



Basic Navigation

Welcome to the VA Learning Management System or VA LMS. This web-based tutorial, titled “Finding Your Way in the VA LMS,” is for all VA LMS Users and Supervisors. When you use a software application or a web page, it’s important to know how to navigate and use the options available on-screen.

The VA LMS provides three menus to help you navigate through its features. By the end of this tutorial session, you should be able to find and use:

- the Upper Menu and its tools
- the Main Menu Options, and
- the Sub-Menu Options.



These stay at the top of your VA LMS window at all times, providing navigation on-screen wherever you are in the VA LMS.

In addition, by the end of this tutorial session, you should be able to find and use:

- the Help tool provided on each page in the VA LMS.

[Click here to view online tutorial](#)

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Basic Navigation Features: Upper Menu

When you first log in as a user, you'll notice a row of links in the top right corner of the page. This is the Upper Menu.

The screenshot shows the VA Learning Management System interface. At the top, there is a navigation bar with the following links: **Personal**, Learning, Career, Catalog, and Reports. Below this, a secondary navigation bar includes: Home, Approvals, Profile, and Regional Settings.

The main content area is titled "Welcome USER 02 LMSUSER" with the date "11/16/2007". A prominent message asks the user to "Please UPDATE YOUR PROFILE". Below this, there is an "Alerts" section with a red warning icon and the text: "You have overdue learning".

The "Catalog" section provides links to "View all available instructor-led items" and "View all available online items".

A "Learning Plan" table is displayed, listing training items with their titles, types, and required dates:

Title	Type	Required By
Configuring the Open Shortest Path First Protocol - 120082_eng	📄	8/30/2007
Testing and Instrumenting C# Applications - 109340_eng	📄	8/30/2007
101 Medication Tips for People with Diabetes	📄	
Acquisition Forum	📄	
Empowering Patients through Patient Centered Care (CDN)	📄	

Below the table, the "Curriculum Status" section indicates "There are no incomplete curricula for this User." The "New Items" section lists: "Cognitive, Emotional & Psychosocial Issues in MS" and "Treatment Decisions in Secondary Progressive MS".

Upper Menu

The screenshot shows the VA Learning Management System (LMS) Home page. The browser address bar displays <https://www.lms.va.gov/plateau/user/personal/viewPersonalHome.do>. The page features a navigation menu with 'Personal', 'Learning', 'Career', 'Catalog', and 'Reports'. The main content area includes a welcome message for 'USER 02 LMSUSER' dated 11/16/2007, a 'Please UPDATE YOUR PROFILE!' alert, and a 'Learning Plan' table listing training items with their due dates. A 'Curriculum Status' section indicates no incomplete curricula for this user.

Title	Type	Required By
Configuring the Open Shortest Path First Protocol - 120082_eng	🔗	8/30/2007
Testing and Instrumenting C# Applications - 109340_eng	🔗	8/30/2007
101 Medication Tips for People with Diabetes	📖	
Acquisition Forum	🗣️	
Empowering Patients through Patient Centered Care (CDN)	🔗	

A. Home link

In the Upper Menu, you'll see a link called Home. You can click on this link from anywhere in the VA LMS and it will take you back to this page.

B. Search Catalog field & Go button

If you need to find available training but you're not sure where to start, you can search the VA LMS. In the Upper Menu, type a word or phrase in the text box labeled Search Catalog, then click the Go link. A page will appear which displays a list of the training related to your search.

C. Help link

The Help link on the Upper Menu (with a question mark next to it) takes you to the VA LMS help resources. When you click on the Help link, a new browser window will open. Available in this window are helpful resources, including how-to's and glossaries of terms used in the VA LMS.

D. Logout link

The Logout link is the last option in the Upper Menu. Click Logout when you're ready to end your session in the VA LMS.

