



## Adding Item: Subordinate Learning Plan

### Objectives

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

- Add an item to the Subordinate Learning Plan.

[Click here to view online tutorial](#)

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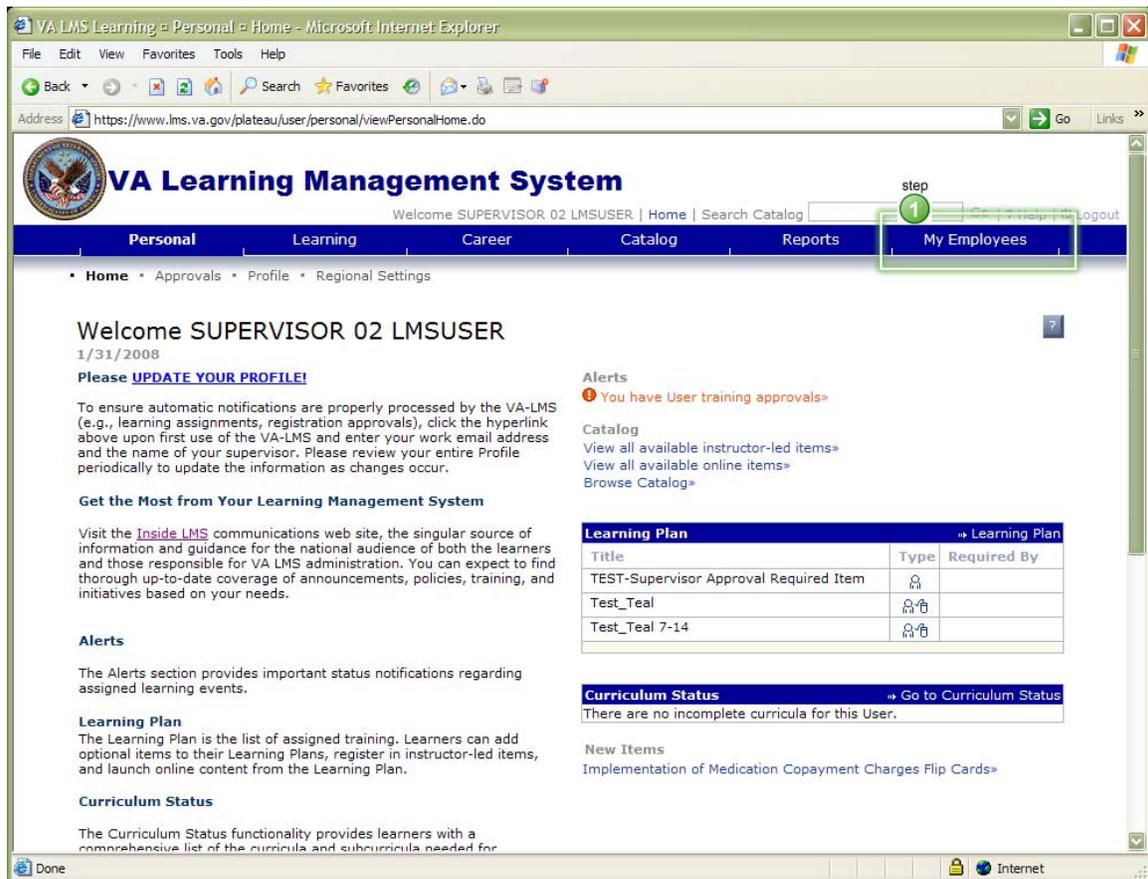
Place cursor over the task or step and Ctrl + click the task or step to jump directly to it.

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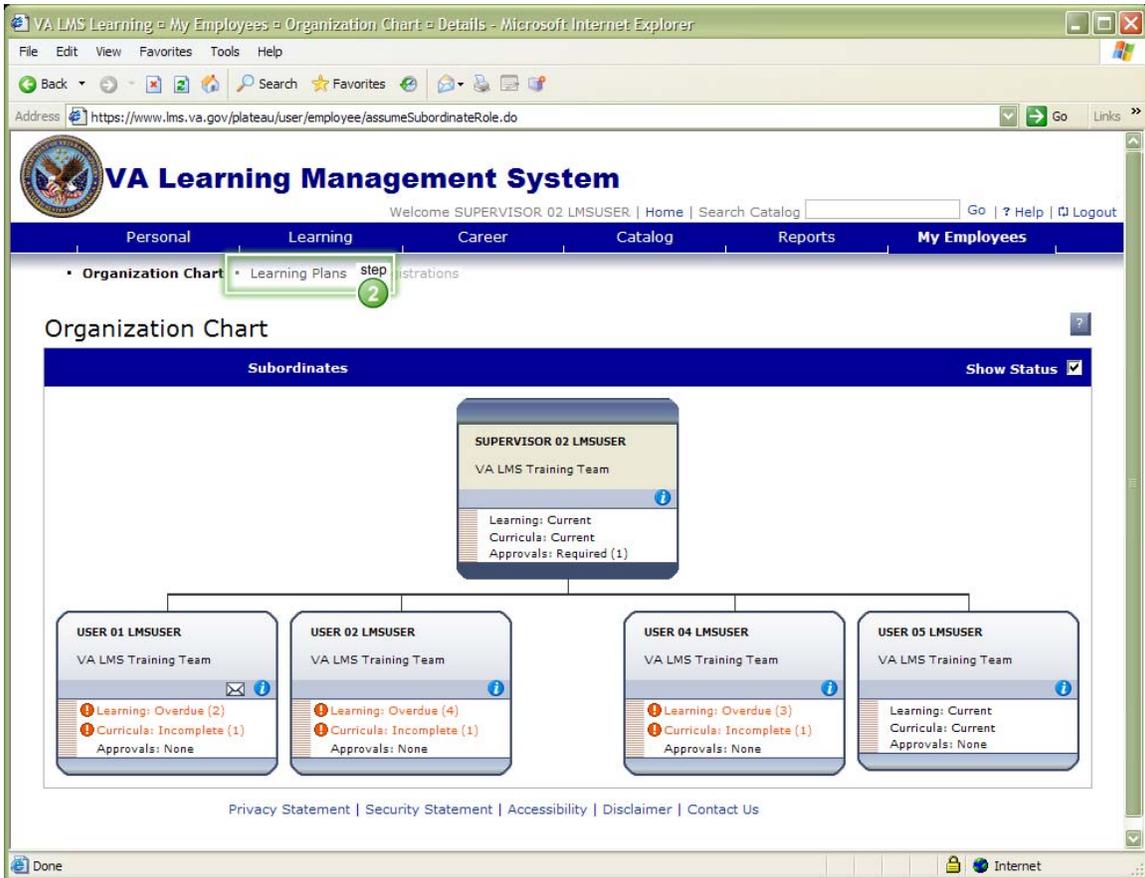
**Adding Item: Subordinate Learning Plan**

