



Accessing and Viewing Your Learning Plan

Objectives

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

- Access your learning plan
- Recognize the different types of learning and the icons used in the VA LMS to identify each type.

[Click here to view online tutorial](#)

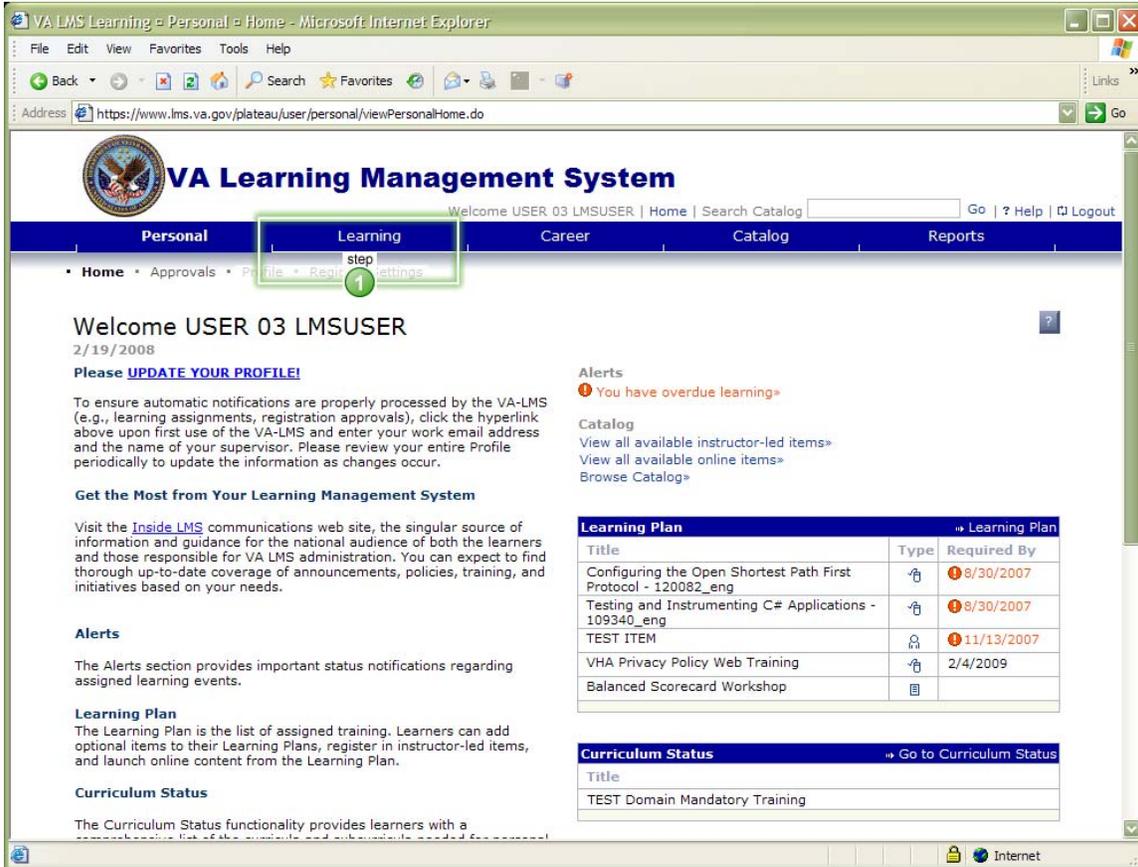
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Accessing and Viewing Your Learning Plan

Step 1 – Click the Learning link



Once you are logged into the VA LMS, click the Learning link in the Main Menu.

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 sub-navigation bar with links for Learning Plan, Learning Calendar, Current Registrations, Curriculum Status, Learning History, Record Learning, and SF-182 Requests. The main content area is titled "Learning Plan" and includes a description: "This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well." There is a "Group Plan by:" dropdown menu set to "None" and a "Field Chooser" button. Below this is a table titled "Learning Plan" with the following columns: Title, Type, Required By, Status, Action, and Remove. The table contains several rows of course items with various icons in the Type column and buttons in the Action column.

