



Your VA LMS Learning Plan

Welcome to the VA Learning Management System, or VA LMS. This web-based tutorial, titled “Your VA LMS Learning Plan,” is for VA LMS users and supervisors. All users can manage their learning needs by adding, launching, or removing courses from their individual learning plans.

Objectives

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

- Access your learning plan
- Recognize the different types of learning and the icons used in the VA LMS to identify each type
- Use the Search Catalog tool in the Upper Menu to find training and add it to your learning plan
- Access and use the following Catalog tools provided in the VA LMS to search for training and add to your learning plan: Search Catalog tool, Browse Catalog feature, Simple Catalog Search and Advanced Catalog Search
- Access and launch content directly from your learning plan, and
- Remove items from your learning plan.

[Click here to view online tutorial](#)

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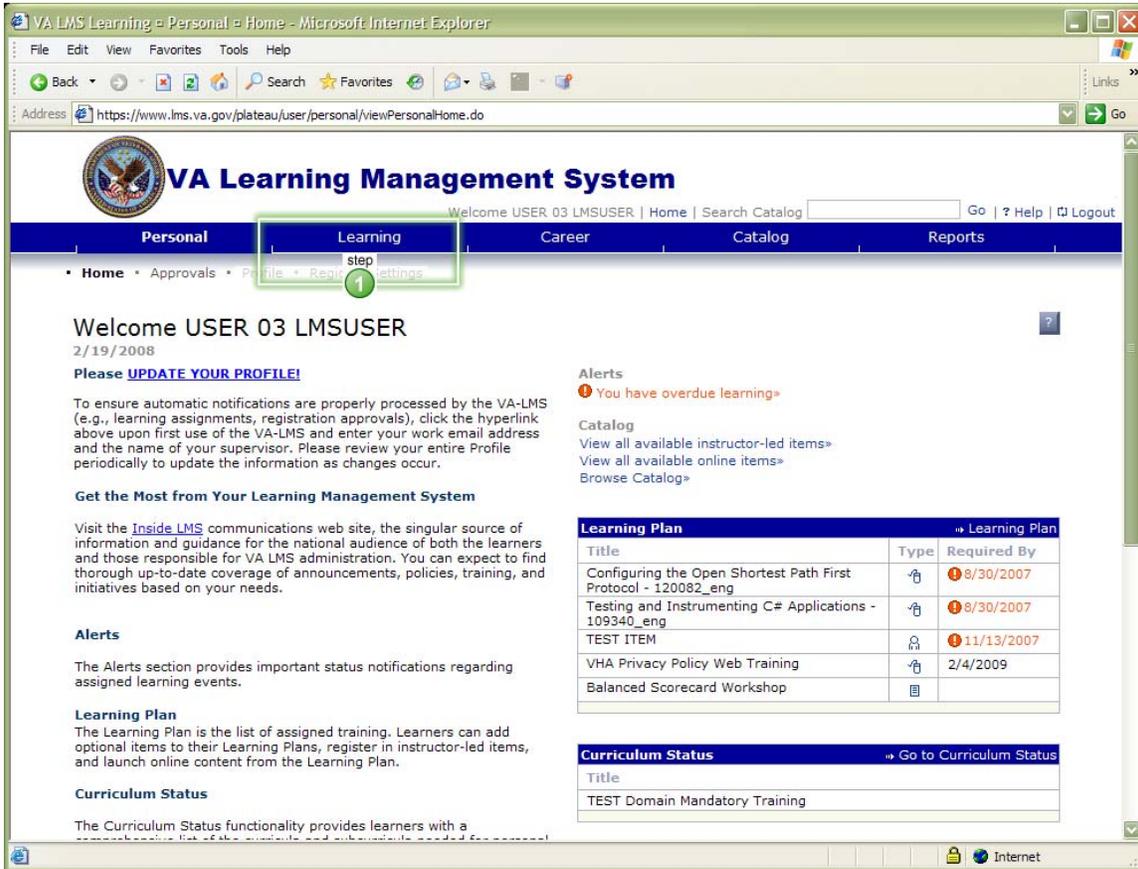
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Task 1 – Accessing and Viewing Your Learning Plan

Step 1 – Click the Learning link



Once you are logged into the VA LMS, click the Learning link in the Main Menu.

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 heading is "Learning Plan", followed by a description: "This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well." There is a "Group Plan by:" dropdown menu set to "None" and a "Field Chooser" button. Below this are "[Expand All]" and "[Collapse All]" links. The main content is a table titled "Learning Plan" with the following columns: Title, Type, Required By, Status, Action, and Remove. The table contains several rows of course items with various icons in the Type column and buttons in the Action column. At the bottom of the table, there is a "Records per Page" dropdown set to 10 and a "Page: 1 2 «Previous» | Next» (12 total records)" indicator.

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	🗑️
▶ 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	
▶ Test_Teal	👤👤		Must be registered	Request Schedule	

Your learning plan appears on the screen. In order to use your learning plan as effectively as possible, it is important to understand how your learning plan is designed.

Looking at the columns in your learning plan:

The Title column lists the course titles for each item in your learning plan. These can be items you added to your learning plan yourself or self-assigned.

They can also be items assigned to you by a supervisor or as a mandatory requirement.

In the Type column, you may see several types of icons that represent the different ways that courses are offered:

- An icon of a person’s head and shoulders indicates an instructor-led class
- An icon of a computer mouse indicates an online course
- When the person and the mouse appear together, this indicates a blended training: one that is both instructor-led and has online sections.
- An icon of a typed page indicates training that is not instructor-led or taken online- this category is called Other.



Note: This type of training also presents an additional button in the Action column, the Order button.

The screenshot shows the VA Learning Management System interface. The main heading is "VA Learning Management System" with a welcome message for "USER 03 LMSUSER". The navigation menu includes "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning Plan" section is active, displaying a list of training items. The table below is the "Learning Plan" table.

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	🗑️
▶ 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	
▶ Test_Teal	🔒		Must be registered	Request Schedule	

The Required By column lets you know the date by which this training item must be completed.

The Status column indicates whether each training item is in progress, available, pending approval, etc.

The Action column provides you with a button labeled with an action you can take for each training item on your learning plan. These include Go to Content and Request Schedule, Request Approval, etc.

Finally, the Remove column displays a clickable trash can icon when you are permitted to remove training items from your learning plan.

Now that we are familiar with the basic features and layout of the Learning Plan, let's return to the homepage.

The screenshot shows the VA Learning Management System (LMS) homepage. The browser window title is "VA LMS Learning - Personal - Home - Microsoft Internet Explorer". The address bar shows "https://www.lms.va.gov/plateau/user/personal/viewPersonalHome.do". The page header includes the VA Learning Management System logo and navigation tabs: Personal, Learning, Career, Catalog, and Reports. The main content area is titled "Welcome USER 03 LMSUSER" and includes a "Please UPDATE YOUR PROFILE!" message. A "Learning Plan" table is displayed, showing the following data:

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	📅	

Below the Learning Plan table, there is a "Curriculum Status" section with a "Go to Curriculum Status" link. The Curriculum Status table shows the following data:

Title
TEST Domain Mandatory Training

The VA LMS homepage provides a snapshot of your learning plan for quick reference. This snapshot provides a quick glimpse of some of the information available in your full learning plan, such as the Title, Type, and Required By sections of your learning plan.



Notice that the icons which represent the different ways that courses are offered are also visible in this snapshot.

Accessing your learning plan and becoming comfortable with the way it has been designed for you to use is key to managing your own learning in the VA LMS.

Task 2 – 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

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		

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 homepage, 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 | **step 2 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

Alerts

You have overdue learning»

Catalog

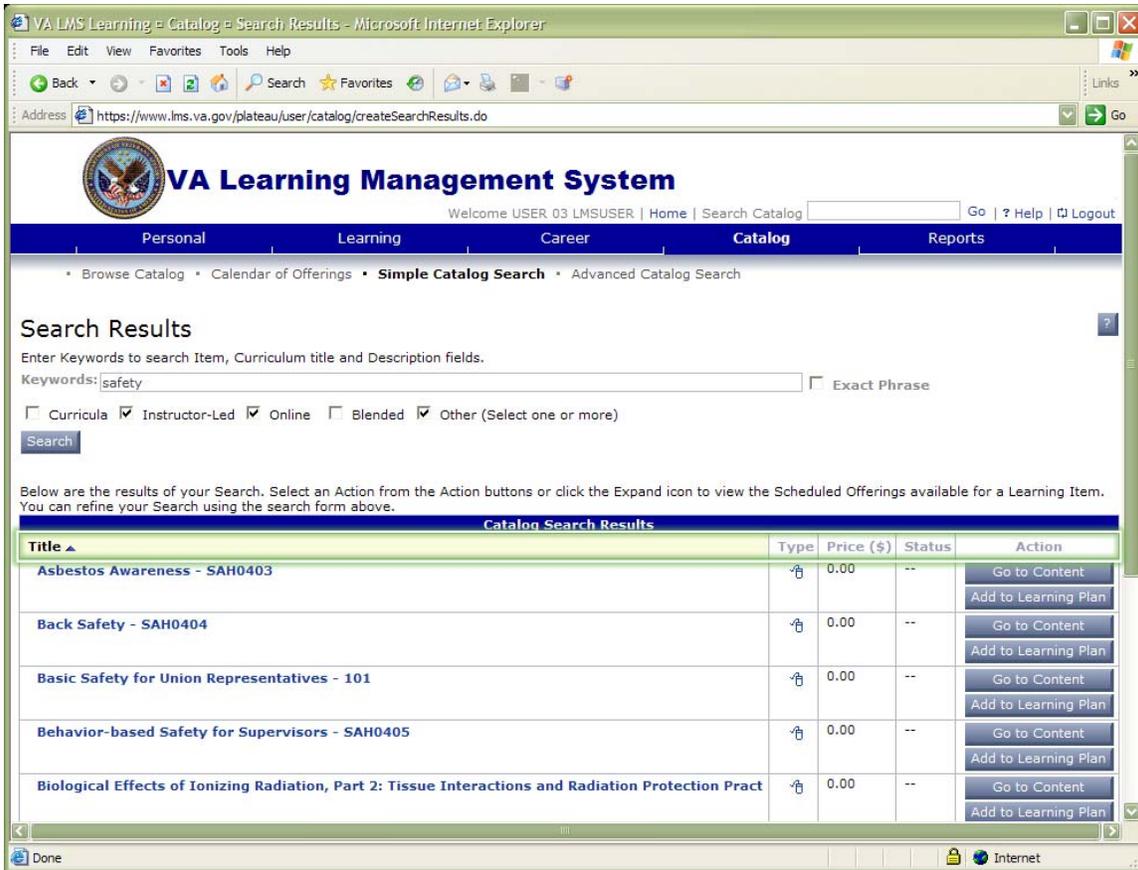
View all available instructor-led items»
View all available online items»
Browse Catalog»

