



Removing Item: Subordinate Learning Plan

Objectives

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

- Remove an item from the Subordinate Learning Plan.

[Click here to view online tutorial](#)

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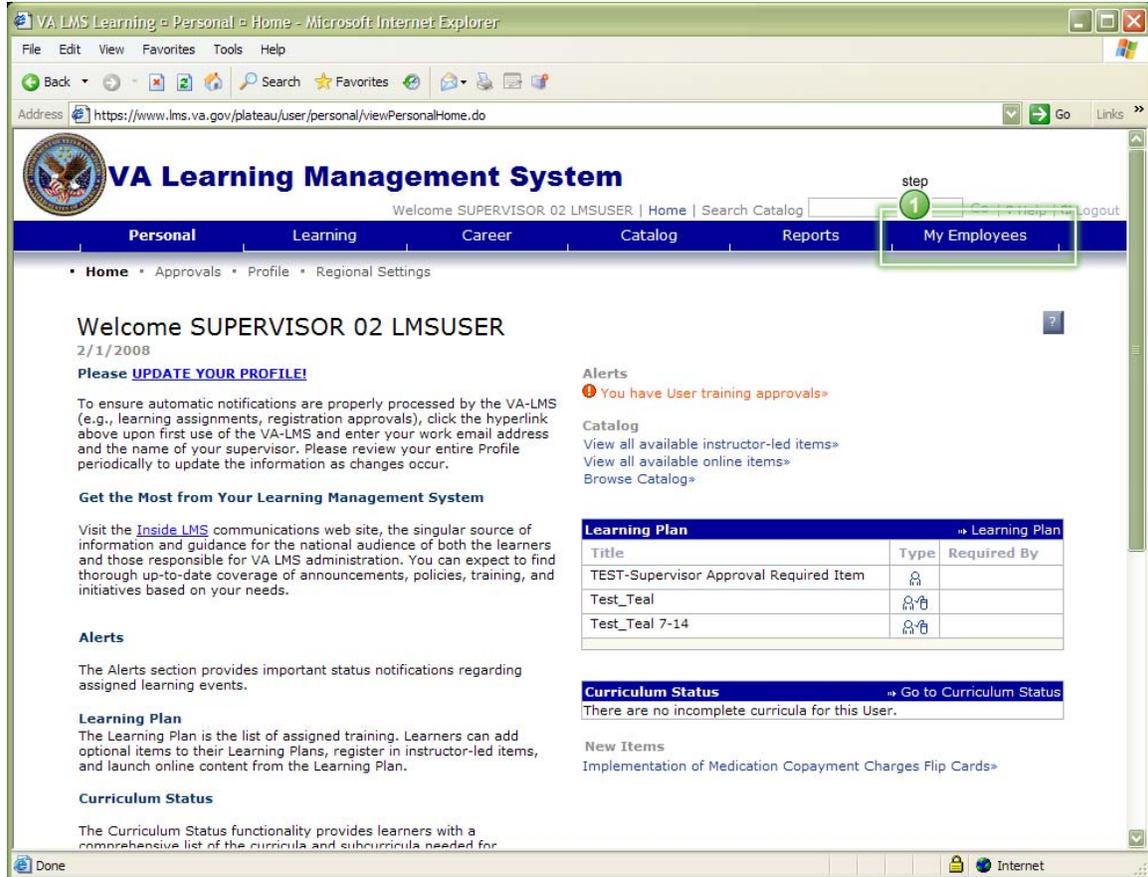
Place cursor over the task or step and Ctrl + click the task or step to jump directly to it.

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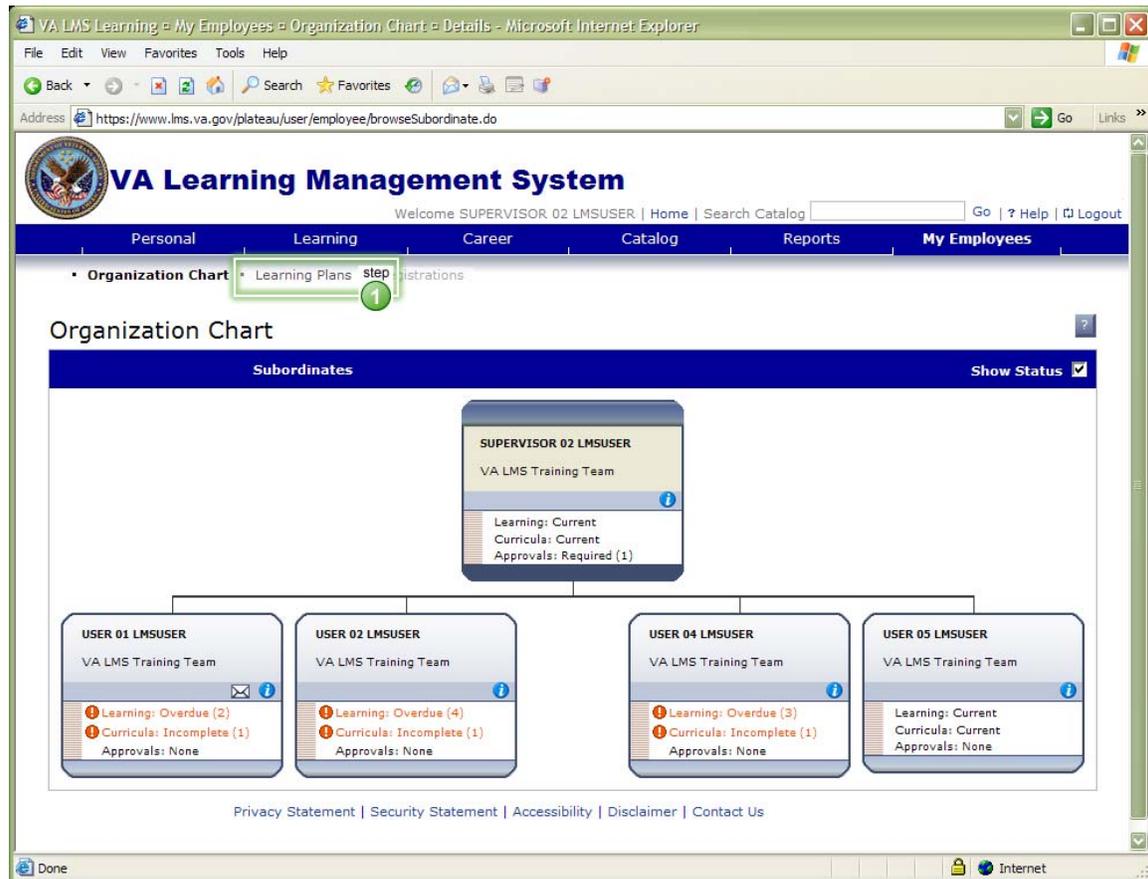
Removing an item from a subordinate’s learning plan