Title	Type	Required By	Status	Action	Remove
▶ Configuring the Open Shortest Path First Protocol - 120082_eng	👤	8/30/2007	Available	Go to Content	
▶ Testing and Instrumenting C# Applications - 109340_eng	🖱	8/30/2007	Available	Go to Content	
▶ TEST ITEM	👤🖱	11/13/2007	Must be registered	Request Schedule	
▶ VHA Privacy Policy Web Training	👤	2/4/2009	In progress	Go to Content	
▶ Balanced Scorecard Workshop	📄				🗑
▶ Bridge the Expectations Gap - CUST0173	👤		Available	Go to Content	🗑
▶ ISO Incident Flowchart	👤		Available	Go to Content	🗑
▶ NSQIP: A Program that Improves Patient Safety	👤🖱		Must be registered	Request Schedule	🗑
▶ Sexual Harassment Awareness for Employees - HR0181	👤		In progress	Go to Content	
▶ Test_Teal	👤🖱		Must be registered	Request Schedule	

Your learning plan appears on the screen. In order to use your learning plan as effectively as possible, it is important to understand how your learning plan is designed.

Looking at the columns in your learning plan:

The Title column lists the course titles for each item in your learning plan. These can be items you added to your learning plan yourself or self-assigned.

They can also be items assigned to you by a supervisor or as a mandatory requirement.

In the Type column, you may see several types of icons that represent the different ways that courses are offered:

- An icon of a person’s head and shoulders indicates an instructor-led class
- An icon of a computer mouse indicates an online course
- When the person and the mouse appear together, this indicates a blended training: one that is both instructor-led and has online sections.
- An icon of a typed page indicates training that is not instructor-led or taken online- this category is called Other.



Note: This type of training also presents an additional button in the Action column, the Order button.

The screenshot shows the VA Learning Management System interface. The main heading is "VA Learning Management System" with a welcome message for "USER 03 LMSUSER". The navigation menu includes "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning Plan" section is active, displaying a list of training items. The table below is a detailed view of the Learning Plan.

Title	Type	Required By	Status	Action	Remove
▶ Configuring the Open Shortest Path First Protocol - 120082_eng	🔒	8/30/2007	Available	Go to Content	
▶ Testing and Instrumenting C# Applications - 109340_eng	🔒	8/30/2007	Available	Go to Content	
▶ TEST ITEM	🔒	11/13/2007	Must be registered	Request Schedule	
▶ VHA Privacy Policy Web Training	🔒	2/4/2009	In progress	Go to Content	
▶ Balanced Scorecard Workshop	🔒				🗑️
▶ Bridge the Expectations Gap - CUST0173	🔒		Available	Go to Content	🗑️
▶ ISO Incident Flowchart	🔒		Available	Go to Content	🗑️
▶ NSQIP: A Program that Improves Patient Safety	🔒		Must be registered	Request Schedule	🗑️
▶ Sexual Harassment Awareness for Employees - HR0181	🔒		In progress	Go to Content	
▶ Test_Teal	🔒		Must be registered	Request Schedule	

The Required By column lets you know the date by which this training item must be completed.

The Status column indicates whether each training item is in progress, available, pending approval, etc.

The Action column provides you with a button labeled with an action you can take for each training item on your learning plan. These include Go to Content and Request Schedule, Request Approval, etc.

Finally, the Remove column displays a clickable trash can icon when you are permitted to remove training items from your learning plan.

Now that we are familiar with the basic features and layout of the Learning Plan, let's return to the home page.

VA Learning Management System

Welcome USER 03 LMSUSER | Home | Search Catalog | Go | ? Help | Logout

Personal Learning Career Catalog Reports

• Home • Approvals • Profile • Regional Settings

Welcome USER 03 LMSUSER
2/19/2008

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 courses and sub-courses needed for...

Alerts
You have overdue learning»

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

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
TEST ITEM	📄	11/13/2007
VHA Privacy Policy Web Training	📄	2/4/2009
Balanced Scorecard Workshop	📄	

Curriculum Status

Title
TEST Domain Mandatory Training

The VA LMS home page provides a snapshot of your learning plan for quick reference. This snapshot provides a quick glimpse of some of the information available in your full learning plan, such as the Title, Type, and Required By sections of your learning plan.



Notice that the icons which represent the different ways that courses are offered are also visible in this snapshot.

Accessing your learning plan and becoming comfortable with the way it has been designed for you to use is key to managing your own learning in the VA LMS.

This completes the process.

Accessing and Viewing Your Learning Plan Step by Step Guide

1. Click the Learning link



Instructor Led training icon: training that is directed and led by an instructor.



Online training icon: training that is online.



Blended training icon: training that is both instructor-led and has online sections.



Other training icon: training that is not instructor-led or taken online.

- **Required By** column: lists date item must be completed by.
- **Status** column: indicates training item status (in progress, available, etc.)
- **Action** column: provides buttons for available actions for each item (Go to Content, etc.)
- **Remove** column: displays trash can icon for courses that can be removed.



Trash Can icon: clicking this icon will begin the process of removing an item from you learning plan.

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/004-YourLearningPlan/AccessViewLP.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)