



Adding Items to your Learning Plan using the Search Catalog tool

Objectives

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

- Use the Search Catalog tool in the Upper Menu to find training and add it to your learning plan.

[Click here to view online tutorial](#)

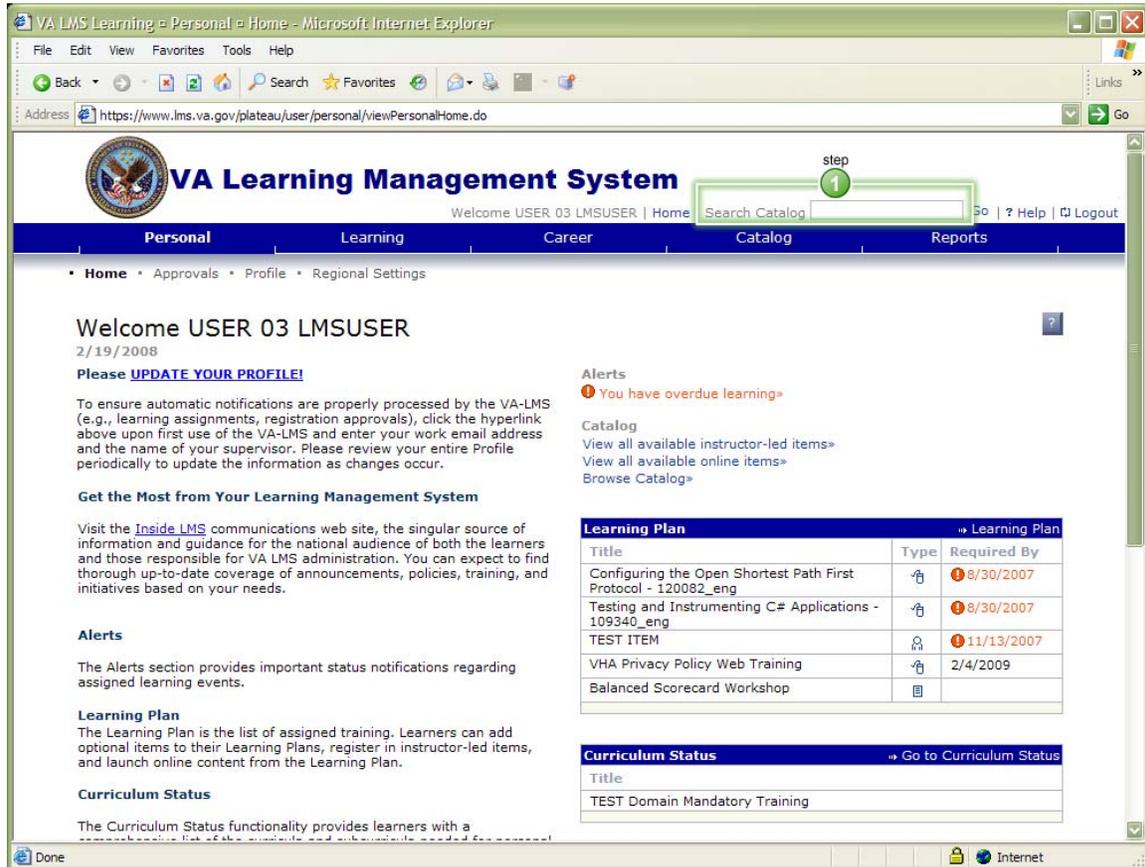
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Place cursor over the task or step and Ctrl + click the task or step to jump directly to it.

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Adding items to your Learning Plan using the Search Catalog tool

Step 1 – Type the word you wish to search in the Search Catalog field



To add items to your learning plan, you must first locate and select the training item.

The VA LMS provides several ways to search for training items, including using the Upper Menu Search Catalog tool, using the Browse Catalog feature, and by conducting a Simple or Advanced Catalog Search.

Let's take a look at how to find training items and add these to your learning plan using each of these VA LMS search features. From the home page, you can enter a word in the Search Catalog field at the top of the page.



Note: This field only enables a search for items, not for curricula.

To demonstrate, the training user, named USER LMSUSER, types the word “safety” into the Search Catalog field.

