



## Supervisors: Managing My Employees

Welcome to the VA Learning Management System, or VA LMS. This web-based tutorial, titled “Managing My Employees,” is for VA LMS supervisors.

With a few simple clicks, supervisors can view and manage learning assignments, approvals, and reports required for each of their subordinates.

### Objectives

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

- Access Subordinate Training
- View the Subordinate Learning Plan
- Add an item to the Subordinate Learning Plan
- Remove an item from the Subordinate Learning Plan
- Manage employee training requests, and
- Run a report on Subordinates’ learning plans.

[Click here to view online tutorial](#)

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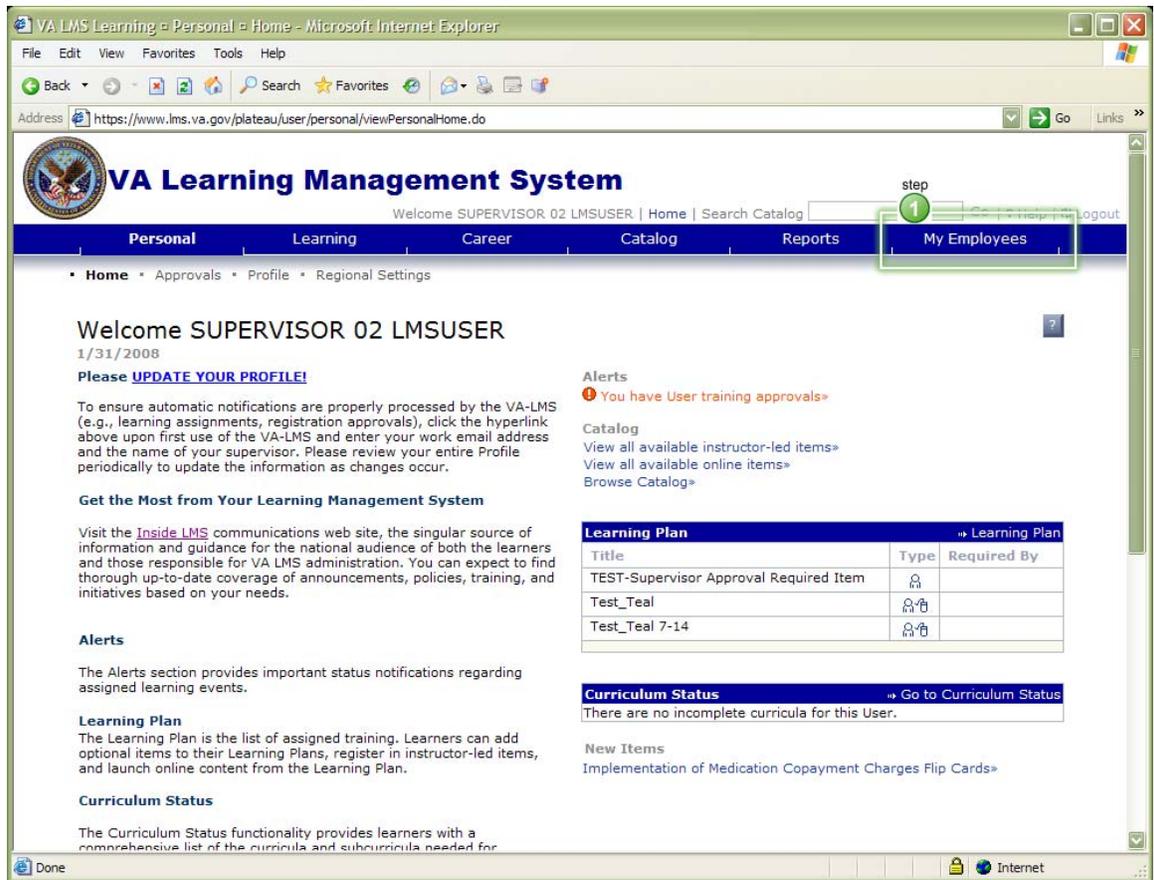
Place cursor over the task or step and Ctrl + click the task or step to jump directly to it.

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## Task 1 – 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.