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

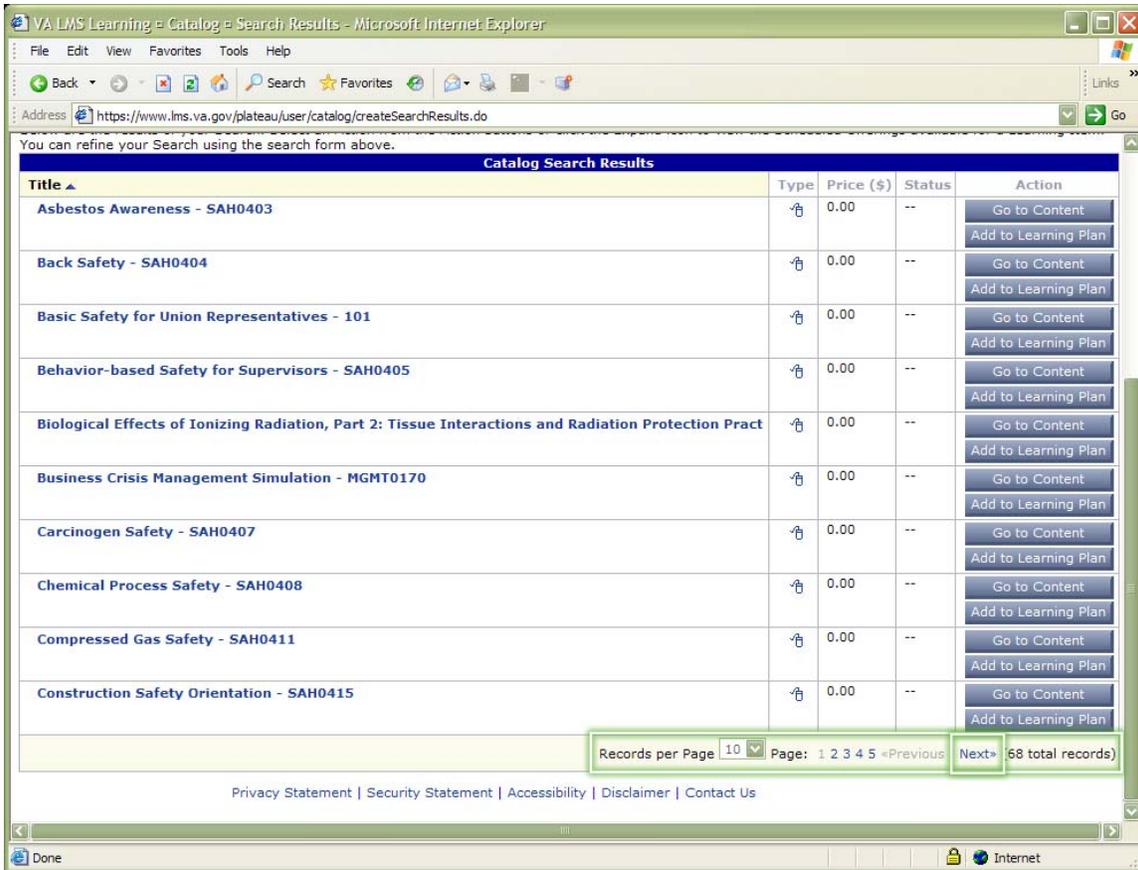
Title
TEST Domain Mandatory Training

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.



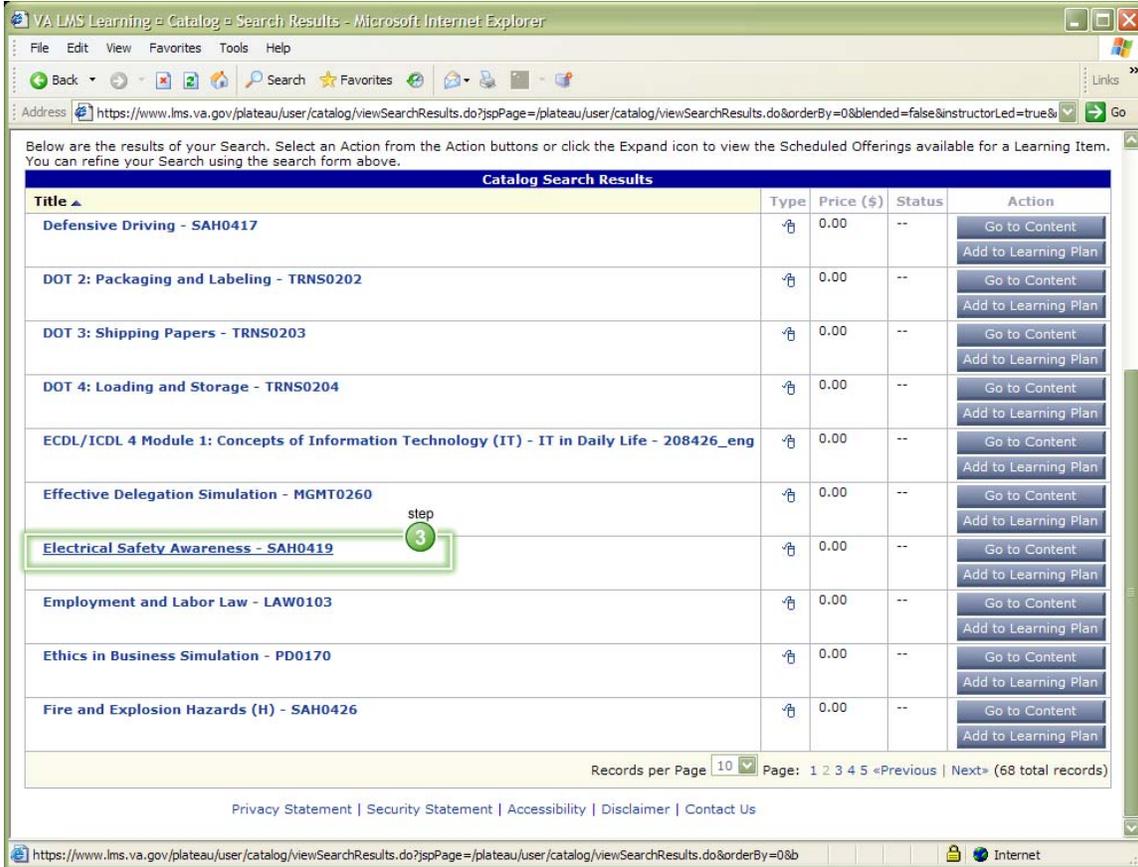
In the bottom right-hand corner of this Search Results page, Mr. USER LMSUSER is currently viewing the first 10 records, or training items, that were found for his search. This view can be adjusted by clicking the down arrow on the drop down list box provided, then selecting the number of search results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

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 displays 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, a 'Learning Plan' section is visible, containing a table of learning items. The table has the following columns: Title, Type, Required By, Status, Action, and Remove. The item 'Electrical Safety Awareness - SAH0419' is highlighted with a green box. The table also includes a 'Records per Page' dropdown set to 10 and a 'Page: 1 2 <Previous | Next> (13 total records)' indicator.

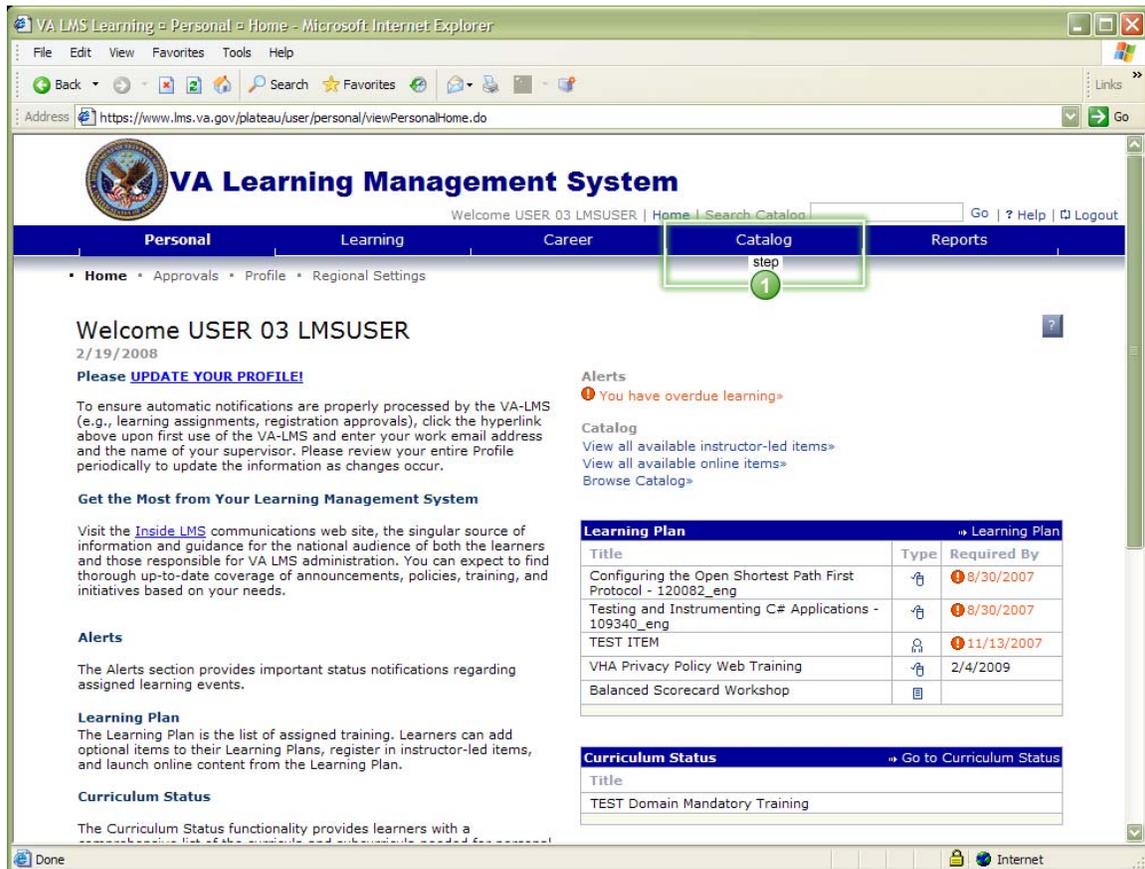
Title	Type	Required By	Status	Action	Remove
▶ Configuring the Open Shortest Path First Protocol - 120082_eng	🔗	8/30/2007	Available	Go to Content	
▶ Testing and Instrumenting C# Applications - 109340_eng	🔗	8/30/2007	Available	Go to Content	
▶ TEST ITEM	🔗	11/13/2007	Must be registered	Request Schedule	
▶ VHA Privacy Policy Web Training	🔗	2/4/2009	In progress	Go to Content	
▶ Balanced Scorecard Workshop	🔗		Available	Go to Content	🗑️
▶ 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.

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

Step 1 – Click the Catalog link



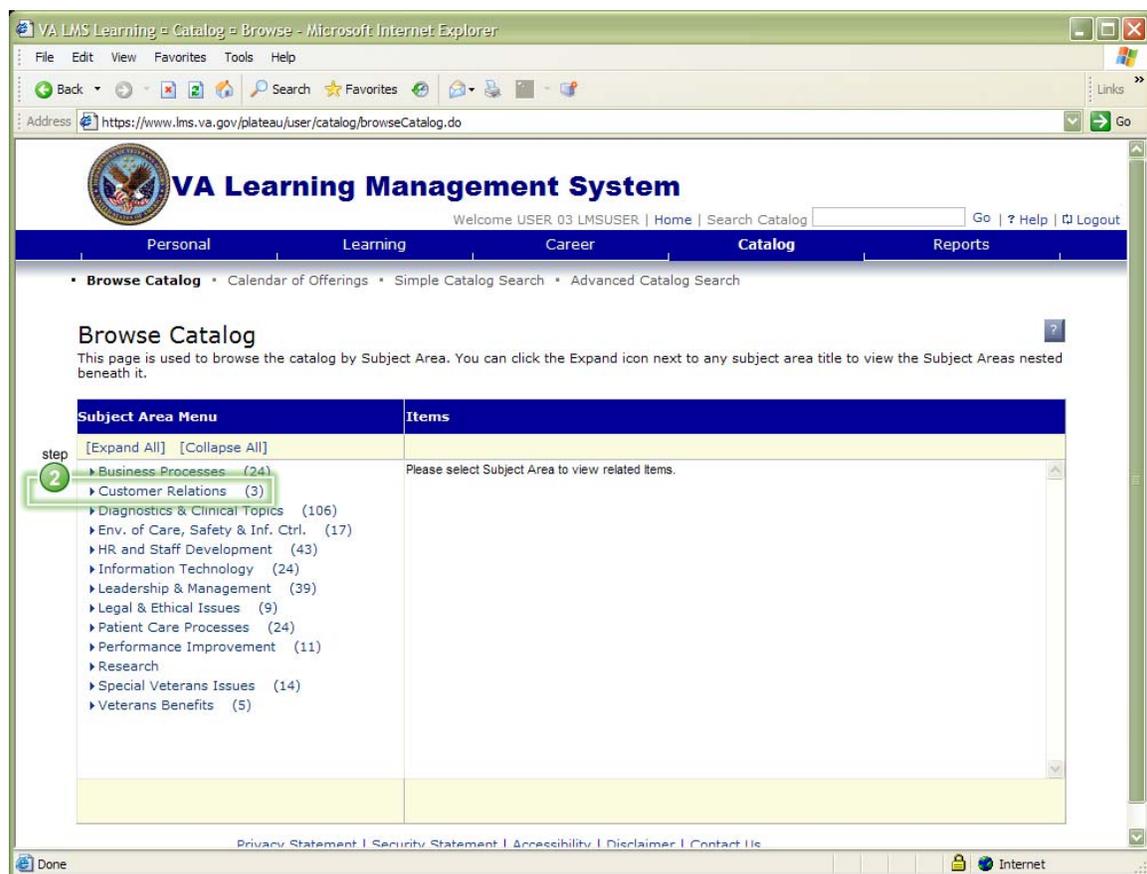
The VA LMS allows users to search for training items by using the Browse Catalog feature.



