



# Adding Items to your Learning Plan using the Simple 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: Simple Catalog Search.

[Click here to view online tutorial](#)

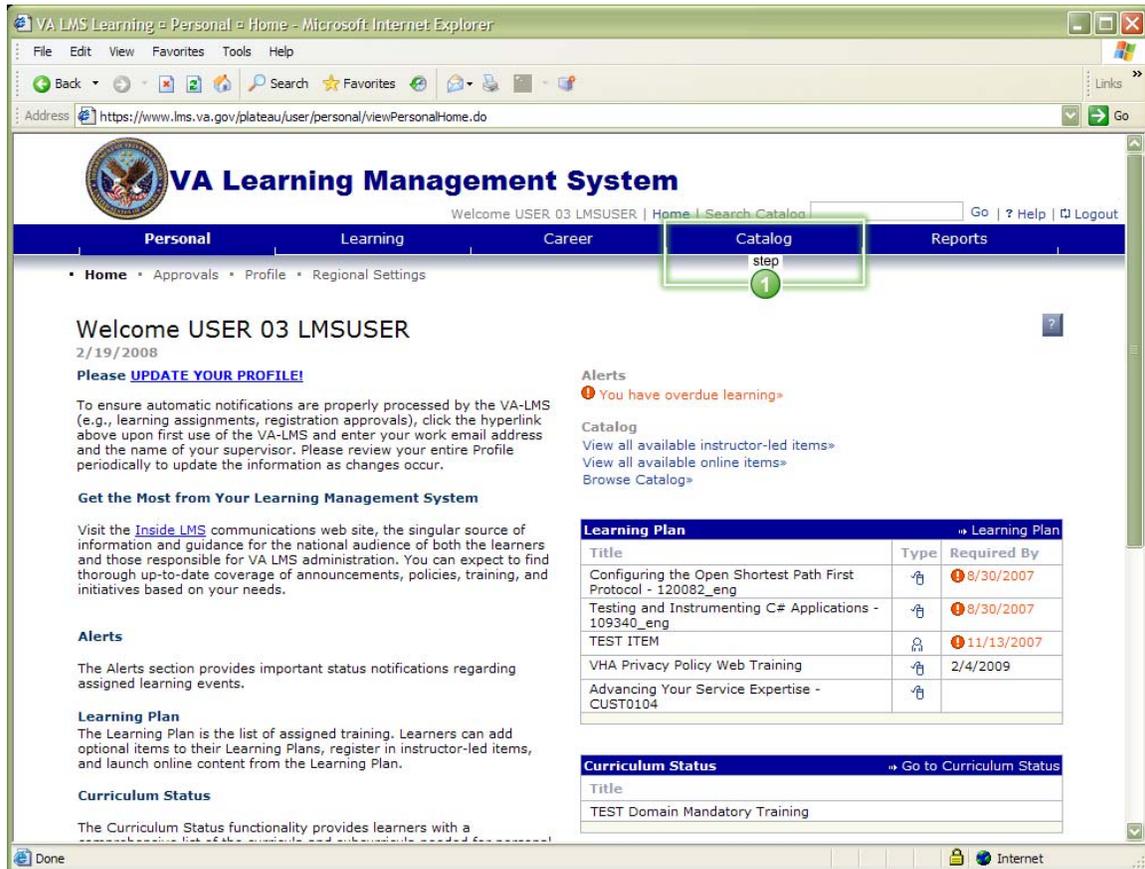
## Table of Contents

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

Adding Items to your Learning Plan using the Simple Catalog Search .....	1
Objectives .....	1
Table of Contents.....	1
Adding Items to your Learning Plan using a Simple Catalog Search.....	2
Step 1 – Click the Catalog link .....	2
Step 2 – Click the Simple Catalog Search link in the Sub-Menu .....	3
Step 3 – Type in keywords for your search .....	4
Step 4 – Check only the types of training you want returned in your search results..	4
Step 5 – Click the Search button.....	5
Step 6 – Look throughout the Search Results returned based on your search and locate desired training item.....	6
Step 7 – Click the Add to Learning Plan button .....	7
Adding Items to your Learning Plan using a Simple Catalog Search Step by Step Guide.	9
Resource Information.....	9

