



## Launching Training from your Learning Plan

### Objectives

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

- Access and launch content directly from your learning plan.

[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.

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## Launching Training from your Learning Plan

### Step 1 – Click the Learning link

VA LMS Learning - Personal - Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.lms.va.gov/plateau/user/personal/viewPersonalHome.do>

**VA Learning Management System**

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

Personal Learning Career Catalog Reports

Home Approvals Profile Registration 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 credits and subcredits needed for placement.

**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
Advancing Your Service Expertise - CUST0104	🔗	

Curriculum Status		→ Go to Curriculum Status
Title	Required By	
TEST Domain Mandatory Training		

Once courses have been added to your learning plan, it is important to know how to return to your learning plan and begin the training.

Mr. LMSUSER, our fictitious user, has added several courses to his learning plan using the search tools and features provided by the VA LMS.

As a VA LMS user, the ability to search for training items and add them to your learning plan is very important. However, the VA LMS Learning Plan does more than simply display information about training that has been assigned to you.

Online courses or courses with blended content may be launched directly from your learning plan in the VA LMS.

To launch items from the Learning Plan or to complete an item on the Learning Plan that contains online content, click the Learning link on the Main Menu.

## Step 2 – Click the Go to Content button

The screenshot shows the VA Learning Management System interface. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, and Reports. Below this is a breadcrumb trail: Learning Plan > Learning Calendar > Current Registrations > Curriculum Status > Learning History > Record Learning > SF-182 Requests. The main content area is titled "Learning Plan" and contains a table of items. The table has columns for Title, Type, Required By, Status, Action, and Remove. The "General Employee Privacy Awareness" item is highlighted with a green box, and its "Go to Content" button is also highlighted with a green box and a red circle containing the number 2. Other items in the table include "Configuring the Open Shortest Path First Protocol - 120082\_eng", "Testing and Instrumenting C# Applications - 109340\_eng", "TEST ITEM", "VHA Privacy Policy Web Training", "Advancing Your Service Expertise - CUST0104", "Balanced Scorecard Workshop", "Bridge the Expectations Gap - CUST0173", "Electrical Safety Awareness - SAH0419", and "HPDM Works for You".

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	
▶ General Employee Privacy Awareness	🔗		Available	Go to Content	
▶ HPDM Works for You	🔗		Available	Go to Content	🗑️

Mr. LMSUSER's learning plan shows the list of available courses.



The Action column of the Learning Plan is important in determining what courses have content that can be launched from your learning plan.

For example, the Go to Content button in the Action column indicates Mr. LMSUSER needs to click this button to begin the course.

If this button is not available for a training item, it means the course does not have any currently active online content for the training.

Mr. LMSUSER clicks the Go to Content button for “General Employee Privacy Awareness.”

### Step 3 – Click on the active link under Content Structure to launch or open content

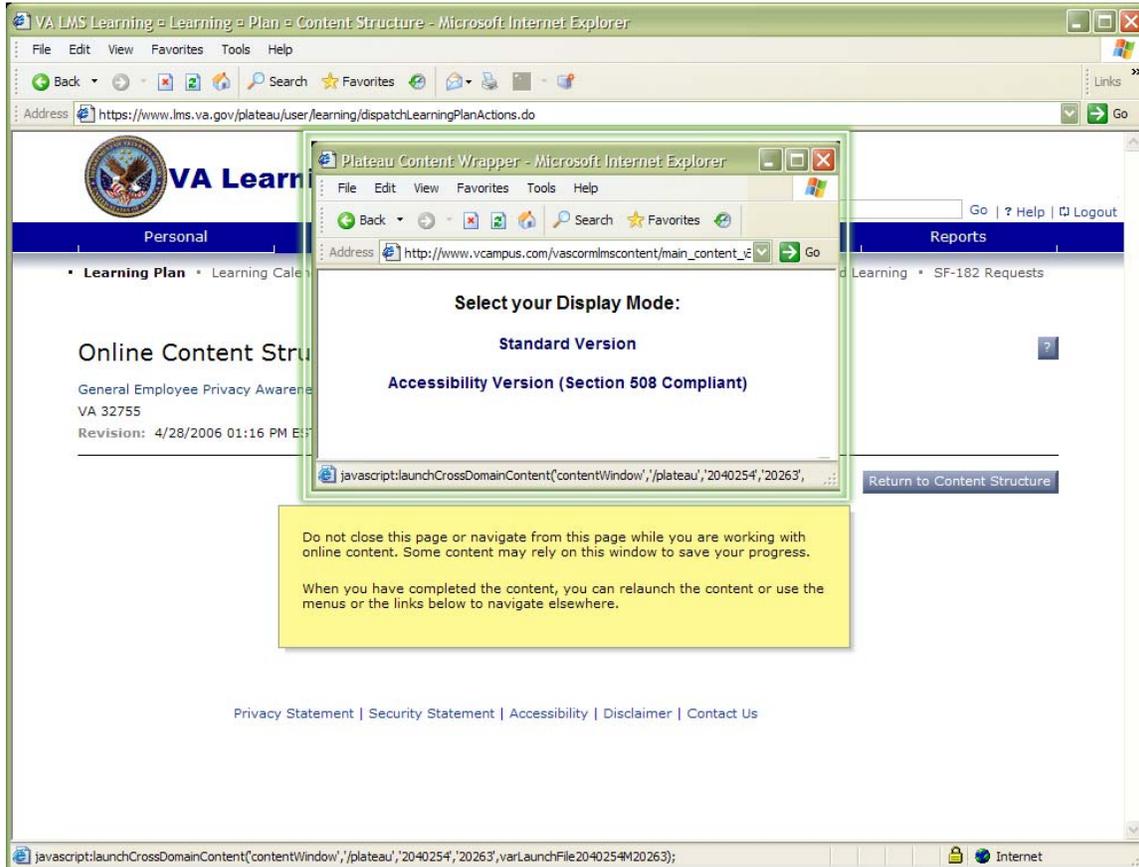
The Online Content Structure screen appears. A link (or links) to launch the online content for the course is shown here.



