Accessing Subordinate Training

Objectives

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

- Access Subordinate Training.

Click here to view online tutorial

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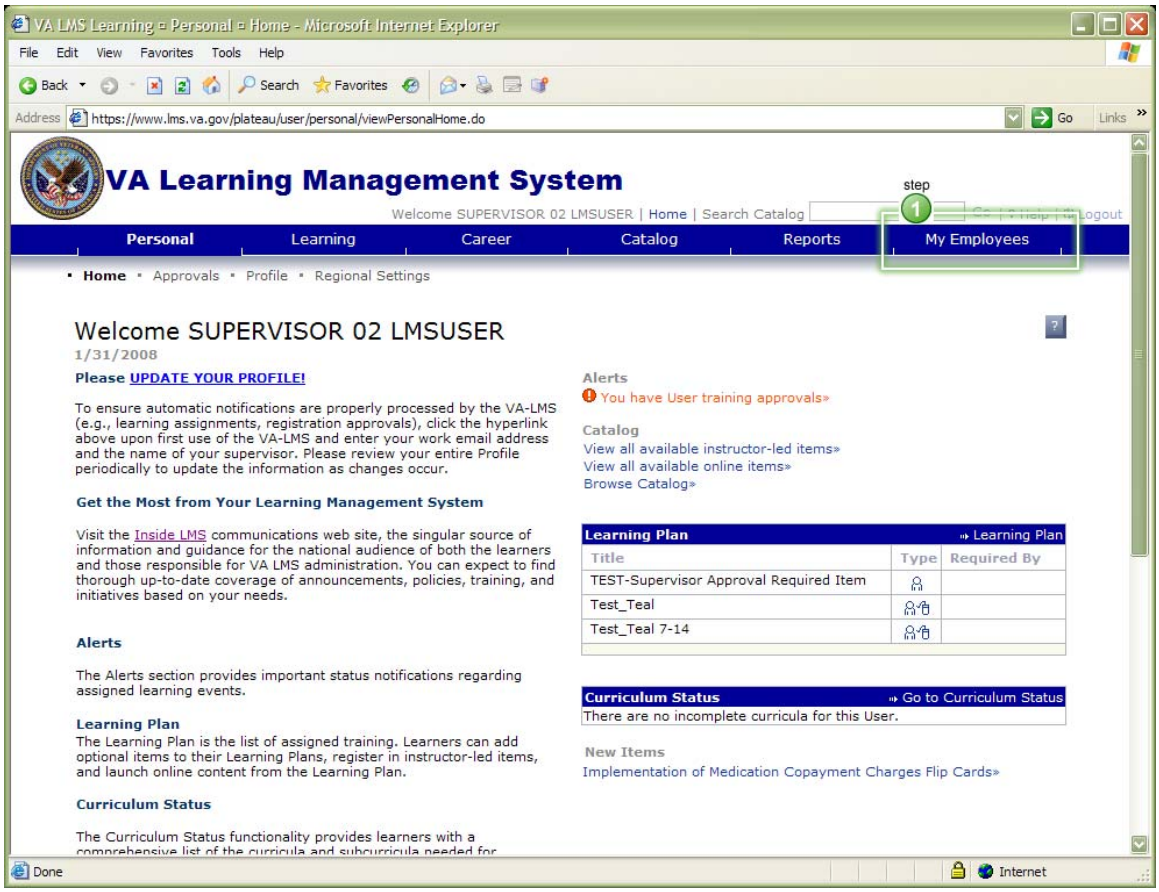
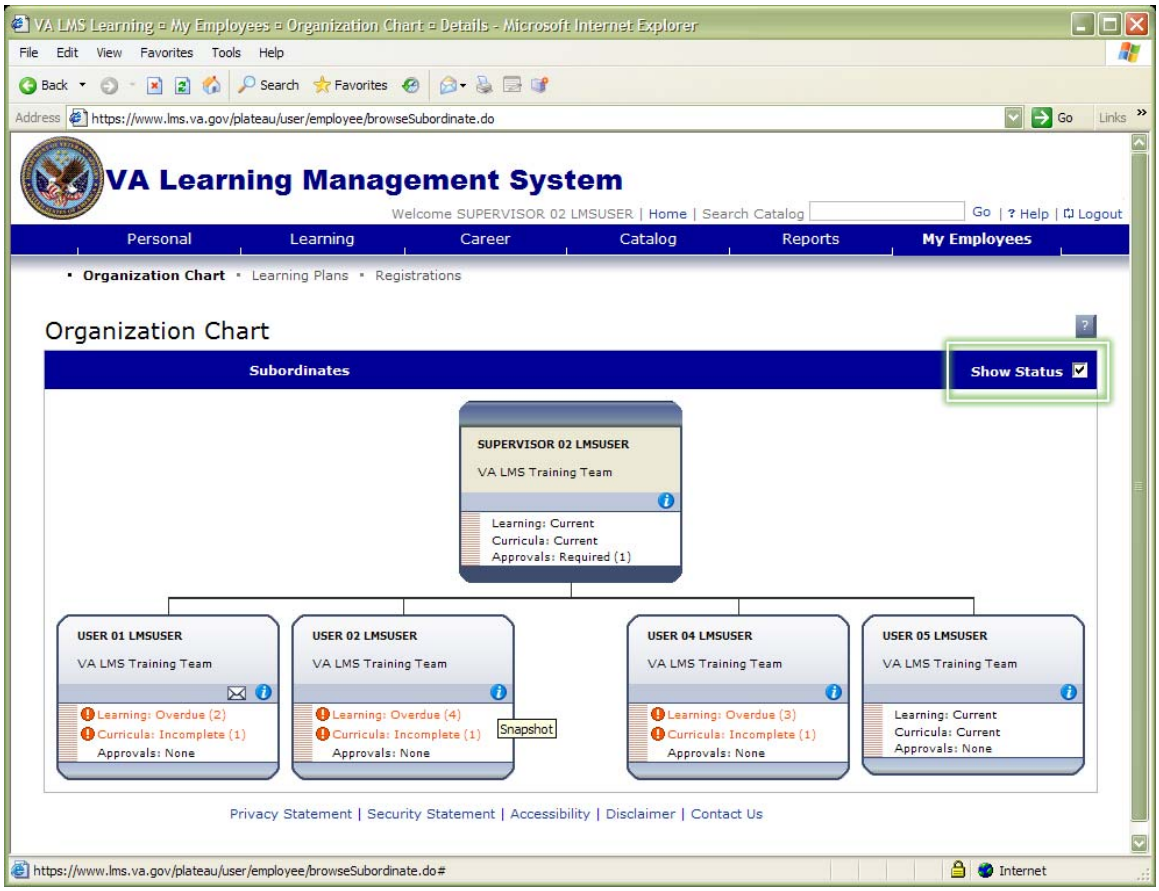
Accessing Subordinate Training