Basic Navigation Features: Main Menu and Sub-Menus

The screenshot displays the VA Learning Management System interface. At the top, there is a navigation menu with links for Personal, Learning, Career, Catalog, and Reports. Below this menu, the user is greeted with a 'Welcome USER 02 LMSUSER' message dated 11/16/2007. A prominent alert states 'Please UPDATE YOUR PROFILE!' and explains that users must update their profile to receive automatic notifications for learning assignments and registration approvals. The 'Alerts' section shows a warning: 'You have overdue learning>'. The 'Learning Plan' section contains a table of assigned training items:

Title	Type	Required By
Configuring the Open Shortest Path First Protocol - 120082_eng	-f	8/30/2007
Testing and Instrumenting C# Applications - 109340_eng	-f	8/30/2007
101 Medication Tips for People with Diabetes	☰	
Acquisition Forum	☺	
Empowering Patients through Patient Centered Care (CDN)	-f	

The 'Curriculum Status' section indicates there are no incomplete curricula for this user. The 'New Items' section lists 'Cognitive, Emotional & Psychosocial Issues in MS' and 'Treatment Decisions in Secondary Progressive MS'.

Located below the Upper menu, the Main Menu contains important navigation options:

- Personal
- Learning
- Career
- Catalog, and
- Reports.

The Main Menu links help you move to large sections within the VA LMS. And located directly under the Main Menu is the Sub-Menu, which helps you navigate inside these larger sections.



What's interesting is that the Sub-Menus change depending on which Main Menu link you point to or click. In other words, each Main Menu option has its own unique Sub-Menu.

A. Personal link and Sub-Menu

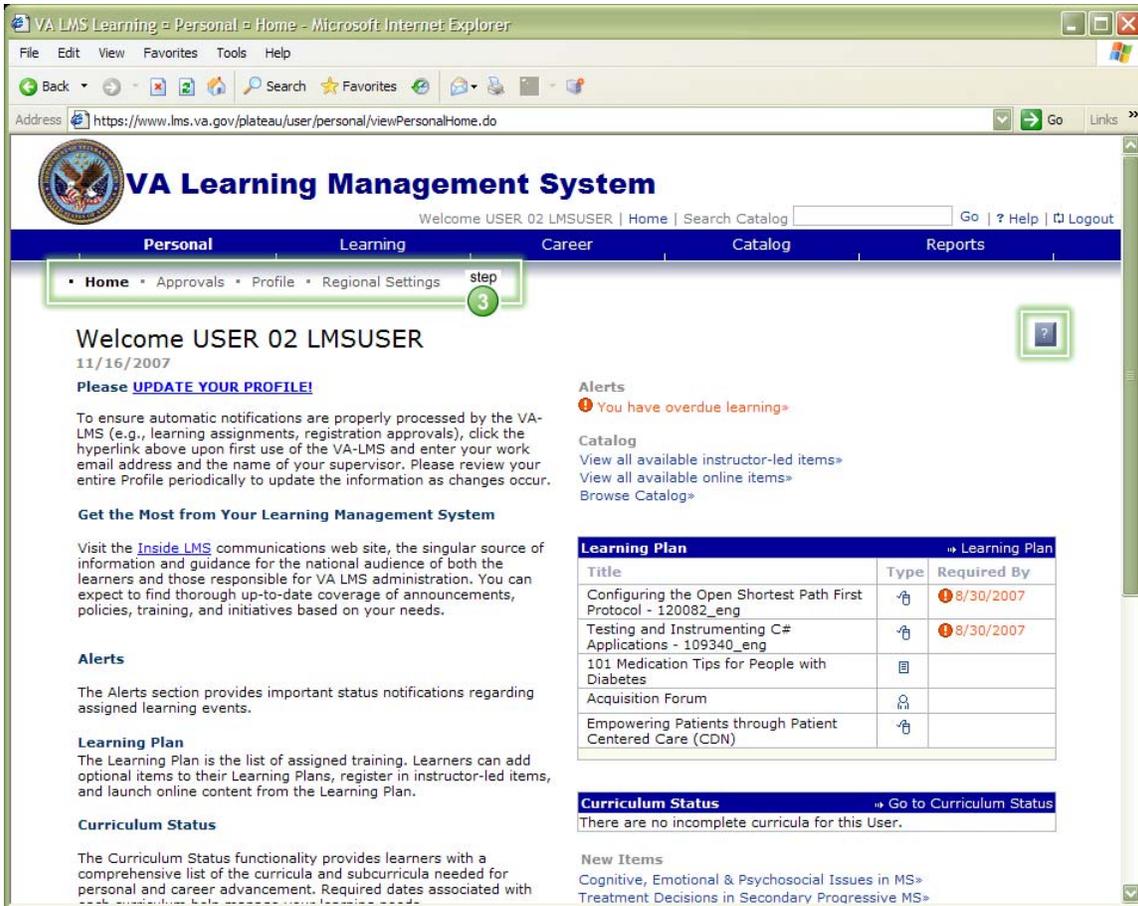
The first option on the Main Menu is the Personal link. When you click this link, Sub-Menu options appear. These are:

- Home
- Approvals
- Profile, and
- Regional Settings.