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



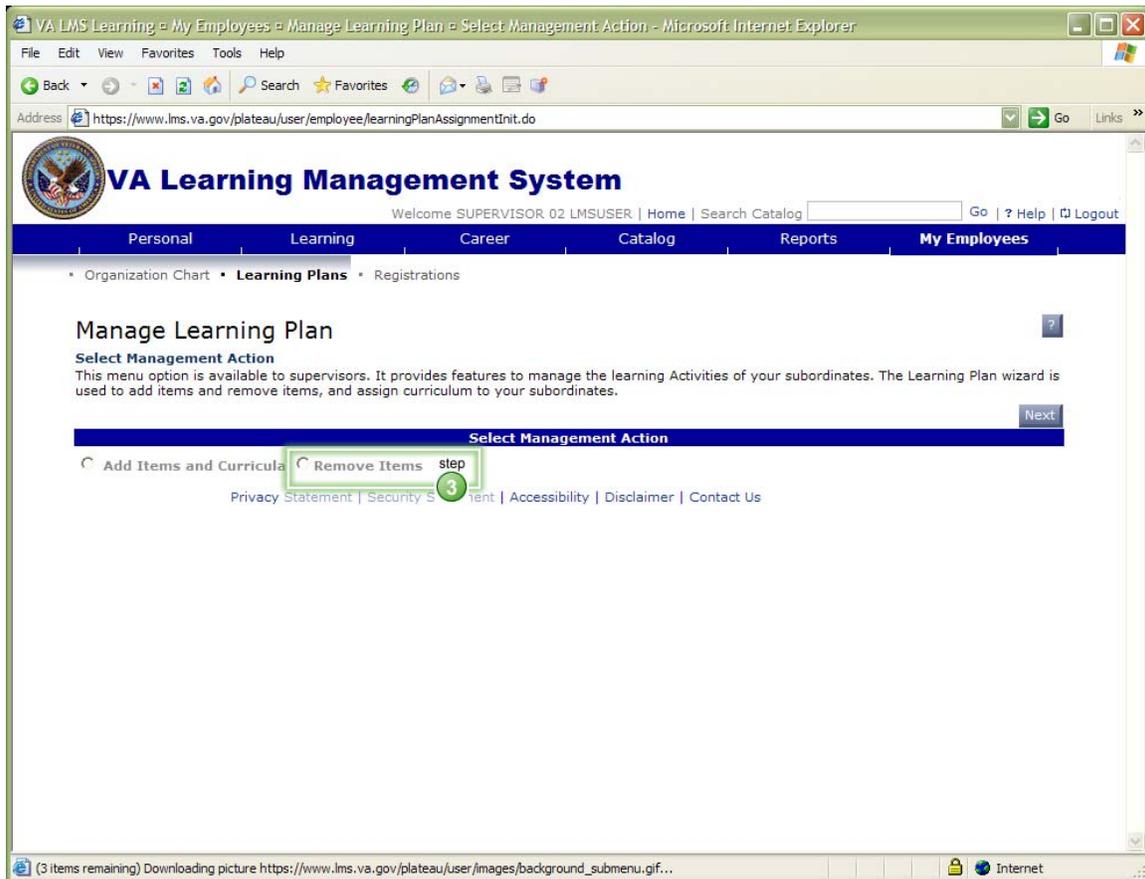
To remove an item from a subordinate’s Learning Plan, click My Employees on the blue Main Menu.