Step 1 – Click the My Employees link in Main Menu



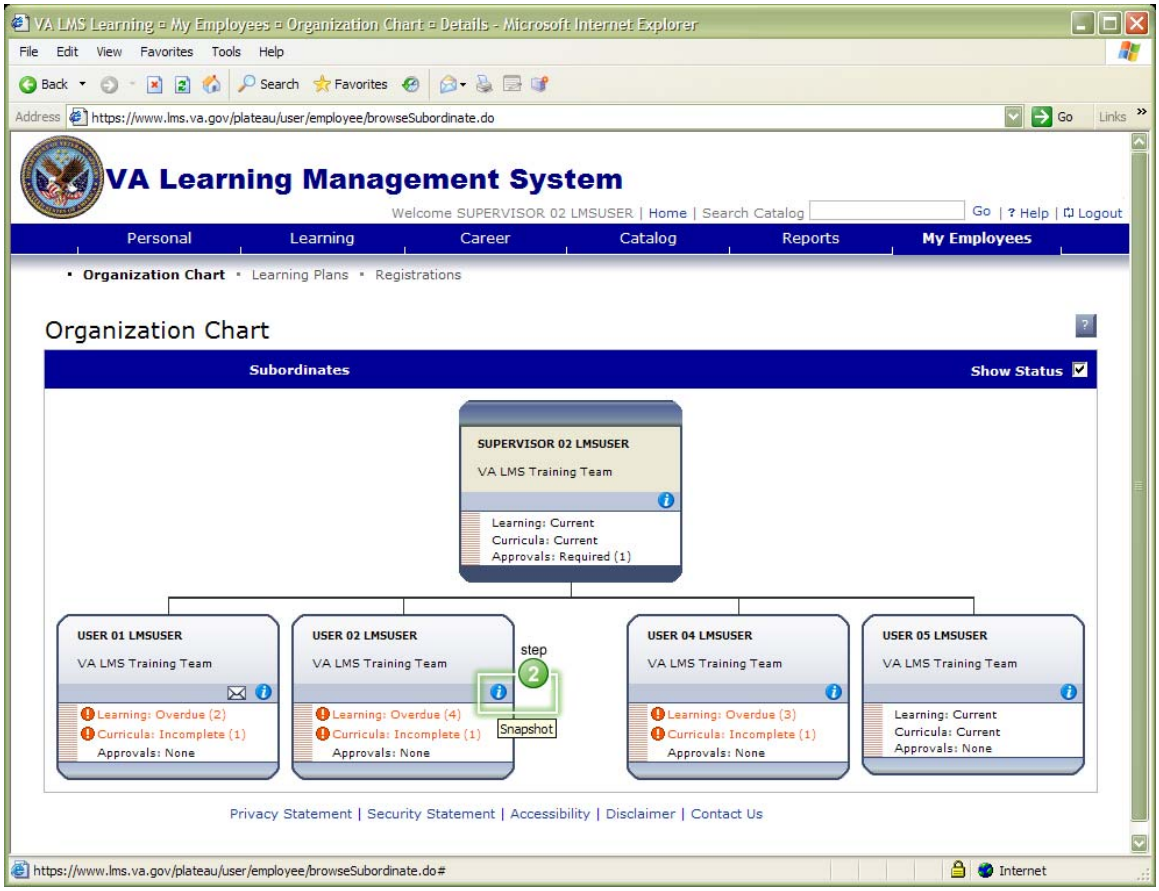
To access a subordinate's training, click My Employees on the blue Main Menu navigation bar.