**Step 1 –Click the My Employees link in Main Menu**



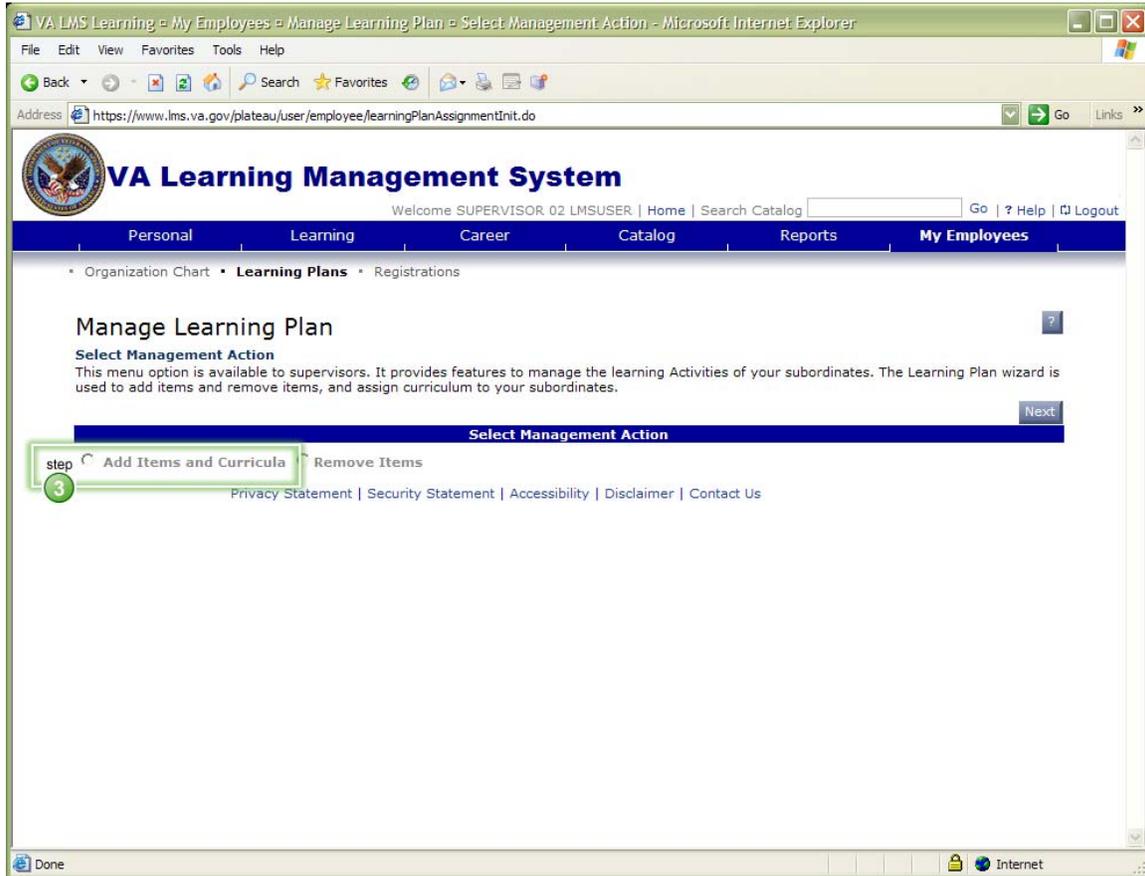
To access a subordinate’s Learning Plan, click My Employees on the blue Main Menu navigation bar.

## Step 2 – Click the Learning Plan Sub-Menu link



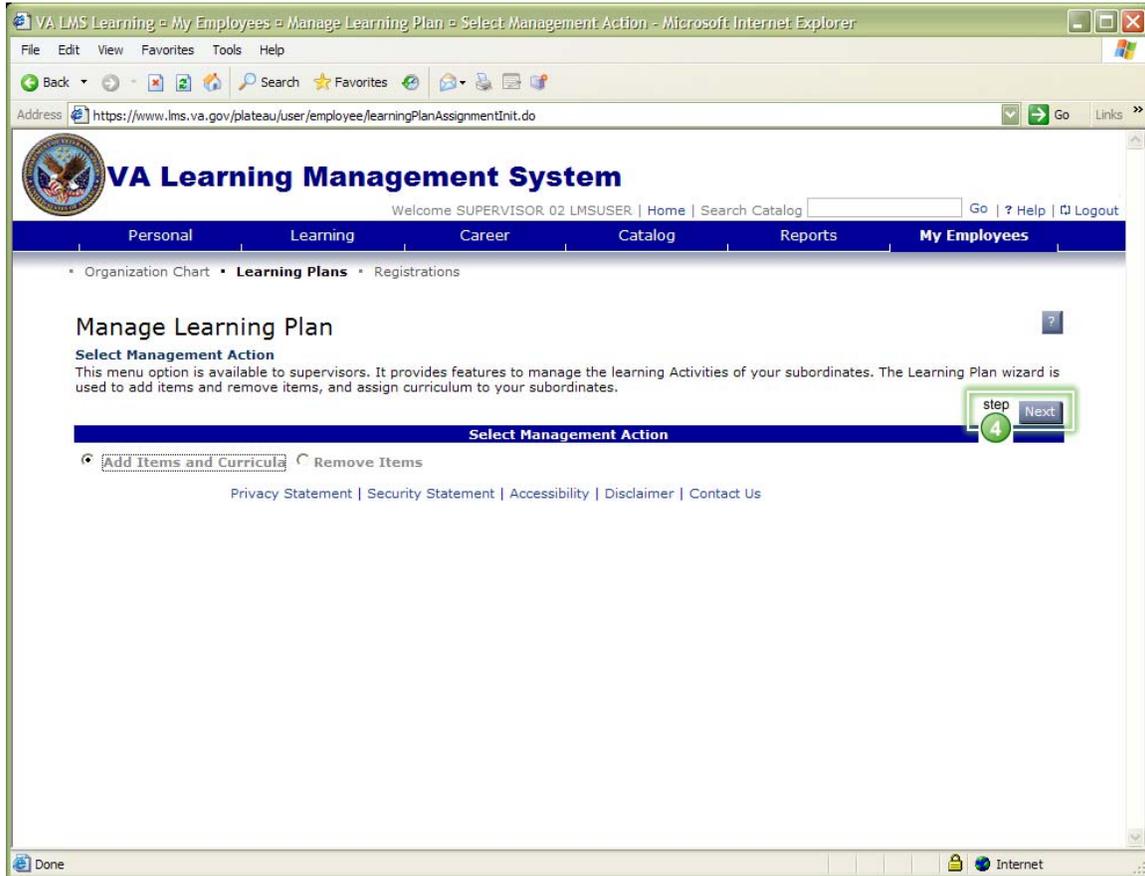
The Organization Chart screen showing your subordinates is displayed. Click on Learning Plans in My Employee's sub-menu options, located just beneath the blue Main Menu.

### Step 3 – Select Add Items and Curricula radio button



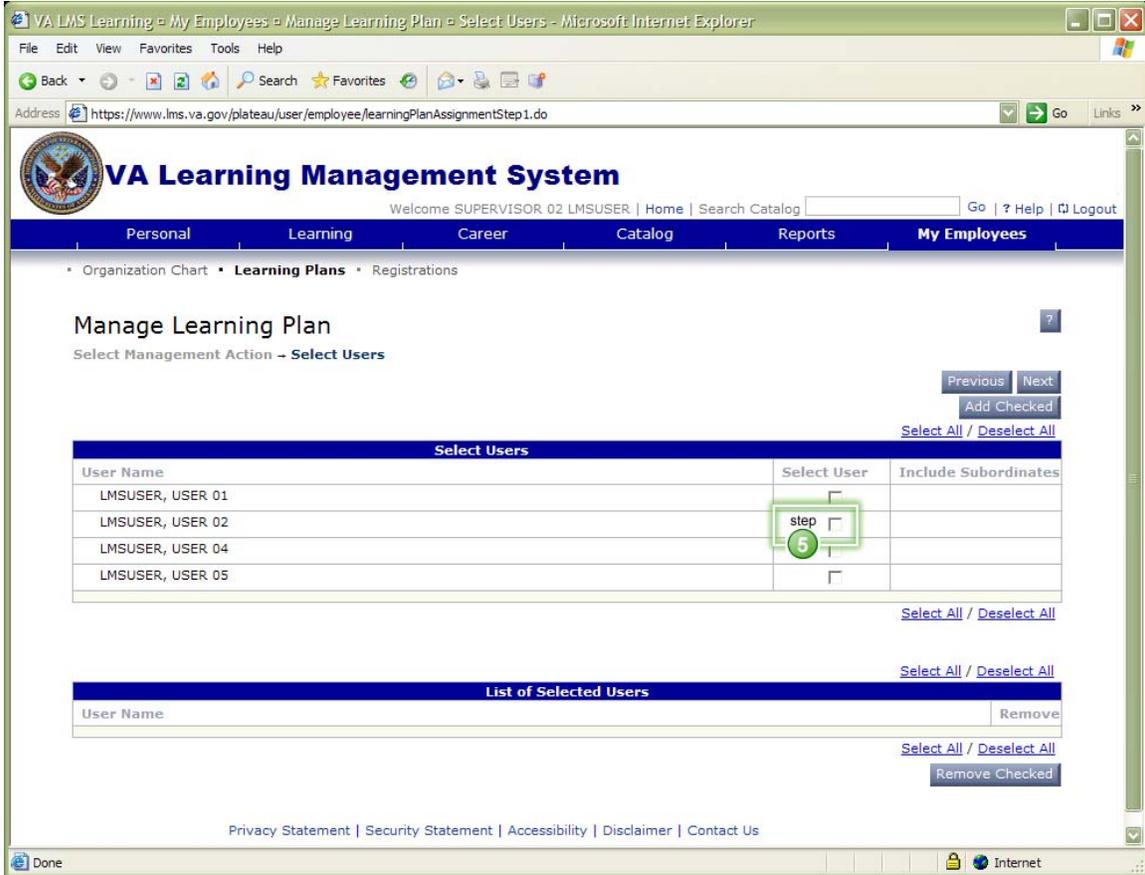
The Manage Learning Plan wizard begins and the Select Management Action screen is displayed. Select the Add Items and Curricula radio button.