Note: Using the Browse Catalog feature, you can also find curricula--something that's not possible using the Search Catalog tool.

Click the Catalog link in the blue Main Menu.

Step 2 – Click on the appropriate subject area for your search

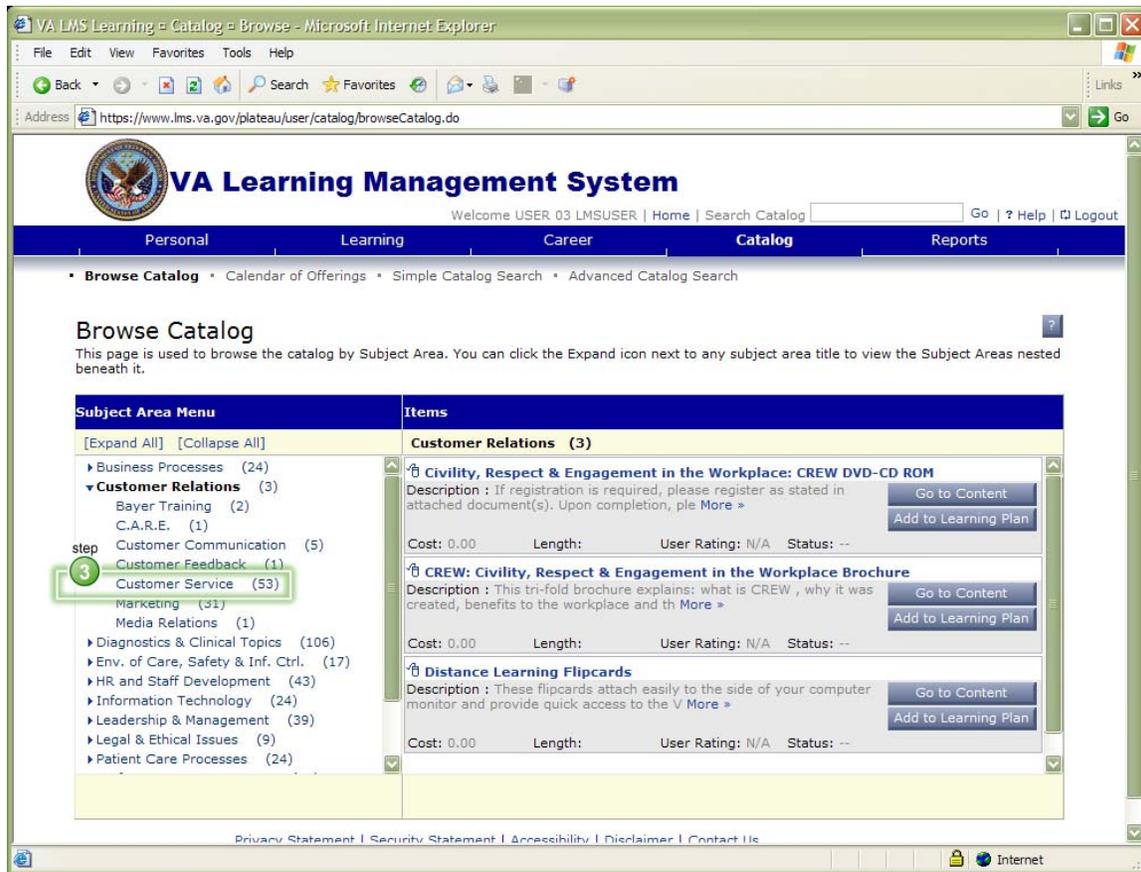


This takes you to the Browse Catalog screen. From this screen, you can browse the catalog in the column labeled Subject Area Menu.

Or, you can select Simple Catalog Search or Advanced Catalog Search in the Catalog Sub-Menu.

For this tutorial, our training user, Mr. LMSUSER, clicks the Customer Relations subject area link to search for training items available for this topic.

Step 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



This displays a sub-menu of detailed categories within Customer Relations. Mr. LMSUSER clicks on the Customer Service link.

Step 4 – Browse available training items

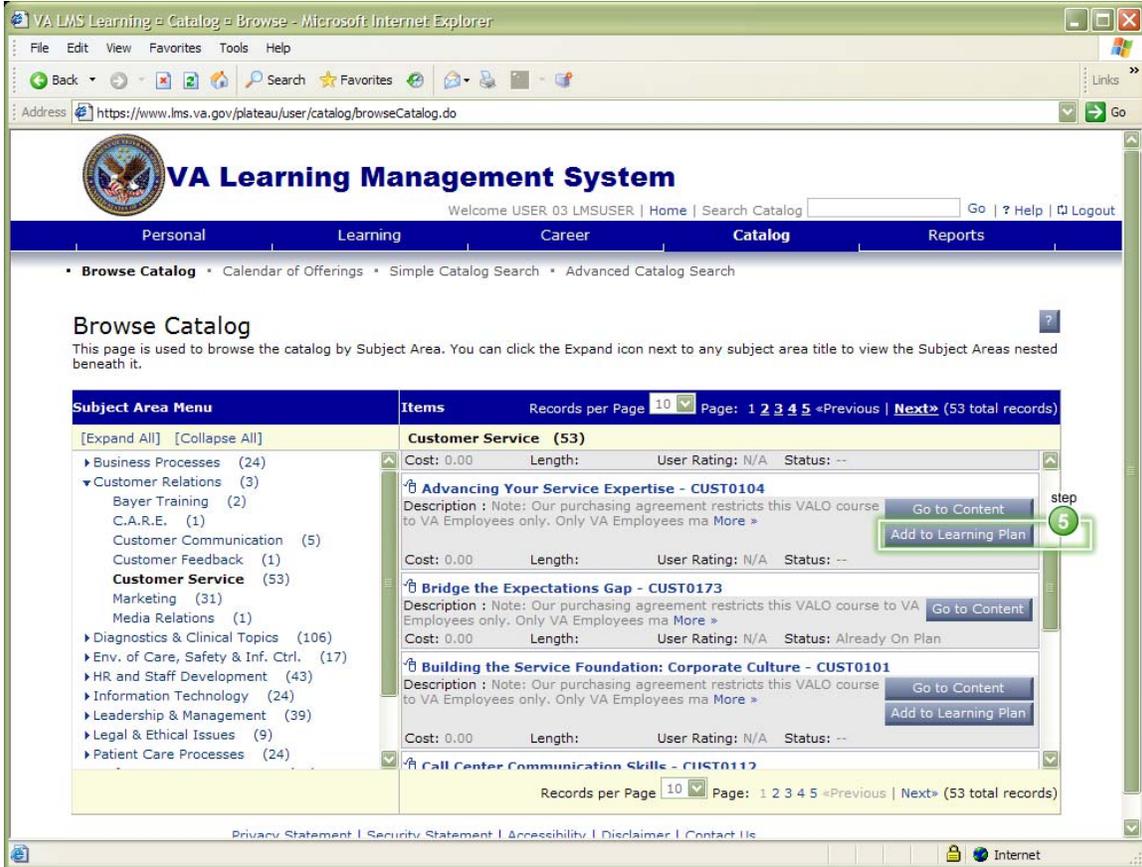
The screenshot shows the VA Learning Management System interface. The browser window title is "VA LMS Learning - Catalog - Browse - Microsoft Internet Explorer". The address bar shows "https://www.lms.va.gov/plateau/user/catalog/browseCatalog.do". The page header includes the VA Learning Management System logo and navigation links: "Welcome USER 03 LMSUSER | Home | Search Catalog | Go | ? Help | Logout". The main navigation bar has tabs for "Personal", "Learning", "Career", "Catalog", and "Reports". The "Catalog" tab is active, and the "Browse Catalog" link is selected in the breadcrumb trail. The page title is "Browse Catalog". Below the title, there is a description: "This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it." The "Subject Area Menu" on the left lists various categories, with "Customer Service (53)" expanded. The "Items" list on the right shows four training items, each with a description, cost, length, user rating, and status. Navigation controls for the items list are visible at the top and bottom of the list.

Displayed to the right are specific courses for this topic.



Note: Again, at the top and bottom of the table is navigation allowing you to move from one page to the next or to jump to a specific page.

Step 5 – Click the Add to Learning Plan button to add desired courses to your Learning Plan



On page 1, Mr. LMSUSER finds the item titled “Advancing Your Service Expertise.” He has heard many good things about this training and decides to add it to his learning plan by clicking the Add to Learning Plan button.

VA Learning Management System
 Welcome USER 03 LMSUSER | Home | Search Catalog | Go | ? Help | Logout

Personal Learning Career Catalog Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning • SF-182 Requests

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: [None] Field Chooser

[Expand All] [Collapse All]

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	🗑️
▶ ISO Incident Flowchart	🔗		Available	Go to Content	🗑️
▶ NSQIP: A Program that Improves Patient Safety	🔗		Must be registered	Request Schedule	🗑️

