



Your VA LMS Learning Plan

Task 1 - Accessing and Viewing Your Learning Plan

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.

Task 2- Adding items to your Learning Plan using the Search Catalog tool

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

Task 3 – Adding Items to your Learning Plan using the Browse Catalog

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

Task 4 - Adding Items to your Learning Plan using a Simple Catalog Search

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

Task 5 - Adding Training to your Learning Plan using the Advanced Catalog Search

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

Task 6 – Launching Training from your Learning Plan

1. Click the Learning link
2. Click the Go to Content button
3. Click on the active link under Content Structure to launch or open content

Task 7 –Removing Items from your Learning Plan

1. Click the Learning link
2. Click the Trash Can icon in the Remove column
3. Click the OK button

This completes the task.