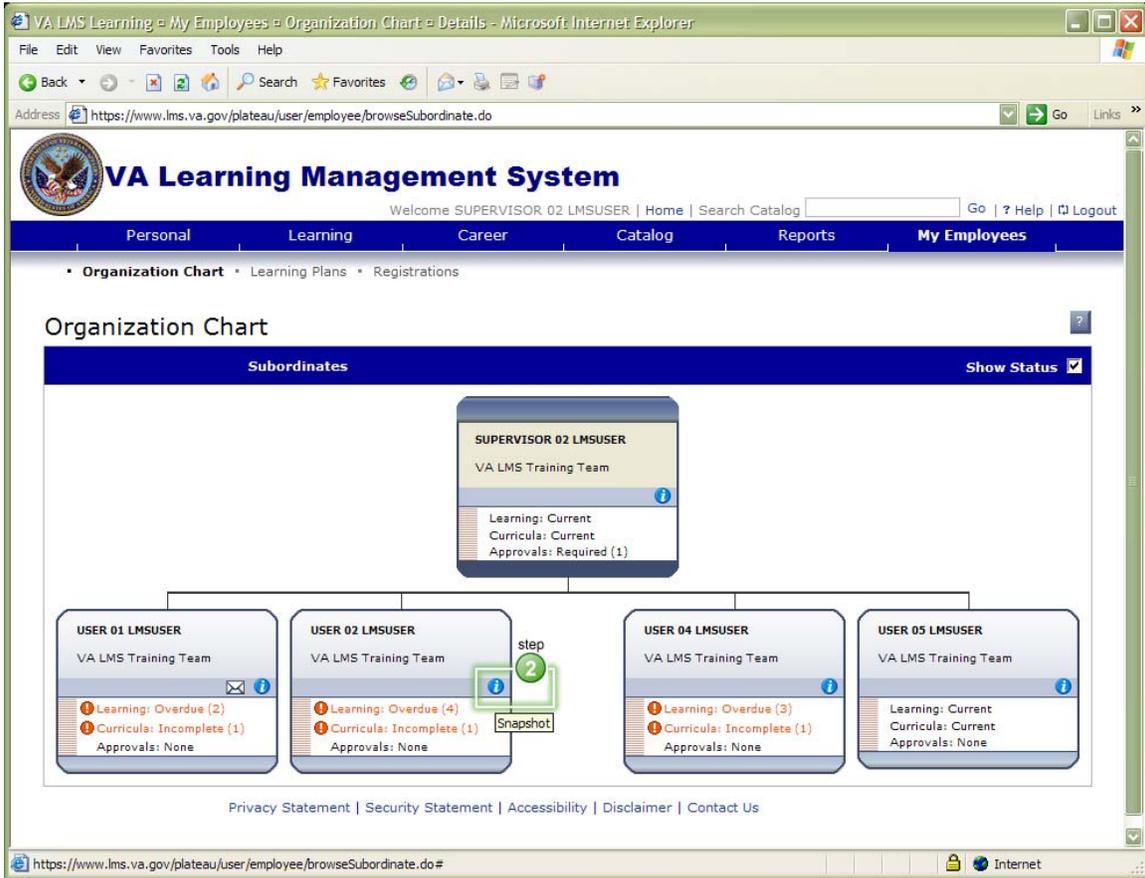
The screenshot shows the VA Learning Management System interface. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, Reports, and My Employees. The 'My Employees' tab is selected, and the 'Organization Chart' link is active. The main content area displays an organization chart with a supervisor at the top and four subordinates below. The supervisor is 'SUPERVISOR 02 LMSUSER' with a status of 'VA LMS Training Team'. The subordinates are 'USER 01 LMSUSER', 'USER 02 LMSUSER', 'USER 04 LMSUSER', and 'USER 05 LMSUSER', all also with 'VA LMS Training Team' status. A 'Show Status' checkbox is highlighted in the upper right corner of the chart area. The status for each subordinate is as follows:

Subordinate	Learning	Curricula	Approvals
SUPERVISOR 02 LMSUSER	Current	Current	Required (1)
USER 01 LMSUSER	Overdue (2)	Incomplete (1)	None
USER 02 LMSUSER	Overdue (4)	Incomplete (1)	None
USER 04 LMSUSER	Overdue (3)	Incomplete (1)	None
USER 05 LMSUSER	Current	Current	None

The Organization Chart listing your subordinates is displayed.