The Sub-Menu option page being displayed is indicated by bold text. This helps you keep track of where you are within the VA LMS. According to this example, we are viewing the Home page of the VA LMS.

This Home page welcomes you every time you login to the VA LMS. It also serves as your home base and gives you important information to help you manage your learning.

This page displays alerts about your courses, helps you search the VA LMS or browse the catalog, gives you a snapshot of your Learning Plan, and provides other information you may need for your learning.

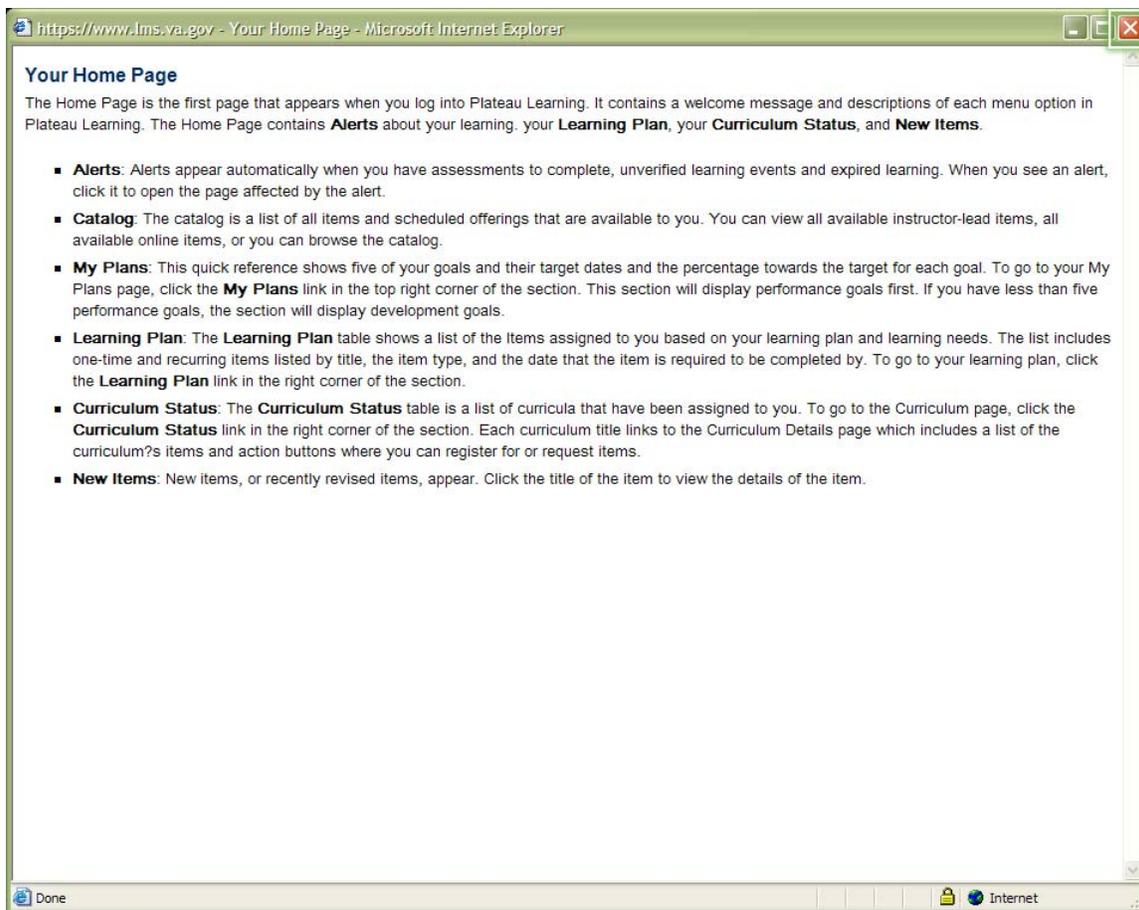


A special feature to note is the On-Page Help Tool. It's the small square with the question mark in it, located at the right side of your screen. In fact, it appears on every screen of the VA LMS.