## Step 4 – Click the Next button



Click the Next button.

**Step 5 –Select the checkbox for each subordinate you wish to add training assignments**



This brings you to the Select Users screen. In the Select User column, select the checkbox of the subordinate for whom you are adding the item.

For the purposes of this tutorial, we will add training to our fictional subordinate, USER 02 LMSUSER.



Note: The VA LMS does allow you to select more than one subordinate. This is helpful if you need to add the same training item to more than one subordinate.

## Step 6 – Click the Add Checked button

The screenshot shows the VA Learning Management System interface. The browser title is "VA LMS Learning - My Employees - Manage Learning Plan - Select Users - Microsoft Internet Explorer". The address bar shows "https://www.lms.va.gov/plateau/user/employee/learningPlanAssignmentStep1.do". The page header includes the VA logo and "VA Learning Management System". The navigation menu has "My Employees" selected. The breadcrumb trail is "Organization Chart > Learning Plans > Registrations". The main heading is "Manage Learning Plan" with a sub-heading "Select Management Action - Select Users". A progress indicator shows "step 6" with "Previous" and "Next" buttons. The "Add Checked" button is highlighted with a green box. Below this is a table titled "Select Users" with columns "User Name", "Select User", and "Include Subordinates". The table contains four rows of users, with the second row (LMSUSER, USER 02) having a checked box in the "Select User" column. Below the table are "Select All / Deselect All" links. At the bottom, there is a "List of Selected Users" section with a "Remove" button and "Select All / Deselect All" links. The footer contains "Privacy Statement | Security Statement | Accessibility | Disclaimer | Contact Us".

User Name	Select User	Include Subordinates
LMSUSER, USER 01	<input type="checkbox"/>	
LMSUSER, USER 02	<input checked="" type="checkbox"/>	
LMSUSER, USER 04	<input type="checkbox"/>	
LMSUSER, USER 05	<input type="checkbox"/>	

Once the appropriate subordinates are selected, click the Add Checked button in the upper-right.

## Step 7 – Click the Next button

The screenshot shows the VA Learning Management System interface. The browser address bar displays <https://www.lms.va.gov/plateau/user/employee/learningPlanAssignmentStep2.do>. The page title is "VA Learning Management System" and the user is identified as "SUPERVISOR 02 LMSUSER". The navigation menu includes "Personal", "Learning", "Career", "Catalog", "Reports", and "My Employees". The current page is "Manage Learning Plan" with the sub-action "Select Management Action – Select Users".

On the right side, there are navigation buttons: "Previous", "Next" (highlighted with a green box and a "step 7" indicator), and "Add Checksum". Below these are "Select All / Deselect All" links.

The "Select Users" table has the following data:

User Name	Select User	Include Subordinates
LMSUSER, USER 01	<input type="checkbox"/>	
LMSUSER, USER 02	<input type="checkbox"/>	
LMSUSER, USER 04	<input type="checkbox"/>	
LMSUSER, USER 05	<input type="checkbox"/>	

Below the table are "Select All / Deselect All" links.

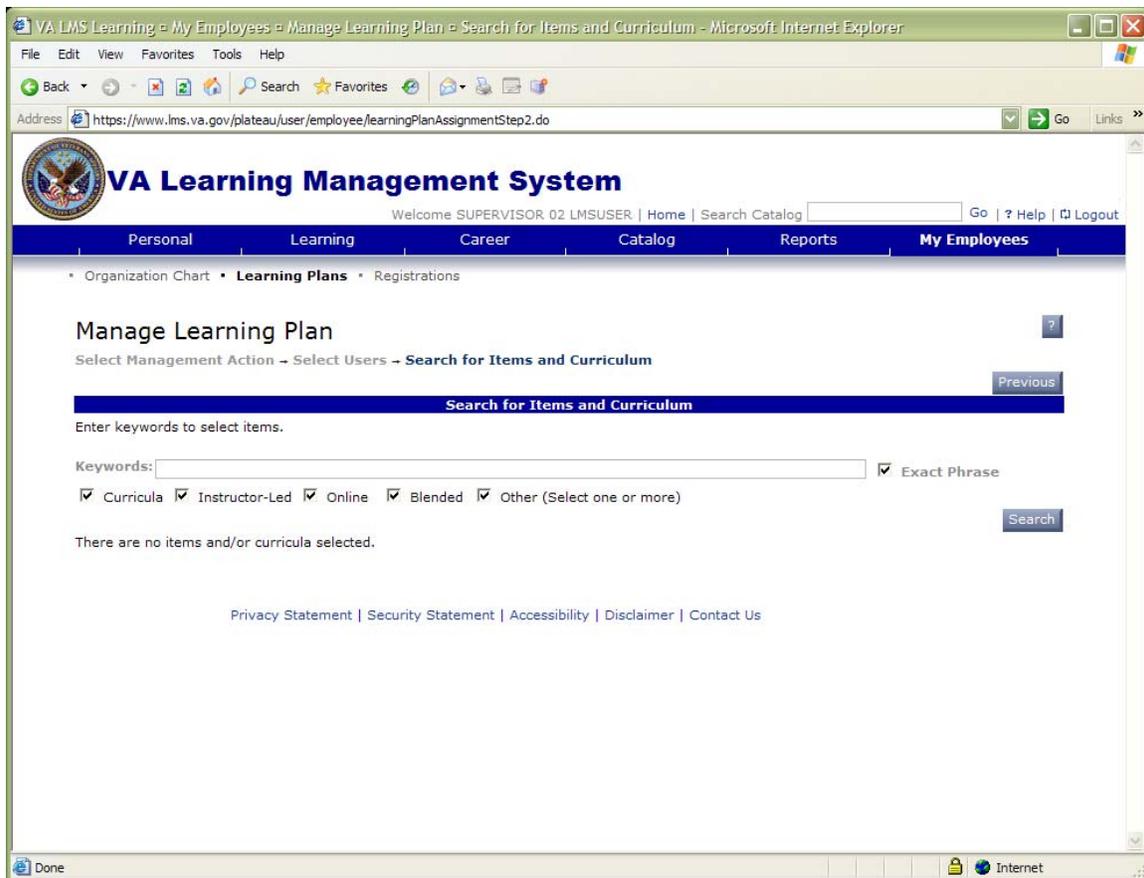
The "List of Selected Users" box at the bottom contains the following data:

User Name	Remove
LMSUSER, USER 02	<input type="checkbox"/>

Below this table are "Select All / Deselect All" and "Remove Checked" links.

The name(s) of the subordinates you selected now appear in the List of Selected Users box at the bottom of the page.

Verify that this list is accurate and then click the Next button.



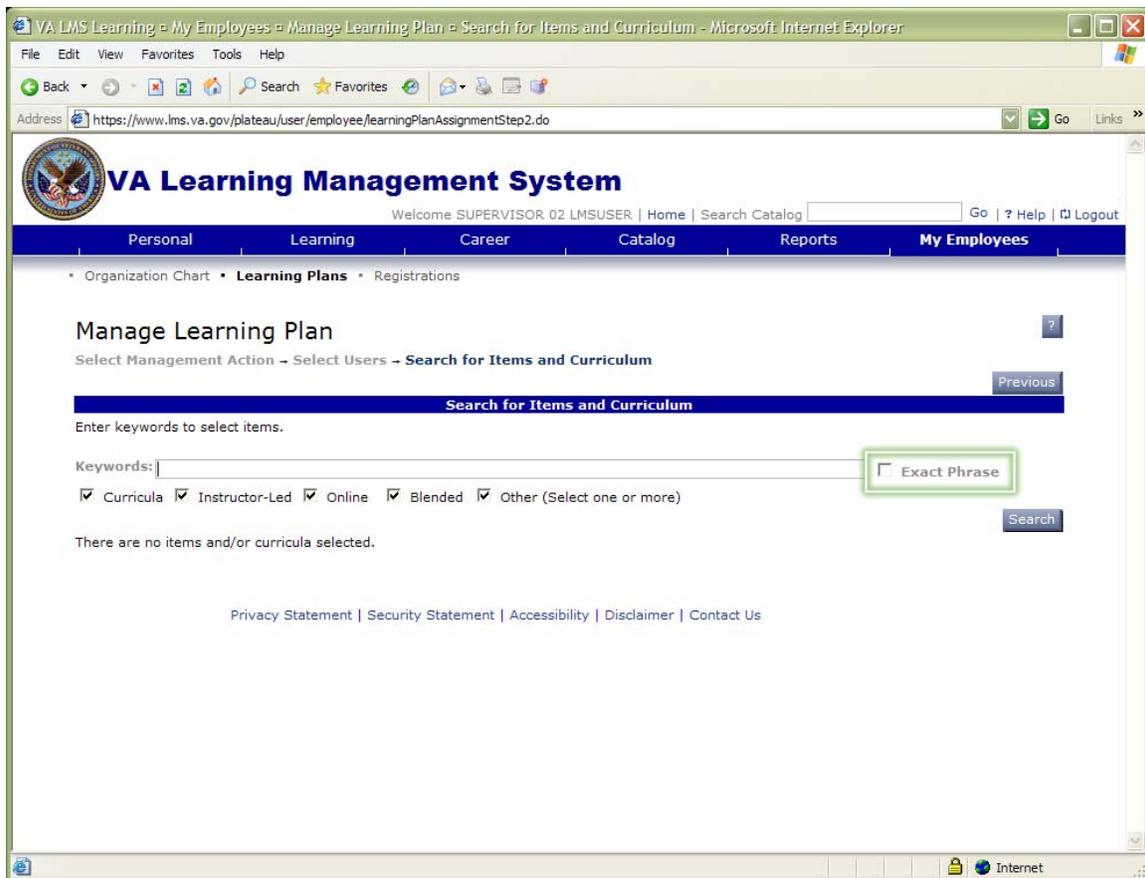
This takes you to the Search for Items and Curriculum screen. This screen asks you to do a keyword search to locate the desired training items or curriculum to add to the subordinate(s) selected in the previous step.