Step 2 – Click the Learning Plan Sub-Menu link



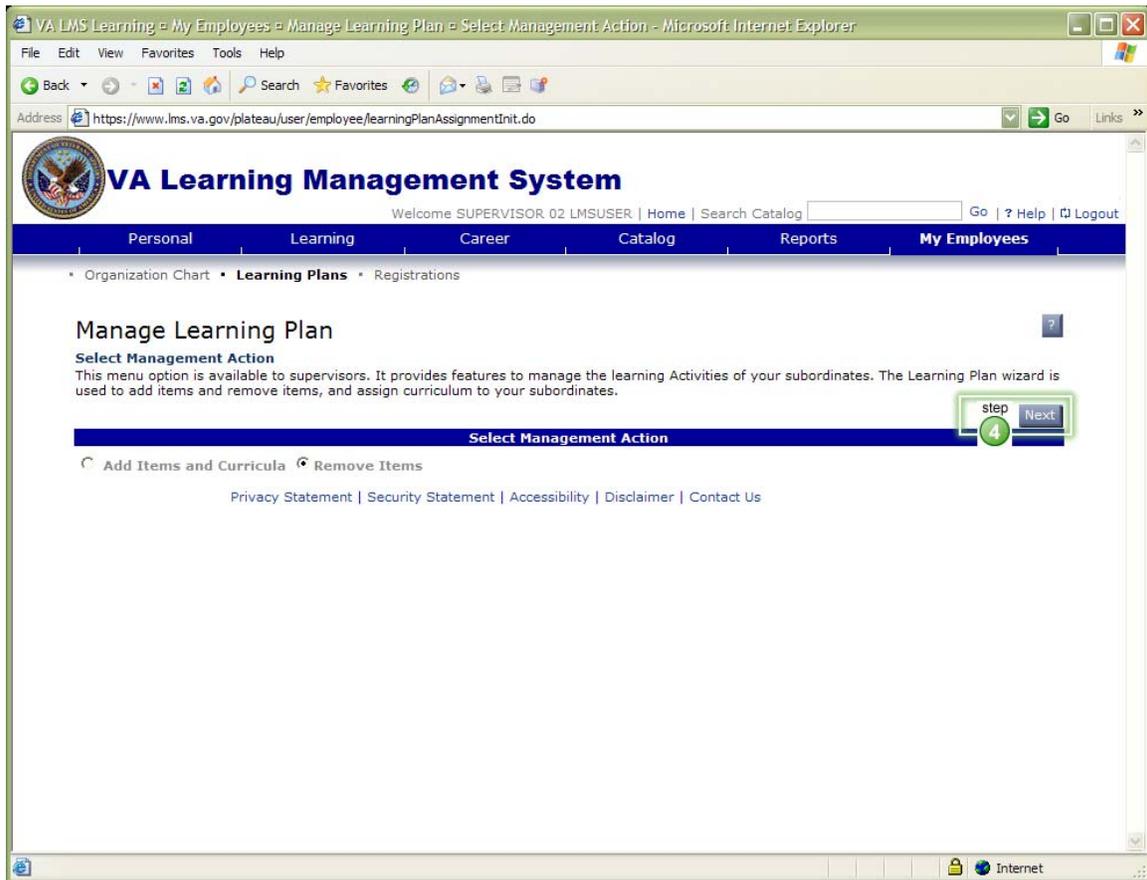
The Organization Chart screen showing your subordinates is displayed. Just below the blue Main Menu, click the Learning Plan Sub-Menu option.

Step 3 – Select the Remove Items radio button



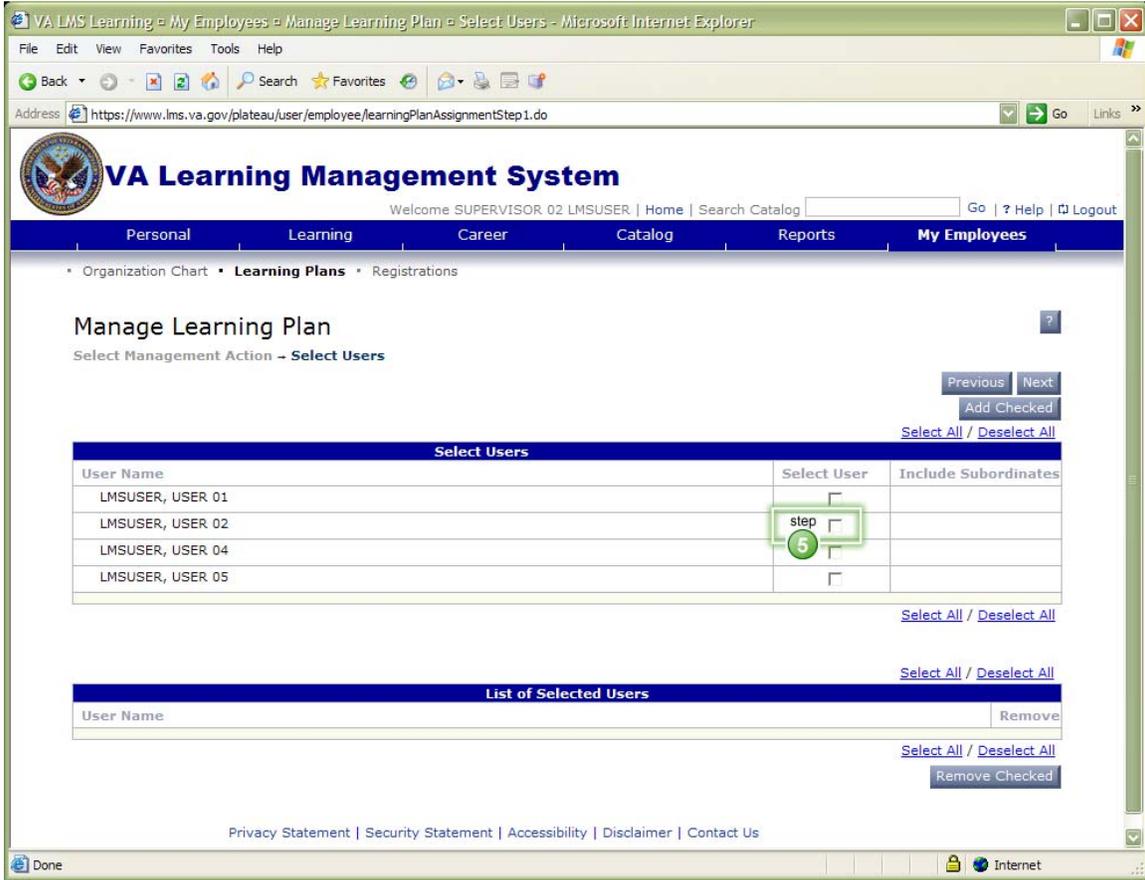
The Manage Learning Plan wizard begins and the Select Management Action screen is displayed. Select the Remove Items radio button.

