



Removing Items from your Learning Plan

Objectives

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

- Remove items from your learning plan.

[Click here to view online tutorial](#)

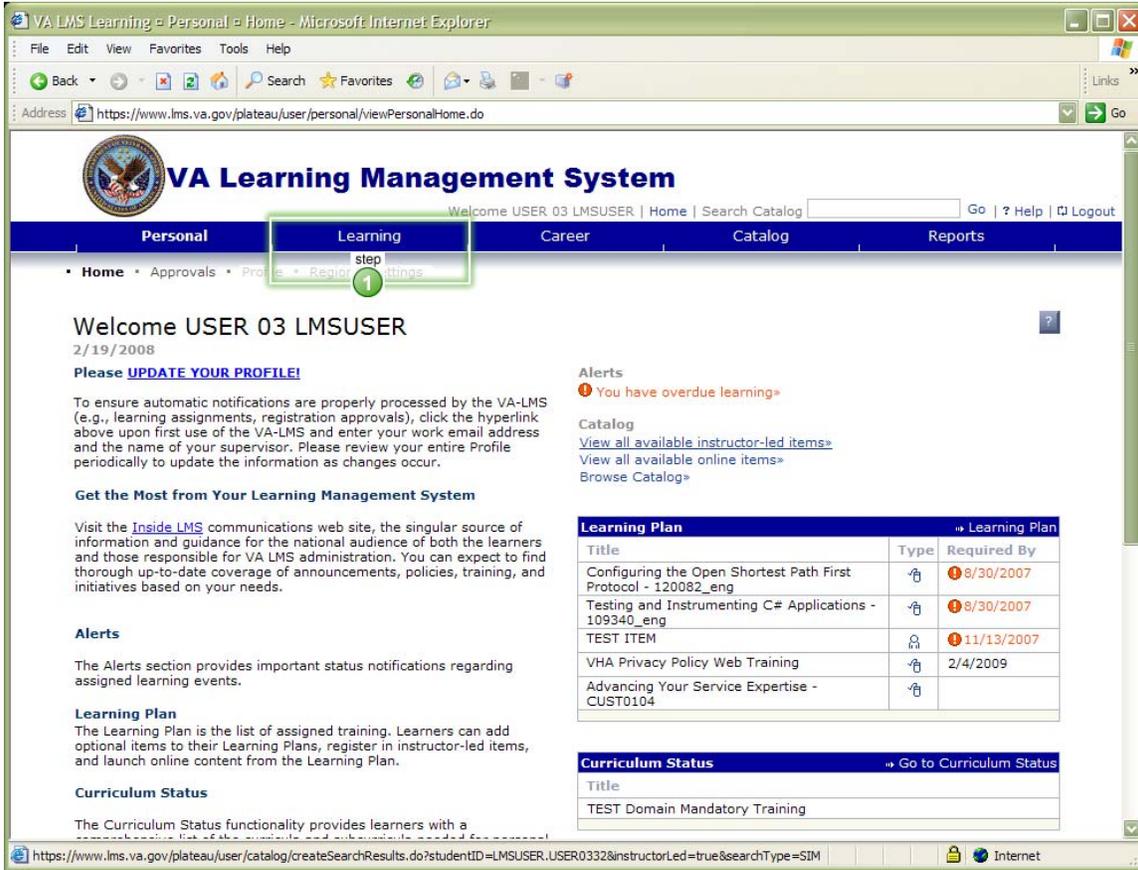
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Place cursor over the task or step and Ctrl + click the task or step to jump directly to it.

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Removing Items from your Learning Plan

Step 1 – Click the Learning link



The VA LMS gives users many tools and resources to help them manage their learning plan. This includes the ability to remove self-assigned training items from the learning plan.

To remove self-assigned training items from the learning plan, click the Learning link on the Main Menu.

Step 2 – Click the Trash Can icon in the Remove column

The screenshot shows the VA Learning Management System interface. The main content area displays a 'Learning Plan' table with the following data:

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	🔗		In progress	Go to Content	🗑️
▶ HPDM Works for You	🔗		Available	Go to Content	🗑️

The 'Balanced Scorecard Workshop' row is highlighted with a green box, and the trash can icon in the 'Remove' column for this row is circled in red with a '2' next to it, indicating the step to click.

For this tutorial, you see the Learning Plan for our fictitious training user, Mr. LMSUSER, who needs to remove an item from his learning plan.