The Organization Chart listing your subordinates is displayed.

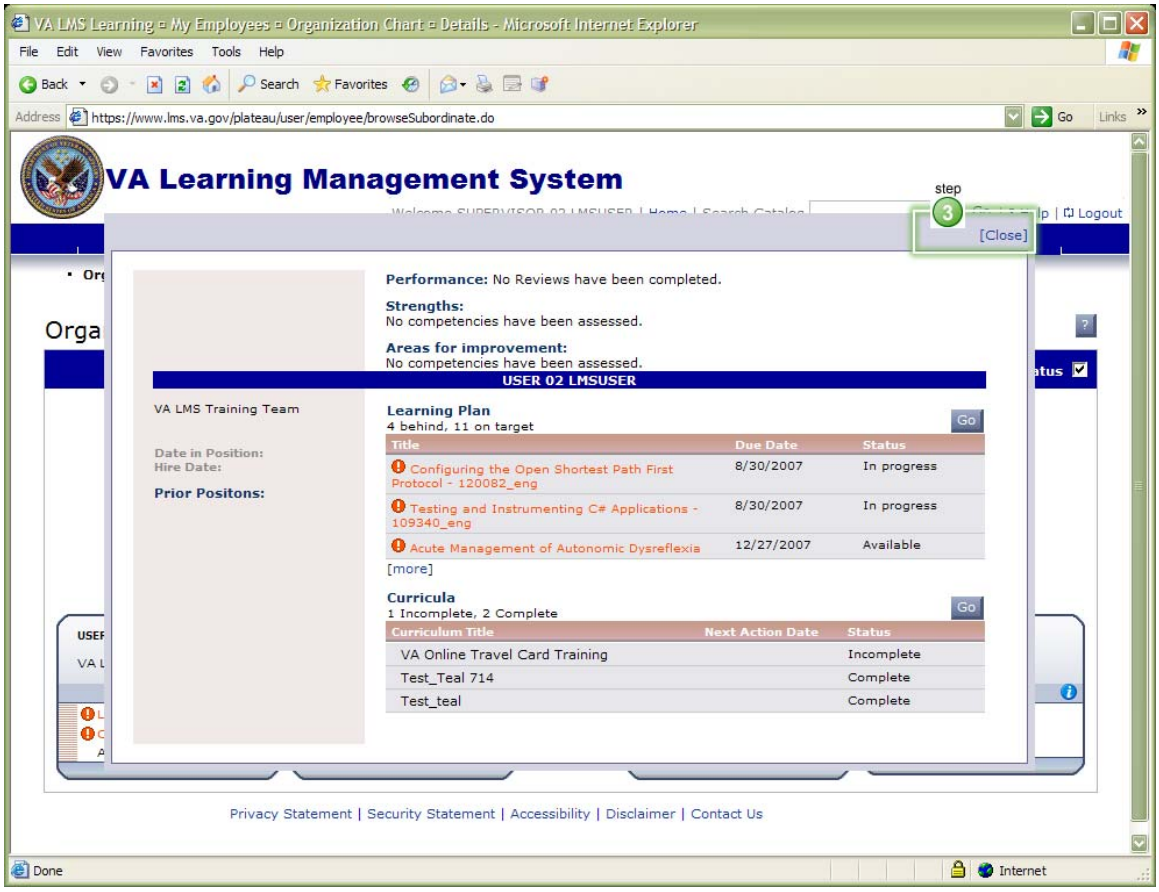
If the Show Status checkbox in the upper-right is selected, the Organization Chart shows a summary of the Learning, Curricula and Approvals status for each subordinate.

