Job Aid: Managing Employee Learning Activities

Purpose

The purpose of this job aid is to guide you through the step-by-step process of accessing employee learning, viewing employee To-Do Lists, and adding or removing items from an employee's To-Do list.

In this job aid, you will learn how to:

A. View an employee's To-Do List
B. Add items to an employee's To-Do List
C. Remove items from an employee's To-Do List

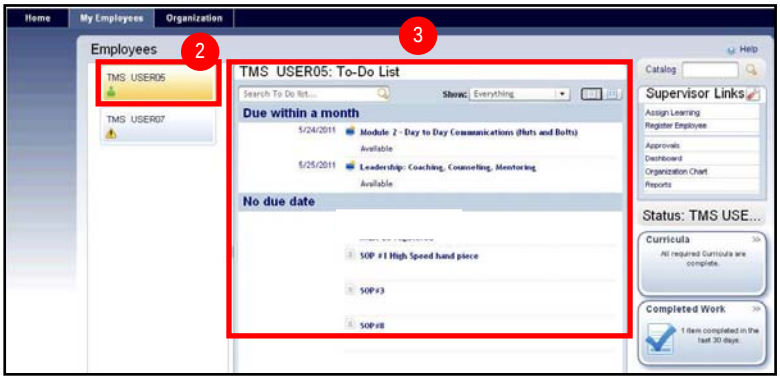
Task A. Viewing an Employee's To-Do List

The *My Employees* page is designed to provide supervisors with the resources to monitor and manage the learning activities of their direct and indirect employees. Upon logging in to the VA TMS, you can access your employees' To-Do Lists one of two ways:

1. Click on the **My Employees** tab.
2. Hover over an employee card to perform available actions without loading the user's To-Do List.

Or

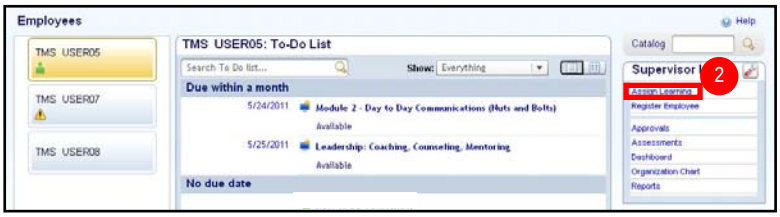
3. Click an Employee Card to display that user's To-Do List.

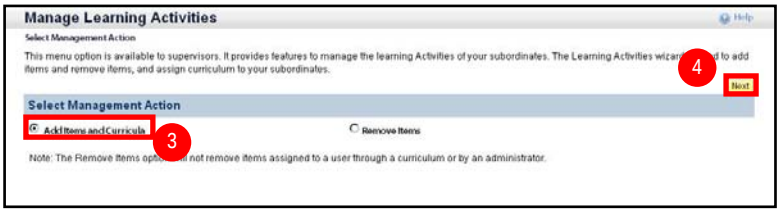


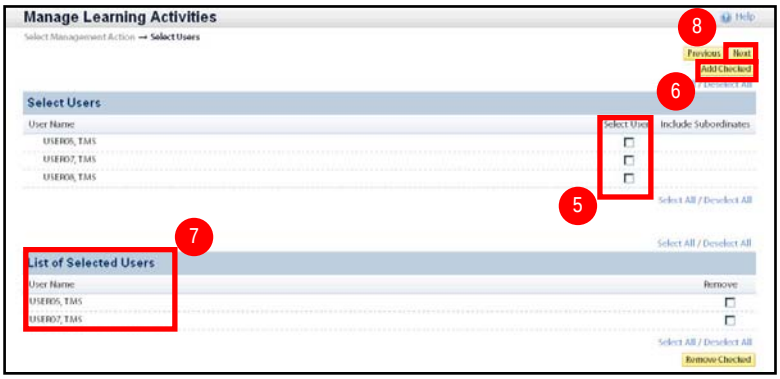
Task B. Adding Items to an Employee's To-Do List

The To-Do List represents the tasks that your employees need to complete and allows them to find and access the materials that they need. In order to assign learning activities to your employee, you may add items to an employees' To-Do list.