## Adding Items to your Learning Plan using a Simple Catalog Search

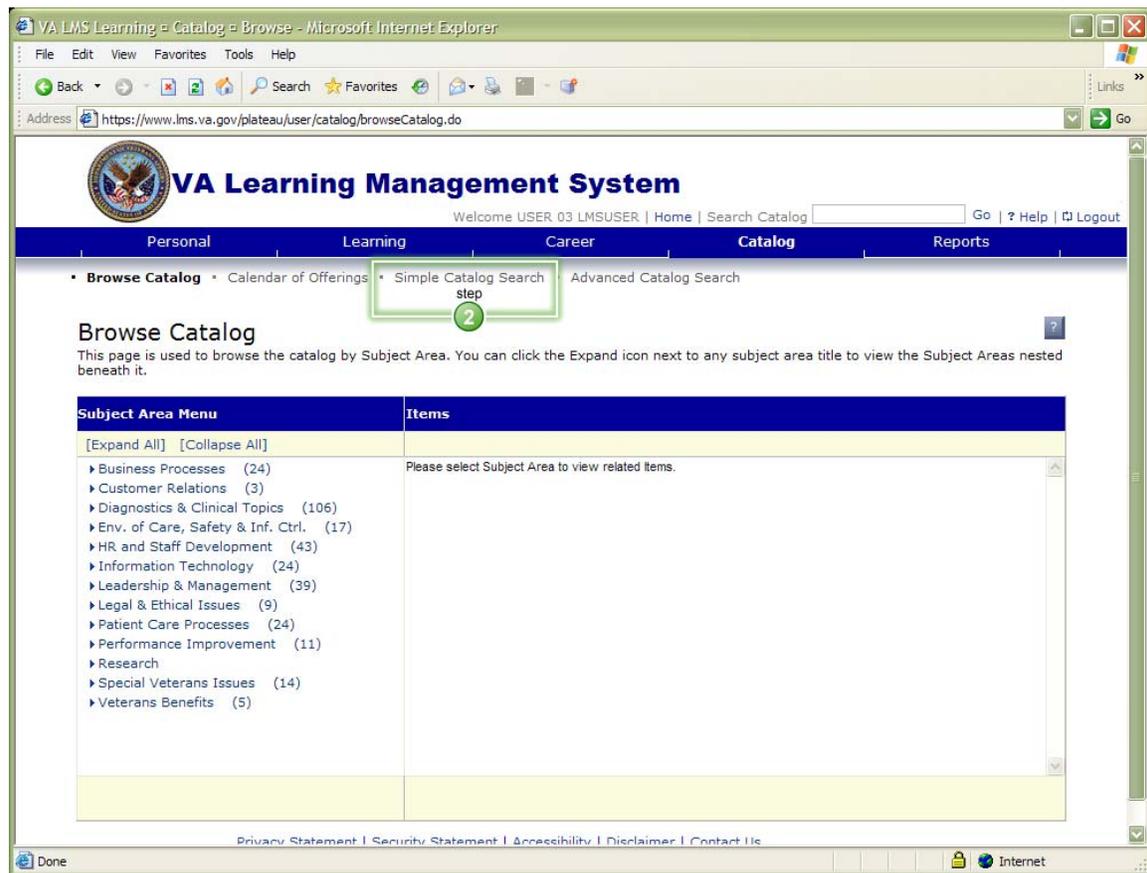
### Step 1 – Click the Catalog link



Using a keyword, the Simple Catalog Search is another way to find training in the VA LMS.

