



Adding Training to your Learning Plan using the Advanced Catalog Search

Objectives

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

- Access and use the following Catalog tool provided in the VA LMS to search for training and add to your learning plan: Advanced Catalog Search.

[Click here to view online tutorial](#)

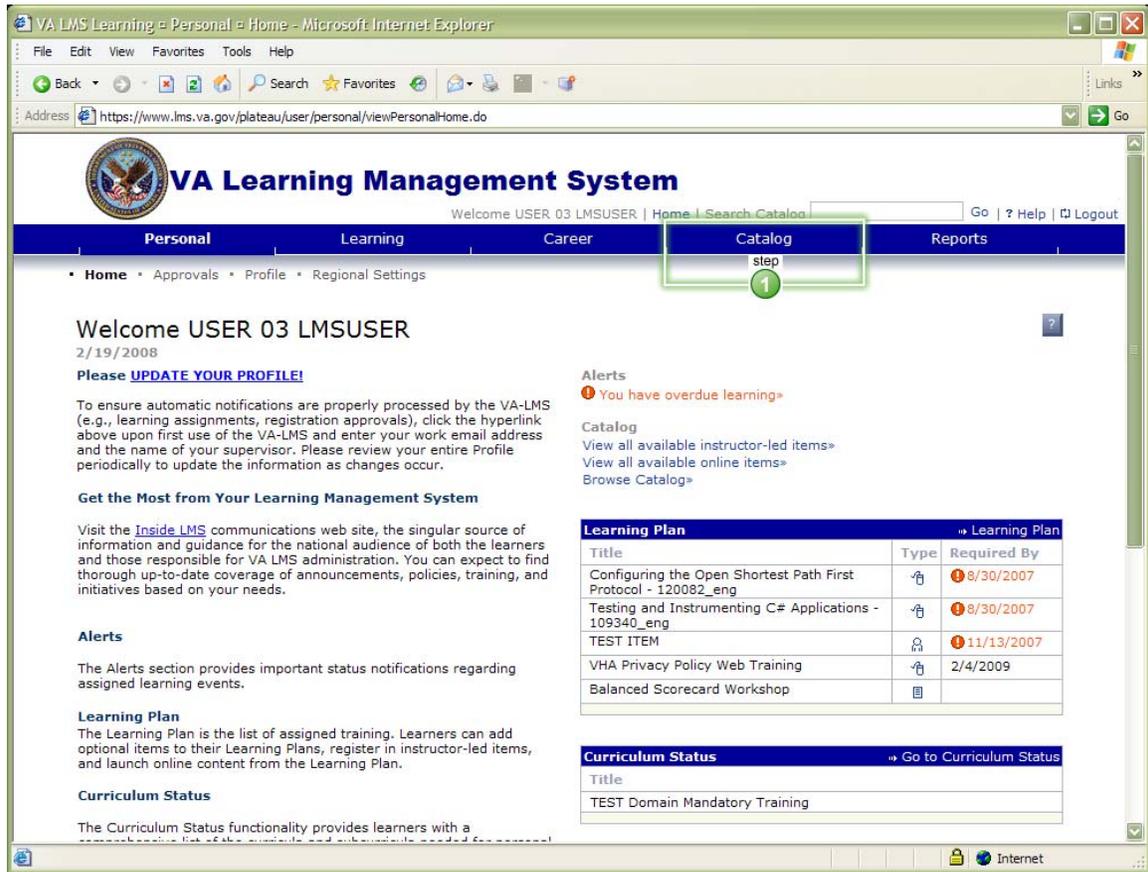
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Adding Training to your Learning Plan using the Advanced Catalog Search

