



Main Menu and Sub-Menus

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

- the Main Menu Options, and
- the Sub-Menu Options.

[Click here to view online tutorial](#)

Table of Contents

Place cursor over the task or step and Ctrl + click the task or step to jump directly to it.

Main Menu and Sub-Menus.....	1
Table of Contents.....	1
Basic Navigation Features: Main Menu and Sub-Menus	2
A. Personal link and Sub-Menu	3
B. Learning link and Sub-Menu.....	6
C. Career link and Sub-Menu	7
D. Catalog link and Sub-Menu	8
E. Reports link	9
Main Menu and Sub-Menus Step by Step Guide.....	10
A. Personal link and Sub-Menu	10
B. Learning link and Sub-Menu.....	10
C. Career link and Sub-Menu	10
D. Catalog link and Sub-Menu	10
E. Reports link	11
Resource Information.....	11

Basic Navigation Features: Main Menu and Sub-Menus

The screenshot displays the VA Learning Management System (LMS) interface. At the top, there is a navigation menu with the following options: Personal, Learning, Career, Catalog, and Reports. Below this menu, the main content area is divided into several sections:

- Welcome USER 02 LMSUSER**: A message dated 11/16/2007 with a prompt to **UPDATE YOUR PROFILE!**. Below this, there is a paragraph explaining the importance of updating the profile for automatic notifications.
- Get the Most from Your Learning Management System**: A section providing information and guidance for learners and administrators.
- Alerts**: A section titled "You have overdue learning" with a red exclamation mark icon.
- Learning Plan**: A table listing assigned training items. The table has columns for Title, Type, and Required By. The items listed are:

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**: A section indicating "There are no incomplete curricula for this User."
- New Items**: A section listing "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.

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»

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.

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»

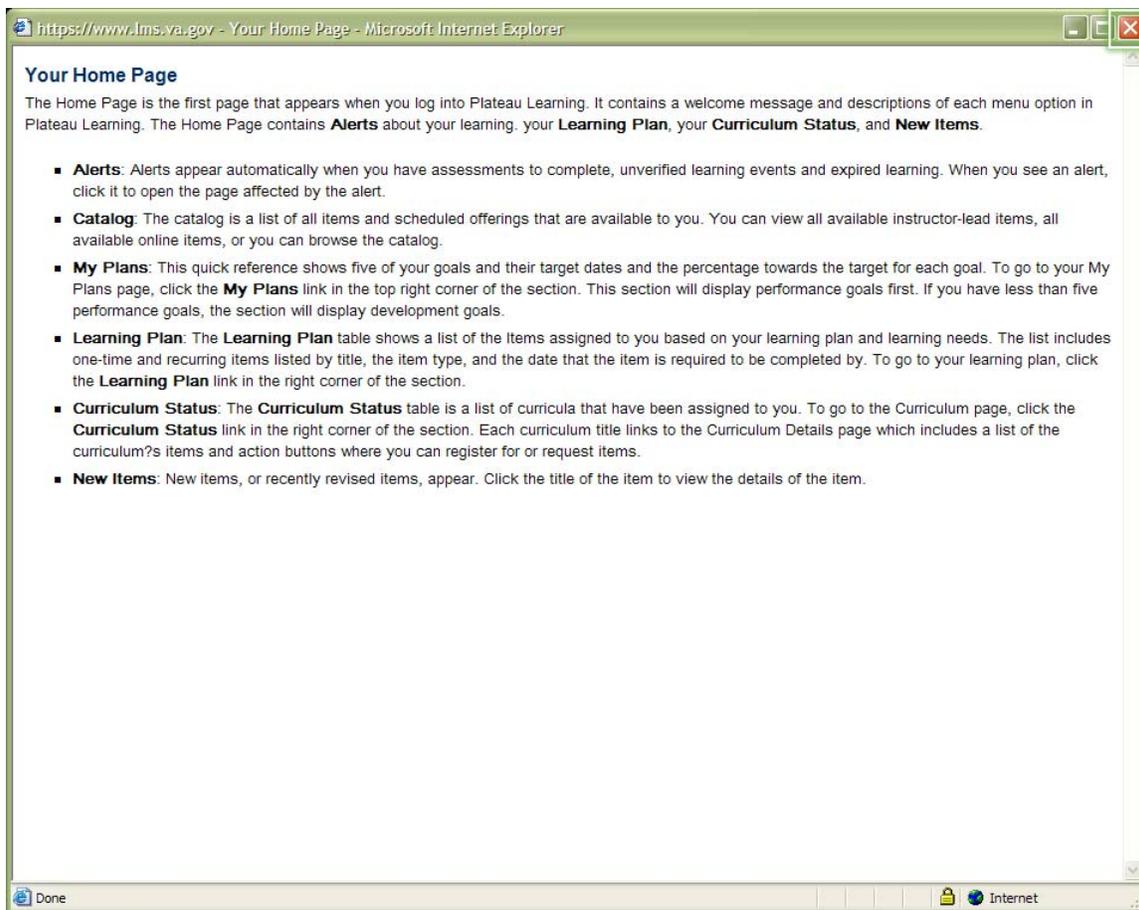


A special feature to note is the On-Page Help Tool. It's the small square with the question mark in it, located at the right side of your screen. In fact, it appears on every screen of the VA LMS.