Note that the number of links and content that is shown varies for each course.

Also: Depending on the way a course is designed, you may find that some of the content links are grayed out and cannot be accessed. This means the Content Objects must be completed in sequence.

To begin this course, Mr. LMSUSER selects the “VA General Employee Lesson” link.



The training course automatically launches in a new window.



**Note:** Each course is unique, so once a course is launched, all VA LMS users should follow the course directions to proceed with the training as it was designed.

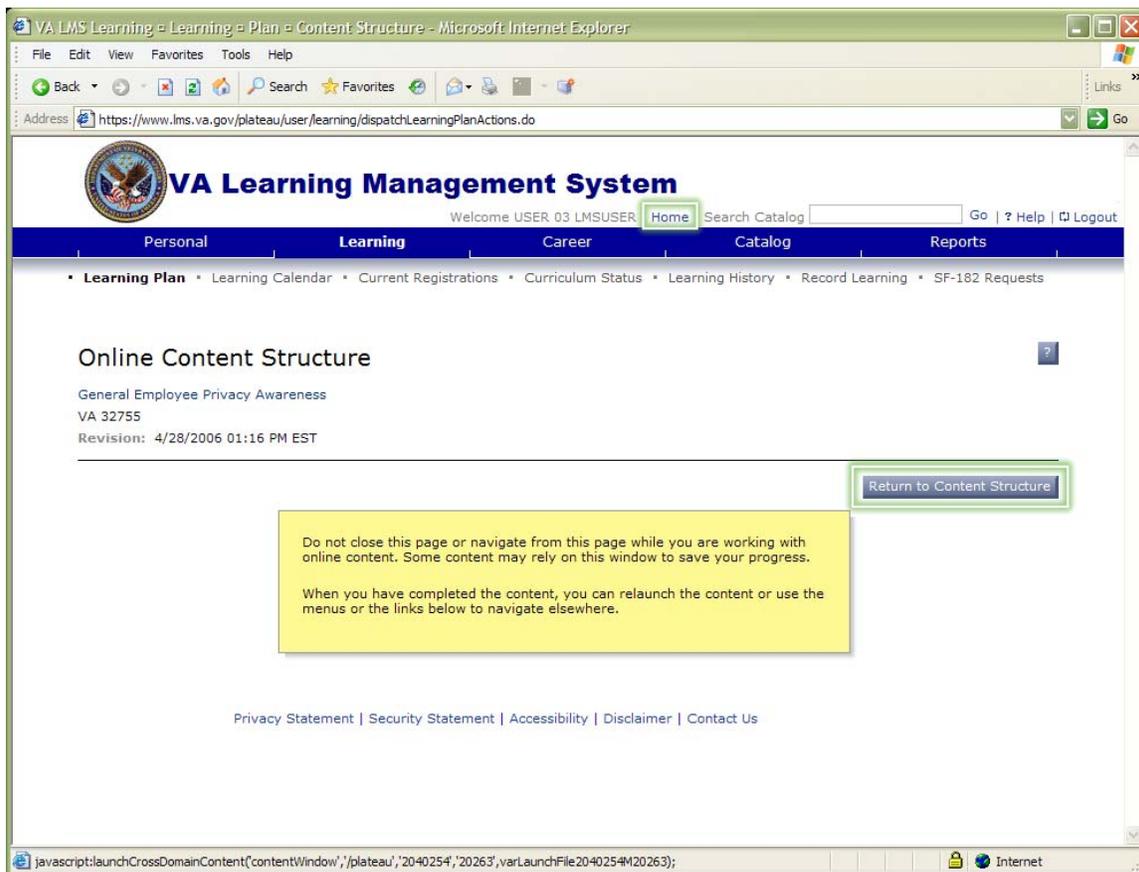


**Warning:** Once a course is launched, pay careful attention to the message displayed on the VA LMS window.

Do not close this page or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.

Make sure you follow course directions for exiting the course to ensure that progress and status are correctly recorded.

For this tutorial, Mr. LMSUSER clicks the content window's Close [X] button.



The content window closes and you return to the Online Content Structure screen.

From here, you may select the Return to Content Structure button to access other content for this course.

Or, you can use the VA LMS navigation features to continue working in the VA LMS.

This completes the process.

## Launching Training from your Learning Plan Step by Step Guide

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

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/LaunchingTraining.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)