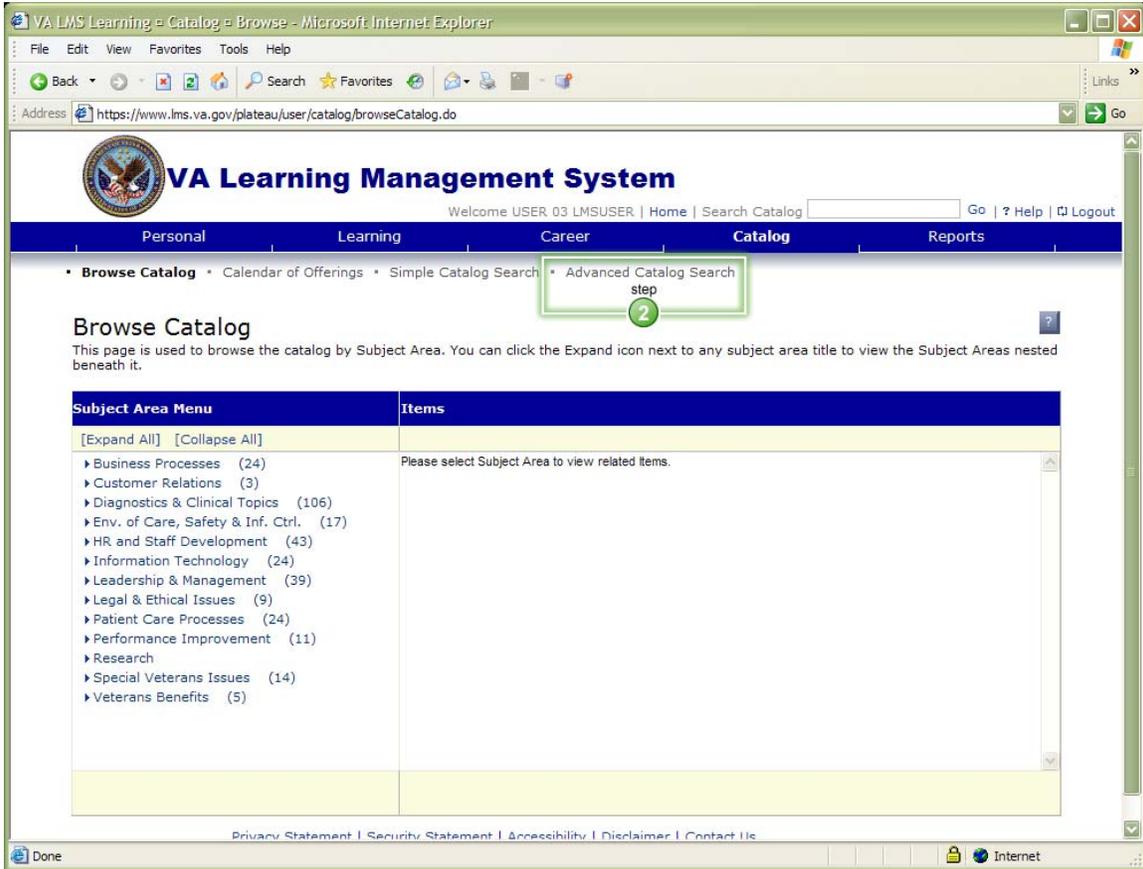
Step 1 – Click the Catalog link



To conduct a very specific search for training items, access the VA LMS Advanced Catalog Search tool. This search tool allows you to set specific criteria to narrow your search and help find the desired training.

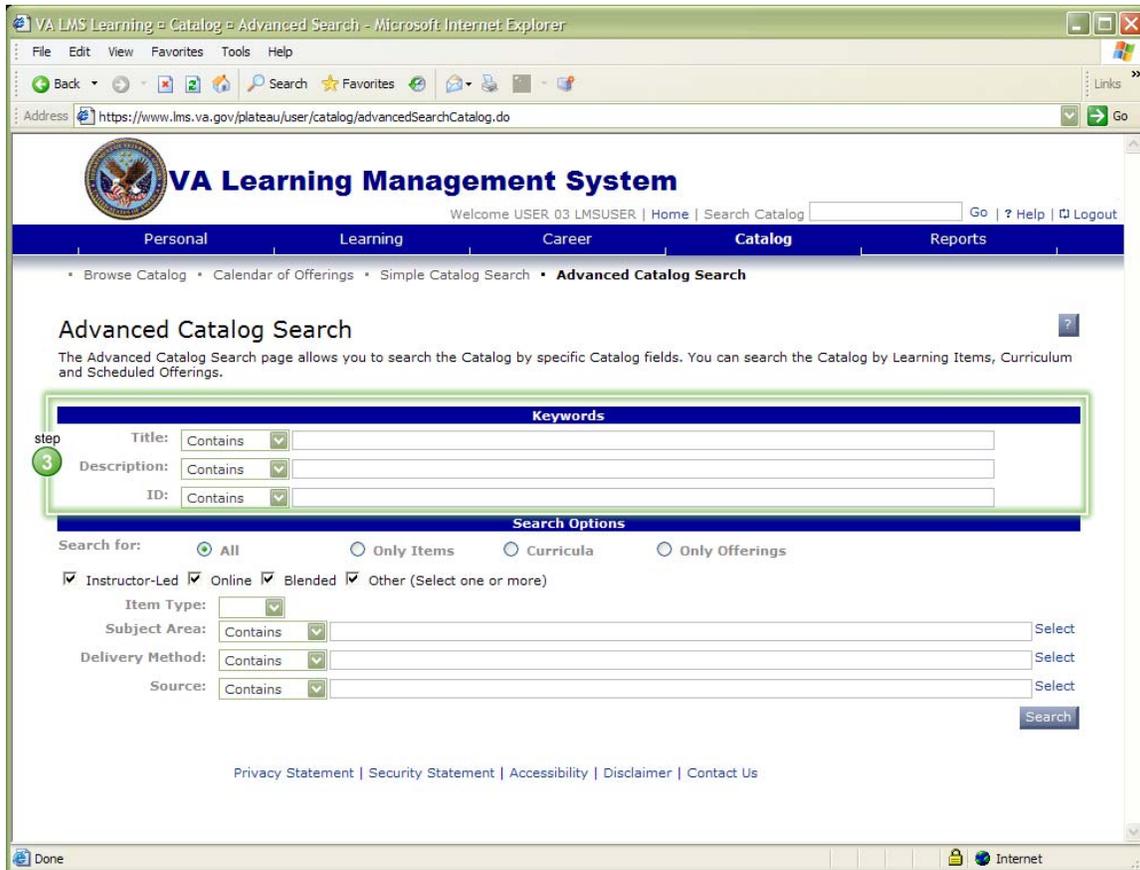
To do this, click the Catalog link in the Main Menu.