When you click on this icon, a new browser window opens, displaying information specifically about the page you are on. This is different from the Help option in the Upper Menu, which provides Help resources for all of the VA LMS, like glossaries and how-to's.



For example, here on the Home page, click the On-Page Help tool for information related specifically to this page...



Your Home Page

The Home Page is the first page that appears when you log into Plateau Learning. It contains a welcome message and descriptions of each menu option in Plateau Learning. The Home Page contains **Alerts** about your learning, your **Learning Plan**, your **Curriculum Status**, and **New Items**.

- **Alerts:** Alerts appear automatically when you have assessments to complete, unverified learning events and expired learning. When you see an alert, click it to open the page affected by the alert.
- **Catalog:** The catalog is a list of all items and scheduled offerings that are available to you. You can view all available instructor-lead items, all available online items, or you can browse the catalog.
- **My Plans:** This quick reference shows five of your goals and their target dates and the percentage towards the target for each goal. To go to your My Plans page, click the **My Plans** link in the top right corner of the section. This section will display performance goals first. If you have less than five performance goals, the section will display development goals.
- **Learning Plan:** The **Learning Plan** table shows a list of the Items assigned to you based on your learning plan and learning needs. The list includes one-time and recurring items listed by title, the item type, and the date that the item is required to be completed by. To go to your learning plan, click the **Learning Plan** link in the right corner of the section.
- **Curriculum Status:** The **Curriculum Status** table is a list of curricula that have been assigned to you. To go to the Curriculum page, click the **Curriculum Status** link in the right corner of the section. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and action buttons where you can register for or request items.
- **New Items:** New items, or recently revised items, appear. Click the title of the item to view the details of the item.



...and the On-Page Help Tool opens a separate browser window with more information about the features and tools available on your Home page.

When you're ready to close the On-Page Help Tool and return to the VA LMS, click the Close button, or X, in the upper right-hand corner of the window.

B. Learning link and Sub-Menu

The screenshot shows the VA Learning Management System interface. The main menu is highlighted, and the 'Learning Plan' sub-menu is expanded. The 'Learning Plan' page is displayed, showing a list of items assigned to the user. The table below is a representation of the data shown in the screenshot.

Title	Type	Required By	Status	Action	Remove
Configuring the Open Shortest Path First Protocol - 120082_eng	🔗	8/30/2007	In progress	Go to Content	
Testing and Instrumenting C# Applications - 109340_eng	🔗	8/30/2007	Available	Go to Content	

The second option on the Main Menu is the Learning link.

Notice that when the Learning link is clicked, the Sub-Menu options change. The Learning Sub-Menu contains links to your:

- Learning Plan
- Learning Calendar
- Current Registrations
- Curriculum Status
- Learning History
- Record Learning, and
- SF-182 Requests.

The Learning Plan page, which is the first of the Sub-Menu pages, is displayed automatically each time you select the Learning option from the Main Menu. This page displays the Learning Items in your Learning Plan.