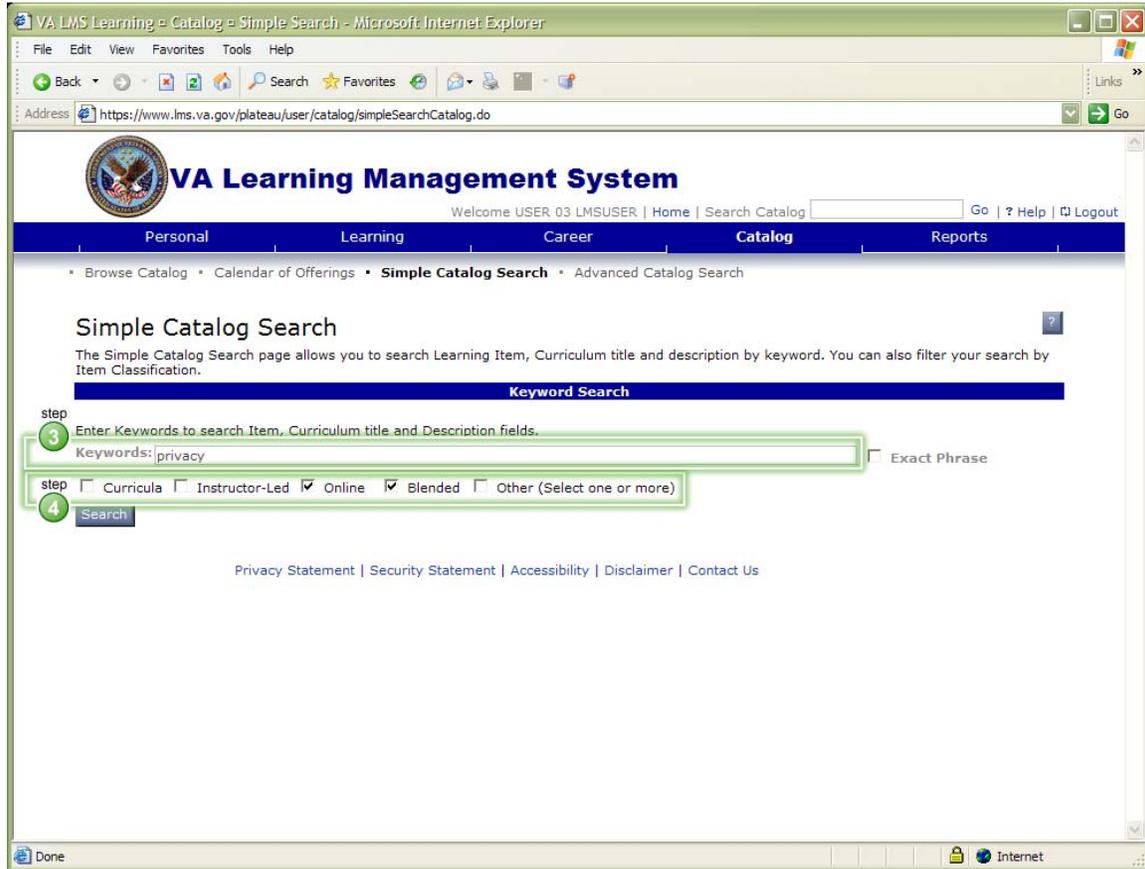
Click the Catalog link in the Main Menu.

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



Click the Sub-Menu link called Simple Catalog Search.

### Step 3 – Type in keywords for your search



The Simple Catalog Search page is displayed. In the Keywords text field, Mr. LMSUSER types the keyword “privacy.”

If you know the exact phrase you’re searching for, make sure the Exact Phrase check box is checked. Leave this unchecked if you do not know the exact phrase.



It is important to note that you will often see more search results if you leave this box unchecked.