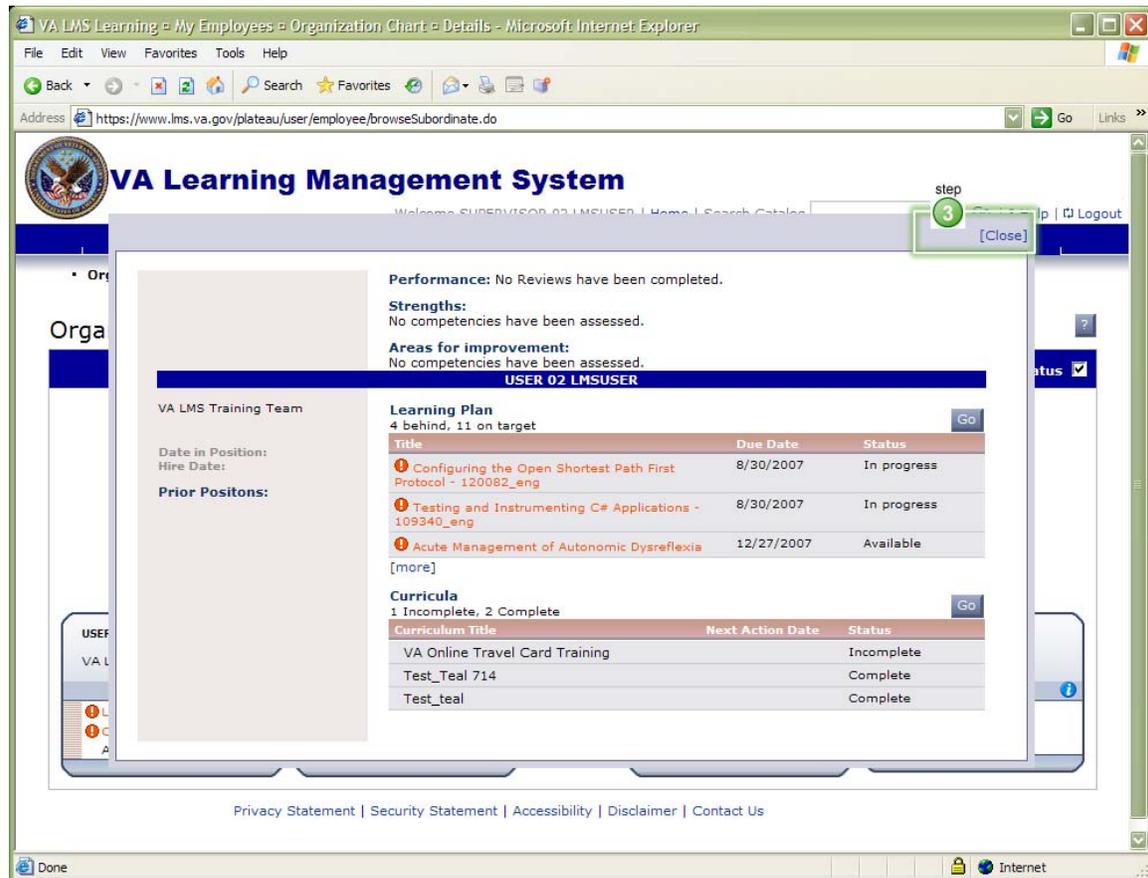
 If the Show Status checkbox in the upper-right is selected, the Organization Chart shows a summary of the Learning, Curricula and Approvals status for each subordinate.