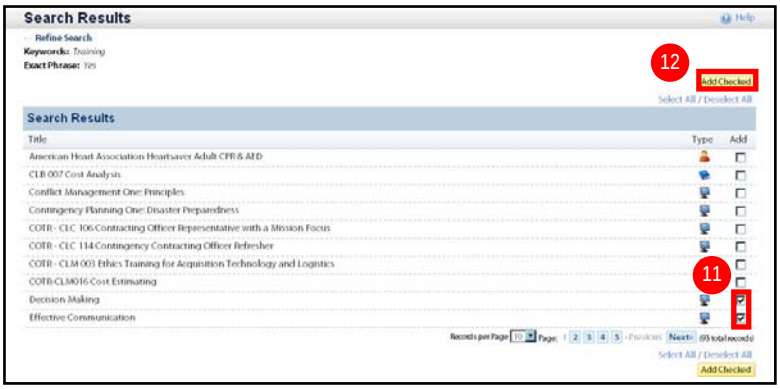
1. Click on the **My Employees** tab from the VA TMS *Home* page.
2. Click the **Assign Learning** link.
3. Select the **Add Items and Curricula** radio button.
4. Click **Next.**
5. Select the **Select User** checkbox next to the corresponding employee name to assign an item.
   - If a user has employees, click the **Include Subordinates** checkbox to assign the item to those users as well.
6. Click **Add Checked.**
7. Review the list of selected users added.
8. Click **Next**.
9. Enter keyword or keywords in the **Keywords** text field to search for the item to add.
10. Click **Search**.

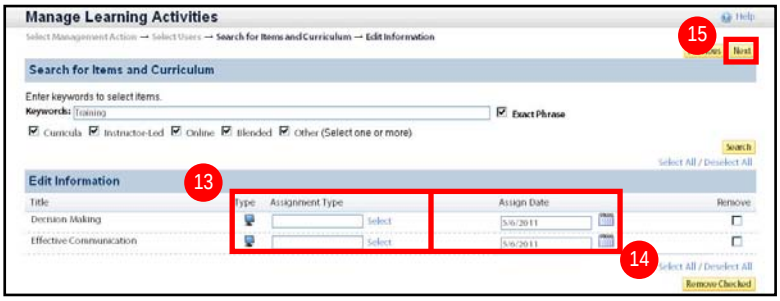


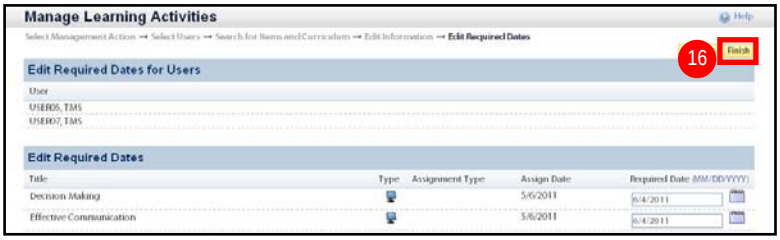




11. Select items by checking the corresponding **Add** checkboxes.
12. Click **Add Checked**.
13. Edit the **Assignment Type** field as needed.
14. Edit the **Assign Date** as needed.
15. Click **Next**.
16. Click **Finish**. A status message indicates successful assignment.
17. Click **Start Over** to add additional items to the selected employees.