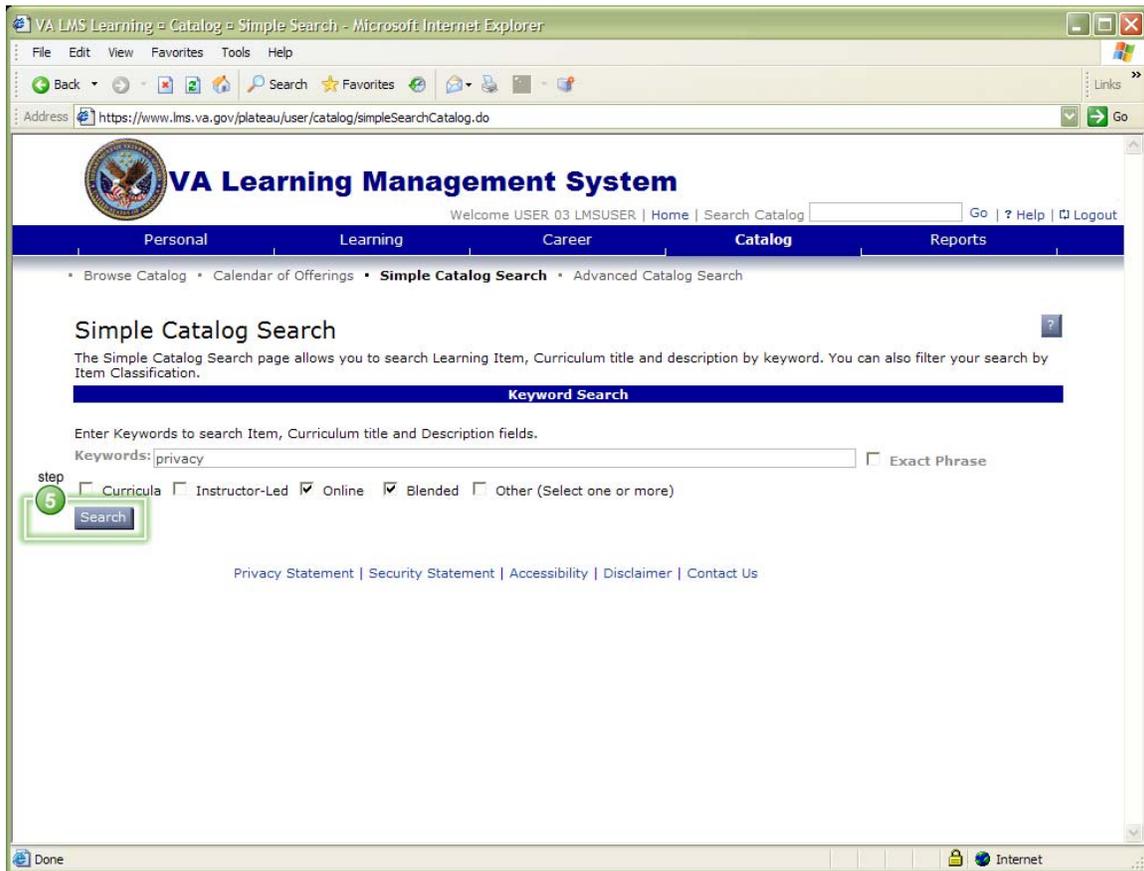
Mr. LMSUSER decides to leave it unchecked.

### Step 4 – Check only the types of training you want returned in your search results

Directly below the Keywords field are options that allow you to indicate what type of learning you want.

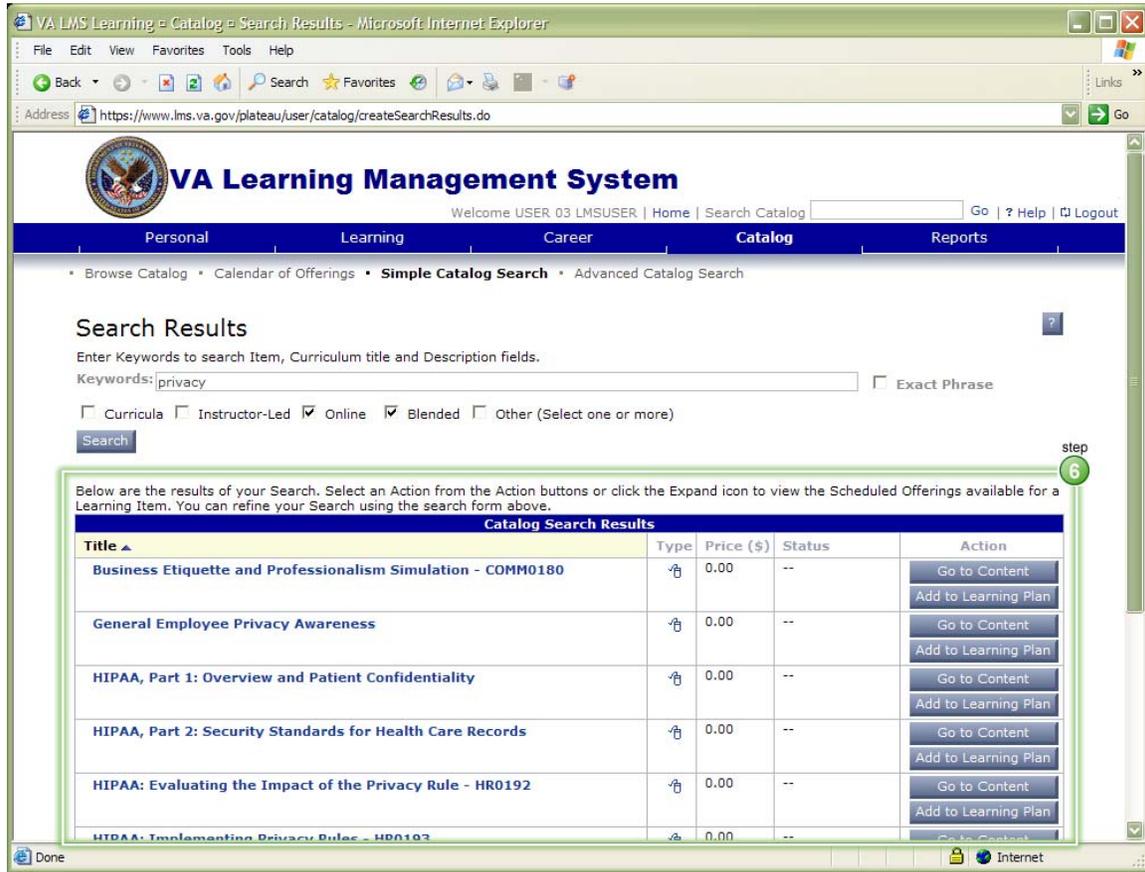
Mr. LMSUSER prefers either online or blended training, so he deselects the other options by clicking in the check box for each option he wants to filter out of his search.