Step 4 – Click the Next button



Click the Next button.

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



This takes you to the Select Users screen. Your subordinates are displayed in Select Users. For this tutorial, use the fictional subordinate LMSUSER, USER 02.

Click the checkbox for subordinate LMSUSER, USER 02.



Note: The VA LMS allows 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 the text "VA Learning Management System". The navigation menu includes "Personal", "Learning", "Career", "Catalog", "Reports", and "My Employees". 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 "step 6" indicator is present, along with "Previous", "Next", and "Add Checked" buttons. The "Add Checked" button is highlighted with a red box. Below the heading is a table titled "Select Users" with columns "User Name", "Select User", and "Include Subordinates". The table contains four rows of user information. Below the table are "Select All / Deselect All" links. Below that is a "List of Selected Users" table with a "User Name" column and a "Remove" button. At the bottom of the page are "Privacy Statement | Security Statement | Accessibility | Disclaimer | Contact Us" links.

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"/>	

User Name	Remove

Verify the list is accurate and click the Add Checked button.

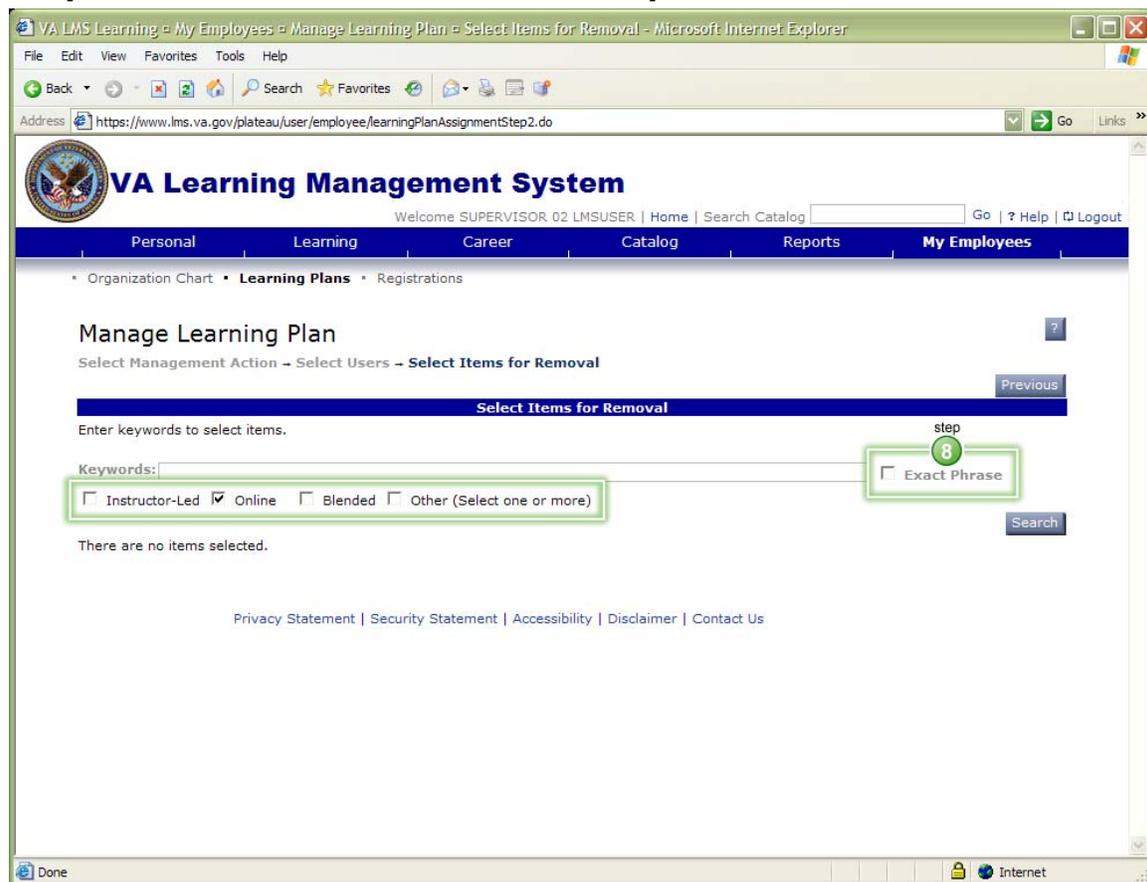
Step 7 – Click the Next button