Notice the categories listed under the text field:

- Curricula,
- Instructor-Led,
- Online,
- Blended, and
- Other.

The VA LMS automatically selects all categories by default. However, by deselecting undesired categories of training, you can help limit the search results. This may make it easier to find the items or curricula you want.

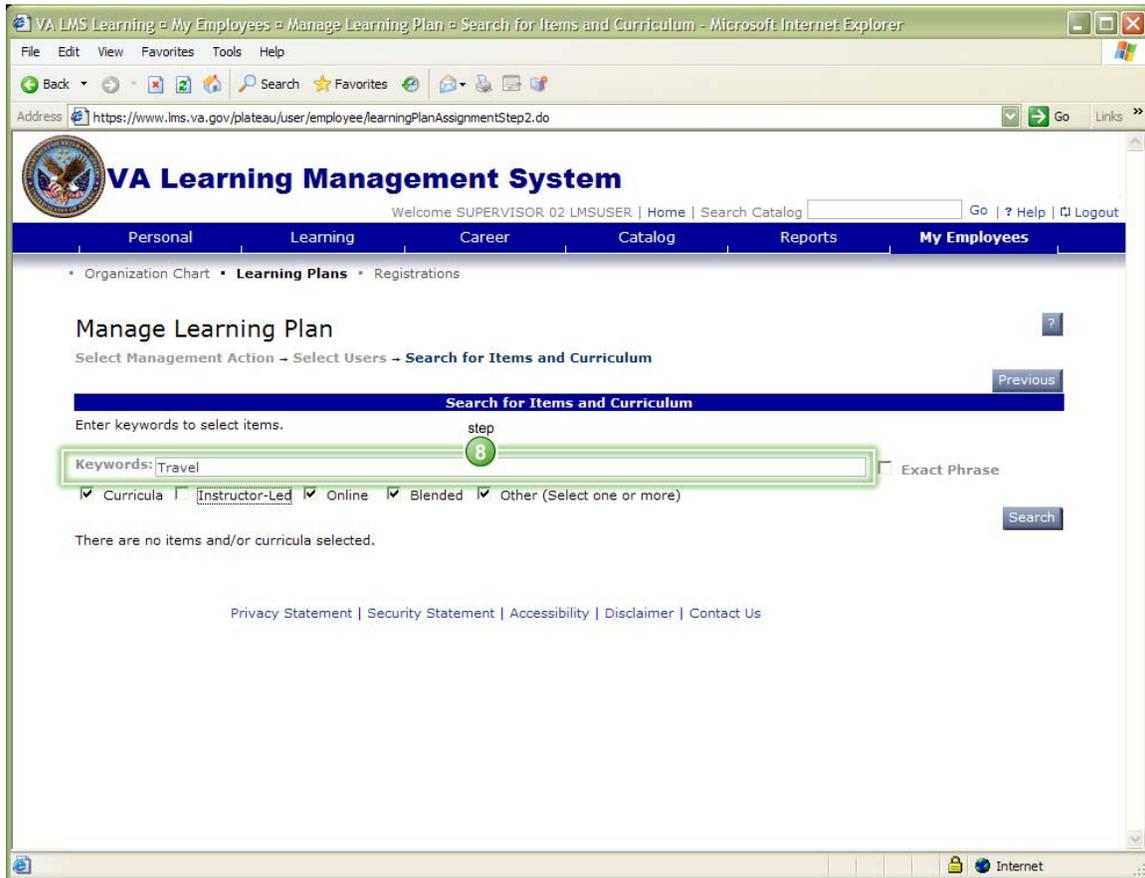


Also, the VA LMS automatically selects the Exact Phrase option. This means that the VA LMS will only return results that exactly match your search. If you are not certain of the exact phrasing, un-check the Exact Phrase option.

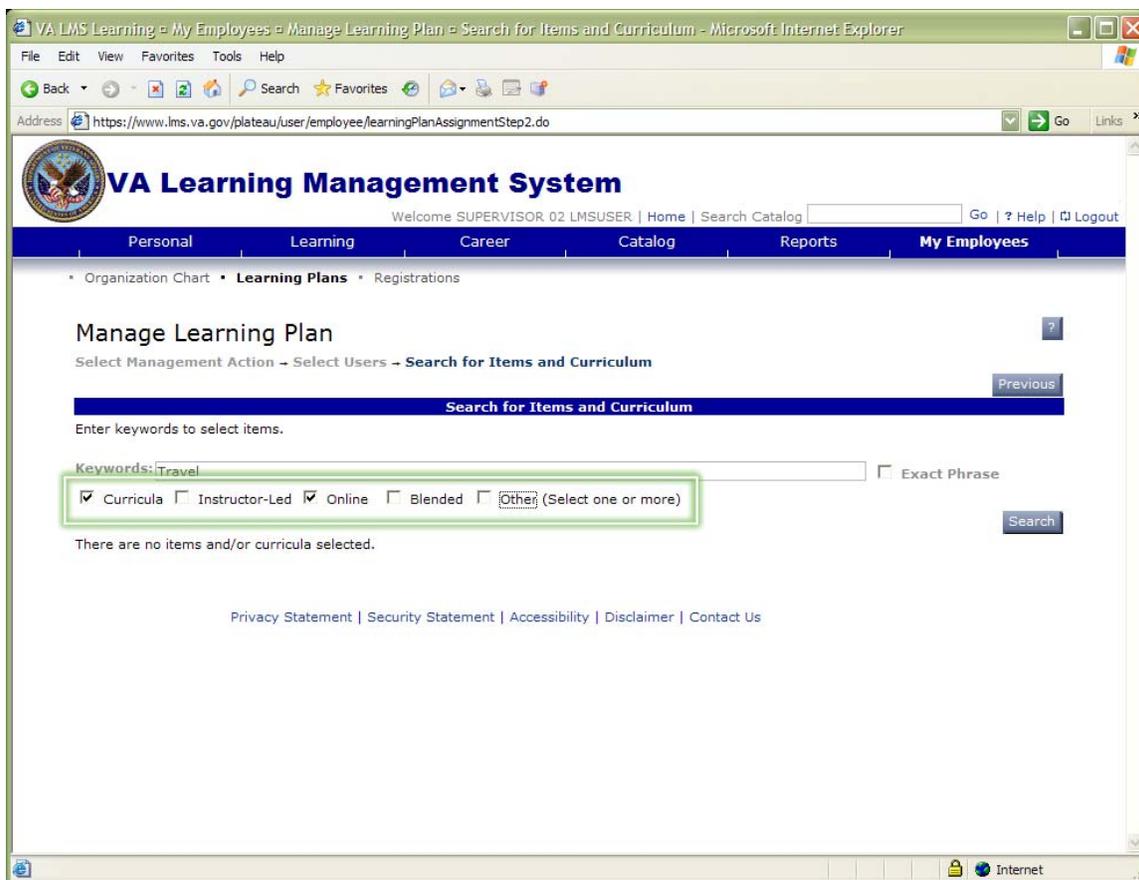
For the purpose of this tutorial, our fictional training supervisor, SUPERVISOR LMSUSER, needs to assign VA Travel Card training to her subordinate, Mr. USER LMSUSER.