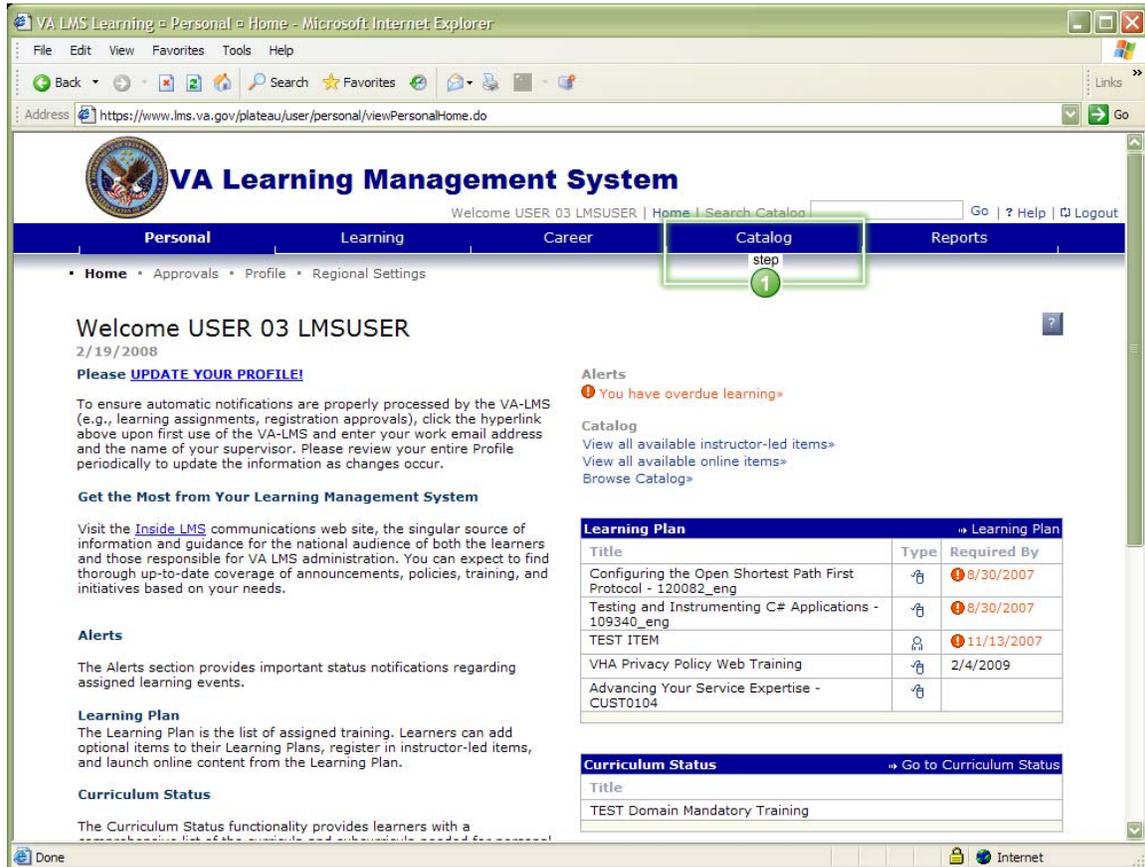
Records per Page: 10 Page: 1 2 «Previous | Next» (14 total records)

Mr. LMSUSER is taken to his learning plan. The course “Advancing Your Service Expertise” has been added to his learning plan and is listed as Available.

Now that the course has successfully been added to the learning plan, Mr. LMSUSER can log out of the system or continue using the VA LMS.

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

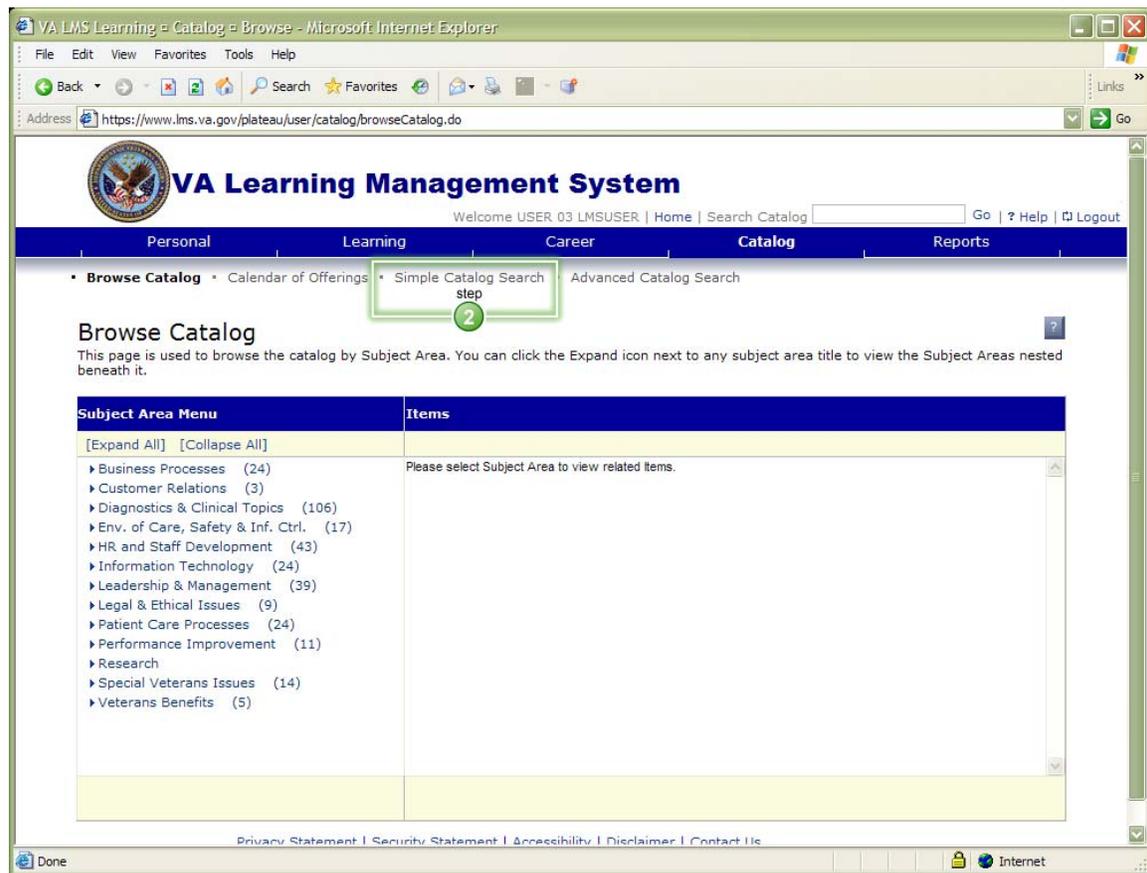
Step 1 – Click the Catalog link



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

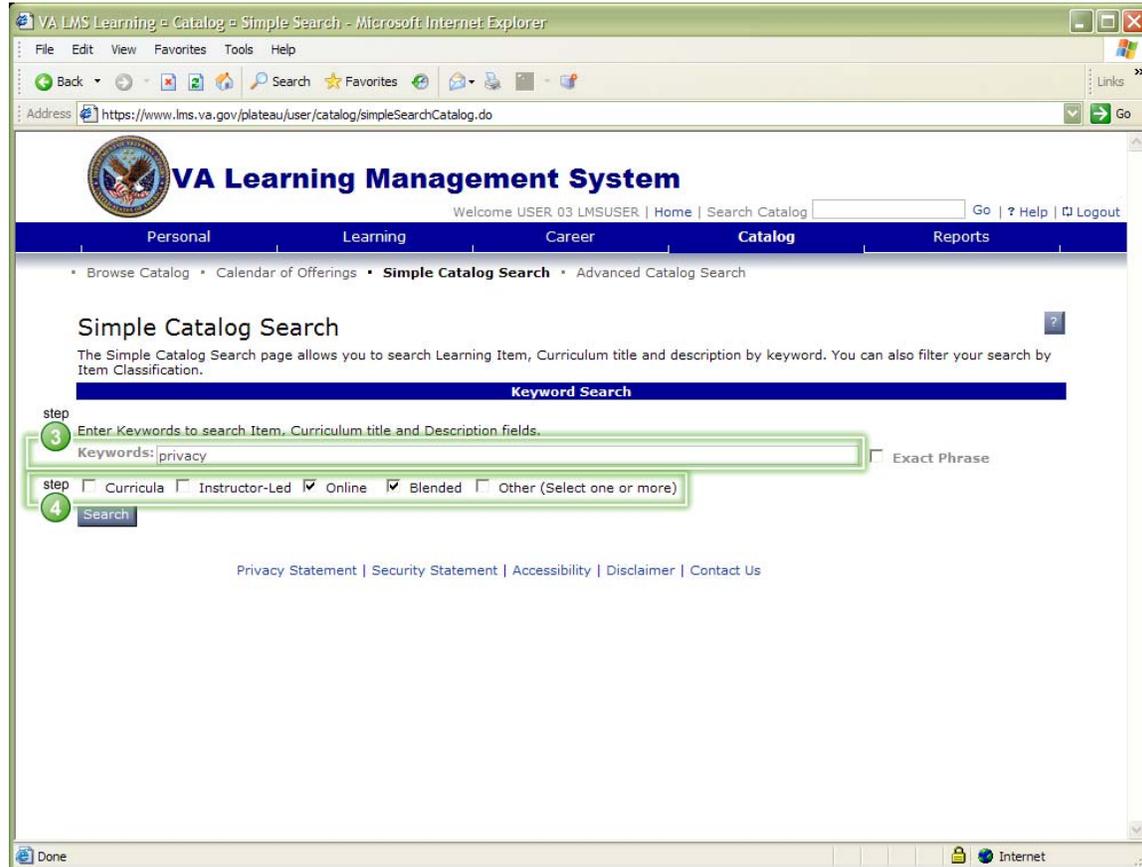
Click the Catalog link in the Main Menu.

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 checkbox 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.

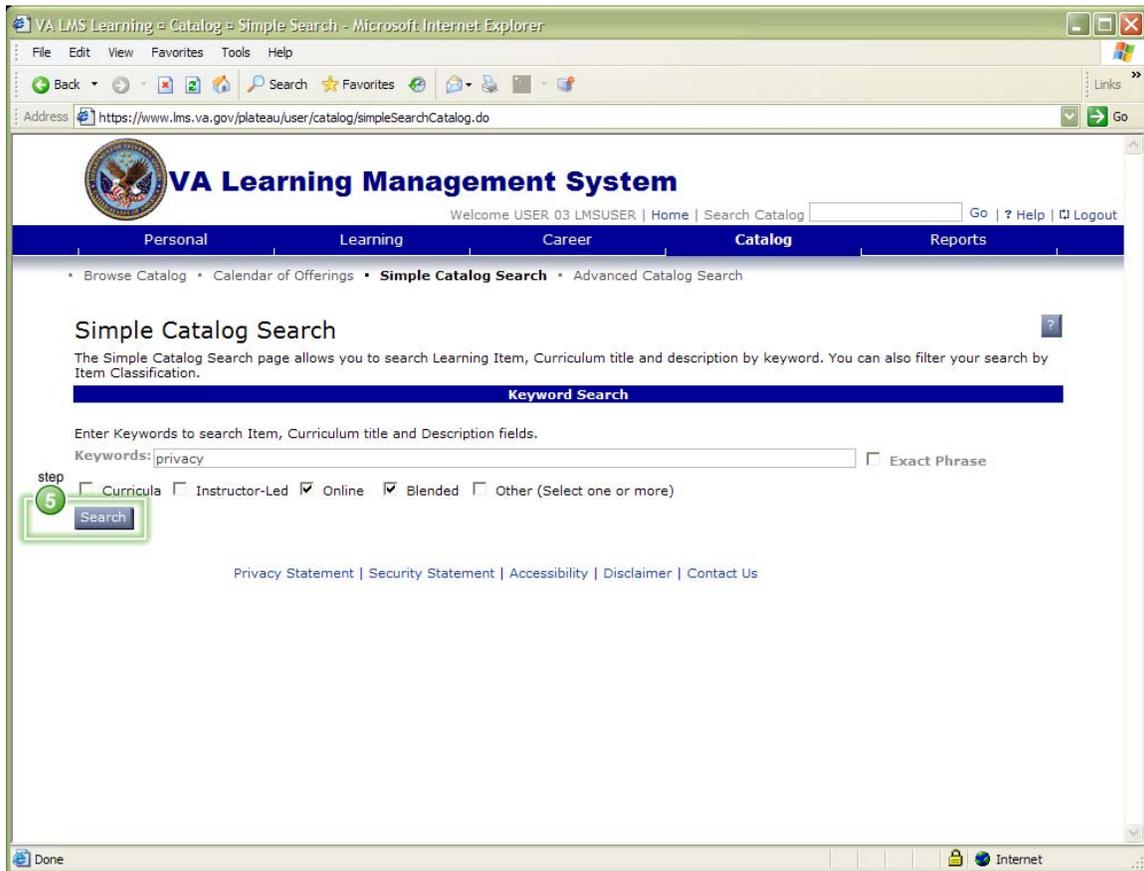
Mr. LMSUSER decides to leave it unchecked.