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/learningPlanAssignmentStep2.do". The page header includes the VA Learning Management System logo and navigation tabs: Personal, Learning, Career, Catalog, Reports, and My Employees. The breadcrumb trail is "Organization Chart > Learning Plans > Registrations". The main heading is "Manage Learning Plan" with the sub-heading "Select Management Action - Select Users". A progress indicator shows "step 7" highlighted. Below the heading are buttons for "Previous", "Next", and "Add Checked". There are two "Select All / Deselect All" links. The first table, "Select Users", has columns for "User Name", "Select User", and "Include Subordinates". It lists four users: LMSUSER, USER 01; LMSUSER, USER 02; LMSUSER, USER 04; and LMSUSER, USER 05. The second table, "List of Selected Users", has columns for "User Name" and "Remove". It lists one user: LMSUSER, USER 02. At the bottom of the page, there are "Select All / Deselect All" and "Remove Checked" buttons.

At the bottom of the page, the selected subordinate's name appears in the List of Selected Users box.

Click the Next button.

Step 8 –Uncheck the Exact Phrase option



This will take you to the Select Items for Removal screen.



Notice the categories listed under the text field. To find what you want more easily, select one or more categories to limit the search results.

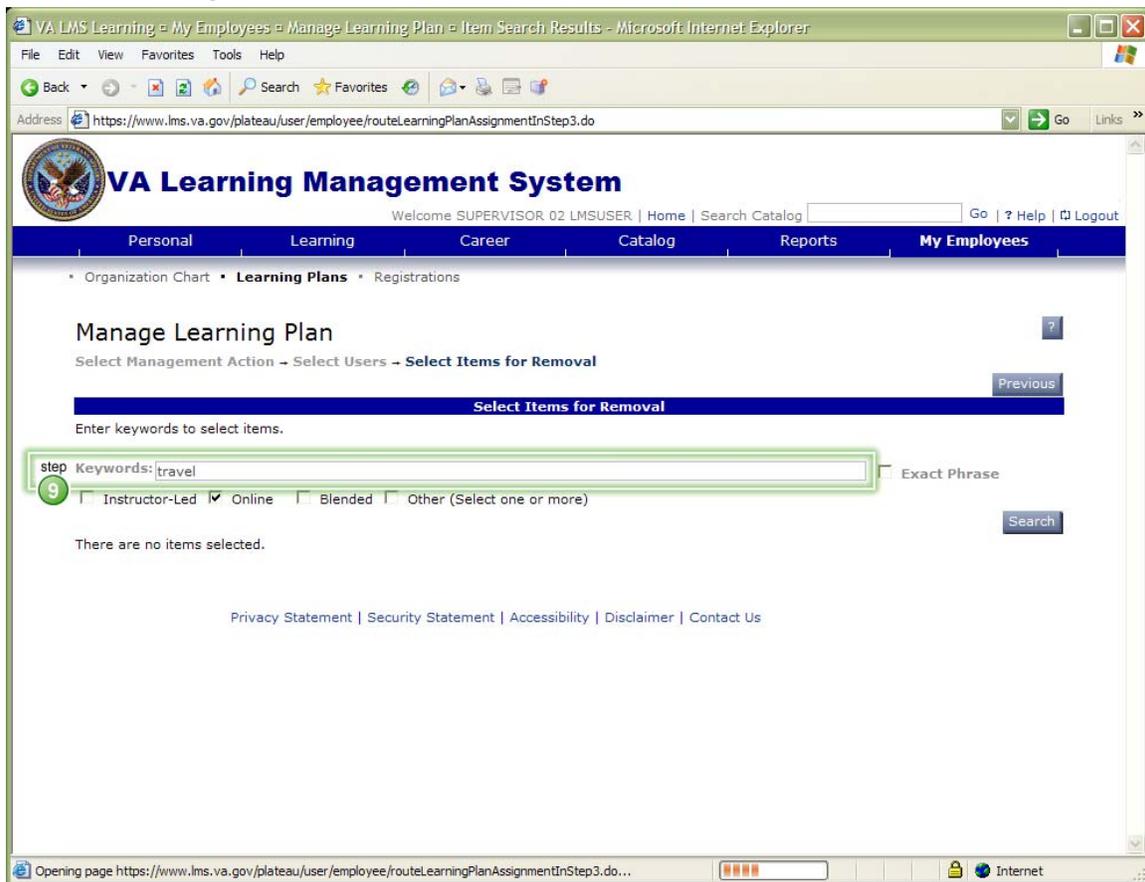
For this tutorial, our training supervisor, SUPERVISOR LMSUSER, needs to remove an optional training item she had assigned to her subordinate. This is an online course, so she first confirms only the Online checkbox is checked.



If you know the exact phrase for which you're searching, check the Exact Phrase checkbox. Leave this unchecked if you do not know the exact phrase.

