



Adding Items to your Learning Plan using the Browse Catalog

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: Browse Catalog feature.

[Click here to view online tutorial](#)

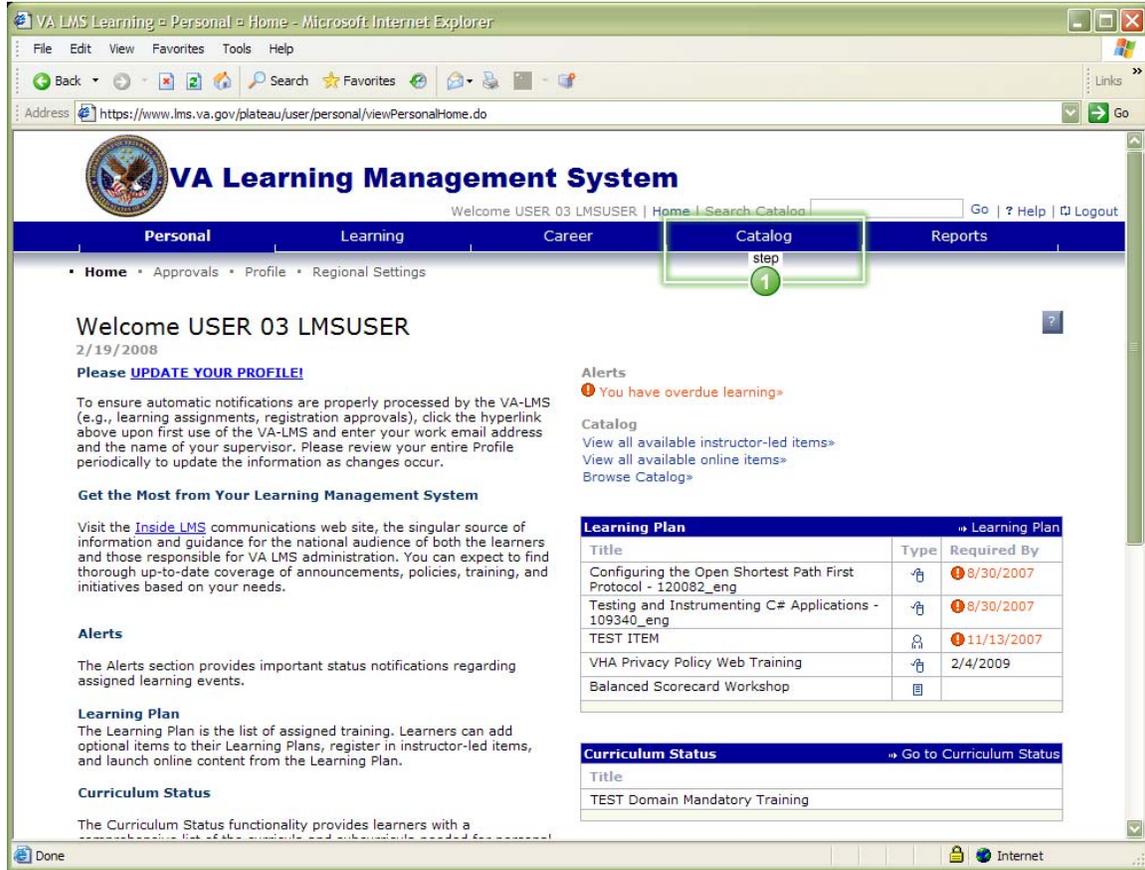
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Place cursor over the task or step and Ctrl + click the task or step to jump directly to it.

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Adding Items to your Learning Plan using the Browse Catalog

