



Revisiting Course Contents after Completion

Objectives

By the end of this tutorial, you should be able to do the following:

- Access and review content from completed courses

[Click here to view online tutorial](#)

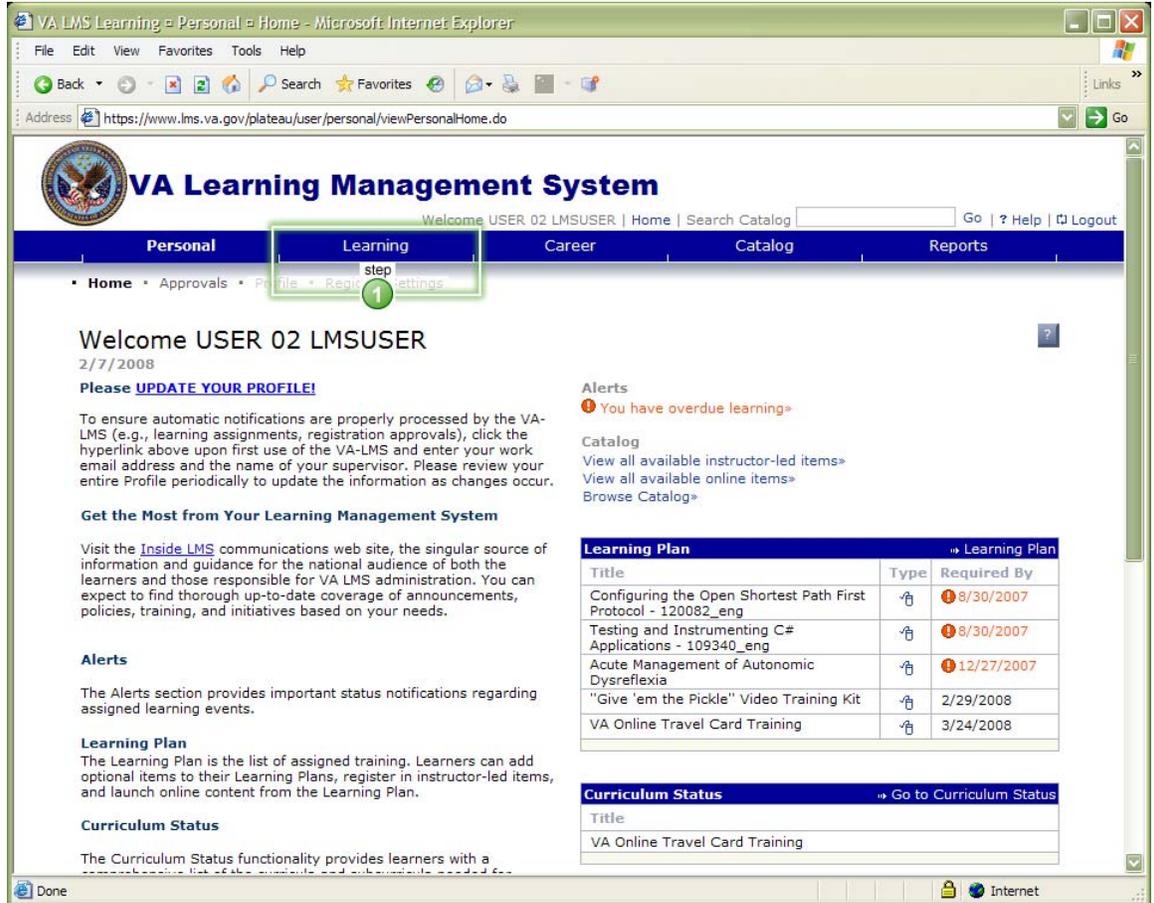
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Place cursor over the task or step and Ctrl + click the task or step to jump directly to it.

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Revisiting Course Contents after Completion

Step 1- Click the Learning link in the Main Menu



Some completed training items in the VA LMS may be revisited later through the user's Learning History page.

To review a completed training item, click the Learning link in the blue Main Menu.

Step 2- Click the Learning History Sub-Menu link

The screenshot shows the VA Learning Management System interface. The top navigation bar includes 'Personal', 'Learning', 'Career', 'Catalog', and 'Reports'. The 'Learning' sub-menu is expanded, showing 'Learning Plan', 'Learning Calendar', 'Current Registrations', 'Curriculum Status', 'Learning History', 'Record Learning', and 'SF-182 Requests'. The 'Learning History' link is highlighted with a green box and a '2' in a green circle. Below the navigation, the 'Learning Plan' page is displayed, featuring a table of learning items with columns for Title, Type, Required By, Status, Action, and Remove.