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.

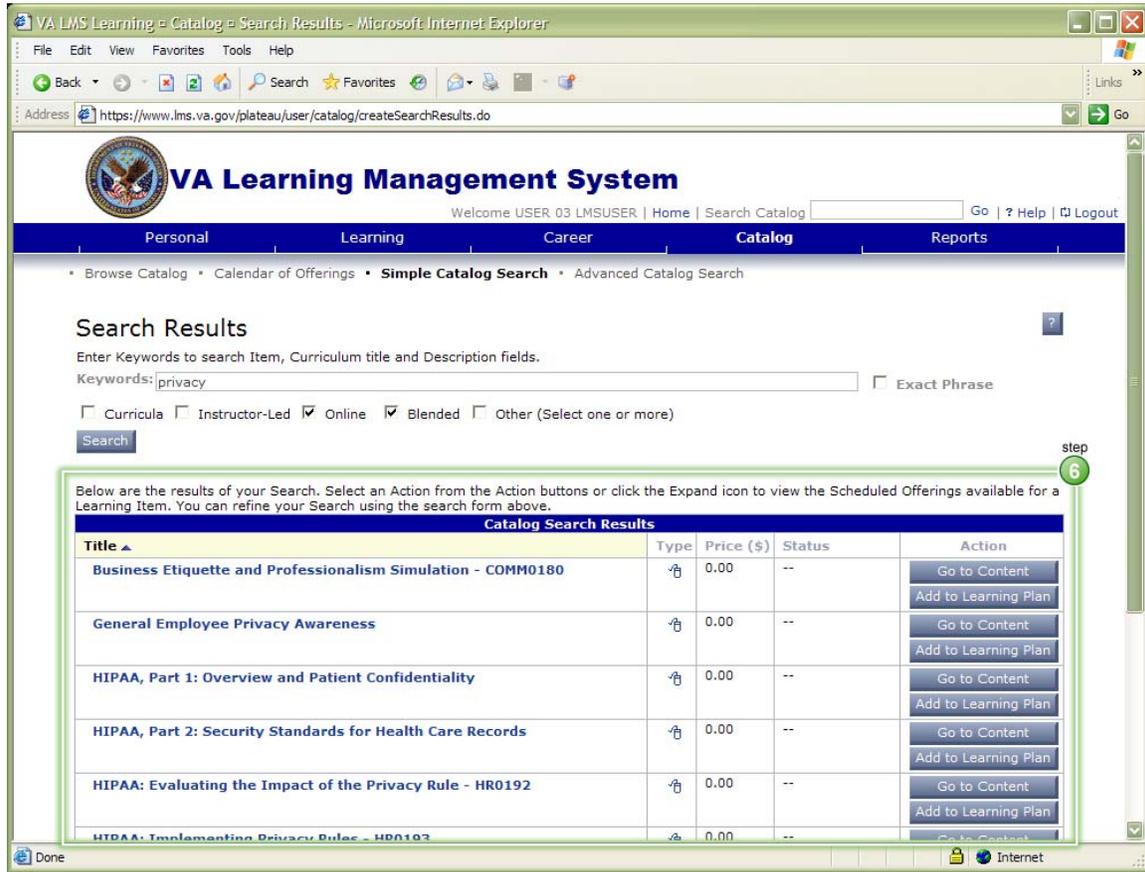
Mr. LMSUSER prefers either online or blended training, so he deselects the other options by clicking in the check box for each option he wants to filter out of his search.

Step 5 – Click the Search button



Click the Search button.

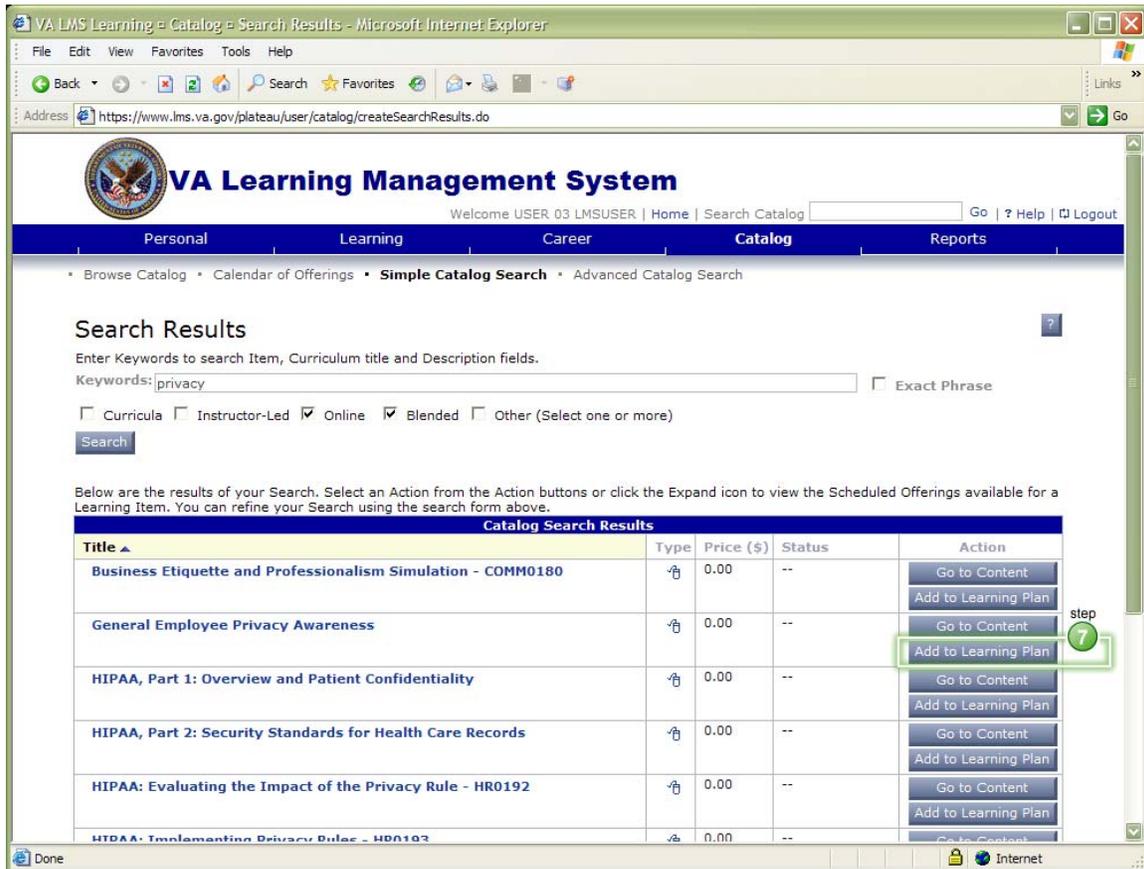
Step 6 – Look throughout the Search Results returned based on your search and locate desired training item



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> Go

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"/> step 7
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 main heading is "VA Learning Management System" with a welcome message for "USER 03 LMSUSER". The "Learning" tab is selected. Below the navigation bar, there are links for "Learning Plan", "Learning Calendar", "Current Registrations", "Curriculum Status", "Learning History", "Record Learning", and "SF-182 Requests".

The "Learning Plan" section contains a description: "This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well." It also features a "Group Plan by:" dropdown menu set to "None" and a "Field Chooser" button.

The "Learning Plan" table is displayed 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	🔗		Available	Go to Content	🗑️
▶ ISO Incident Flowchart	🔗		Available	Go to Content	🗑️

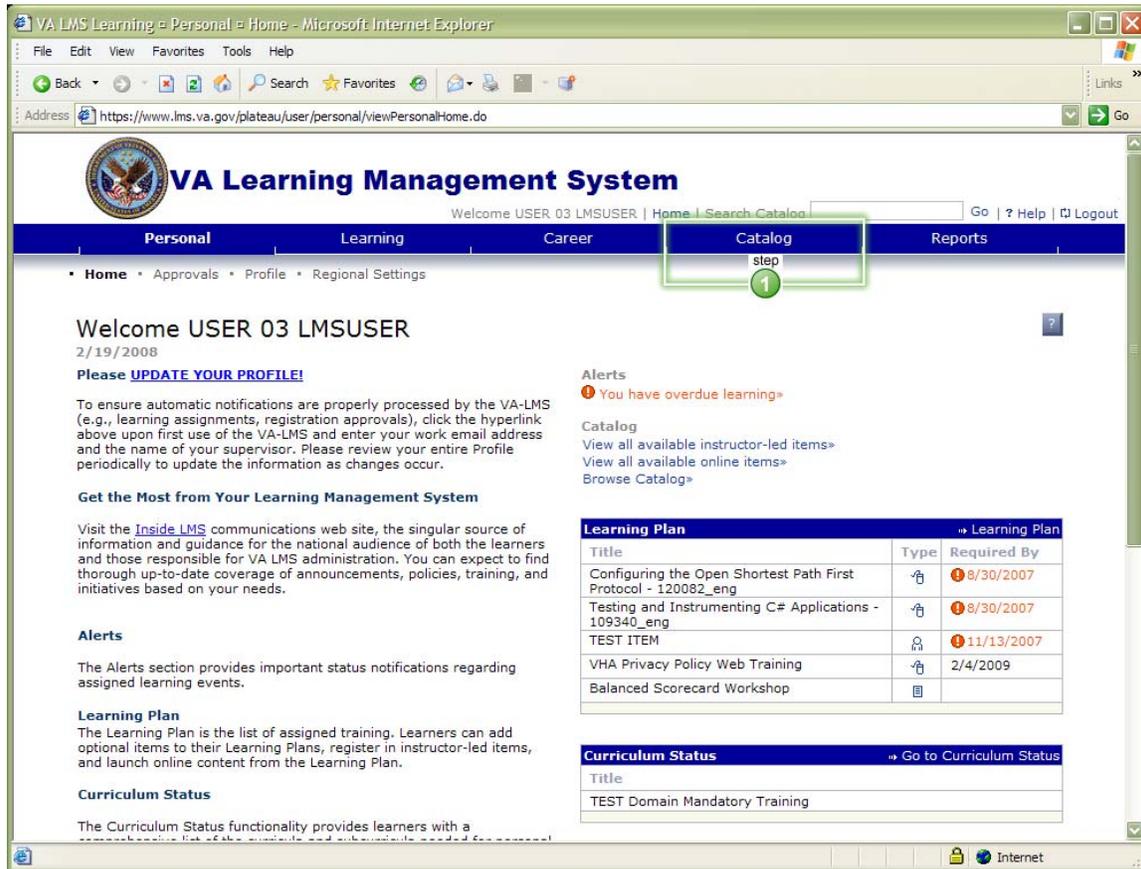
At the bottom of the table, it shows "Records per Page: 10" and "Page: 1 2 «Previous | Next» (15 total records)".

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.