Step 1 – Click the Catalog link



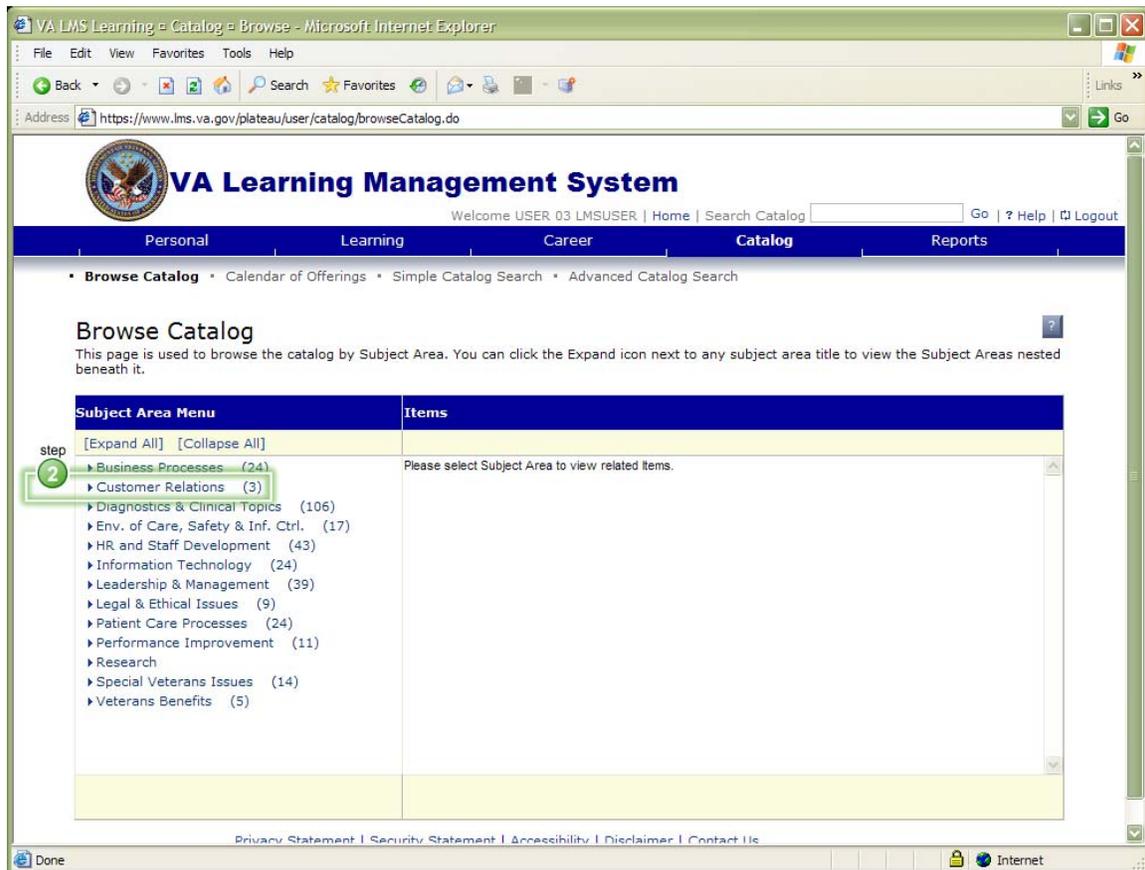
The VA LMS allows users to search for training items by using the Browse Catalog feature.



Note: Using the Browse Catalog feature, you can also find curricula--something that's not possible using the Search Catalog tool.

Click the Catalog link in the blue Main Menu.