Step 2 – Click the Go button

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 modules and sub-modules needed for

Alerts

- You have overdue learning»

Catalog

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

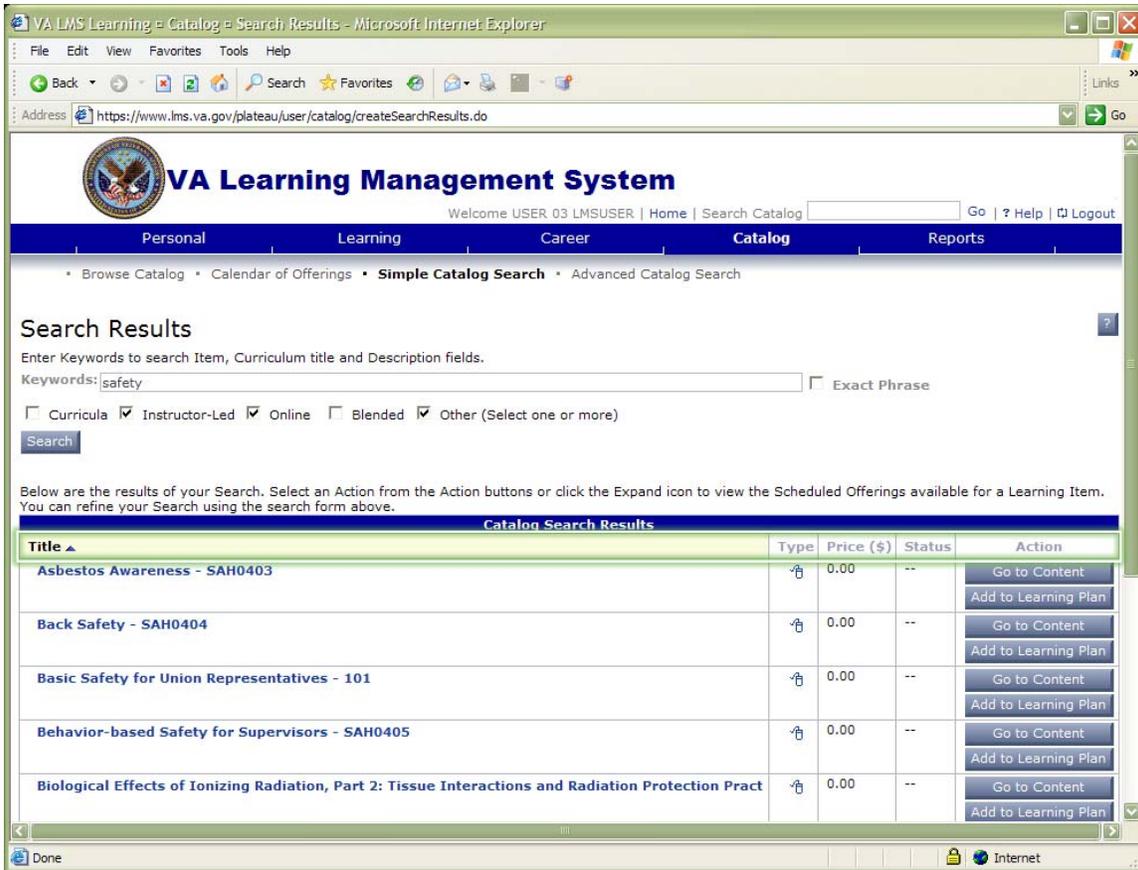
Learning Plan → Learning Plan

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

Curriculum Status → Go to Curriculum Status

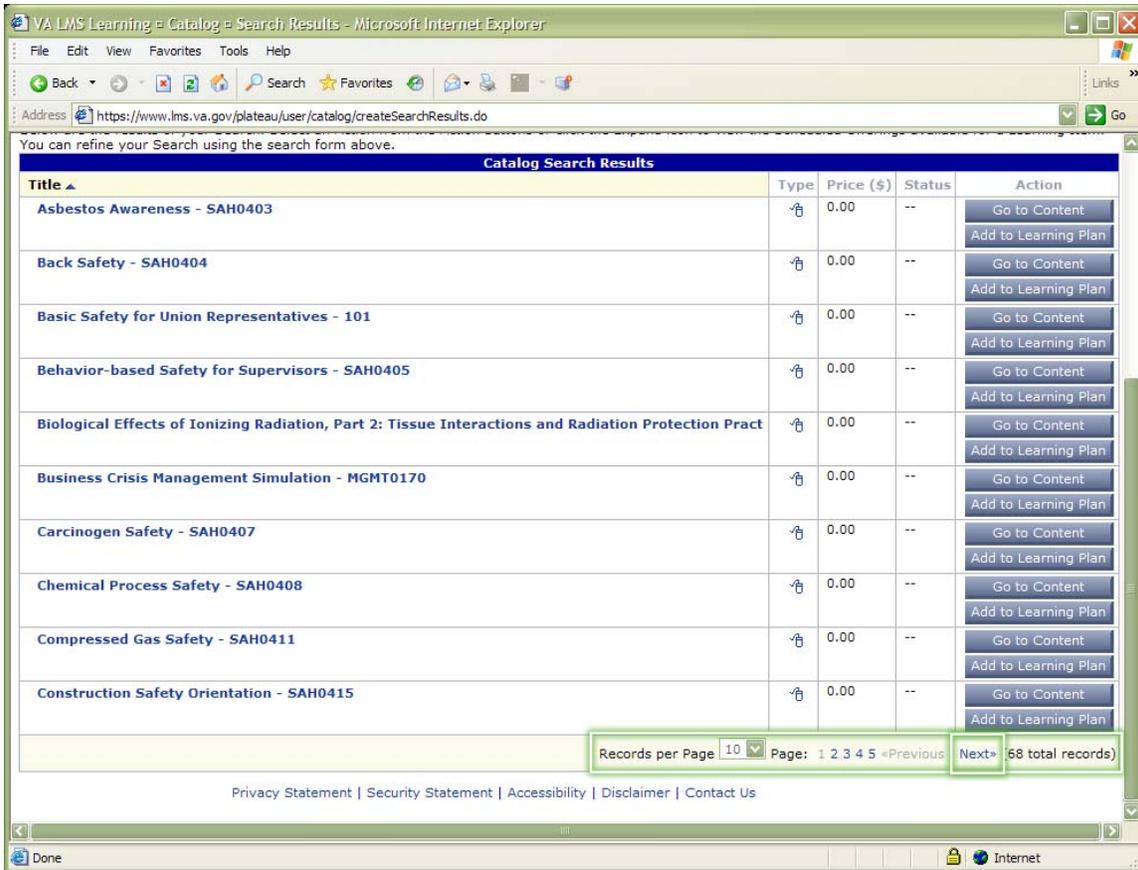
Title
TEST Domain Mandatory Training

Then click the Go button.



The Search Results page displays, listing courses based on the VA LMS’s text search for the word “safety” in the Titles and/or Description fields of all items available to you in the VA LMS.