**Step 2 –Click the Snapshot icon (the blue circled “i”) under subordinate’s name in their Status box**



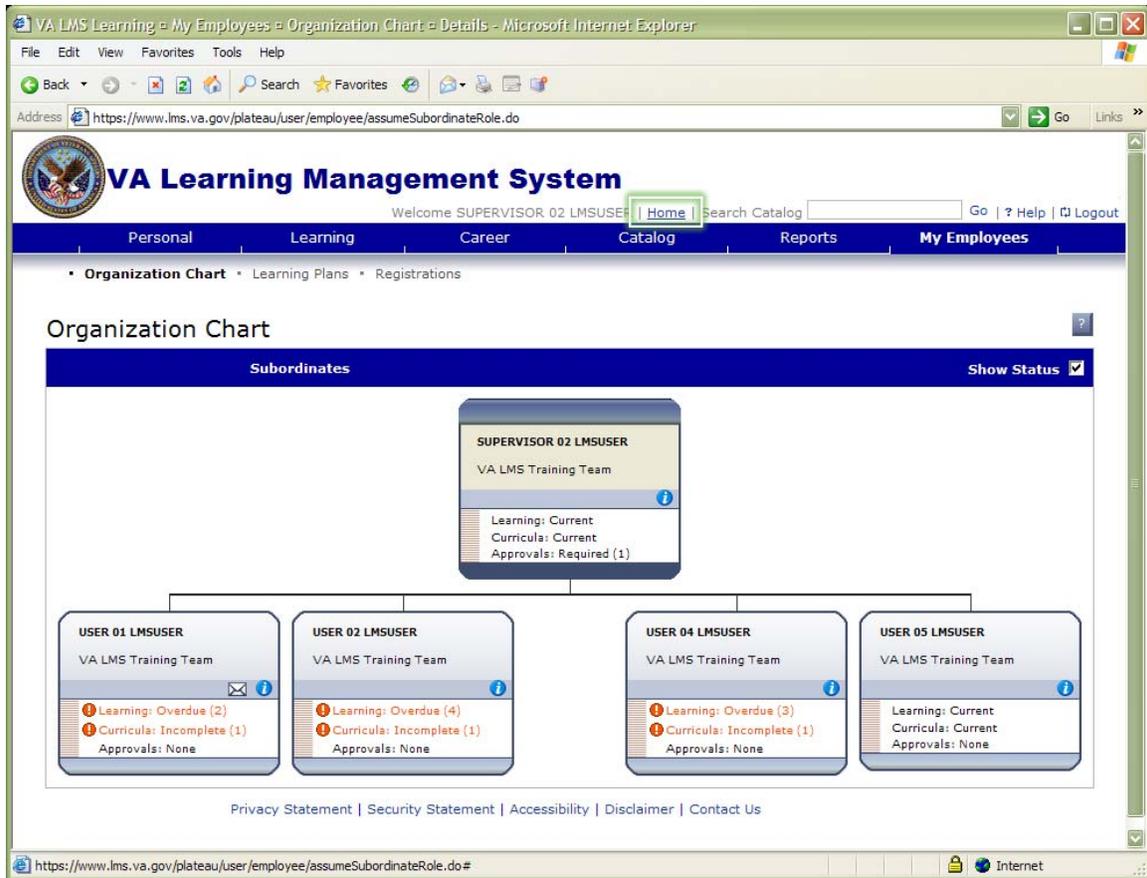
To view details of a subordinate’s training, click on the blue-circled “i” icon under the subordinate’s name. This will show you a “snapshot” of the details.