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...



...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 includes Personal, Learning, Career, Catalog, and Reports. The Learning Plan sub-menu is expanded, showing options like Learning Calendar, Current Registrations, Curriculum Status, Learning History, Record Learning, and SF-182 Requests. The Learning Plan page displays a table of items with columns for Title, Type, Required By, Status, Action, and Remove.

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.

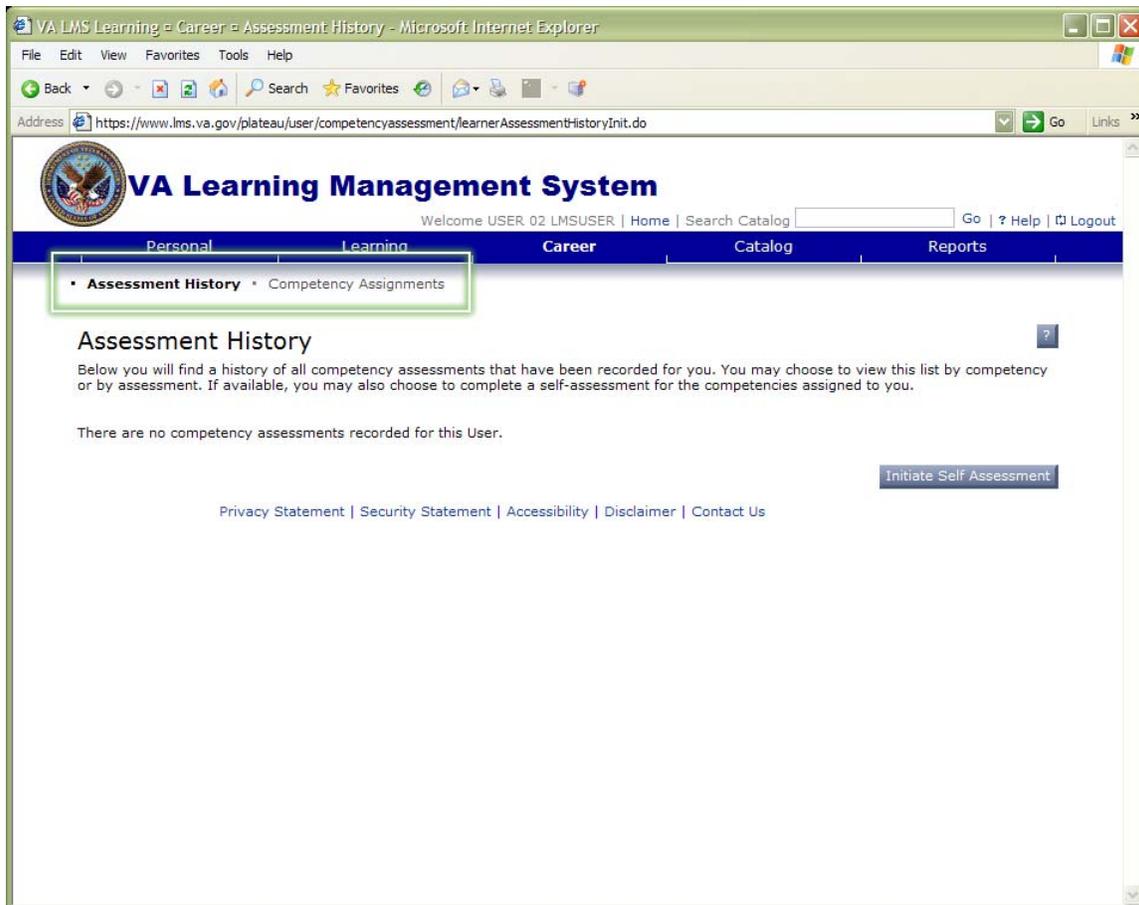
The items in your plan can be assigned to you in a number of ways: you can select them out of a catalog, your supervisor can assign them to you, or they can be part of a required set of courses.

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 screenshot displays the VA Learning Management System interface. At the top, the browser window title is 'VA LMS Learning - Catalog - Browse - Microsoft Internet Explorer'. The address bar shows the URL 'https://www.lms.va.gov/plateau/user/catalog/browseCatalog.do'. The main header features the VA Learning Management System logo and a navigation menu with options: Personal, Learning, Career, **Catalog**, and Reports. A sub-menu is open under 'Catalog', listing: **Browse Catalog**, Calendar of Offerings, Simple Catalog Search, and Advanced Catalog Search. Below this, the 'Browse Catalog' section provides instructions: 'This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.' A table follows with two columns: 'Subject Area Menu' and 'Items'. The 'Subject Area Menu' column lists various categories with their respective item counts, such as 'Business Processes (19)', 'Customer Relations (2)', 'Diagnostics & Clinical Topics (99)', 'Env. of Care, Safety & Inf. Ctrl. (12)', 'HR and Staff Development (44)', 'Information Technology (23)', 'Leadership & Management (40)', 'Legal & Ethical Issues (9)', 'Patient Care Processes (24)', 'Performance Improvement (10)', 'Research', 'Special Veterans Issues (10)', and 'Veterans Benefits (2)'. The 'Items' column is currently empty and contains the text 'Please select Subject Area to view related items.' At the bottom of the page, there are links for Privacy Statement, Security Statement, Accessibility, Disclaimer, and Contact Us.

