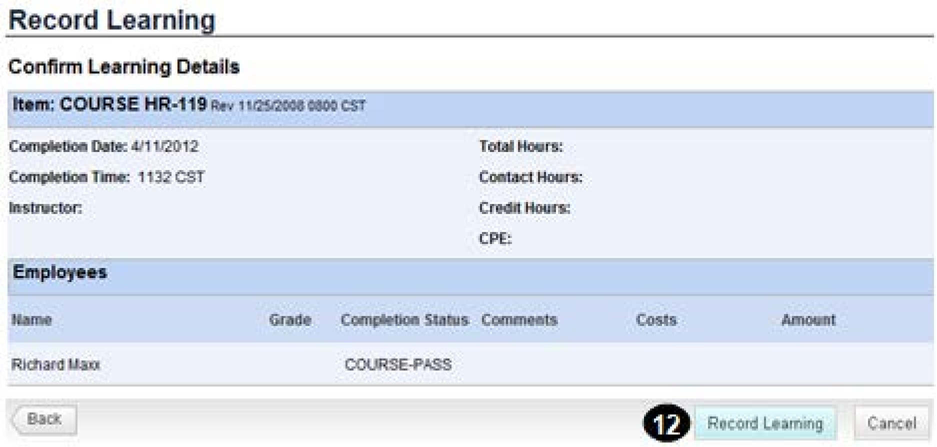

9. Enter all the item details.
10. Select a Grade/ Completion Status for the employee from the drop-down menu.
11. Click **Continue**.

**Note:** Click **Assign Defaults** to assign a default grade/completion status, comments, user costs, and currency to all employees selected.




Confirm the record learning details.

12. Click **Record Learning**.




Learning is successfully recorded for the listed employees.

13. Click **Close**.