### 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.

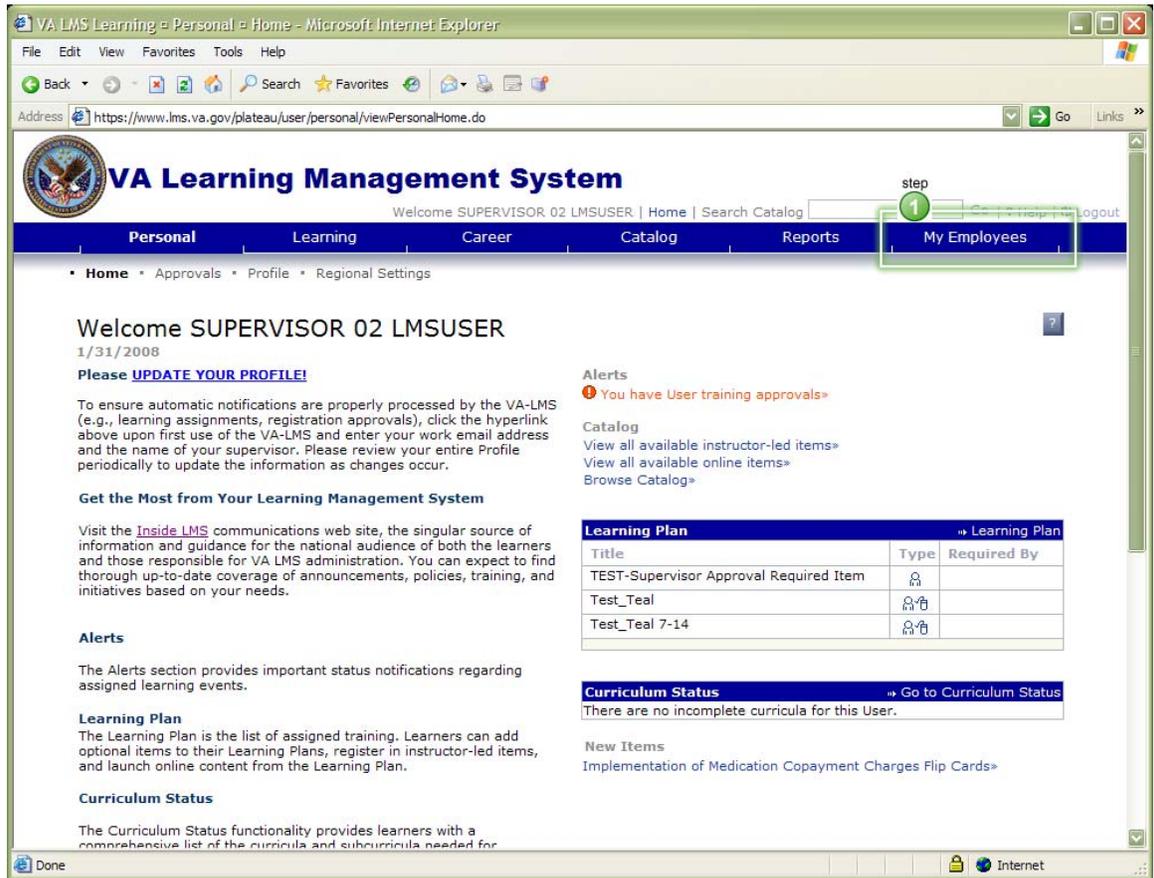


The Organization Chart is visible again and you are able to select another subordinate's Snapshot.

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.

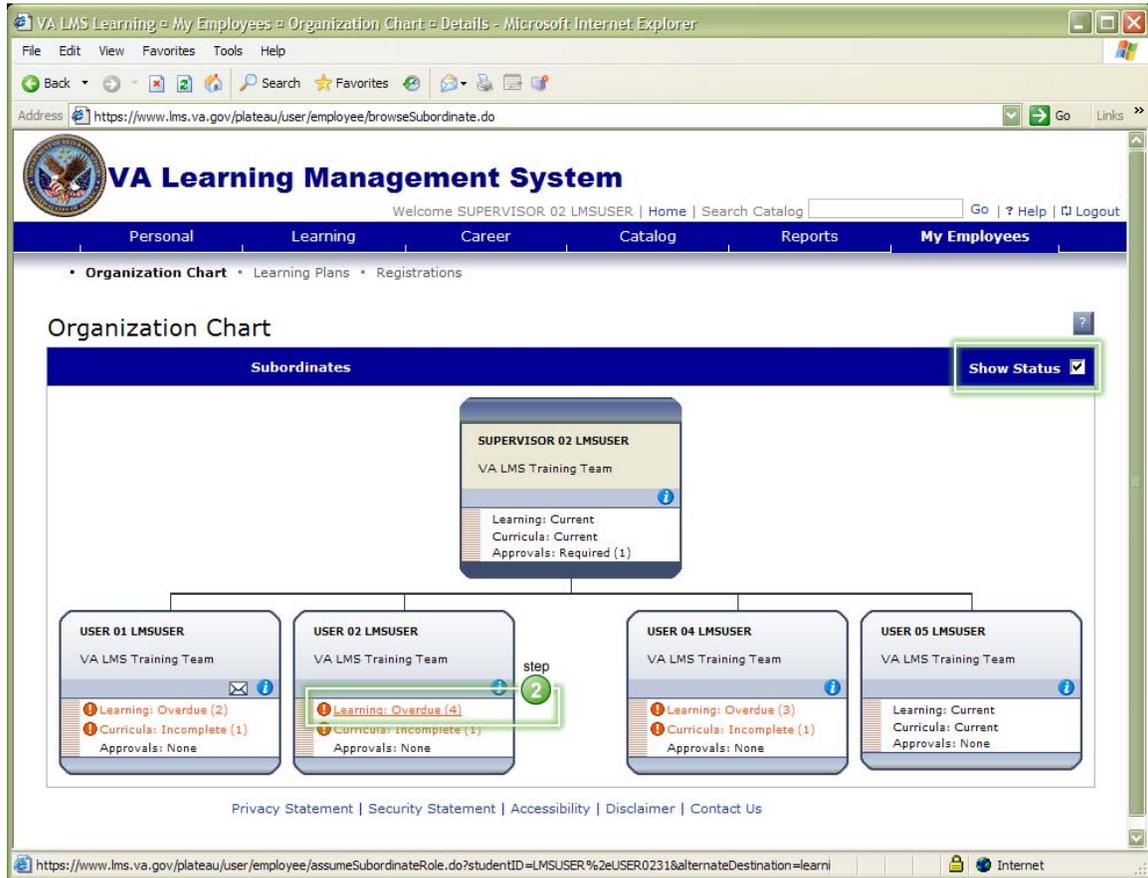
## Task 2 –View Subordinate Learning Plan