Since our training supervisor is unsure of the exact phrase, she deselects-or un-checks-the Exact Phrase option.

## Step 8 – Perform a keyword search to find the training or curriculum you wish to assign to selected subordinates



She types the keyword “Travel” in the keyword text-entry field.

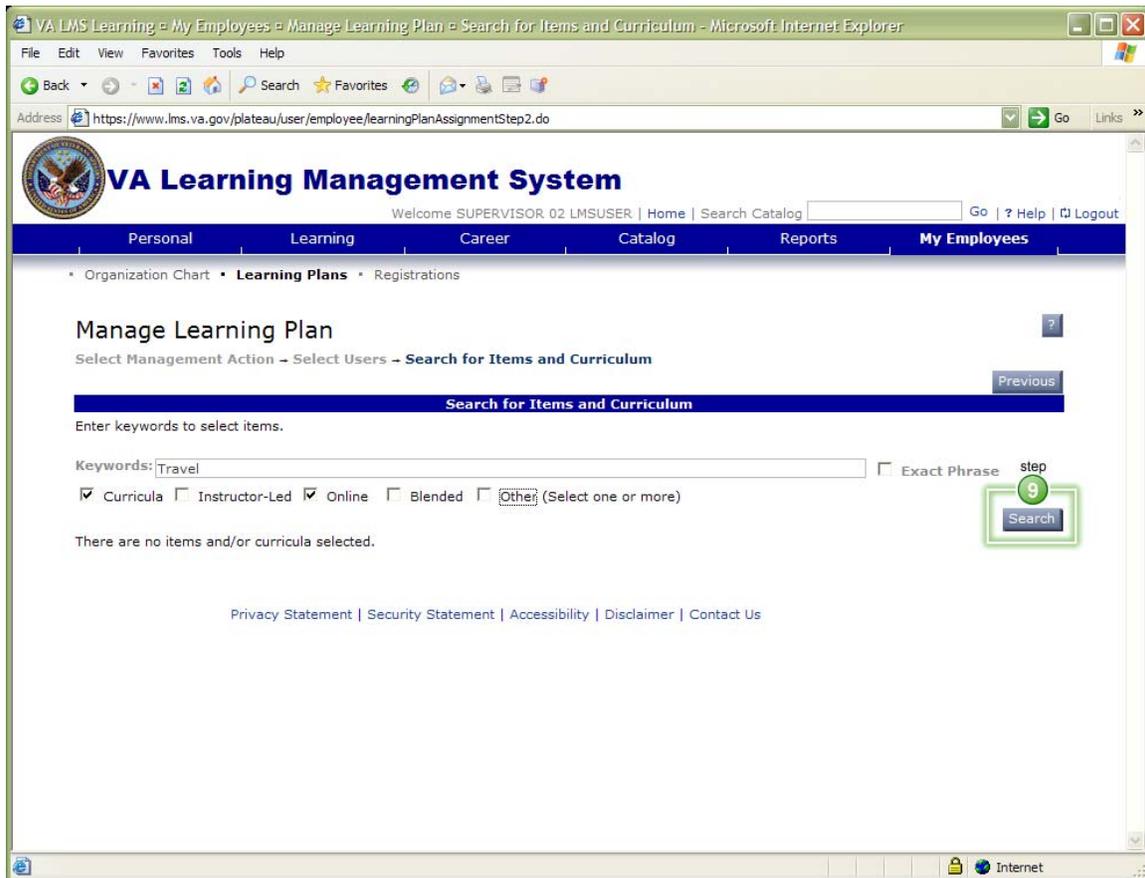


She knows the course is supposed to be available online but is unsure if it is considered curricula, so she un-checks all training types except for Curricula and Online.



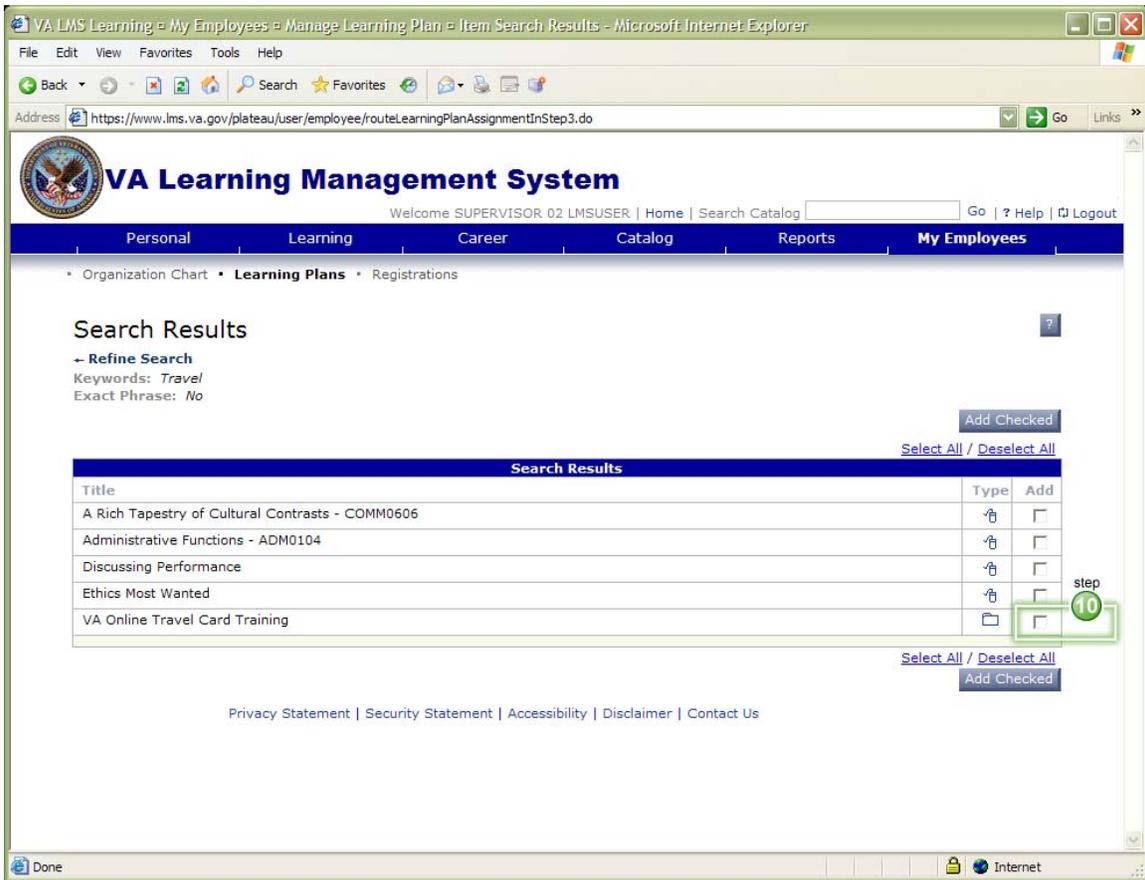
It is important to remember that a basic keyword search will only search individual training sessions. If you do not include the Curricula type in your search, all Curricula will be excluded.

## Step 9 – Click the Search button



To begin the search, click the Search button.

**Step 10 –Select the Add checkbox for each desired training item or curriculum you wish to assign from this search**



The search results are displayed. To add a course from the list of search results, check the Add box.

## Step 11 –Click the Add Checked button

The screenshot shows the VA Learning Management System interface. The user is logged in as SUPERVISOR 02 LMSUSER. The page displays search results for the keyword 'Travel'. The search results table is as follows:

Title	Type	Add
A Rich Tapestry of Cultural Contrasts - COMM0606		<input type="checkbox"/>
Administrative Functions - ADM0104		<input type="checkbox"/>
Discussing Performance		<input type="checkbox"/>
Ethics Most Wanted		<input type="checkbox"/>
VA Online Travel Card Training		<input checked="" type="checkbox"/>

The 'Add Checked' button is highlighted with a green box and the number 11, indicating the step to be performed.

Here, SUPERVISOR LMSUSER is ready to add the “VA Online Travel Card Training” curriculum. Click the Add Checked button.

The Edit Information screen is displayed and “VA Online Travel Card Training” now appears in the Edit Information box. This area allows you to change the Assignment Type and the Assign Date.