Step 2 –Click the Snapshot icon (the blue circled "i") under subordinate's name in their Status box



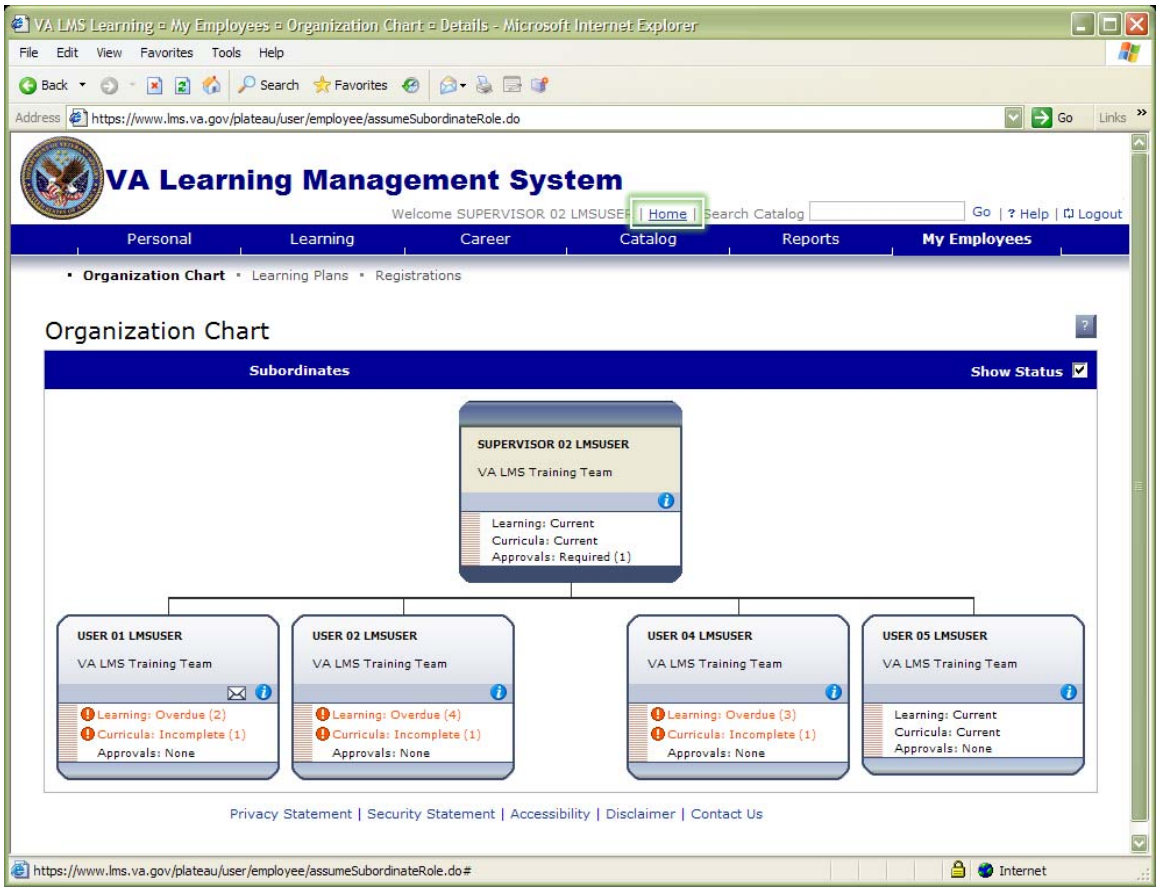
To view details of a subordinate's training, click on the blue-circled "i" icon under the subordinate's name. This will show you a "snapshot" of the details.

Step 3 –Click [Close] in the Snapshot window



A new window pops up, displaying a snapshot of the individual subordinate's learning plan, curricula status, and other information.

When you're finished reviewing the content, click [Close] in the upper-right corner.



The Organization Chart is visible again and you are able to select another subordinate's Snapshot.

Or, you may use the navigation tools provided in the VA LMS to continue with other tasks in the VA LMS, such as returning to the Home page.

This completes the process.

Accessing Subordinate Training Step by Step Guide

1. Click the My Employee link in the Main Menu
2. Click the Snapshot icon (the blue circled "i") under subordinate's name in their Status box
3. Click [Close] in the Snapshot window

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/005-SUPS-ManageMyEmp/AccessSubTrng.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)