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



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

## Step 2 – Click the Learning link in subordinate Status box



The Organization Chart listing subordinates is displayed.

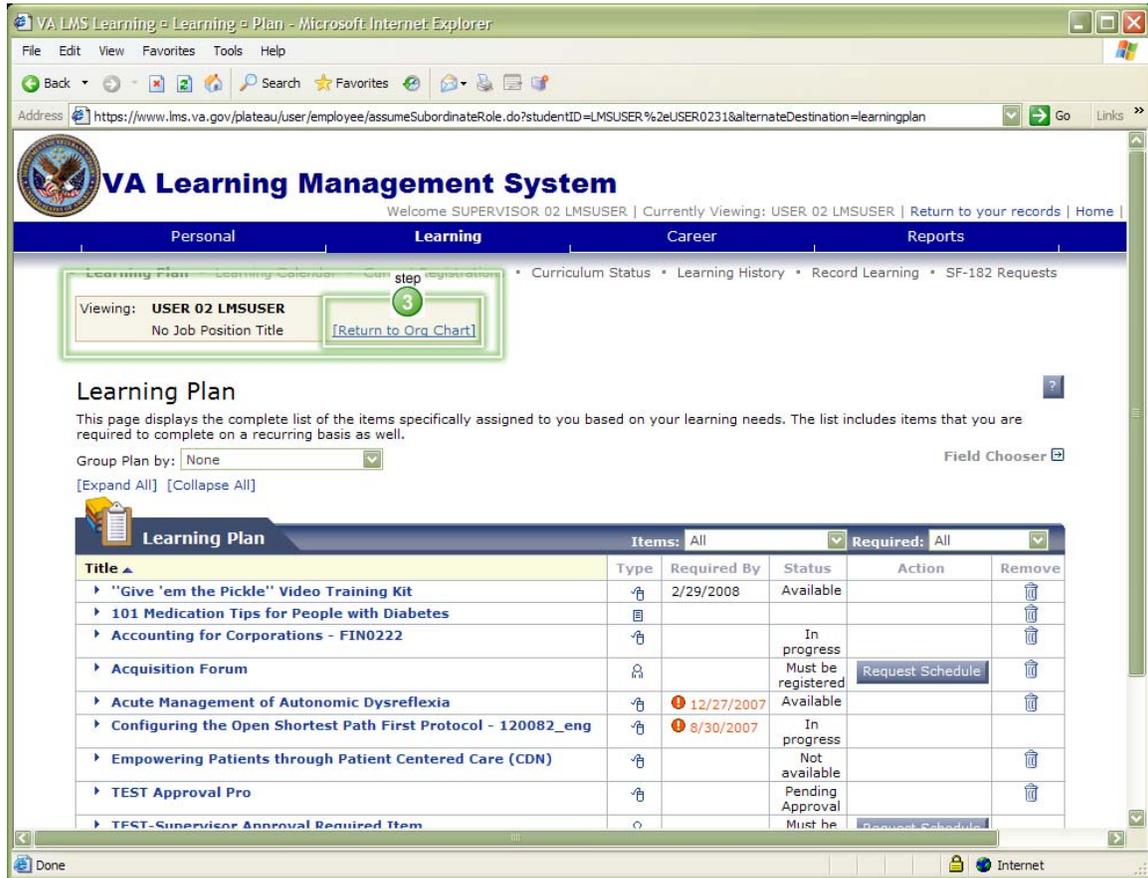


Make sure the Show Status checkbox in the upper-right is selected to see a summary of the Learning, Curricula and Approvals status for each subordinate.