For SUPERVISOR LMSUSER, the “VA Online Travel Card Training” course is a curriculum, not an item; therefore she can only edit the Assign Date.



Note: The Assign Date cannot be set to a future date.

This screen also allows you to remove any items listed under the Edit Information section. This can be done by checking the Remove box and then clicking the Remove Checked 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, Reports, and My Employees. Below this, there is a search bar and a 'Go' button. The main content area is titled 'Manage Learning Plan' and includes a sub-section 'Search for Items and Curriculum'. A text input field contains the keywords 'rich tapestry', and a 'Search' button is visible. Below the search section, there is a table with the following data:

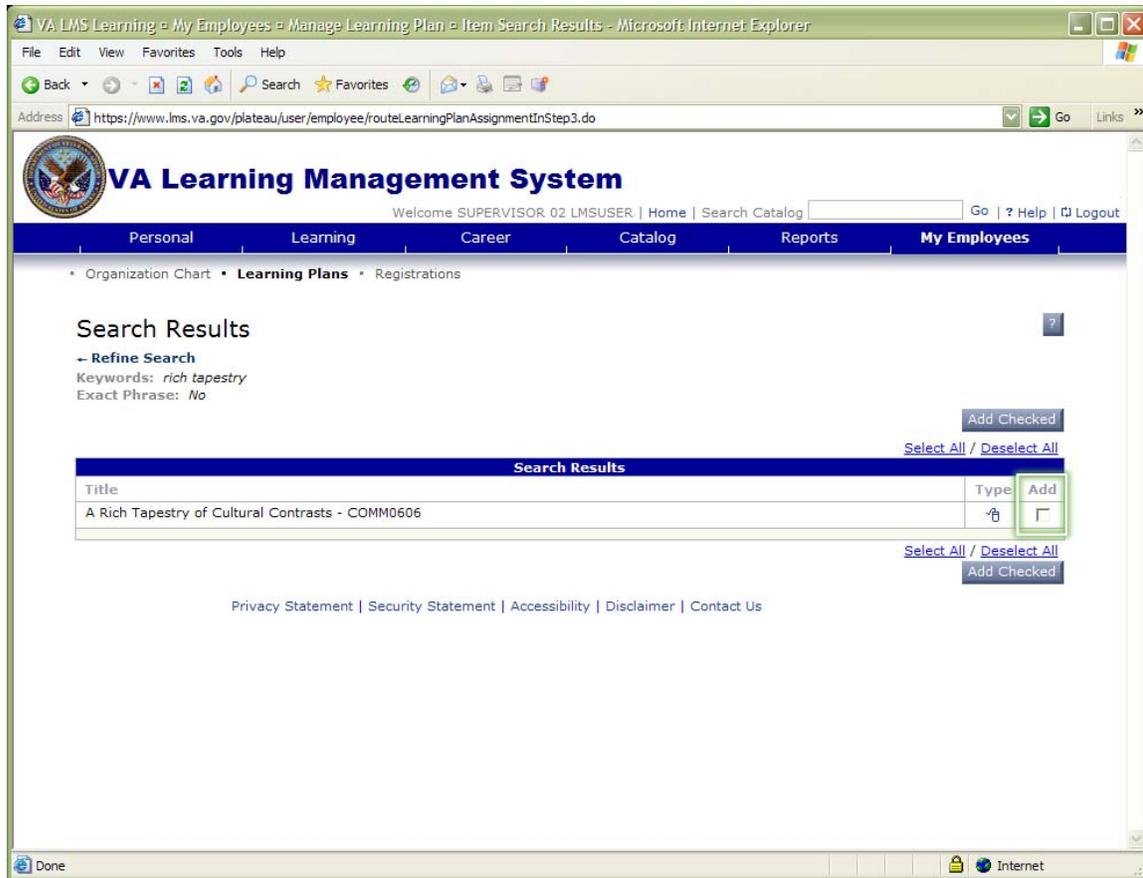
Title	Type	Assignment Type	Assign Date	Remove
VA Online Travel Card Training		---	2/1/2008	

At the bottom of the page, there are links for Privacy Statement, Security Statement, Accessibility, Disclaimer, and Contact Us.



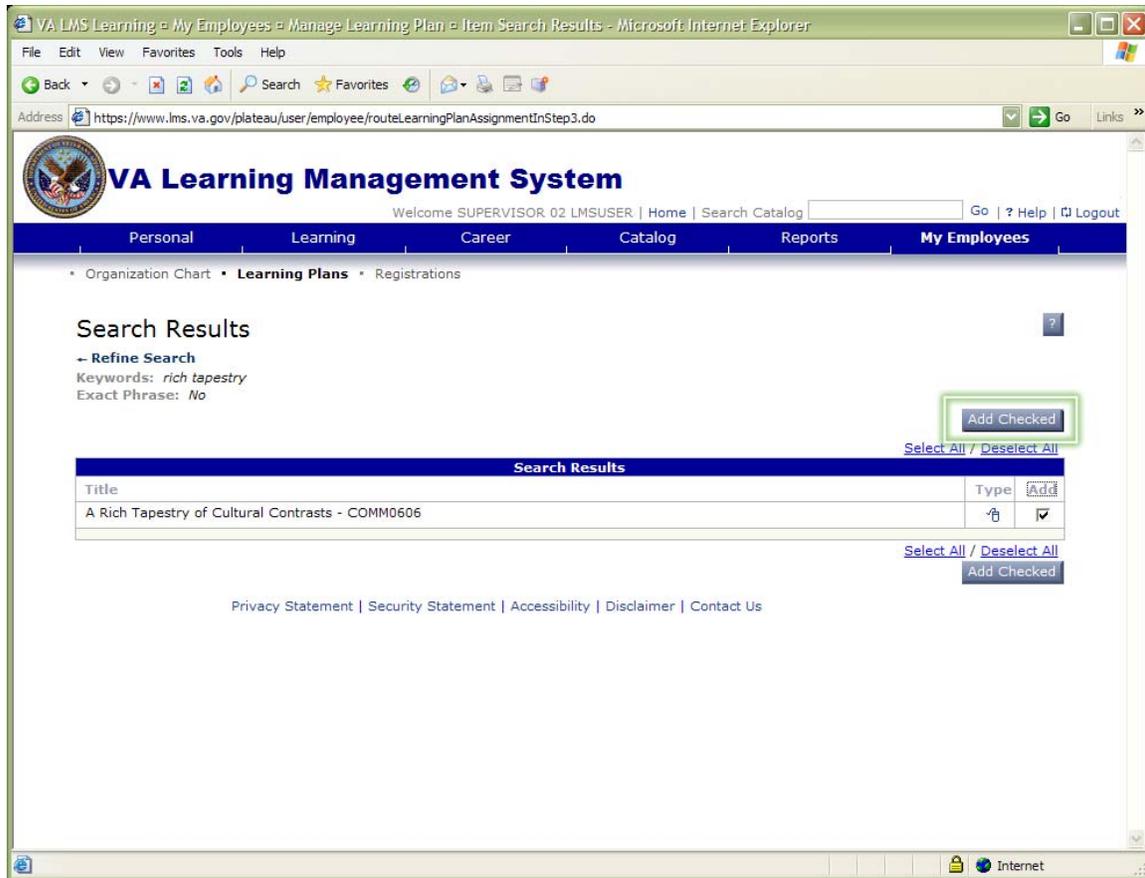
Notice this screen has the option to perform an additional search. Use this search for additional courses and curriculum available for assignment.

SUPERVISOR LMSUSER wants to search for a culture-related course. She once took a course called “Rich Tapestry”, so she types “rich tapestry” in the keywords field and clicks Search.



The Search Results screen displays results. In addition to the course already selected for this subordinate, she wants to also assign the course “A Rich Tapestry of Cultural Contrasts.”

To do this, check the Add checkbox for the course...



... and then click the Add Checked button.

## Step 12 –Change options on Edit Information screen as needed

The screenshot shows the 'Edit Information' screen in the VA Learning Management System. A search for 'rich tapestry' has been performed, and two items are listed in a table. The 'A Rich Tapestry of Cultural Contrasts - COMM0606' row has a 'Select' button highlighted in a green box. A 'step 12' callout points to this button. The table has columns for Title, Type, Assignment Type, Assign Date, and Remove.