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

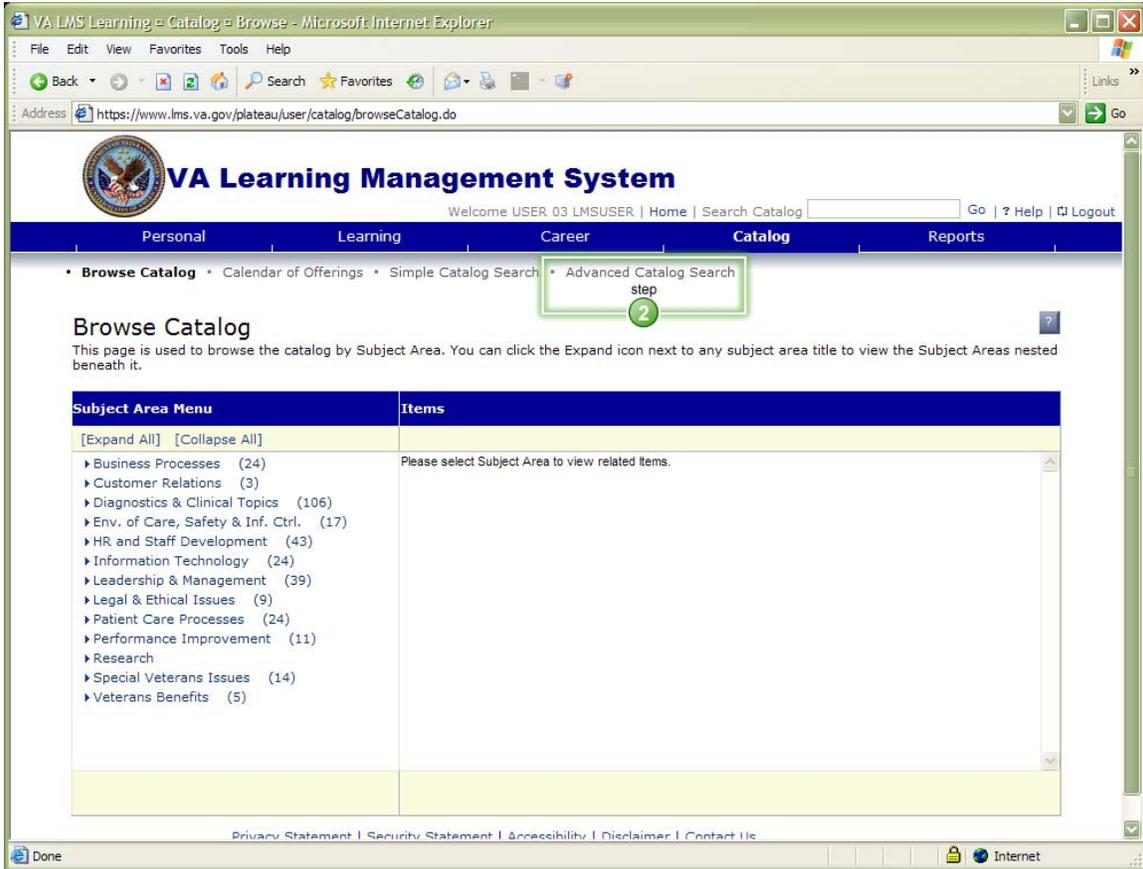
Step 1 – Click the Catalog link



To conduct a very specific search for training items, access the VA LMS Advanced Catalog Search tool. This search tool allows you to set specific criteria to narrow your search and help find the desired training.

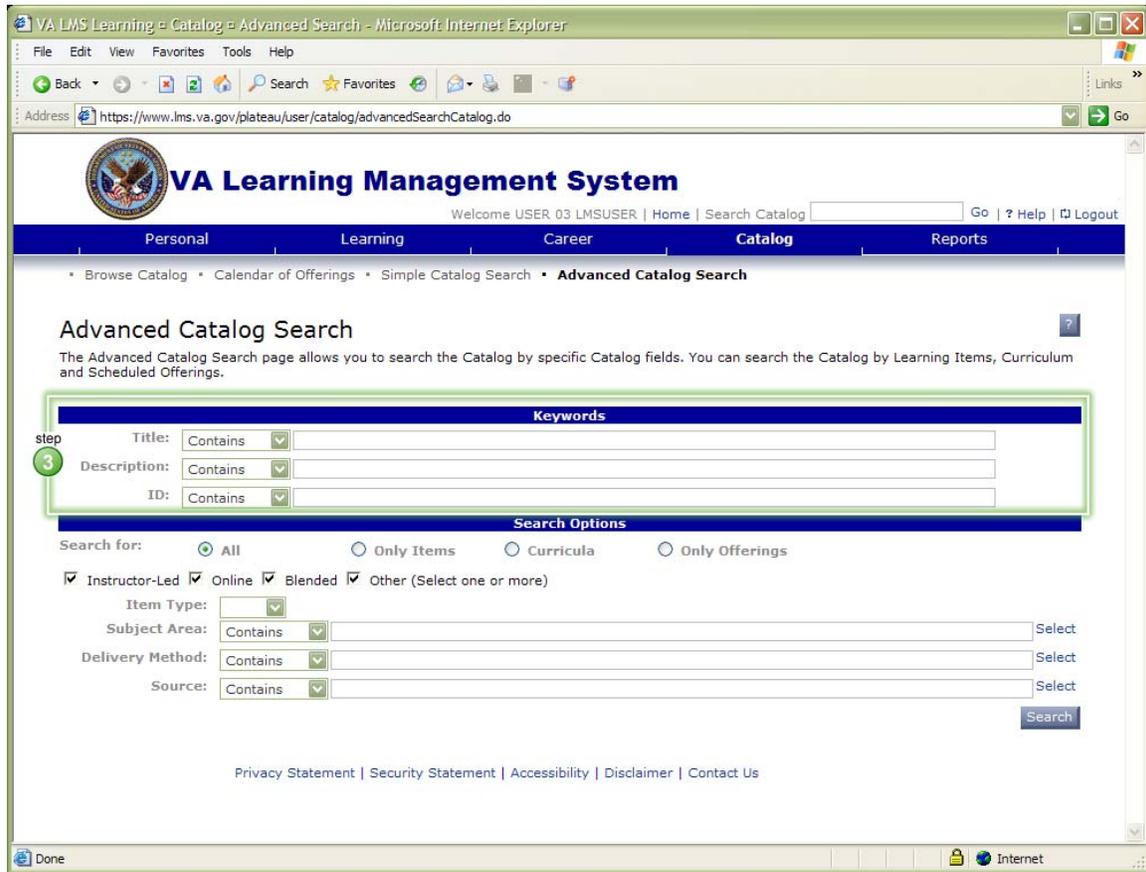
To do this, click the Catalog link in the Main Menu.

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



Next, click the Advanced Catalog Search link in the Sub-Menu.

Step 3 – Complete the Keywords information section as appropriate for what you know about the course you are looking for



This opens the Advanced Catalog Search page.

The Advanced Catalog Search page allows you to search for courses under several different criteria including: keywords in the Title, Course Description, or the ID.

Step 4 – Set the Search Options section criteria as appropriate for the advanced search you are requesting

The screenshot shows the VA Learning Management System interface. The page title is "VA Learning Management System" and the user is logged in as "USER 03 LMSUSER". The navigation menu includes "Personal", "Learning", "Career", "Catalog", and "Reports". The "Catalog" section is active, and the "Advanced Catalog Search" page is displayed. The search criteria are as follows:

- Keywords:**
 - Title: Contains
 - Description: Contains
 - ID: Contains
- Search Options:**
 - Search for: All, Only Items, Curricula, Only Offerings
 - Instructor-Led, Online, Blended, Other (Select one or more)
 - Item Type: [Dropdown]
 - Subject Area: Contains [Dropdown] [Select]
 - Delivery Method: Contains [Dropdown] [Select]
 - Source: Contains [Dropdown] [Select]

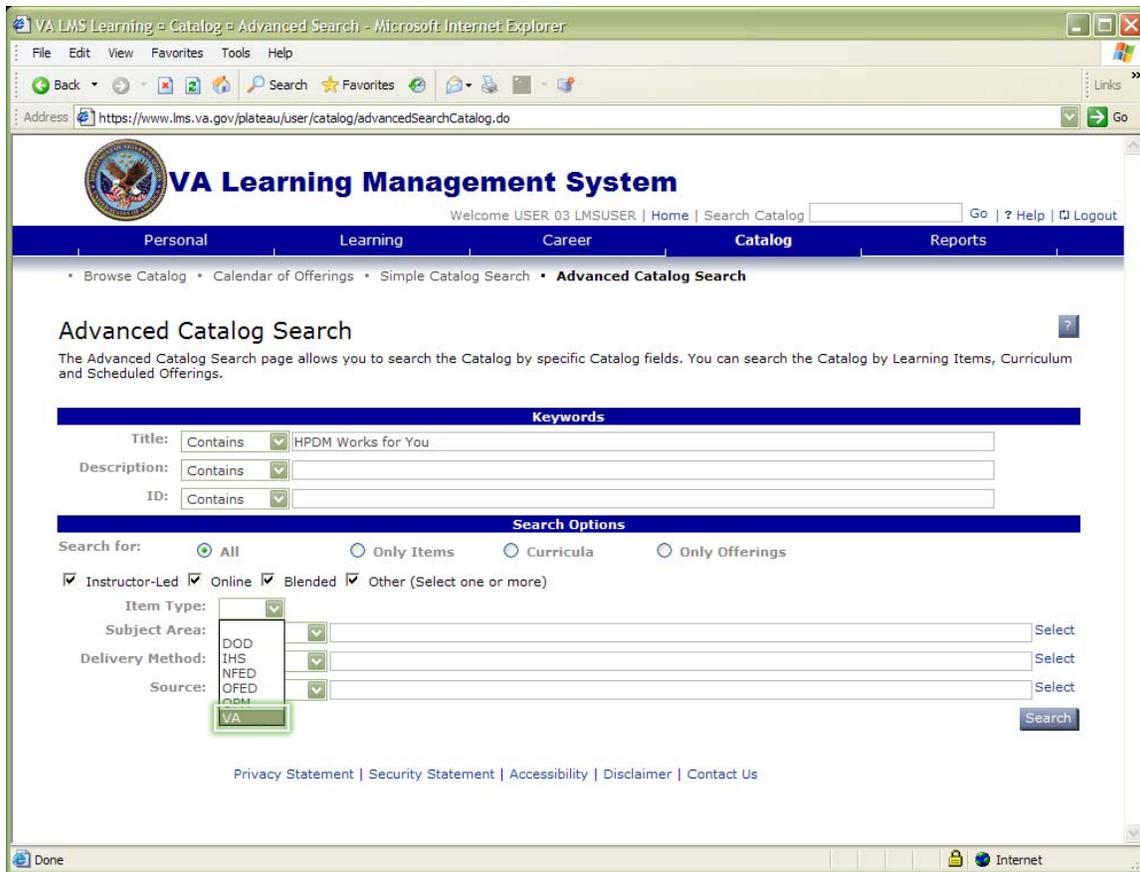
A green box highlights the Search Options section, and a "step 4" marker is placed next to the "Search for:" radio buttons. A "Search" button is located at the bottom right of the form.

The Advanced Catalog Search also provides Search Options for the Item Type, Subject Area, Delivery Method, or Source.

You may choose to search for Items, Offerings, Curricula or All and select the types of training for which you are searching: Instructor-Led, Online, Blended, and Other.