For each course, there is a title, an icon that indicates the type of course, a column listing any price associated with the course, your status in the course, and in the last column, an option to add the course to your learning plan or to go to the content of the course.



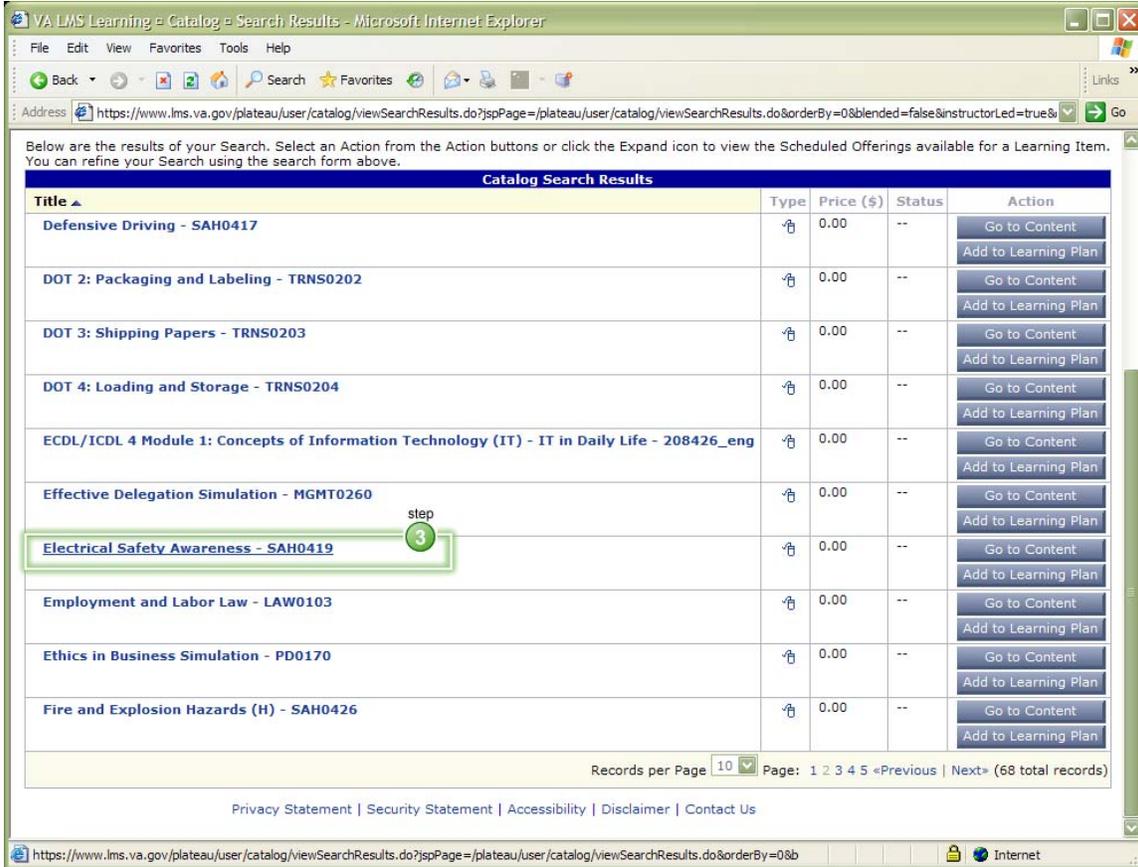
In the bottom right-hand corner of this Search Results page, Mr. USER LMSUSER is currently viewing the first 10 records, or training items, that were found for his search. This view can be adjusted by clicking the down arrow on the drop down list box provided, then selecting the number of search results you want to see on one page.