Title	Type	Required By	Status	Action	Remove
"Give 'em the Pickle" Video Training Kit		2/29/2008	Available	Go to Content	
101 Medication Tips for People with Diabetes			In progress	Go to Content	
Accounting for Corporations - FIN0222			Must be registered	Request Schedule	
Acquisition Forum			Must be registered	Request Schedule	
Acute Management of Autonomic Dysreflexia		12/27/2007	Available	Go to Content	
Configuring the Open Shortest Path First Protocol - 120082_eng		8/30/2007	In progress	Go to Content	
Empowering Patients through Patient Centered Care (CDN)			Not available	Go to Content	
TEST Approval Pro			Available	Go to Content	
TEST-Supervisor Approval Required Item			Must be registered	Request Schedule	
Testing and Instrumenting C# Applications - 109340_eng		8/30/2007	In progress	Go to Content	

From the Learning Sub-Menu, click the Learning History link.

Step 3- Click the Review Content button (if available)

The screenshot shows the VA Learning Management System interface. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, and Reports. Below this is a breadcrumb trail: Learning Plan > Learning Calendar > Current Registrations > Curriculum Status > **Learning History** > Record Learning > SF-182 Requests. The main heading is "Learning History" with a help icon. Below the heading is a paragraph explaining the page's purpose. A table titled "Learning History" contains the following data:

Title	Completion Date	Status	Action
Training Basics	2/1/2008 08:53 AM CST	Complete	Review Content Print Completion Certificate
Revised Title for Testing	12/12/2007 09:20 AM CST	Complete	Print Completion Certificate
Cyber Security Awareness 2008	8/8/2007 10:58 AM CST	Complete	Print Completion Certificate

At the bottom of the page, there are links for Privacy Statement, Security Statement, Accessibility, Disclaimer, and Contact Us. A "step 3" callout points to the "Review Content" button in the first row of the table.

On the fictional Mr. LMSUSER’s Learning History page, in the Action column, only one training item has a Review Content button visible.

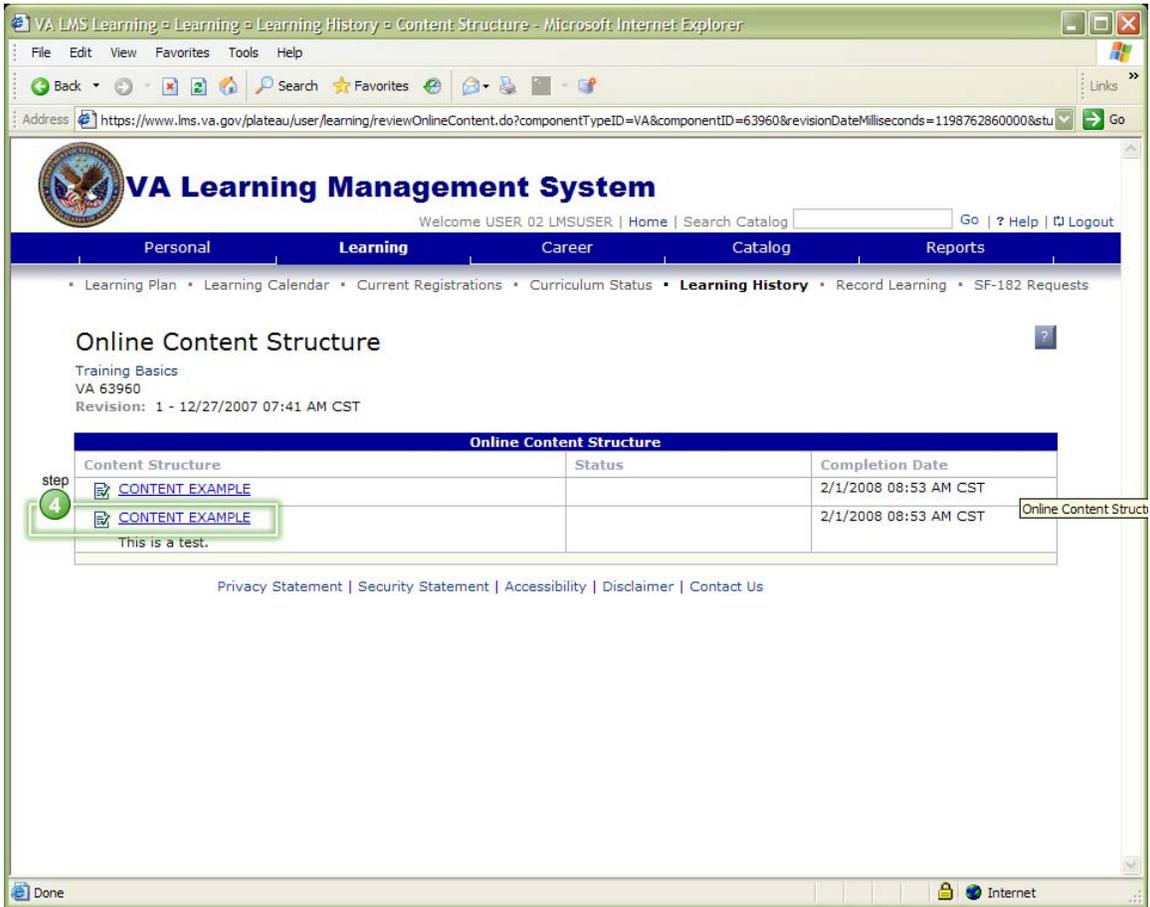
To review the training item, click the Review Content button.