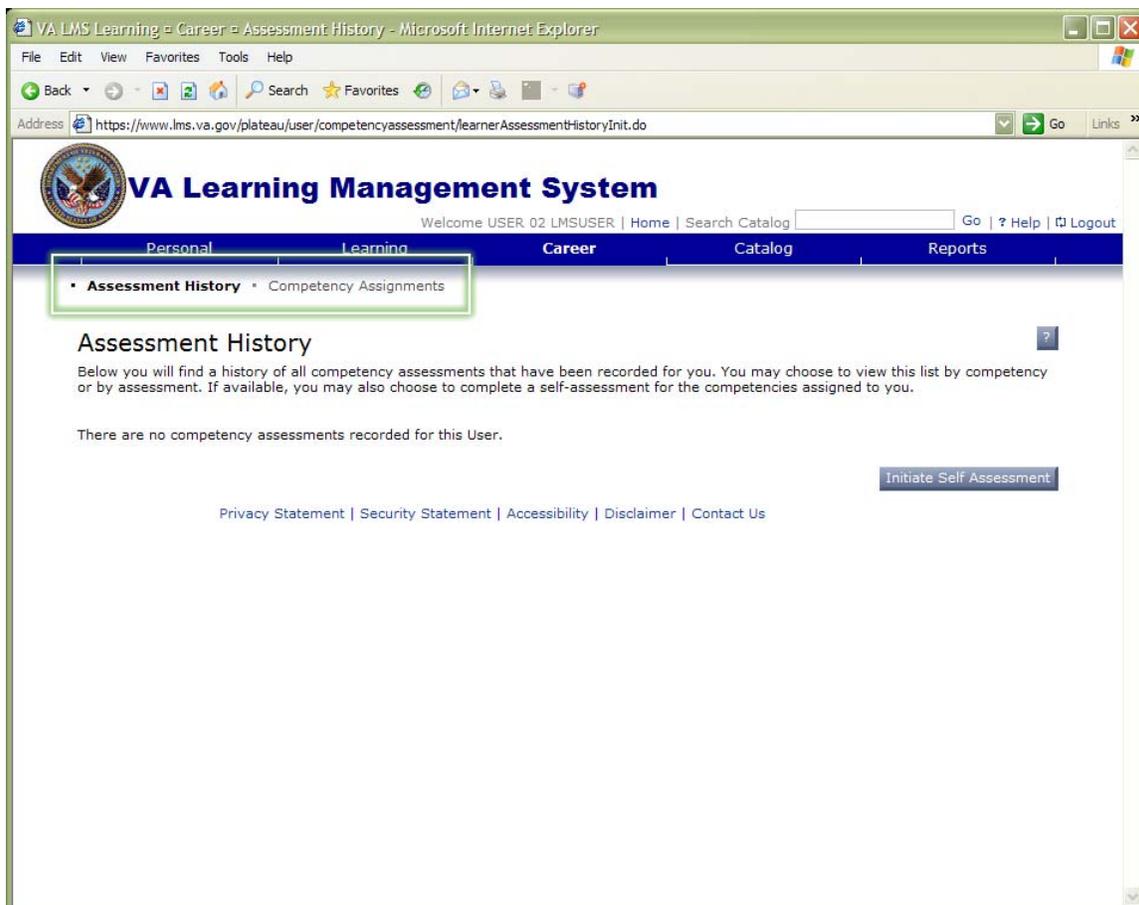
The items in your plan can be assigned to you in a number of ways: you can select them out of a catalog, your supervisor can assign them to you, or they can be part of a required set of courses.

Whether you need to complete the items once or you are required to complete them on a repeating basis, they will appear here in the Learning Plan.



Please note as mentioned earlier, you can click on the On-Page Help Tool for information related specifically to the Learning Plan page.

C. Career link and Sub-Menu



The third option on the Main Menu is the Career link.

Notice that again, the Sub-Menu options have changed to match the focus of this page. These are:

- Assessment History, and
- Competency Assignments.



Remember that if you need help while using the Career page, click the On-Page Help Tool for information related specifically to the Career page.

D. Catalog link and Sub-Menu

The fourth option on the Main Menu is the Catalog link.

As expected, the Sub-Menu options change to match the focus of this page. These options are:

- Browse Catalog
- Calendar of Offerings
- Simple Catalog Search, and
- Advanced Catalog Search.