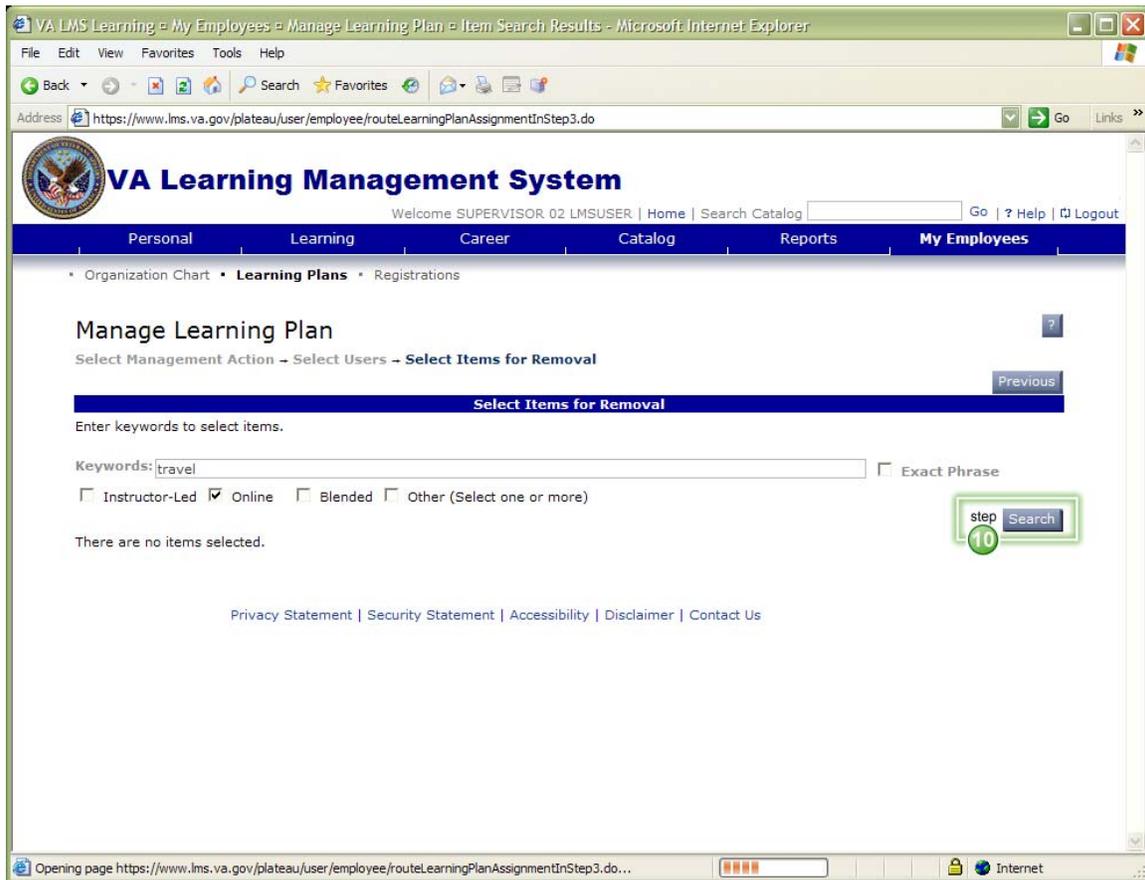
Since our training supervisor is unsure of the exact phrase, she un-checks the Exact Phrase option.

Step 9 – Perform a keyword search to find the training or curriculum you wish to remove from selected subordinates



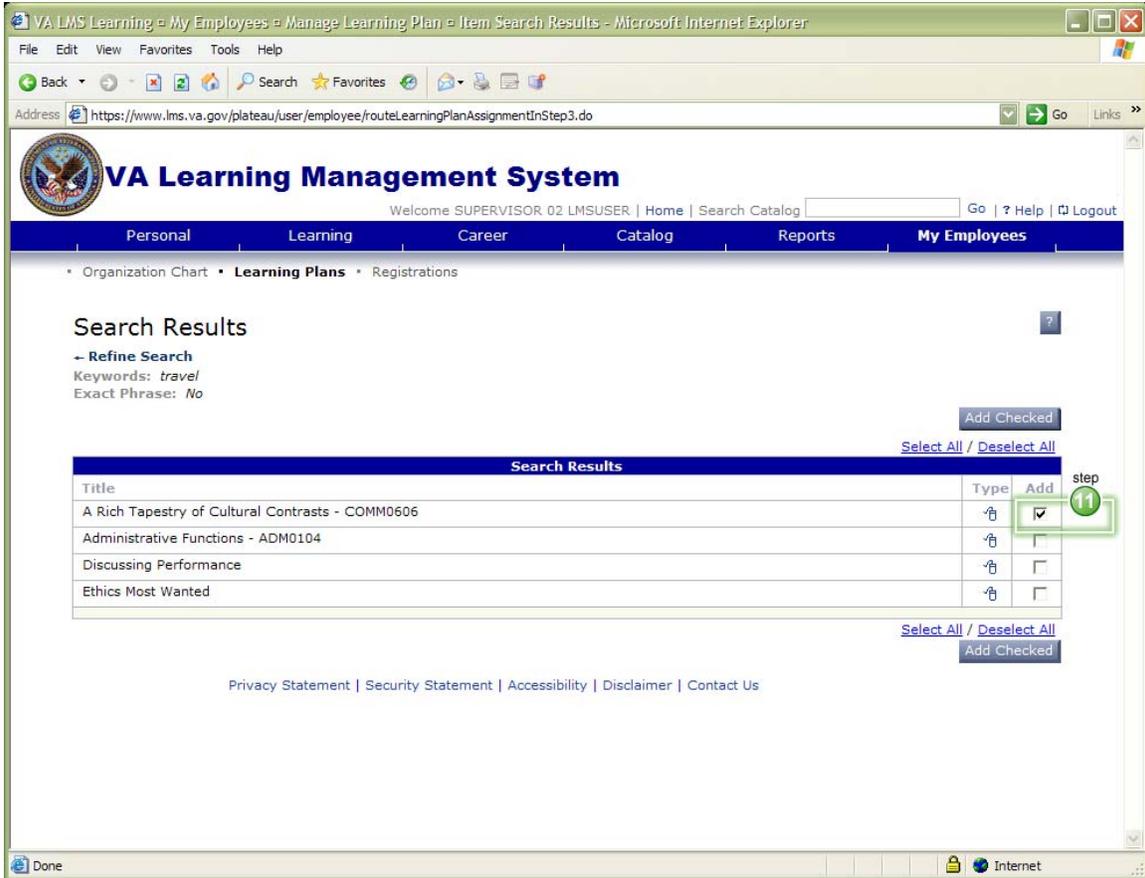
She then types the keyword “travel” in the keyword text-entry field...