 **Note:** Clicking Review Content opens the original course or item for review. This DOES NOT place the course back on your Learning Plan. The content must still be available online or else error messages are generated. Content may be removed from the VA LMS when it becomes obsolete.

Also, if an external event has been recorded, there will be nothing under the Action section for content or certificates.

For this tutorial, in the Action column for “Training Basics,” click the Review Content button.

Step 4- Click on the link for the content you wish to review

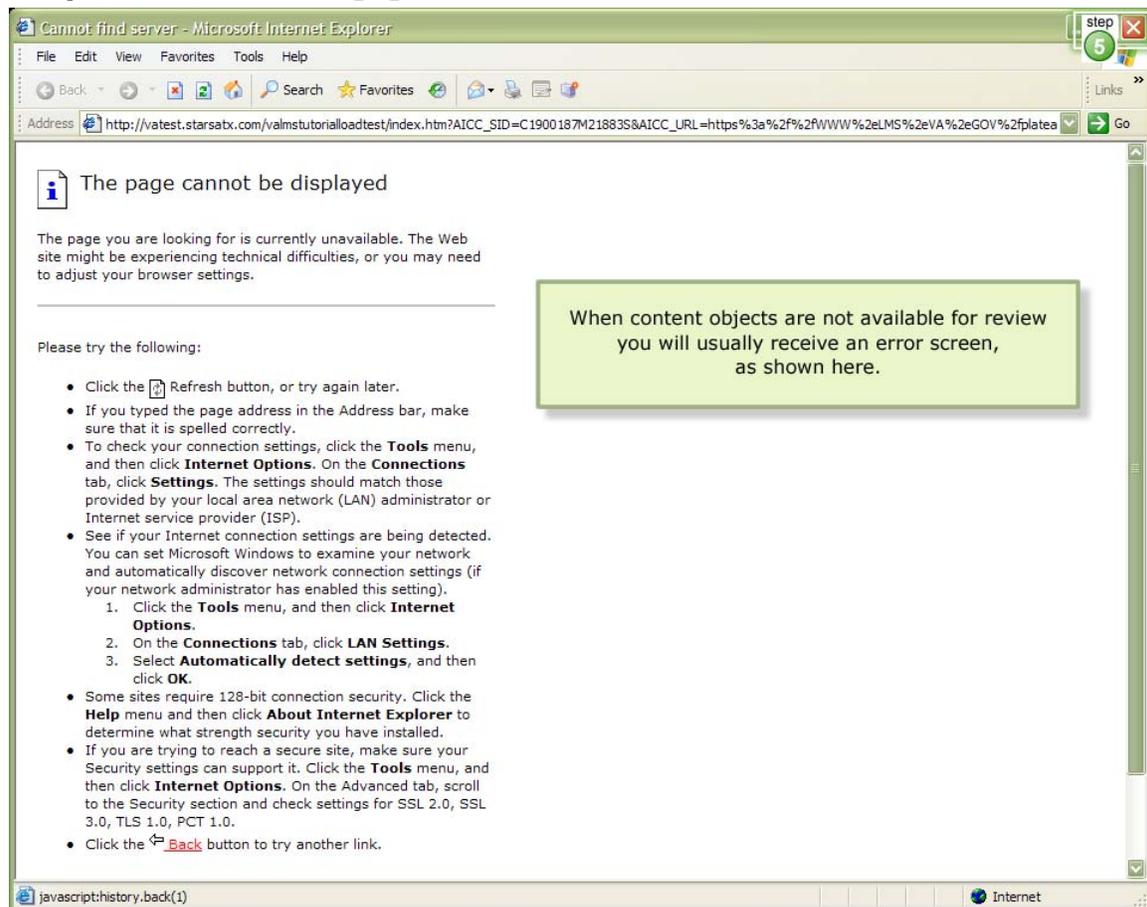


The Online Content Structure screen appears.