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.

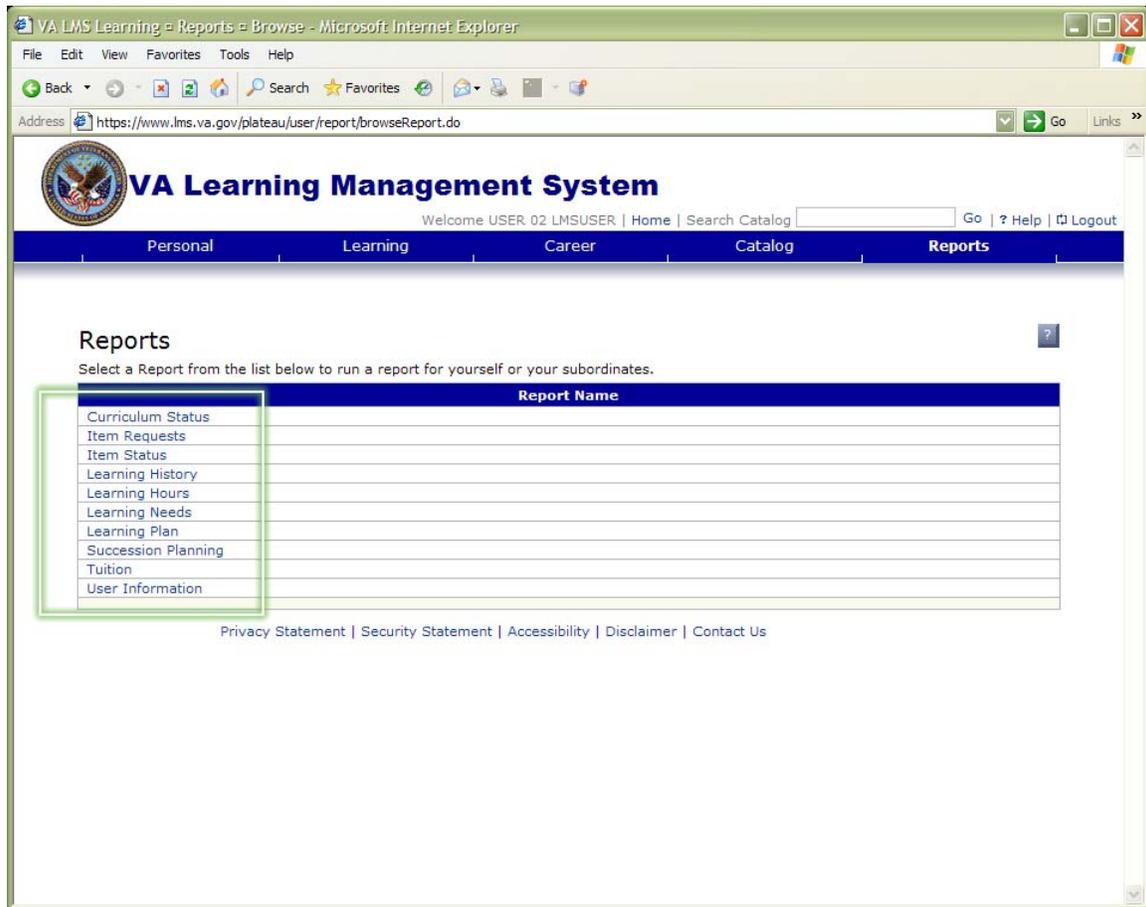
Notice again that the first Sub-Menu item, Browse Catalog, is in bold text to indicate your location. Using this Browse Catalog page, you can explore the catalog, organized by subject area.

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 screenshot shows a web browser window displaying the VA Learning Management System. The address bar shows the URL: <https://www.lms.va.gov/plateau/user/report/browseReport.do>. The page header includes the VA Learning Management System logo and navigation links: Personal, Learning, Career, Catalog, and Reports. The main content area is titled "Reports" and contains a list of report options:

Report Name
Curriculum Status
Item Requests
Item Status
Learning History
Learning Hours
Learning Needs
Learning Plan
Succession Planning
Tuition
User Information

At the bottom of the page, there are links for Privacy Statement, Security Statement, Accessibility, Disclaimer, and Contact Us.

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.

This completes the process.

Main Menu and Sub-Menus Step by Step Guide

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/MainMenu.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.
(VALU_LMSTrainingGroup@va.gov)