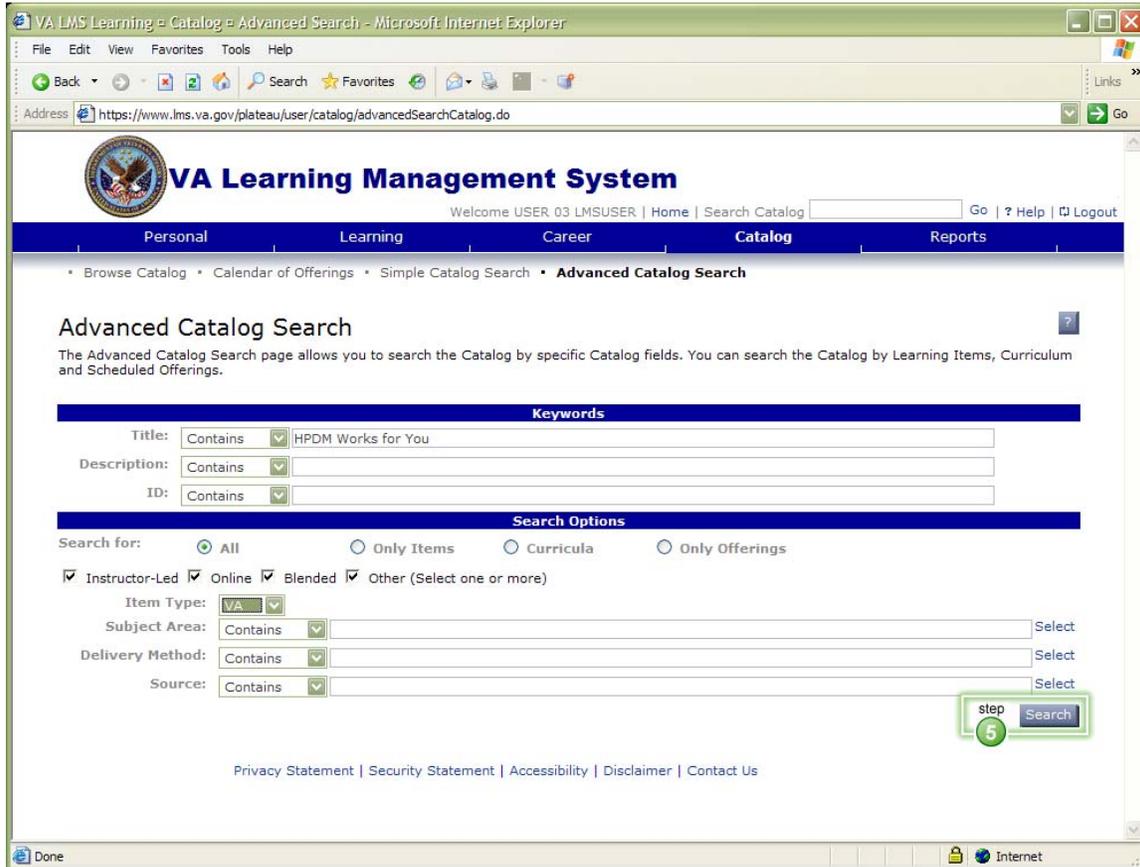
As an example, Mr. LMSUSER's supervisor has recommended that Mr. LMSUSER take the "HPDM Works for You" training course. Mr. LMSUSER enters the course name in the Keywords section of the Title field.

He leaves the Search for: options set to their defaults.



He knows that this is a VA course, so he chooses VA from the Item Type drop down list box.

Step 5 – Click the Search button



Finally, he clicks the Search button.

Step 6 – Click the Go to Content button to add item to your learning plan immediately or click the Add to Learning Plan button to add the training to your learning plan and view the content later

The screenshot shows the VA Learning Management System interface. The browser title is "VA LMS Learning - Catalog - Search Results - Microsoft Internet Explorer". The address bar shows "https://www.lms.va.gov/plateau/user/catalog/routeAdvancedSearchCriteria.do". The page header includes the VA Learning Management System logo and navigation tabs: Personal, Learning, Career, Catalog, and Reports. The main content area displays "Search Results" for "Advanced Catalog Search". A table titled "Catalog Search Results" contains one entry: "HPDM Works for You". The table has columns for Title, Type, Price (\$), Status, and Action. The Action column contains two buttons: "Go to Content" and "Add to Learning Plan". A green box highlights these buttons, and a "step 6" callout points to the "Go to Content" button.

The Catalog Search Results are displayed.



Note: To learn more about the course, click the course title.

Clicking the Go to Content button will open training item content immediately and automatically add the item to your learning plan.

To take this course at a later time, click the Add to Learning Plan button. This will add the course to your learning plan. This allows you to return at a later time and launch the course from your learning plan.

For this tutorial, Mr. LMSUSER clicks the Add to Learning Plan button.

VA Learning Management System
 Welcome USER 03 LMSUSER | Home | Search Catalog | Go | ? Help | Logout

Personal | **Learning** | Career | Catalog | Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning • SF-182 Requests

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: [None] Field Chooser

[Expand All] [Collapse All]

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

Records per Page: 10 Page: 1 2 «Previous | Next» (16 total records)

The VA LMS opens Mr. LMSUSER’s learning plan and the course “HPDM Works for You” has been added.

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

Task 6 – Launching Training from your Learning Plan

Step 1 – Click the Learning link

The screenshot shows the VA Learning Management System interface. The browser window title is "VA LMS Learning - Personal - Home - Microsoft Internet Explorer". The address bar shows "https://www.lms.va.gov/plateau/user/personal/viewPersonalHome.do". The page header includes the VA logo and the text "VA Learning Management System". Below the header is a navigation menu with tabs for "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning" tab is highlighted with a green box and a red circle containing the number "1". The main content area includes a welcome message for "USER 03 LMSUSER" dated "2/19/2008". There is a "Please UPDATE YOUR PROFILE!" alert. Below that is a section titled "Get the Most from Your Learning Management System" with a link to "Inside LMS". There is also an "Alerts" section with a notification: "You have overdue learning". A "Catalog" section is visible with links to "View all available instructor-led items" and "View all available online items". A "Learning Plan" table is shown with columns for "Title", "Type", and "Required By". The table contains several rows of training items, including "Configuring the Open Shortest Path First Protocol - 120082_eng", "Testing and Instrumenting C# Applications - 109340_eng", "TEST ITEM", "VHA Privacy Policy Web Training", and "Advancing Your Service Expertise - CUST0104". A "Curriculum Status" section is also visible with a link to "Go to Curriculum Status".

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 in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://www.lms.va.gov/plateau/user/learning/getLearningPlanAction.do. The page title is "VA Learning Management System" and it includes a navigation menu with options like Personal, Learning, Career, Catalog, and Reports. The main content area is titled "Learning Plan" and contains a table of learning items. The table has columns for Title, Type, Required By, Status, Action, and Remove. The "Action" column contains "Go to Content" buttons for several items, including "General Employee Privacy Awareness", which is highlighted with a green box. A green circle with the number "2" is placed over the "Go to Content" button for this item. The table also shows items with "Request Schedule" and "Must be registered" 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	🔗				🗑️
▶ 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.



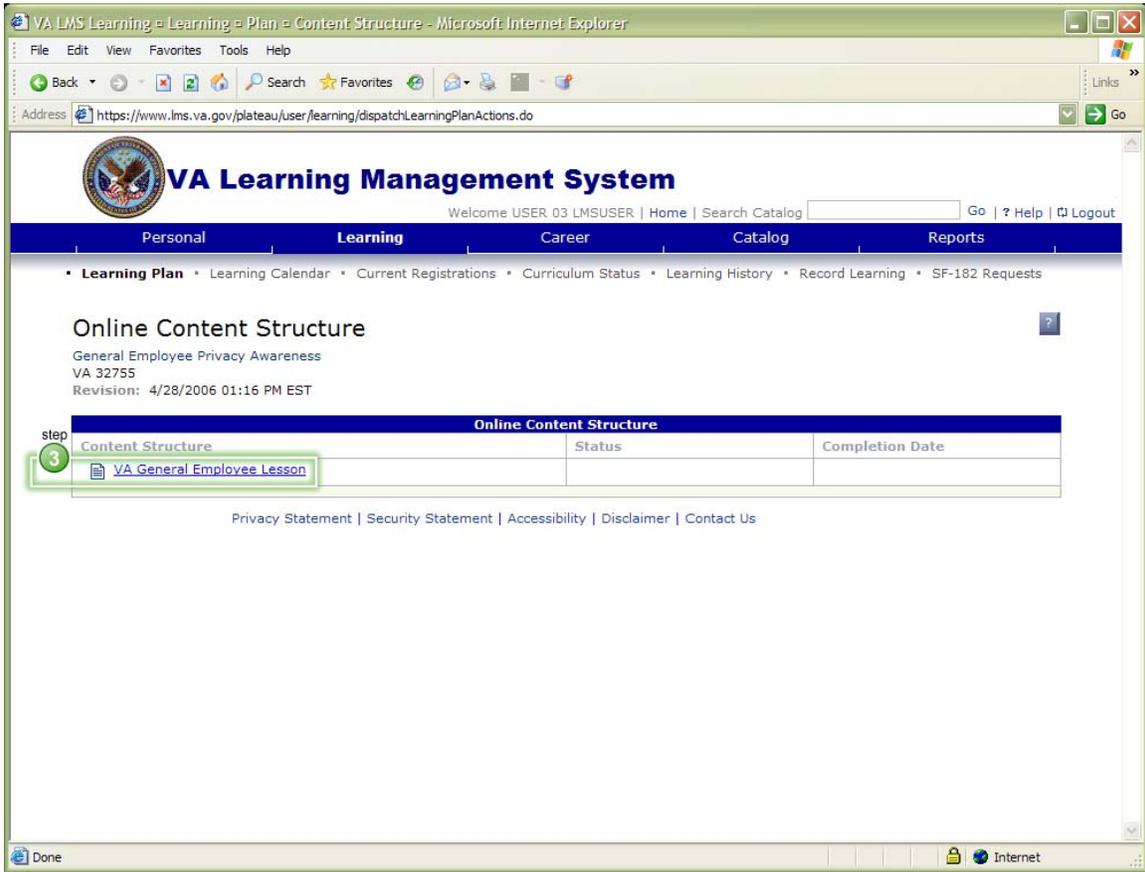
The Action column of the Learning Plan is important in determining what courses have content that can be launched from your learning plan.

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



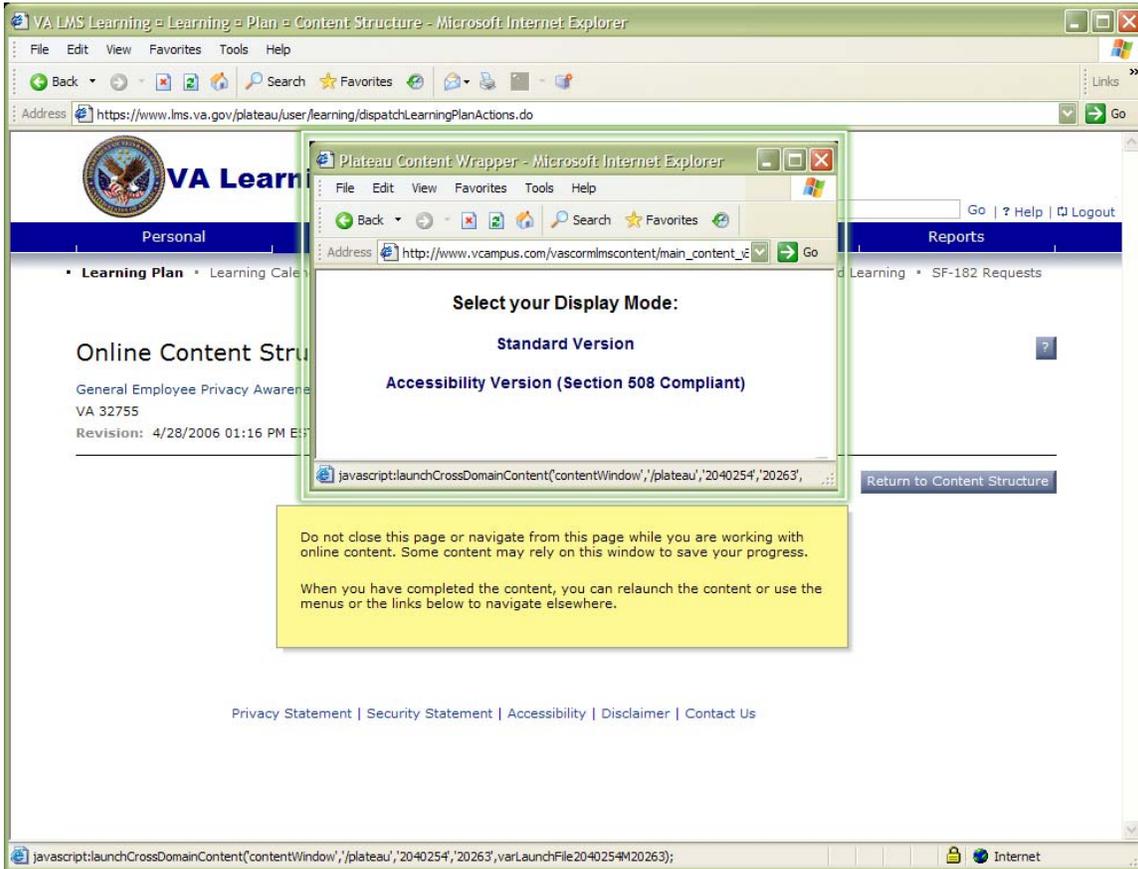
The Online Content Structure screen appears. A link (or links) to launch the online content for the course is shown here.