If the course is still available, links to the course are displayed on this page.

To review a completed course item, click its corresponding link.

Step 5- Click Close [X] button to close content window



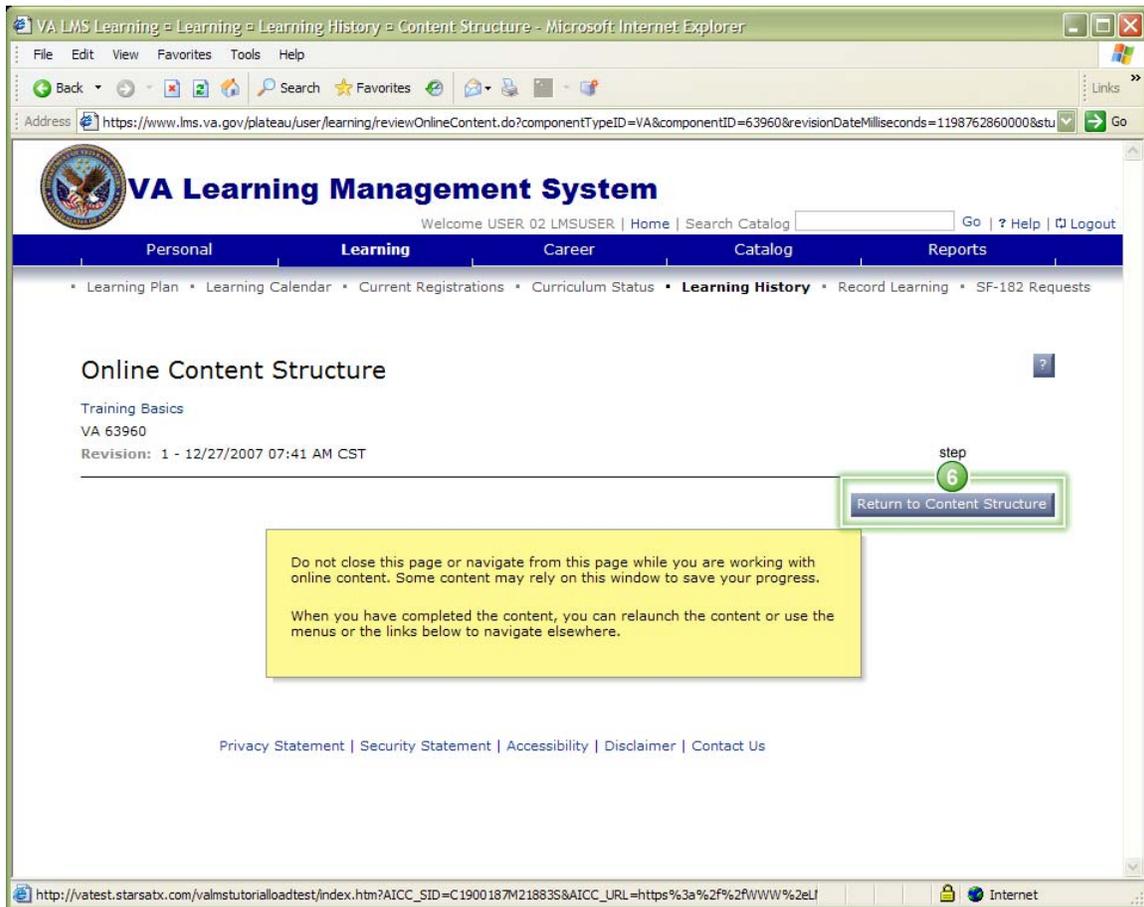
The selected content is presented in a separate window.



Note: Content objects like exams-as in this example-will NOT be available for review.