## Step 5 – Click the Search button



Click the Search button.

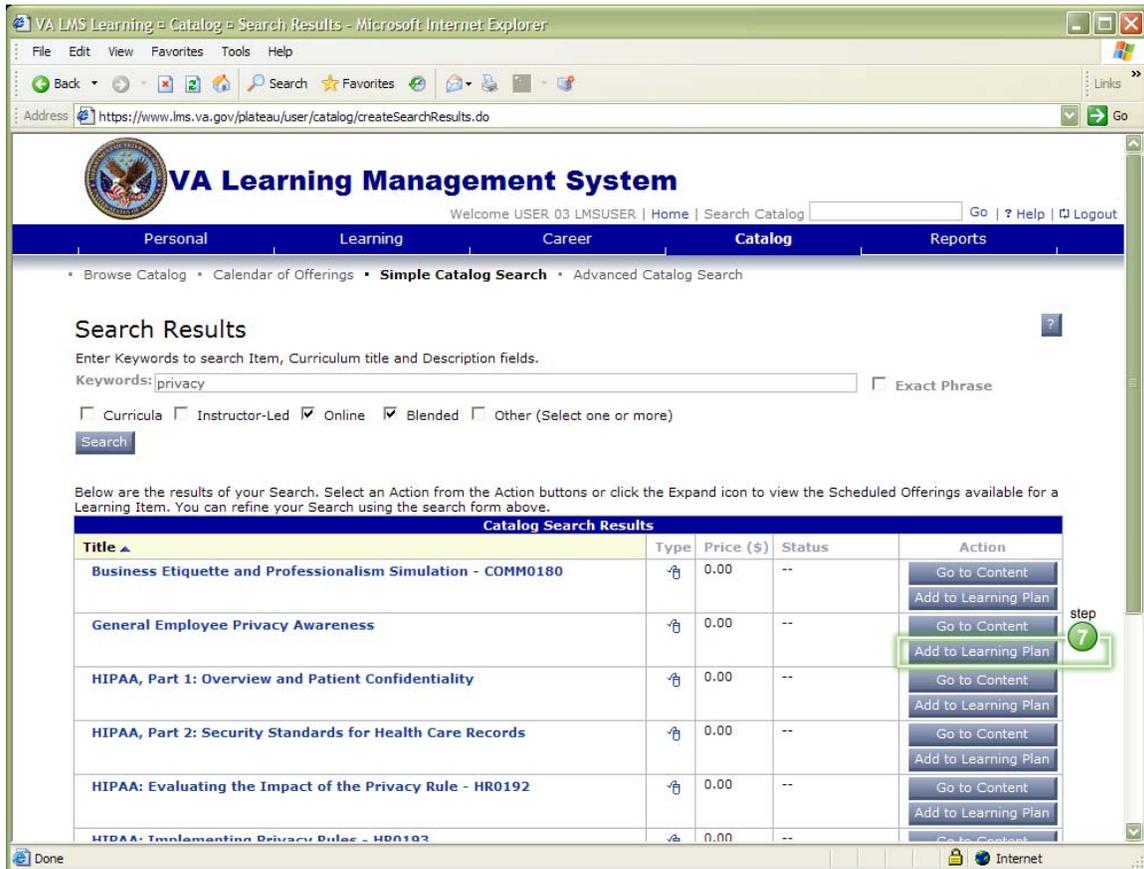
**Step 6 – Look throughout the Search Results returned based on your search and locate desired training item**