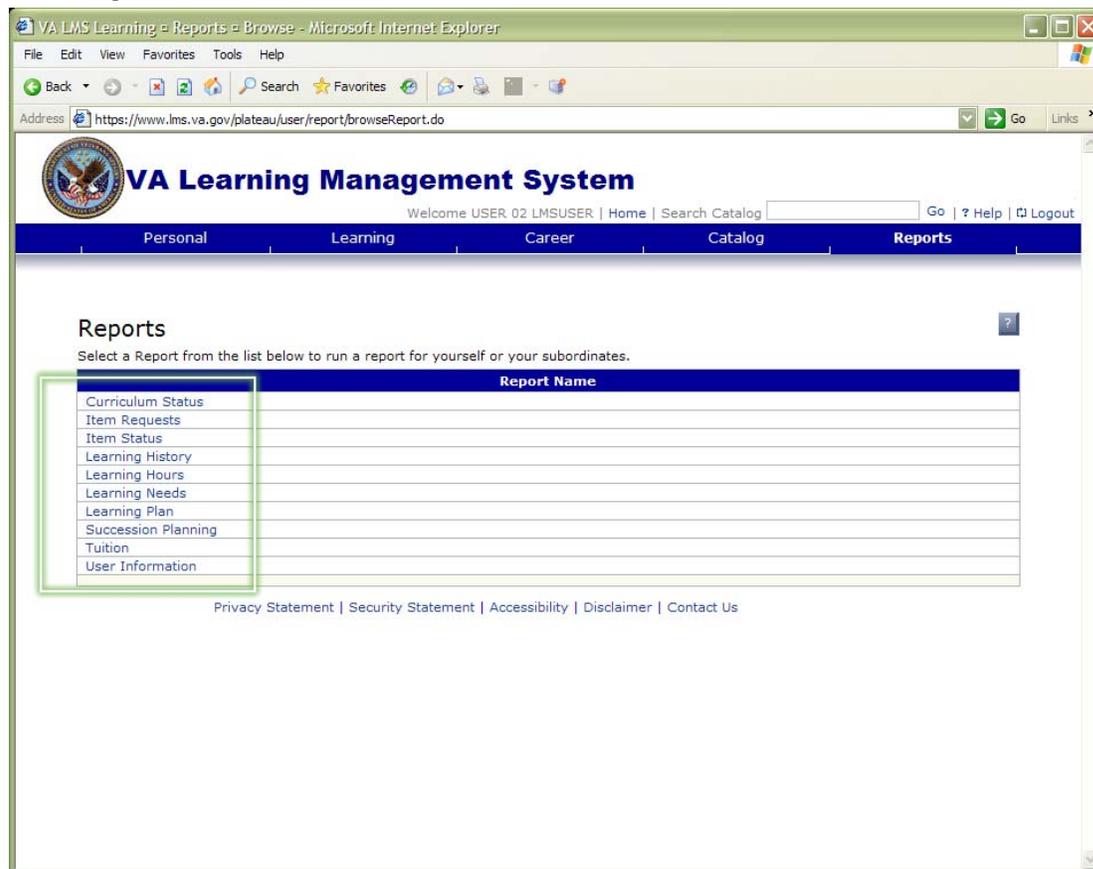
Notice again that the first Sub-Menu item, Browse Catalog, is in bold text to indicate your location. Using this Browse Catalog page, you can explore the catalog, organized by subject area.

This can be a very helpful tool if you know the subject area that you need training in, but you're not sure what is available to meet your needs.



The VA LMS again provides the On-Page Help Tool as a resource to help you learn more.

E. Reports link



The fifth option on the Main Menu is Reports.

The Reports link does not have a Sub-Menu. Instead, the page gives you a list of reports from which to choose.

The VA LMS is able to generate various reports about your learning. The information in these reports may include courses you've completed, details about your Learning Plan, information from your VA LMS profile, and many other details of your VA LMS activities. Examples of reports available include:

- Learning History
- Learning Hours
- Learning Plan, and
- User Information.

These and the other Reports options can help you review or share information about your training in the VA LMS.



Remember that if you need help while using the Reports page, click the On-Page Help Tool for information related specifically to the Reports page.



Each report also has this On-Page Help Tool available to assist you with selecting the options you need to get the report you want.

Basic Navigation Features: Conclusion

VA LMS Learning - Personal - Home - Microsoft Internet Explorer

Address <https://www.lms.va.gov/plateau/user/personal/viewPersonalHome.do>

VA Learning Management System

Welcome USER 02 LMSUSER | Home | Search Catalog Go | ? Help | Logout

Personal Learning Career Catalog Reports

• Home • Approvals • Profile • Regional Settings

Welcome USER 02 LMSUSER

11/16/2007

Please [UPDATE YOUR PROFILE](#)

To ensure automatic notifications are properly processed by the VA-LMS (e.g., learning assignments, registration approvals), click the hyperlink above upon first use of the VA-LMS and enter your work email address and the name of your supervisor. Please review your entire Profile periodically to update the information as changes occur.

Get the Most from Your Learning Management System

Visit the [Inside LMS](#) communications web site, the singular source of information and guidance for the national audience of both the learners and those responsible for VA LMS administration. You can expect to find thorough up-to-date coverage of announcements, policies, training, and initiatives based on your needs.

Alerts

The Alerts section provides important status notifications regarding assigned learning events.

Learning Plan

The Learning Plan is the list of assigned training. Learners can add optional items to their Learning Plans, register in instructor-led items, and launch online content from the Learning Plan.