Step 10 – Click the Search button



...and then clicks the Search button.

Step 11 –Select the Add checkbox for each desired training item or curriculum you wish to have removed from the designated subordinate learning plans



The search results are displayed. To select a course from the list of search results, check the Add box. Here, SUPERVISOR LMSUSER checks the box for “A Rich Tapestry of Cultural Contrasts” course...

Step 12 – Click the Add Checked button

The screenshot shows the VA Learning Management System interface. The browser address bar indicates the URL: <https://www.lms.va.gov/plateau/user/employee/routeLearningPlanAssignmentInStep3.do>. The page title is "VA Learning Management System". The user is logged in as "SUPERVISOR 02 LMSUSER". The navigation menu includes "Personal", "Learning", "Career", "Catalog", "Reports", and "My Employees". The current page is "Search Results" for the keyword "travel". The search results table is as follows:

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

A red box highlights the "Add Checked" button next to the first search result. The status bar at the bottom shows "Done" and "Internet".

...and then clicks the Add Checked button.

Step 13 – Click the Next button

VA LMS Learning - My Employees - Manage Learning Plan - Select Items for Removal - Microsoft Internet Explorer

Address: <https://www.lms.va.gov/plateau/user/employee/learningPlanAssignmentStep3AddItems.do>

VA Learning Management System

Welcome SUPERVISOR 02 LMSUSER | Home | Search Catalog | Go | ? Help | Logout

Personal | Learning | Career | Catalog | Reports | **My Employees**

Organization Chart | Learning Plans | Registrations

Manage Learning Plan

Select Management Action -> Select Users -> **Select Items for Removal**

Select Items for Removal

Enter keywords to select items.

Keywords: Exact Phrase

Instructor-Led Online Blended Other (Select one or more)

[Select All](#) / [Deselect All](#)

Item	Type	Assignment Type	Assign Date	Remove
A Rich Tapestry of Cultural Contrasts - COMM0606			2/1/2008	<input type="checkbox"/>

[Select All](#) / [Deselect All](#)

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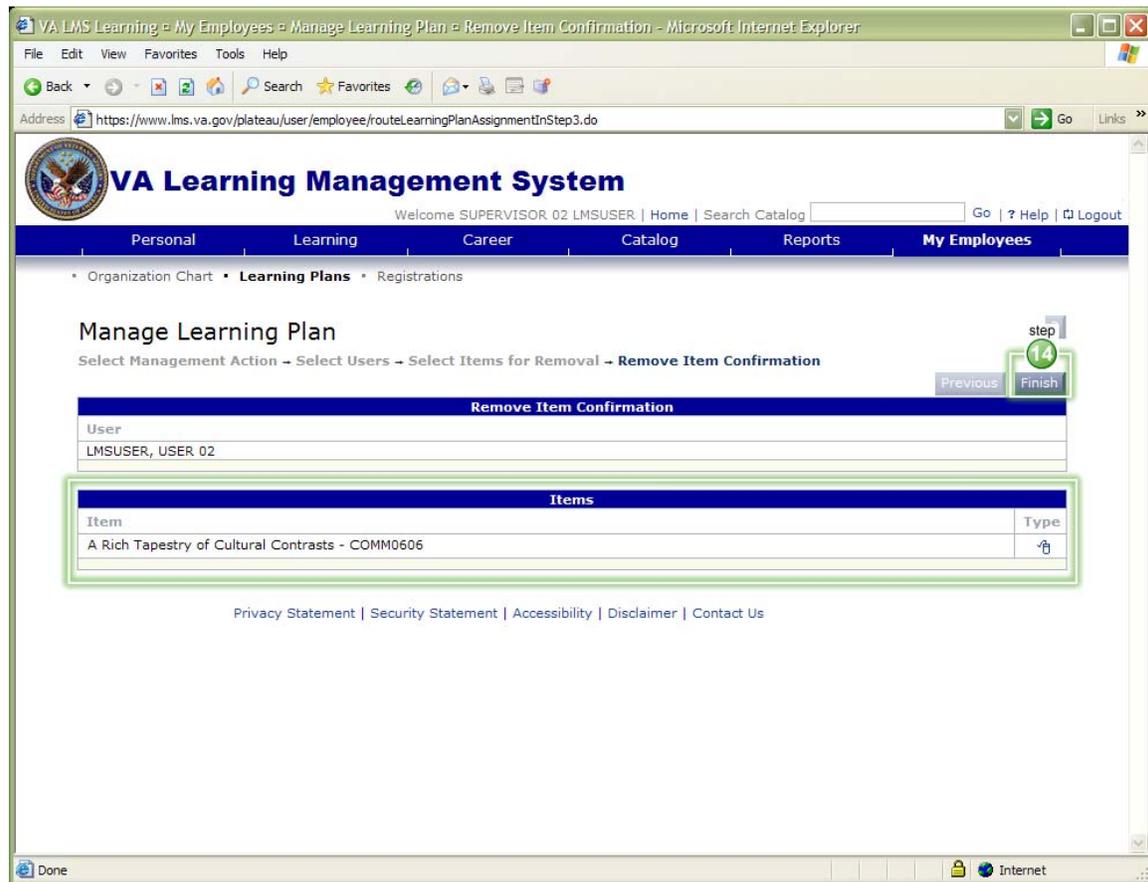
The Select Items for Removal screen is displayed. The selected course, “A Rich Tapestry of Cultural Contrasts,” now appears in the Items box at the bottom of the screen.