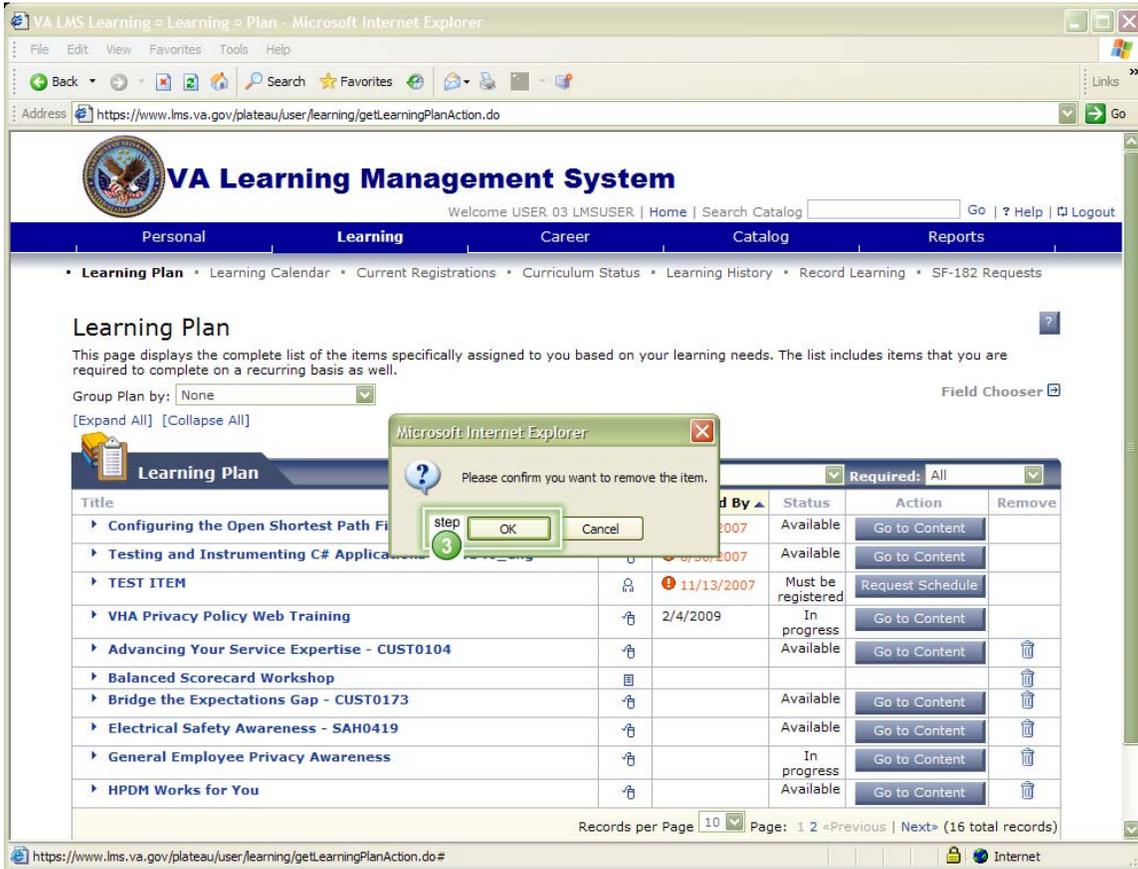


Note: You may only remove items that you have added to your learning plan. You can recognize these items by the trash can icon in the Remove column of your learning plan.

Mr. LMSUSER added this course himself, so the trash can icon is visible.

To remove this item from his learning plan, he clicks the trash can icon in the Remove column for the desired course. In this case, the “Balanced Scorecard Workshop” course.

Step 3 – Click the OK button



A dialogue box appears, confirming Mr. LMSUSER wants to remove the item from his training plan. He clicks the OK button.

The screenshot shows the VA Learning Management System interface. The user is logged in as USER 03 LMSUSER. The main 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 table below shows the details of these items.

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	🗑️
▶ Bridge the Expectations Gap - CUST0173	🔗		Available	Go to Content	🗑️
▶ Electrical Safety Awareness - SAH0419	🔗		Available	Go to Content	🗑️
▶ General Employee Privacy Awareness	🔗		In progress	Go to Content	🗑️
▶ HPDM Works for You	🔗		Available	Go to Content	🗑️
▶ ISO Incident Flowchart	🔗		Available	Go to Content	🗑️

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The Learning Plan page refreshes and the item is no longer on the Learning Plan.

Now that the course has been removed, Mr. LMSUSER can log out of the VA LMS or continue using the VA LMS as needed.

This completes the process.

Removing Items from your Learning Plan Step by Step Guide

1. Click the Learning link
2. Click the Trash Can icon in the Remove column
3. Click the OK 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/RemovingItems.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)