Step 2 – Click the Advanced Catalog Search link in the Sub-Menu



Next, click the Advanced Catalog Search link in the Sub-Menu.

Step 3 – Complete the Keywords information section as appropriate for what you know about the course you are looking for



This opens the Advanced Catalog Search page.

The Advanced Catalog Search page allows you to search for courses under several different criteria including: keywords in the Title, Course Description, or the ID.

Step 4 – Set the Search Options section criteria as appropriate for the advanced search you are requesting

The screenshot shows the VA Learning Management System interface. The browser title is "VA LMS Learning - Catalog - Advanced Search - Microsoft Internet Explorer". The address bar shows "https://www.lms.va.gov/plateau/user/catalog/advancedSearchCatalog.do". The page header includes "VA Learning Management System" and "Welcome USER 03 LMSUSER | Home | Search Catalog | Go | ? Help | Logout". The navigation menu includes "Personal", "Learning", "Career", "Catalog", and "Reports". The "Catalog" menu is active, showing "Browse Catalog", "Calendar of Offerings", "Simple Catalog Search", and "Advanced Catalog Search".

The "Advanced Catalog Search" section includes a "Keywords" section with fields for "Title", "Description", and "ID", each with a "Contains" dropdown menu. Below this is the "Search Options" section, which is highlighted with a green box. It includes "Search for:" options: "All" (selected), "Only Items", "Curricula", and "Only Offerings". There are also checkboxes for "Instructor-Led", "Online", "Blended", and "Other (Select one or more)". A "step 4" label is next to the "Item Type:" dropdown menu. Below these are fields for "Subject Area", "Delivery Method", and "Source", each with a "Contains" dropdown menu and a "Select" button. A "Search" button is at the bottom right of the form.