Curriculum Status

The Curriculum Status functionality provides learners with a comprehensive list of the curricula and subcurricula needed for personal and career advancement. Required dates associated with

Alerts
 You have overdue learning»

Catalog
 View all available instructor-led items»
 View all available online items»
 Browse Catalog»

Learning Plan			→ Learning Plan
Title	Type	Required By	
Configuring the Open Shortest Path First Protocol - 120082_eng	🔒	8/30/2007	
Testing and Instrumenting C# Applications - 109340_eng	🔒	8/30/2007	
101 Medication Tips for People with Diabetes	📄		
Acquisition Forum	👤		
Empowering Patients through Patient Centered Care (CDN)	🔒		

Curriculum Status → Go to Curriculum Status

There are no incomplete curricula for this User.

New Items
 Cognitive, Emotional & Psychosocial Issues in MS»
 Treatment Decisions in Secondary Progressive MS»

Up until this point in the tutorial, we showed you the do's to navigate and get around in the VA LMS. Now it is time to discuss a very important don't when navigating in the VA LMS.



Do not use your browser navigation tools, such as the browser's Back and Forward buttons.

The VA LMS does not understand the browser's navigation features. In fact, the VA LMS system is likely to close your current session and display an error message.

Unfortunately, you will have to return to the VA LMS login page and log in again.

To review, in the VA LMS, the Upper Menu, Main Menu, and Sub-Menus, together with the On-Page Help Tool, provide you with the basic navigation tools needed to access and manage your training in the VA LMS.

This ends the VA LMS Basic Navigation process.

This completes the process.

Basic Navigation Step by Step Guide

Upper Menu

A. Home link

In the Upper Menu, you'll see a link called Home. You can click on this link from anywhere in the VA LMS and it will take you back to this page.

B. Search Catalog field & Go button

If you need to find available training but you're not sure where to start, you can search the VA LMS. In the Upper Menu, type a word or phrase in the text box labeled Search Catalog, then click the Go link. A page will appear which displays a list of training related to your search.

C. Help link

The Help link on the Upper Menu (with a question mark next to it) takes you to the VA LMS help resources. When you click on the Help link, a new browser window will open. Available in this window are helpful resources, including how-to's and glossaries of terms used in the VA LMS.

D. Logout link

The Logout link is the last option in the Upper Menu. Click Logout when you're ready to end your session in the VA LMS.

Main Menu and Sub-Menus

The Main Menu contains important navigation options: Personal, Learning, Career, Catalog, and Reports

A. Personal link and Sub-Menu

The first option on the Main Menu is the Personal link. When you click this link, Sub-Menu options appear. These are:

- Home
- Approvals
- Profile, and
- Regional Settings

B. Learning link and Sub-Menu

The second option on the Main Menu is the Learning link. The Learning Sub-Menu contains links to your:

- Learning Plan
- Learning Calendar
- Current Registrations
- Curriculum Status
- Learning History
- Record Learning, and
- SF-182 Requests

C. Career link and Sub-Menu

The third option on the Main Menu is the Career link and the Sub-Menu options have changed to match the focus of this page. These are:

- Assessment History, and
- Competency Assignments

D. Catalog link and Sub-Menu

The fourth option on the Main Menu is the Catalog link. As expected, the Sub-Menu options change to match the focus of this page. These options are:

- Browse Catalog
- Calendar of Offerings
- Simple Catalog Search, and
- Advanced Catalog Search.

E. Reports link

The fifth option on the Main Menu is Reports. The Reports link does not have a Sub-Menu. Instead, the page gives you a list of reports from which to choose. The VA LMS is able to generate various reports about your learning.

This completes the task.

Resource Information

- The web-based demonstration of the process can be found at the following web address: <http://www.insidelms.va.gov/wbt/002-BasicNavigation/Basic-Nav-Process.htm>
- To access additional VA LMS training resources, please visit <http://www.insidelms.va.gov/userRoles/vaLMS-user-notebook/vaLMS-notebook-user.shtm>
- The InsideLMS website provides up-to-date information, resources and tools for all VA LMS users at <http://www.insidelms.va.gov>.

Please send questions, comments, or requests for additional information regarding this training to the VALU_LMSTrainingGroup@va.gov.
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