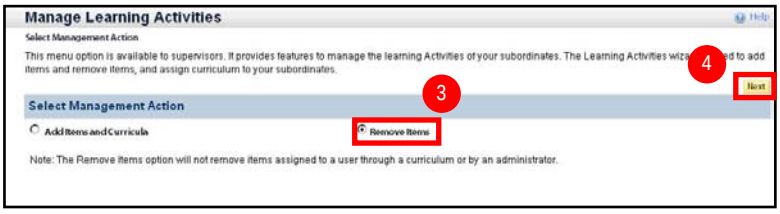


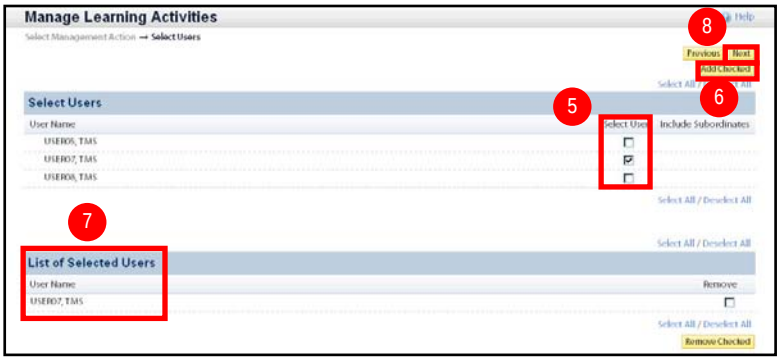


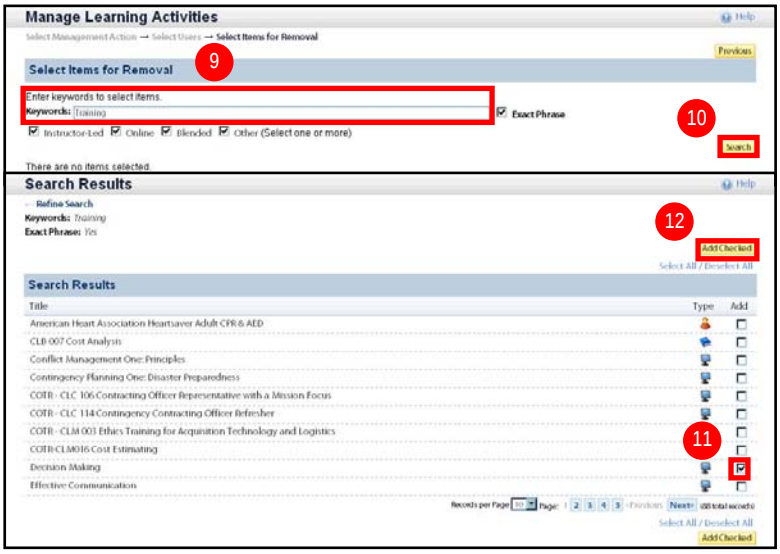
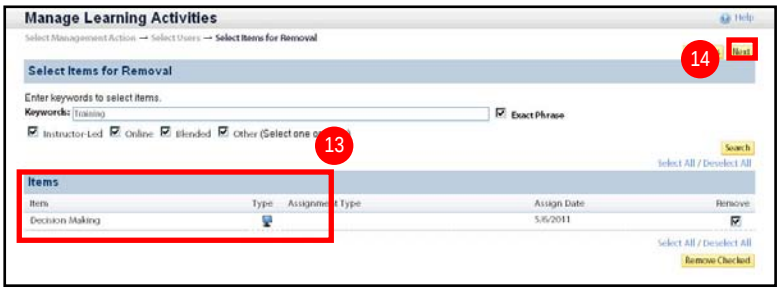
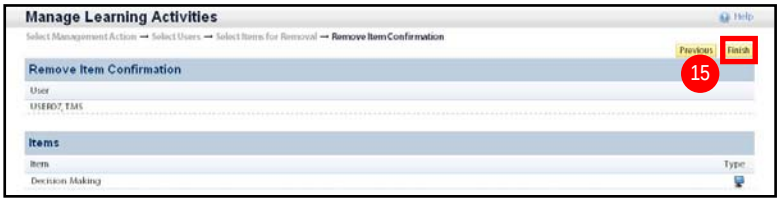
Task C. Removing Items from an Employee's To-Do List

If you wish to remove a course from an employee's To-Do List:

1. Click on the **My Employees** tab from the VA TMS *Home* page.
2. Click the **Assign Learning** link.
3. Select the **Remove Items** radio button.
4. Click **Next**.
5. Click the **Select User** checkbox next to the corresponding employee to remove an item from the employee's To-Do List.
6. Click **Add Checked**.
7. Review the list of selected users.
8. Click **Next**.
9. Enter keyword or keywords in the **Keywords** text field to search for the item to remove.
10. Click **Search**.
11. Select items by checking the corresponding **Add** checkboxes.
12. Click **Add Checked**.







13. Review the item or items to be removed.
14. Click **Next**.
15. Review user and item selections and click **Finish**. A status message indicates successful removal.
16. Click **Start Over** to remove additional items from the selected subordinates.