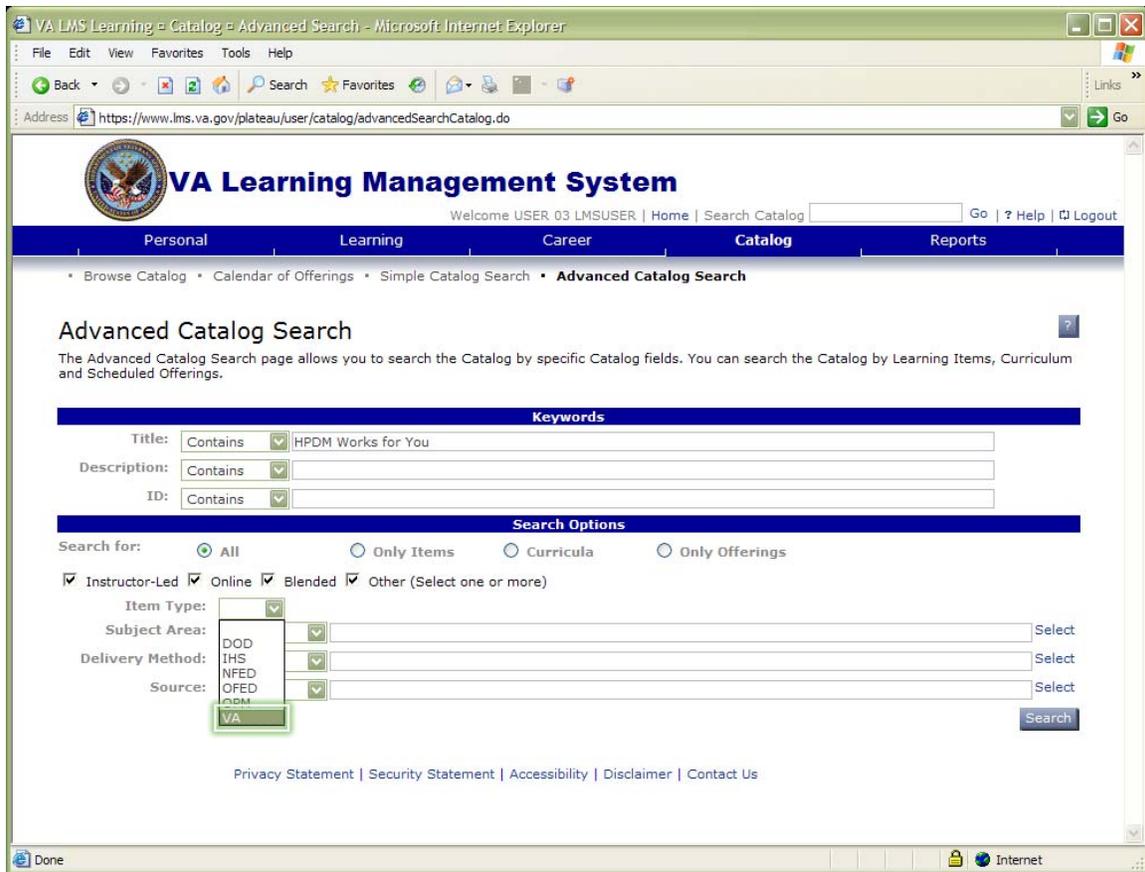
At the bottom of the page, there are links for "Privacy Statement", "Security Statement", "Accessibility", "Disclaimer", and "Contact Us".

The Advanced Catalog Search also provides Search Options for the Item Type, Subject Area, Delivery Method, or Source.

You may choose to search for Items, Offerings, Curricula or All and select the types of training for which you are searching: Instructor-Led, Online, Blended, and Other.

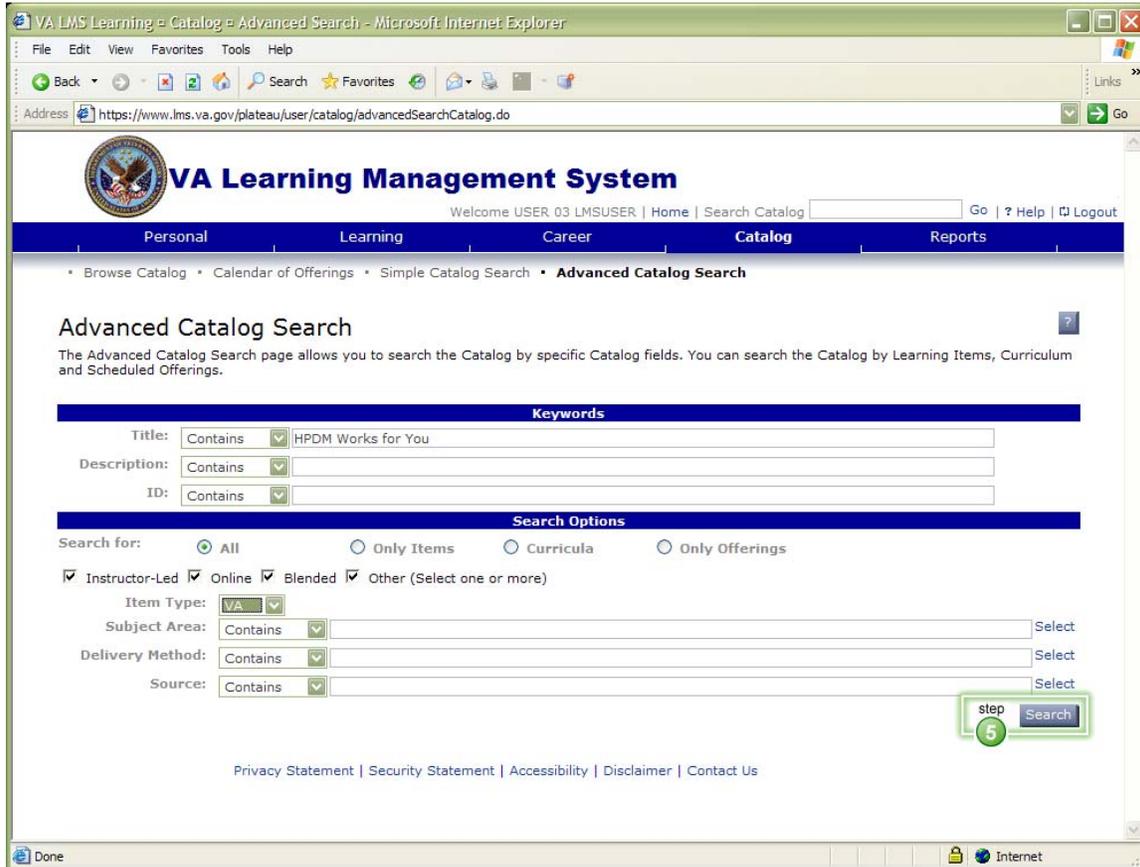
As an example, Mr. LMSUSER's supervisor has recommended that Mr. LMSUSER take the "HPDM Works for You" training course. Mr. LMSUSER enters the course name in the Keywords section of the Title field.