This search returned all records for the keyword “safety.” Mr. LMSUSER can view additional records by clicking on a specific page number link, or by using the Next or Previous links to navigate forward a page or back a page to view search results.

The number of search results will vary from user to user depending on the number of related items available in their assigned catalogs.

In this example, Mr. LMSUSER is searching for a course on electrical safety. He finds nothing to meet his needs on this page, so he clicks the Next link to view the next page of search results.

Step 3 – Click the course title to obtain more information about the course



Mr. LMSUSER finds a course called "Electrical Safety Awareness." Often when browsing for a course, you need to obtain more information about a course before adding it to your learning plan.

To do this, you can click the course title for more information.

Step 4 - Click the Add to Learning Plan button or Go to Content button as appropriate

The screenshot shows the VA Learning Management System interface. The page title is "Item Details" for the course "Electrical Safety Awareness - SAH0419". The course ID is NFED 27223, and the revision is 5/17/2006 11:04 AM EST. The description notes that the course is restricted to VA Employees and focuses on electrical safety. The page includes fields for Length, Audience, Contact, Training Non Duty Hours, Source, Learning Hours, Goals, Credit Hours, and Delivery Method. There are also sections for Subject Areas, Prerequisites, Substitutes, Competencies, and Related Documents, all showing 0 Found. A green box highlights the "Add to Learning Plan" button, with a "step 4" indicator below it. The "Go to Content" button is also visible.

This opens the Item Details page. This page provides additional information about the course. From here, Mr. LMSUSER learns that the course is an awareness-level course that discusses how to work safely with electricity.

This is what he needs, so he now has two options. If ready to start the course, he can click the Go to Content button. Selecting this opens the training item content and automatically adds this to his learning plan.

To take this course at a later time, he can click the Add to Learning Plan button. This adds the course to his learning plan and gives him the ability to launch the course from within his learning plan.

Mr. LMSUSER doesn't have time to start the course today but wants to add it to his learning plan for later. He clicks the Add to Learning Plan button.

The screenshot shows the VA Learning Management System interface. The page title is "VA Learning Management System" and the user is identified as "USER 03 LMSUSER". The page is titled "Learning Plan" and displays a list of learning items. The "Electrical Safety Awareness - SAH0419" course is highlighted with a green box.

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	🗑️
▶ 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	🗑️
▶ Sexual Harassment Awareness for Employees - HR0181	🔗		In progress	Go to Content	

The Learning Plan page is displayed. Notice that the “Electrical Safety Awareness” course has been added.

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

This completes the process.

Adding items to your Learning Plan using the Search Catalog tool Step by Step Guide

1. Type the word you wish to search in the Search Catalog field
2. Click the Go button
3. Click course title to obtain more information about the course
4. Click the Add to Learning Plan button or Go to Content button as appropriate

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-Search.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)