The Catalog Search Results are displayed. Notice the familiar Simple Catalog Search feature provided at the top. These allow you to modify your search as needed.

As a reminder, you can review details about the course by clicking on the title, identify what kind of training it is, and determine the action you can take. Also, remember that you can control which page you navigate to and how many records will be displayed on one page.

## Step 7 – Click the Add to Learning Plan button



VA LMS Learning - Catalog - Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://www.lms.va.gov/plateau/user/catalog/createSearchResults.do

**VA Learning Management System**

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

Personal Learning Career **Catalog** Reports

Browse Catalog Calendar of Offerings **Simple Catalog Search** Advanced Catalog Search

### Search Results

Enter Keywords to search Item, Curriculum title and Description fields.

Keywords:   Exact Phrase

Curricula  Instructor-Led  Online  Blended  Other (Select one or more)

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.

Catalog Search Results				
Title	Type	Price (\$)	Status	Action
Business Etiquette and Professionalism Simulation - COMM0180	🔍	0.00	--	<input type="button" value="Go to Content"/> <input type="button" value="Add to Learning Plan"/>
General Employee Privacy Awareness	🔍	0.00	--	<input type="button" value="Go to Content"/> <input type="button" value="Add to Learning Plan"/> <b>step 7</b>
HIPAA, Part 1: Overview and Patient Confidentiality	🔍	0.00	--	<input type="button" value="Go to Content"/> <input type="button" value="Add to Learning Plan"/>
HIPAA, Part 2: Security Standards for Health Care Records	🔍	0.00	--	<input type="button" value="Go to Content"/> <input type="button" value="Add to Learning Plan"/>
HIPAA: Evaluating the Impact of the Privacy Rule - HR0192	🔍	0.00	--	<input type="button" value="Go to Content"/> <input type="button" value="Add to Learning Plan"/>
HIPAA: Implementing Privacy Rules - HR0193	🔍	0.00	--	<input type="button" value="Go to Content"/> <input type="button" value="Add to Learning Plan"/>

Done Internet

Mr. LMSUSER wants to add the course “General Employee Privacy Awareness” to his learning plan.

To do this, click 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 navigation menu includes "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning Plan" section is active, displaying a list of courses assigned to the user. The table below shows the details of these courses, including their titles, types, required dates, and statuses.

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	🗑️
▶ ISO Incident Flowchart	🔗		Available	Go to Content	🗑️

The "General Employee Privacy Awareness" course is highlighted with a green border. The table also includes a "Records per Page" dropdown set to 10 and a "Page: 1 2 «Previous | Next» (15 total records)" indicator.

The Learning Plan page is displayed. Notice that the “General Employee Privacy Awareness” course has been added to Mr. LMSUSER’s learning plan.

Now he can log out of the VA LMS or continue using the VA LMS as needed.

This completes the process.

## Adding Items to your Learning Plan using a Simple Catalog Search Step by Step Guide

1. Click the Catalog link
2. Click the Simple Catalog Search link in the Sub-Menu
3. Type in keywords for your search
4. Check only the types of training you want returned in your search results
5. Click the Search button
6. Look throughout the search results returned based on your search and locate desired training item
7. Click the Add to Learning button

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-Simple.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](mailto:VALU_LMSTrainingGroup@va.gov). (VALU\_LMSTrainingGroup@va.gov)