He leaves the Search for: options set to their defaults.



He knows that this is a VA course, so he chooses VA from the Item Type drop down list box.

Step 5 – Click the Search button



Finally, he clicks the Search button.

Step 6 – Click the Go to Content button to add item to your learning plan immediately or click the Add to Learning Plan button to add the training to your learning plan and view the content later

The screenshot shows the VA Learning Management System interface. The browser window title is "VA LMS Learning - Catalog - Search Results - Microsoft Internet Explorer". The address bar shows "https://www.lms.va.gov/plateau/user/catalog/routeAdvancedSearchCriteria.do". The page header includes the VA Learning Management System logo and navigation links: "Welcome USER 03 LMSUSER | Home | Search Catalog | Go | ? Help | Logout". The main navigation bar has tabs for "Personal", "Learning", "Career", "Catalog", and "Reports". The "Catalog" tab is active, and the breadcrumb trail is "Browse Catalog > Calendar of Offerings > Simple Catalog Search > Advanced Catalog Search".

The "Search Results" section contains the following text:

Below are the results of your Search. Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search by clicking the **Refine Search** link at the top of the page.

[-- Refine Search](#)

Advanced

Below are the results of your Search. Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search using the search form above.

The "Catalog Search Results" table is as follows:

Title	Type	Price (\$)	Status	Action
HPDM Works for You		0.00	--	Go to Content Add to Learning Plan

A green box highlights the "Go to Content" and "Add to Learning Plan" buttons. A "step 6" callout points to the "Go to Content" button. At the bottom of the page, there are links for "Privacy Statement", "Security Statement", "Accessibility", "Disclaimer", and "Contact Us".

The Catalog Search Results are displayed.



Note: To learn more about the course, click the course title.

Clicking the Go to Content button will open training item content immediately and automatically add the item to your learning plan.

To take this course at a later time, click the Add to Learning Plan button. This will add the course to your learning plan. This allows you to return at a later time and launch the course from your learning plan.

For this tutorial, Mr. LMSUSER clicks the Add to Learning Plan button.

The screenshot shows the VA Learning Management System interface. The user is logged in as 'USER 03 LMSUSER'. The 'Learning Plan' section is active, displaying a list of items. The 'HPDM Works for You' item is highlighted with a green box. The table below shows the details of the items in 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	
▶ Advancing Your Service Expertise - CUST0104	🔒		Available	Go to Content	🗑️
▶ Balanced Scorecard Workshop	🔒		Available	Go to Content	🗑️
▶ Bridge the Expectations Gap - CUST0173	🔒		Available	Go to Content	🗑️
▶ Electrical Safety Awareness - SAH0419	🔒		Available	Go to Content	🗑️
▶ General Employee Privacy Awareness	🔒		Available	Go to Content	🗑️
▶ HPDM Works for You	🔒		Available	Go to Content	🗑️

The VA LMS opens Mr. LMSUSER’s learning plan and the course “HPDM Works for You” has been added.

Now, Mr. LMSUSER may log out of the VA LMS or continue using the VA LMS as needed.

This completes the process.

Adding Training to your Learning Plan using the Advanced Catalog Search Step by Step Guide

1. Click the Catalog link
2. Click the Advanced Catalog Search link in the Sub-Menu
3. Complete the Keywords information section as appropriate for what you know about the course you are looking for
4. Set the Search Options section criteria as appropriate for the advanced search you are requesting
5. Click the Search button
6. Click the Go to Content button to add item to your learning plan immediately or click the Add the Learning Plan button to add the training to your learning plan and view the content later

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/AddingItemLP-Advanced.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)