Notice this screen gives you the option to do an additional search. This allows you to search for other courses to remove from a subordinate’s training plan.

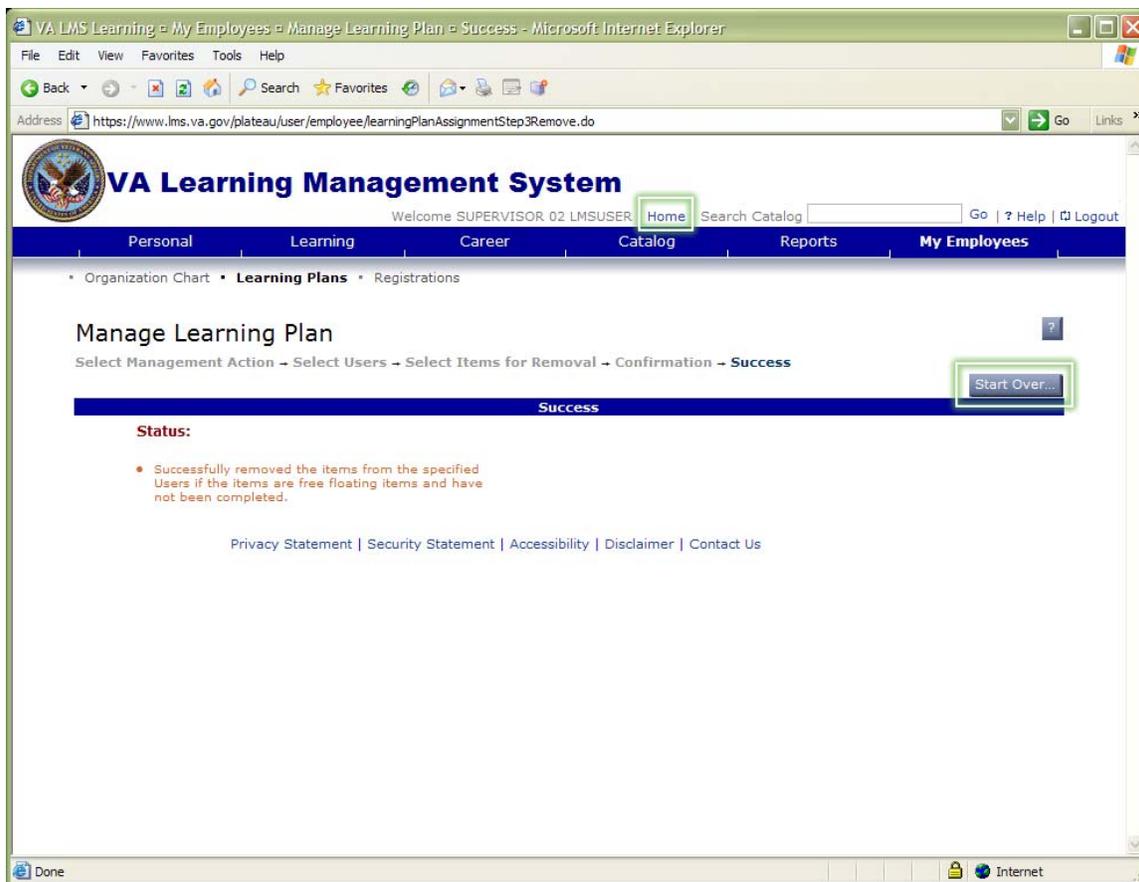
To continue, click the Next button.

Step 14 – Click the Finish button



The Remove Item Confirmation screen appears. Confirm the desired course(s) to be removed are listed in the Items box.

SUPERVISOR LMSUSER confirms the course “A Rich Tapestry of Cultural Contrasts” is listed and clicks the Finish button.



The VA LMS provides a Success screen to confirm that the removal was made successfully.

A Status message indicates that you have “successfully removed the items from the specified Users if the items are free floating items and have not already been completed.”

From this screen, you may select the Start Over button to continue adding other training assignments.

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.

Removing an item from a subordinate's 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 Remove Items radio button
4. Click the Next button
5. Select the checkbox for each subordinate you wish to remove training assignments
6. Click the Add Checked button
7. Click the Next button
8. Uncheck the Exact Phrase option
9. Perform a keyword search to find the training or curriculum you wish to remove from selected subordinates
10. Click the Search button
11. Select the Add checkbox for each desired training item or curriculum you wish to have removed from the designated subordinate learning plans
12. Click the Add Checked button
13. Click the Next button
14. 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/RemoveItemSubLP.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)