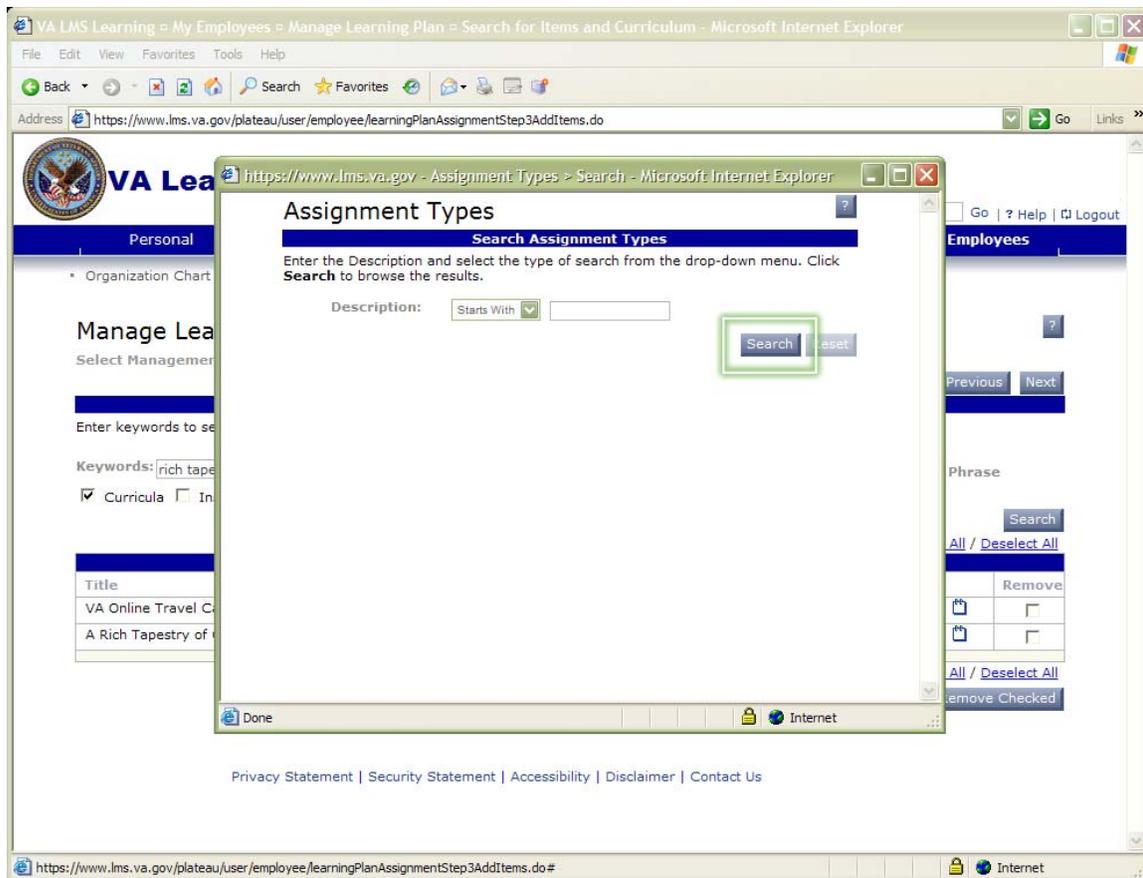
Title	Type	Assignment Type	Assign Date	Remove
VA Online Travel Card Training	📁	---	2/1/2008	🗑️
A Rich Tapestry of Cultural Contrasts - COMM0606	📁	<input type="text"/>	2/1/2008	🗑️

The Edit Information Screen reappears. Now, both the “VA Online Travel Card Training” course curriculum and the course “A Rich Tapestry of Cultural Contrasts” are listed.



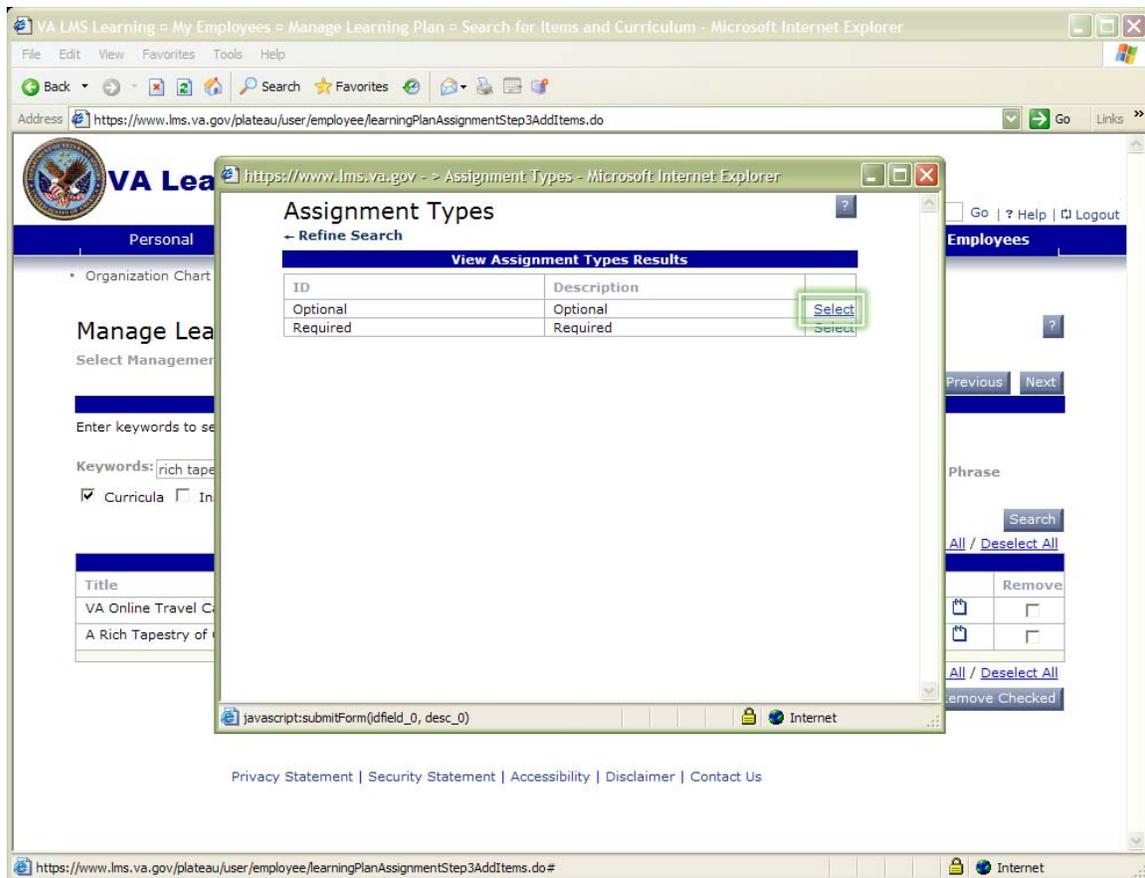
Notice that since “A Rich Tapestry of Cultural Contrasts” is not a curriculum, the Assignment Type and the Assign Date can both be edited.

In the Assignment Type column, click the Select button for the course “A Rich Tapestry of Cultural Contrasts.”



A pop-up window named Assignment Types opens. This window allows you to search for the appropriate assignment type for this course.