Step 2 – Click on the appropriate subject area for your search

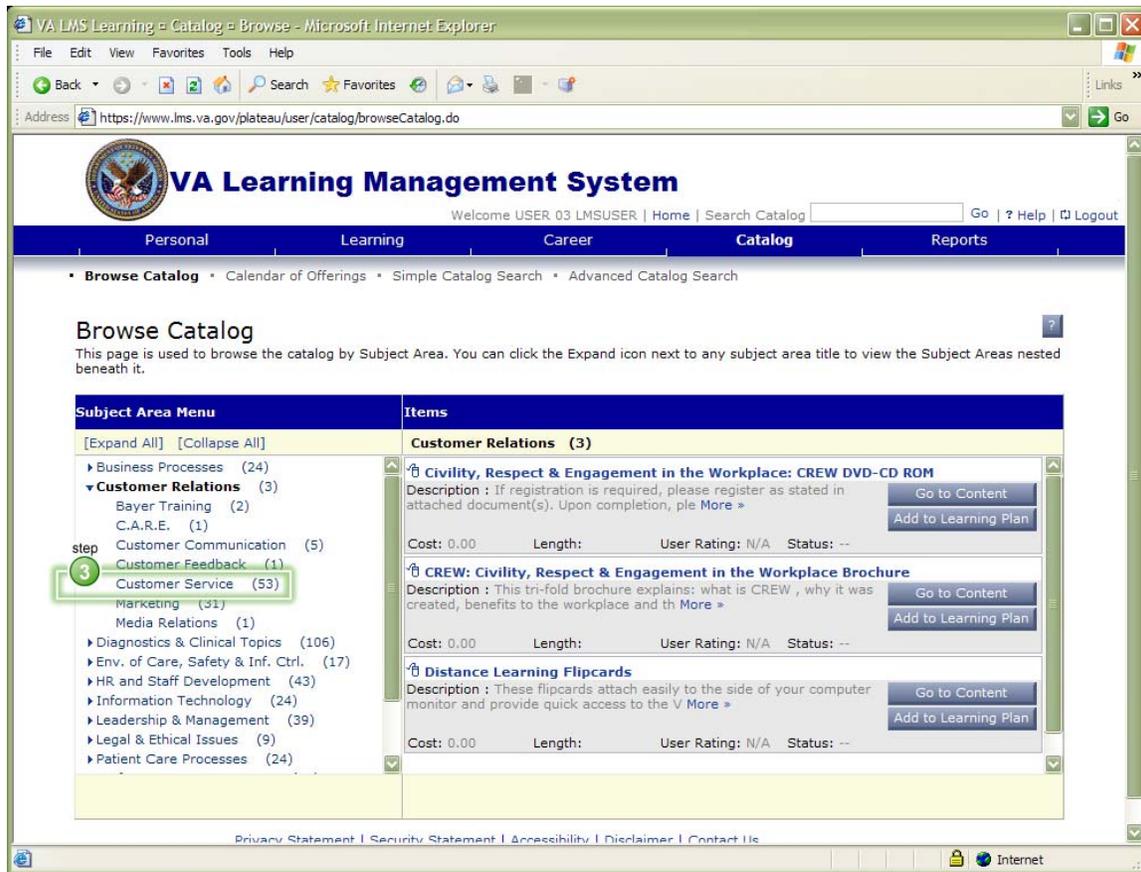


This takes you to the Browse Catalog screen. From this screen, you can browse the catalog in the column labeled Subject Area Menu.

Or, you can select Simple Catalog Search or Advanced Catalog Search in the Catalog Sub-Menu.

For this tutorial, our training user, Mr. LMSUSER, clicks the Customer Relations subject area link to search for training items available for this topic.

Step 3 – From the drop down of the main subject area, select the topic link that is most representative of the training you are searching for



This displays a sub-menu of detailed categories within Customer Relations. Mr. LMSUSER clicks on the Customer Service link.

Step 4 – Browse available training items

The screenshot shows the VA Learning Management System interface. The browser window title is "VA LMS Learning - Catalog - Browse - Microsoft Internet Explorer". The address bar shows "https://www.lms.va.gov/plateau/user/catalog/browseCatalog.do". The page header includes the VA Learning Management System logo and navigation links: "Personal", "Learning", "Career", "Catalog", and "Reports". A search bar and "Go" button are present. The main content area is titled "Browse Catalog" and includes a "Subject Area Menu" on the left. The "Customer Service (53)" category is expanded, showing a list of training items. The table below shows the details for these items:

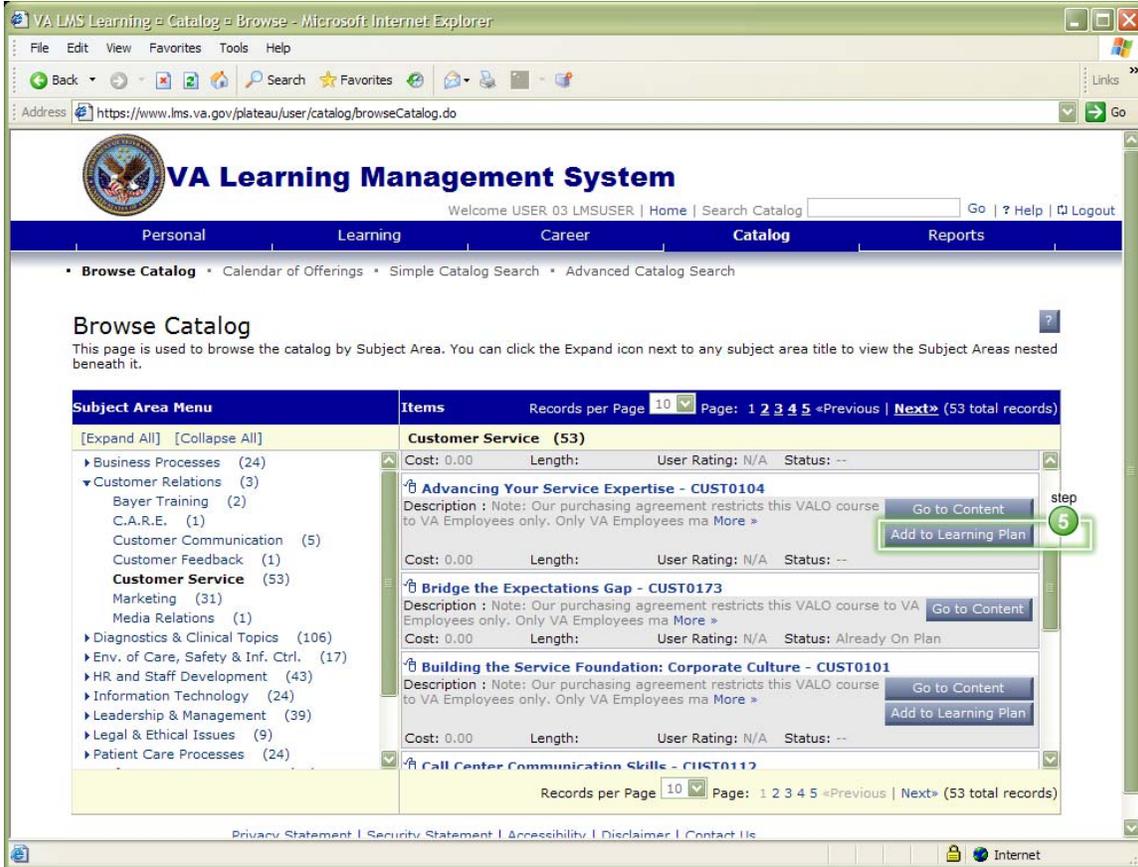
Item Title	Cost	Length	User Rating	Status
Advancing Your Service Expertise - CUST0104	0.00		N/A	--
Bridge the Expectations Gap - CUST0173	0.00		N/A	Already On Plan
Building the Service Foundation: Corporate Culture - CUST0101	0.00		N/A	--
Call Center Communication Skills - CUST0112	0.00		N/A	--

Displayed to the right are specific courses for this topic.



Note: Again, at the top and bottom of the table is navigation allowing you to move from one page to the next or to jump to a specific page.

Step 5 – Click the Add to Learning Plan button to add desired courses to your Learning Plan



On page 1, Mr. LMSUSER finds the item titled “Advancing Your Service Expertise.” He has heard many good things about this training and decides to add it to his learning plan by clicking 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 navigation menu includes Personal, Learning, Career, Catalog, and Reports. The Learning Plan section is active, displaying a list of items assigned to the user. The course 'Advancing Your Service Expertise - CUST0104' is highlighted in green, indicating it has been successfully added to 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					
Bridge the Expectations Gap - CUST0173			Available	Go to Content	
Electrical Safety Awareness - SAH0419			Available	Go to Content	
ISO Incident Flowchart			Available	Go to Content	
NSQIP: A Program that Improves Patient Safety			Must be registered	Request Schedule	

Mr. LMSUSER is taken to his learning plan. The course “Advancing Your Service Expertise” has been added to his learning plan and is listed as Available.

Now that the course has successfully been added to the learning plan, Mr. LMSUSER can log out of the system or continue using the VA LMS.

This completes the process.

Adding Item to your Learning Plan using the Browse Catalog Step by Step Guide

1. Click the Catalog link
2. Click on the appropriate subject area for your search
3. From the drop down of the main subject area, select the topic link that is most representative of the training you are searching for
4. Browse available training items
5. Click the Add to Learning Plan button to add desired courses to your 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/AddingItemLP-Browse.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)