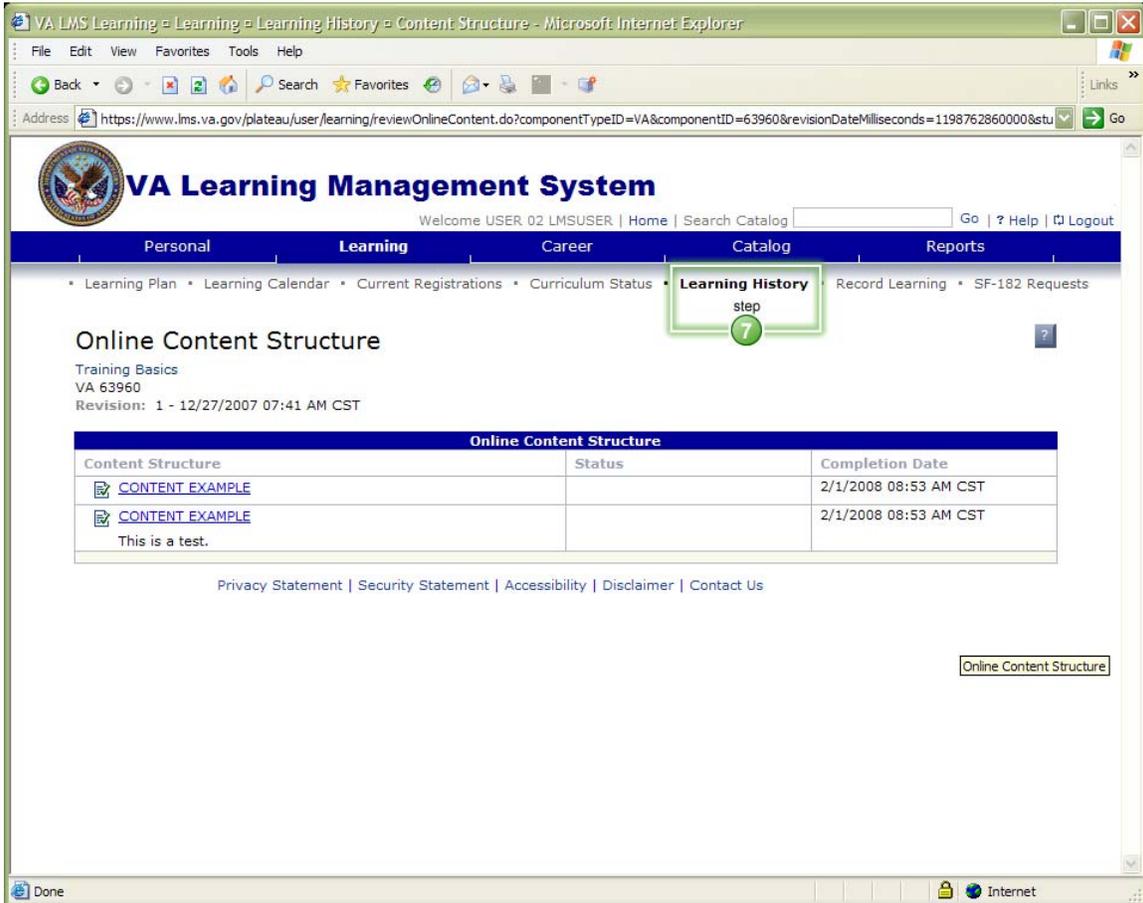
After viewing the online content, close the content window...

Step 6- Click Return to Content Structure button



...and then, on the VA LMS Online Content Structure screen, click the Return to Content Structure button.

Step 7- Click the Learning History Sub-Menu link to return to the Learning History screen



The Online Content Structure screen reappears.

To return to your VA LMS Learning History, click the Learning History Sub-Menu link.

VA Learning Management System

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

Personal Learning Career Catalog Reports

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

Learning History

The Learning History page shows you a summary list of the items that you have completed and the dates the items were completed. To view the details of a specific item in your learning history, simply click the corresponding title of the item. You can sort the list by the Title of the items or the Completion Date of the items on the list.

Title	Completion Date	Status	Action
Training Basics	2/1/2008 08:53 AM CST	Complete	Review Content Print Completion Certificate
Revised Title for Testing	12/12/2007 09:20 AM CST	Complete	Print Completion Certificate
Cyber Security Awareness 2008	8/8/2007 10:58 AM CST	Complete	Print Completion Certificate

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Or, you can select one of the Main Menu Navigation bar links to go elsewhere in the VA LMS.

Let's select the Personal link to again return to the VA LMS homepage.

This completes the task.

Revisiting Course Content(s) after Completion Step by Step Guide

1. Click the Learning link in the Main Menu
2. Click the Learning History Sub-Menu link
3. Click the Review Content button (if available)
4. Click on the link for the content you wish to review
5. Click Close [X] button to close content window
6. Click Return to Content Structure button
7. Click the Learning History Sub-Menu link to return to the Learning History screen

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/003-
ManageYourPersonalAccount/RevisitingCourseContent.htm](http://www.insidelms.va.gov/wbt/003-
ManageYourPersonalAccount/RevisitingCourseContent.htm)
- To access additional VA LMS training resources, please visit
[http://www.insidelms.va.gov/userRoles/vaLMS-user-notebook/vaLMS-notebook-
user.shtm](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)