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.

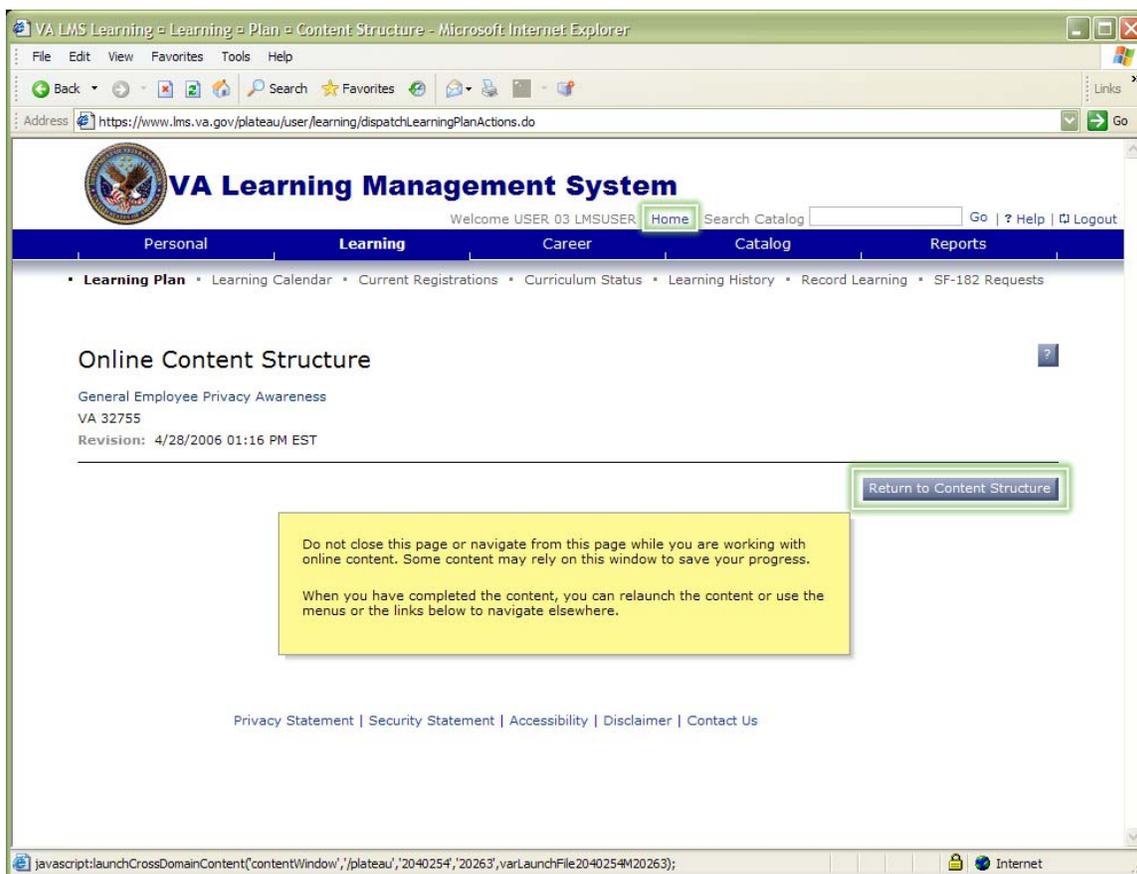


Warning: Once a course is launched, pay careful attention to the message displayed on the VA LMS window.

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.



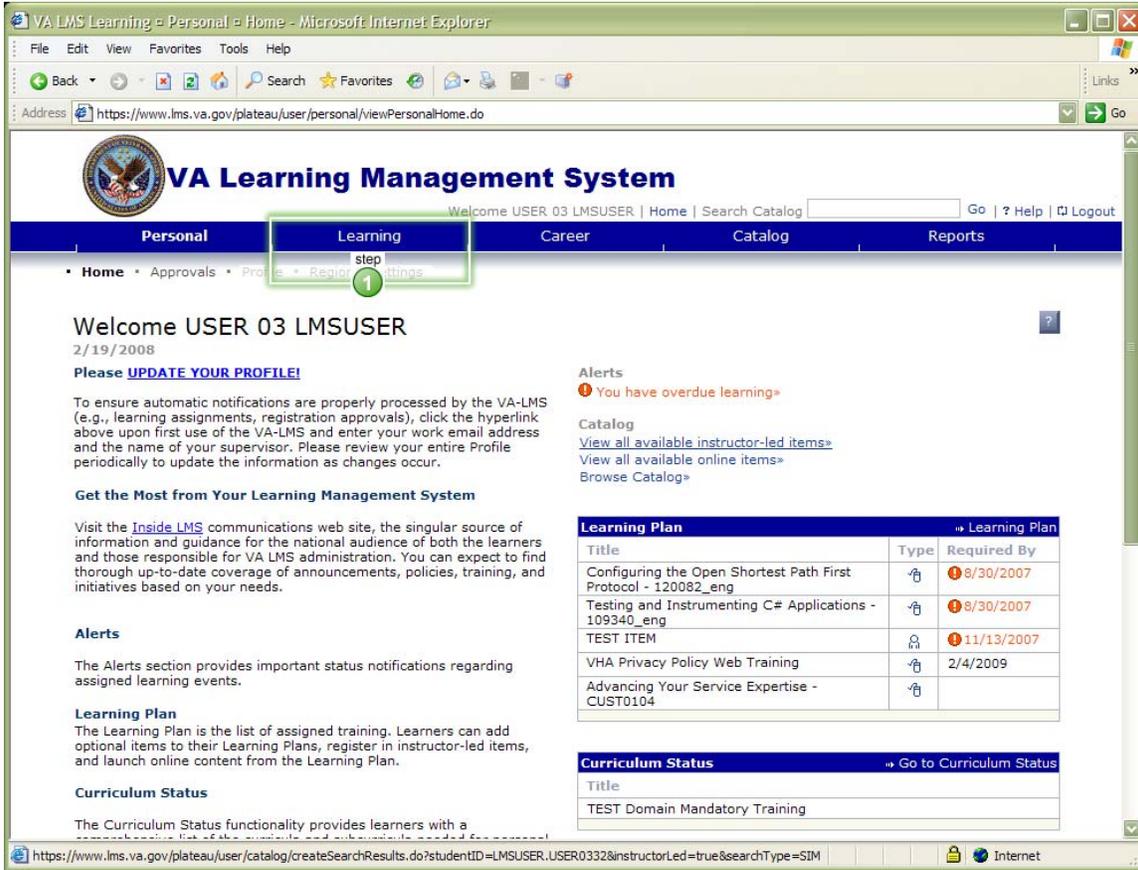
The content window closes and you return to the Online Content Structure screen.

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.

Task 7 – 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 heading is "VA Learning Management System" with a sub-header "Welcome USER 03 LMSUSER | Home | Search Catalog". The 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 has columns for Title, Type, Required By, Status, Action, and Remove. The "Balanced Scorecard Workshop" row is highlighted, and a red circle with the number "2" points to the trash can icon in the "Remove" column for that row.

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	🗑️

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.

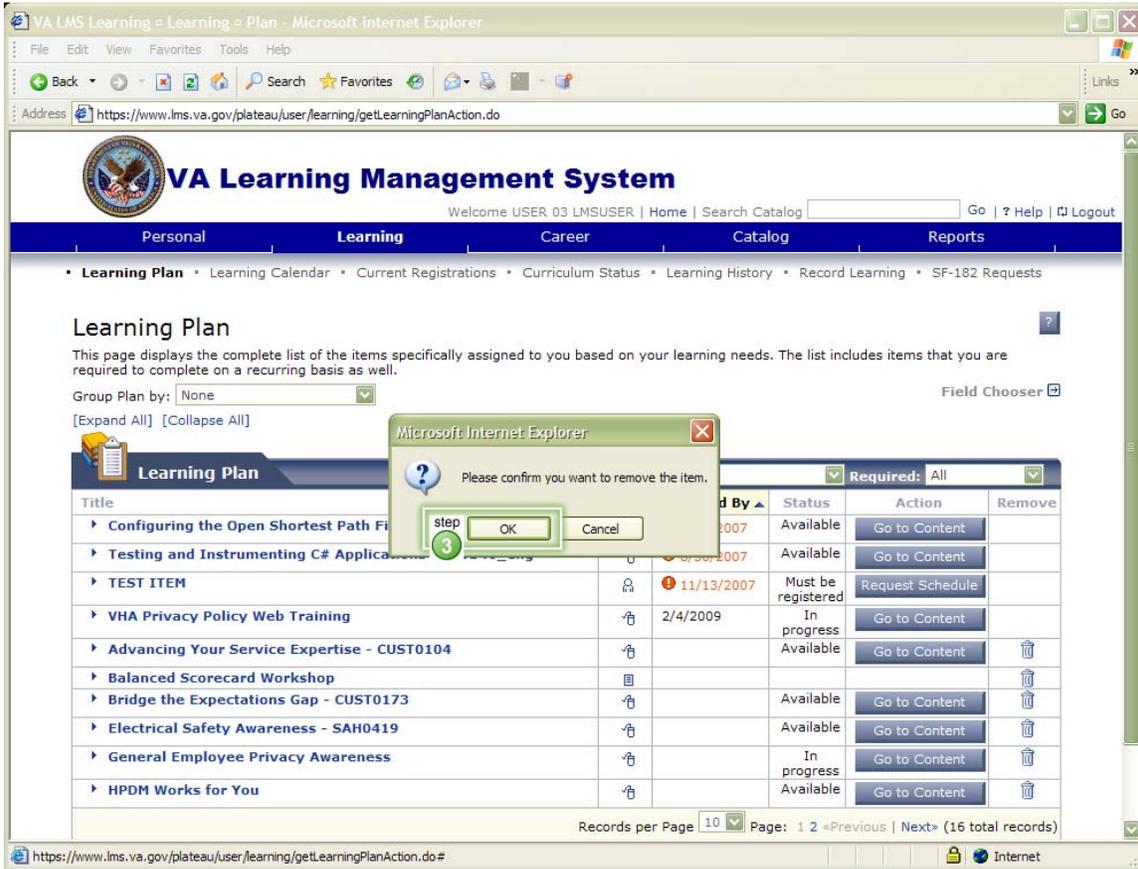


Note: You may only remove items that you have added to your learning plan. You can recognize these items by the trash can icon in the Remove column of your learning plan.

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. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, and Reports. Below this, there is a section for the Learning Plan, which includes a table of items. The table has columns for Title, Type, Required By, Status, Action, and Remove. The items listed 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', 'Bridge the Expectations Gap - CUST0173', 'Electrical Safety Awareness - SAH0419', 'General Employee Privacy Awareness', 'HPDM Works for You', and 'ISO Incident Flowchart'. The 'Required By' dates range from 8/30/2007 to 2/4/2009. The 'Status' column shows various states like 'Available', 'Must be registered', and 'In progress'. The 'Action' column contains buttons like 'Go to Content' and 'Request Schedule'. The 'Remove' column contains trash icons.

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	🗑️

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.

Your VA LMS Learning Plan Step by Step Guide

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.

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/YourLearningPlan.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)