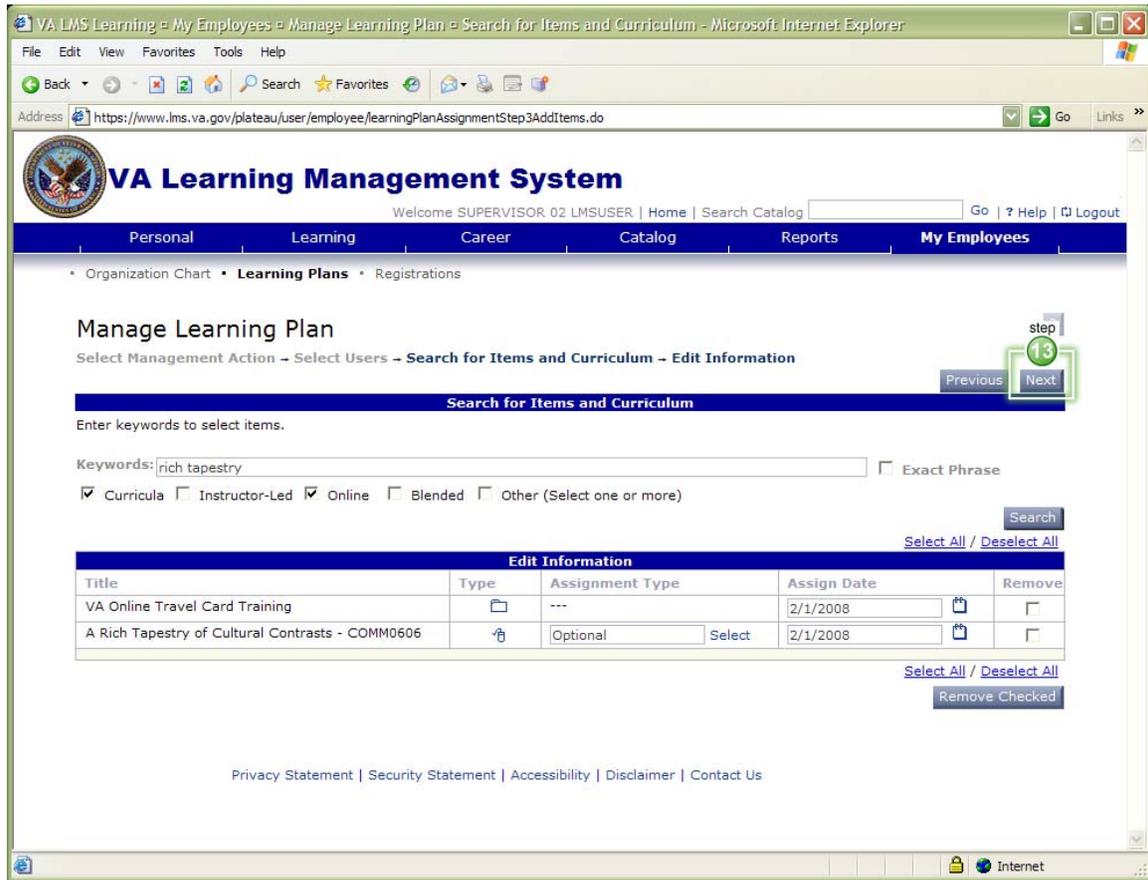
To view all possible options, select the Search button.



The View Assignment Types Results appears and displays options for two kinds of assignments: Optional Assignment and Required Assignment.

For this tutorial, SUPERVISOR LMSUSER clicks the Select link to the right of the Optional Assignment choice.

### Step 13 –Click the Next button



This closes the pop-up window and returns you to the Edit Information screen. You can see that the assignment type for the course “A Rich Tapestry of Cultural Contrasts” now shows an assignment type of Optional.

The Assign Date defaults to the current day for both the curriculum and the item shown here.

Click the Next button.

## Step 14 –Set the deadline for completing the training in the Required Date field

Title	Type	Assignment Type	Assign Date	Required Date (MM/DD/YYYY)
VA Online Travel Card Training	☐	---	2/1/2008	---
A Rich Tapestry of Cultural Contrasts - COMM0606	☒	Optional	2/1/2008	3/1/2008

The Edit Required Dates screen is displayed. Here you can edit the deadline date for completing the training.



Notice that you can only edit the Required Date for the training item, not the curriculum.

## Step 15 – Click the Finish button

The screenshot shows the VA Learning Management System interface. The browser address bar displays the URL: <https://www.lms.va.gov/plateau/user/employee/learningPlanAssignmentStep4.do>. The page title is "VA Learning Management System". The navigation menu includes "Personal", "Learning", "Career", "Catalog", "Reports", and "My Employees". The current page is "Manage Learning Plan" under "Learning Plans". The breadcrumb trail is "Organization Chart > Learning Plans > Registrations". The main content area shows "Manage Learning Plan" with a sub-header "Edit Required Dates for Users". Below this, there is a table with columns: Title, Type, Assignment Type, Assign Date, and Required Date (MM/DD/YYYY). The table contains two rows of data. The "Finish" button is highlighted with a green box and a "step 15" indicator.

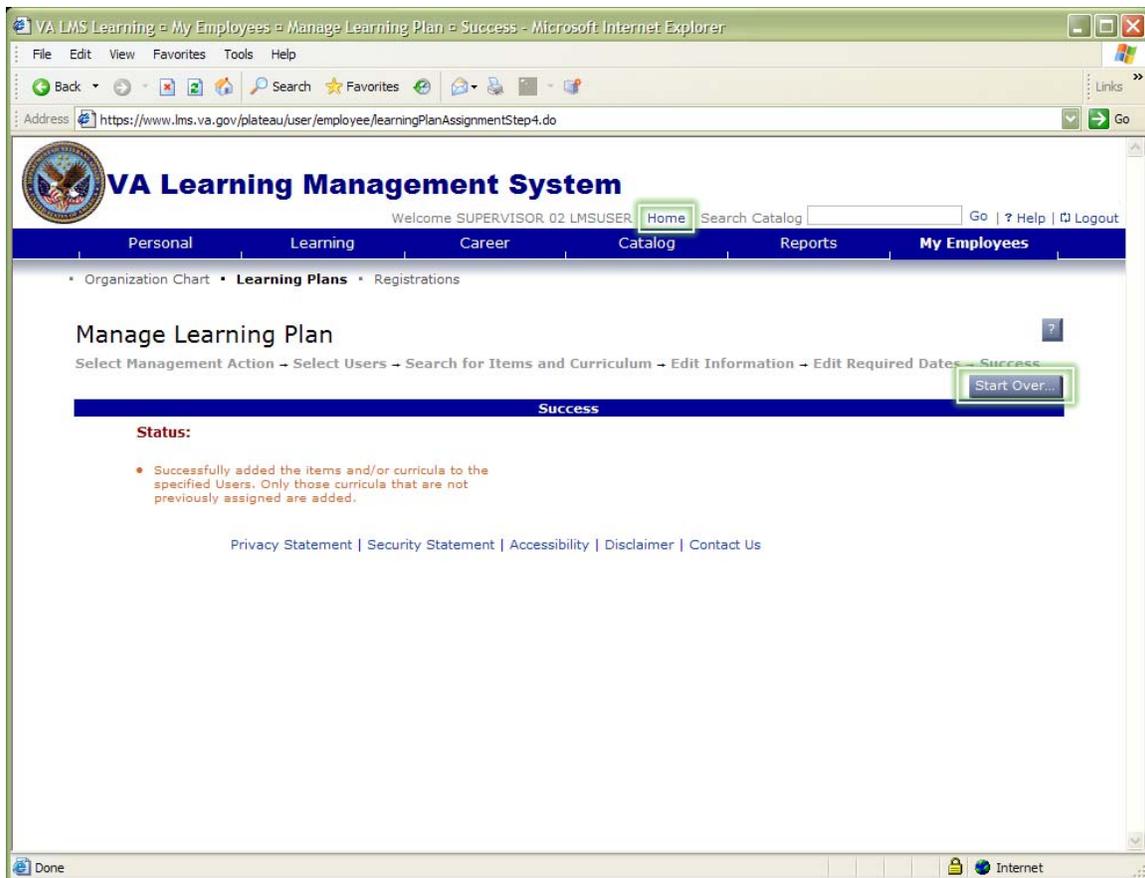
**Manage Learning Plan**  
 Select Management Action → Select Users → Search for Items and Curriculum → Edit Information → **Edit Required Dates**

**Edit Required Dates for Users**

Title	Type	Assignment Type	Assign Date	Required Date (MM/DD/YYYY)
VA Online Travel Card Training	☐	---	2/1/2008	---
A Rich Tapestry of Cultural Contrasts - COMM0606	☑	Optional	2/1/2008	3/1/2008

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To continue, click the Finish button.



The VA LMS provides a Success screen to confirm the assignment was made successfully. A Status message indicates you have “successfully added the items and/or curricula to the specified users” and “only those curricula that are not previously assigned are added.”

To continue adding other training assignments, select the Start Over button.

Or, you can 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.

## Adding Item: Subordinate Learning Plan Step by Step Guide

1. Click the My Employees link in the Main Menu
2. Click the Learning Plan Sub-Menu link
3. Select the Add Items and Curricula radio button
4. Click the Next button
5. Select the checkbox for each subordinate you wish to add training assignments
6. Click the Add Checked button
7. Click the Next button
8. Perform a keyword search to find the training or curriculum you wish to assign to selected subordinates
9. Click the Search button
10. Select the Add checkbox for each desired training item or curriculum you wish to assign from this search
11. Click the Add Checked button
12. Change options on the Edit Information screen as needed
13. Click the Next button
14. Set the deadline for completing the training in the Required Date field
15. Click the Finish 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/005-SUPS-ManageMyEmp/AddItemSubLP.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)