

## VA LMS Video Demonstration Transcript

At the VA Learning University, we're constantly working to make continuing education and mandatory training more convenient and accessible for all VA employees. The VA Learning Management System (VA LMS) uses cutting edge user oriented technology to simplify your learning experiences.

Hi, I'm Elizabeth. And I'm here to show you around a bit so you see what the VA Learning Management System can do for you. Let's take a look.

The VA Learning Management System is a single point of access that allows you to manage, select and record your own training and continuing education. You will receive your User ID and password from your local LMS Administrator. An exciting element of the VA LMS is that you can access all of its amazing features by entering just this one password. Use it to log in and access a work of opportunities. From the main page, notice the blue bar near the top that contains your LMS menu. As you can see, as you point to a word in the menu, a list of sub menu items appears right below the bar.

From the Learning menu, you can view your current course registration, your learning history, and other helpful information. You will definitely want to check out your Learning Plans. A link to your Learning Plan allows you to view a full listing of the programs included in your Learning Plan. This is the list of training that has been offered to you from either VA Central Office or from a Local Manager. It also includes the required training that must be completed on a recurring basis. It is all right here at your fingertips. Notice there are a number of items in this Learning Plan. The ones with a computer mouse in the middle column are online courses. You can launch these courses directly from your LMS Learning Plan. You don't have to go to multiple websites to take training. If you want more information about any of these assignments, you can click on the course name to show a description, any alternate way to complete this requirement, any document that you'll need and more. If the assignment is a face to face course, you'll be able to view the dates that course of offered and enroll in the dates scheduled.

You can also browse our learning catalog and add educational offering to your own Learning Plan. Let's say we want to add the course called Alternative Dispute Resolution, or ADR. Once we enter the word dispute in the box, a list of items appears for the key words. Review the list and find the one that you want. You can then click on the Add to Learning Plan box, to add this course to your Learning Plan or just launch the content right the. It's that easy. We'll select the Home button in the top middle of the page, to go back to the Main page. You can always get back to the starting page by clicking that button. Let's look at the curriculum status on the Main page. A curriculum is a group of items that have a

similar scene. For example, at your location, there might be a new employee orientation curriculum or a SUP Supervisory Training curriculum that includes all of the required training items for that group of individuals. Check status of the curriculum to see if you have finished it all or have more parts to complete by going to status link on the right side of the screen.

Supervisors see another menu option on the blue bar called "My Employees I." This has special options in the LMS to support their staff educational goals. They can view an employee's Learning plan and assign items to it. Special LMS training sessions for supervisors will be arranged to demonstrate that functionality. Ask your local LMS Administrator for more information.

If you have any questions about the VA LMS, please contact your local LMS Administration or the help desk. Experience operators are standing by to ensure that your educational experience is a great one. Thanks for joining me today to experience the future of VA employee education.