In order to access the actual individual learning plan for any of your subordinates, click Learning in the Status box for that subordinate.

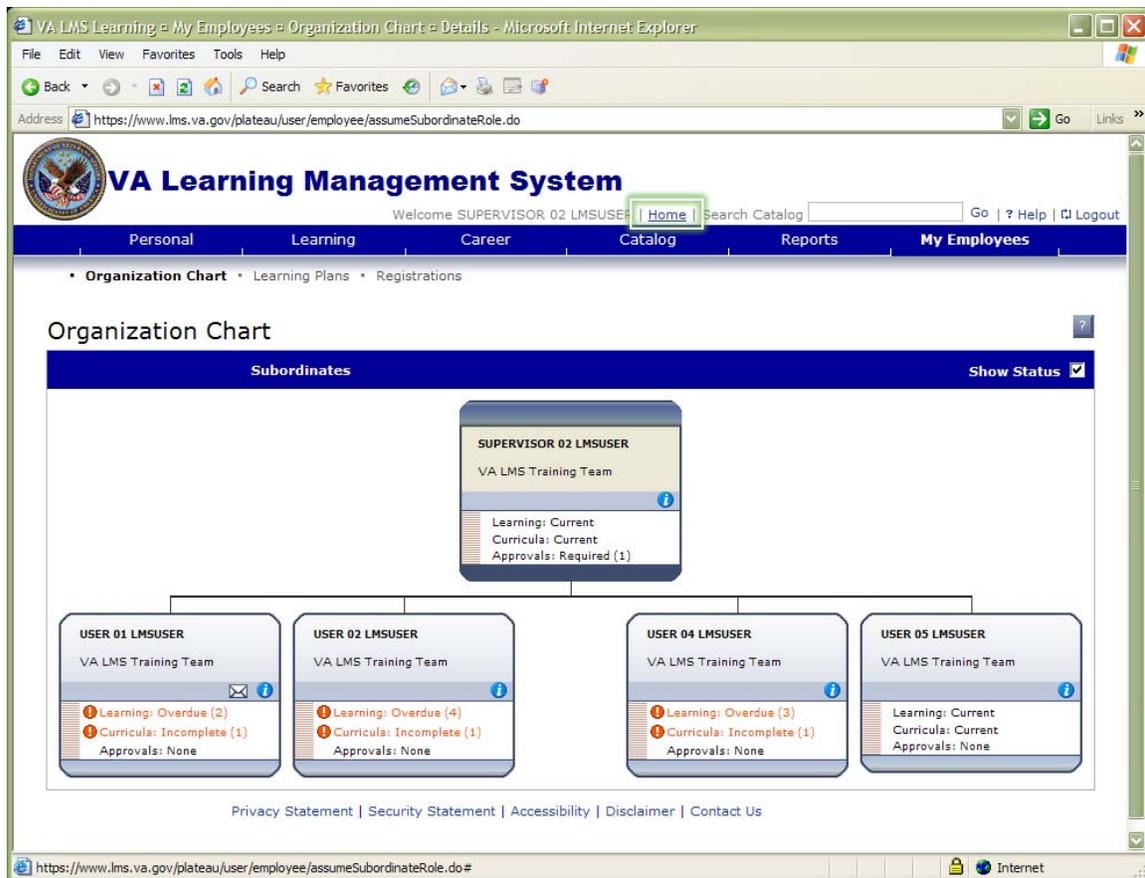
For this tutorial, we are going to view the learning plan for USER 02 LMSUSER.

### Step 3 – Click Return to Org Chart link



Clicking on the Learning link in USER 02 LMSUSER’s status box displays this subordinate’s Learning Plan. To help you verify which subordinate learning plan you are viewing, the Viewing box at the top of the screen indicates the name of the selected subordinate.

When you’re finished viewing this subordinate’s Learning Plan, click the Return to Org Chart link in the Viewing box for the subordinate you are currently viewing.

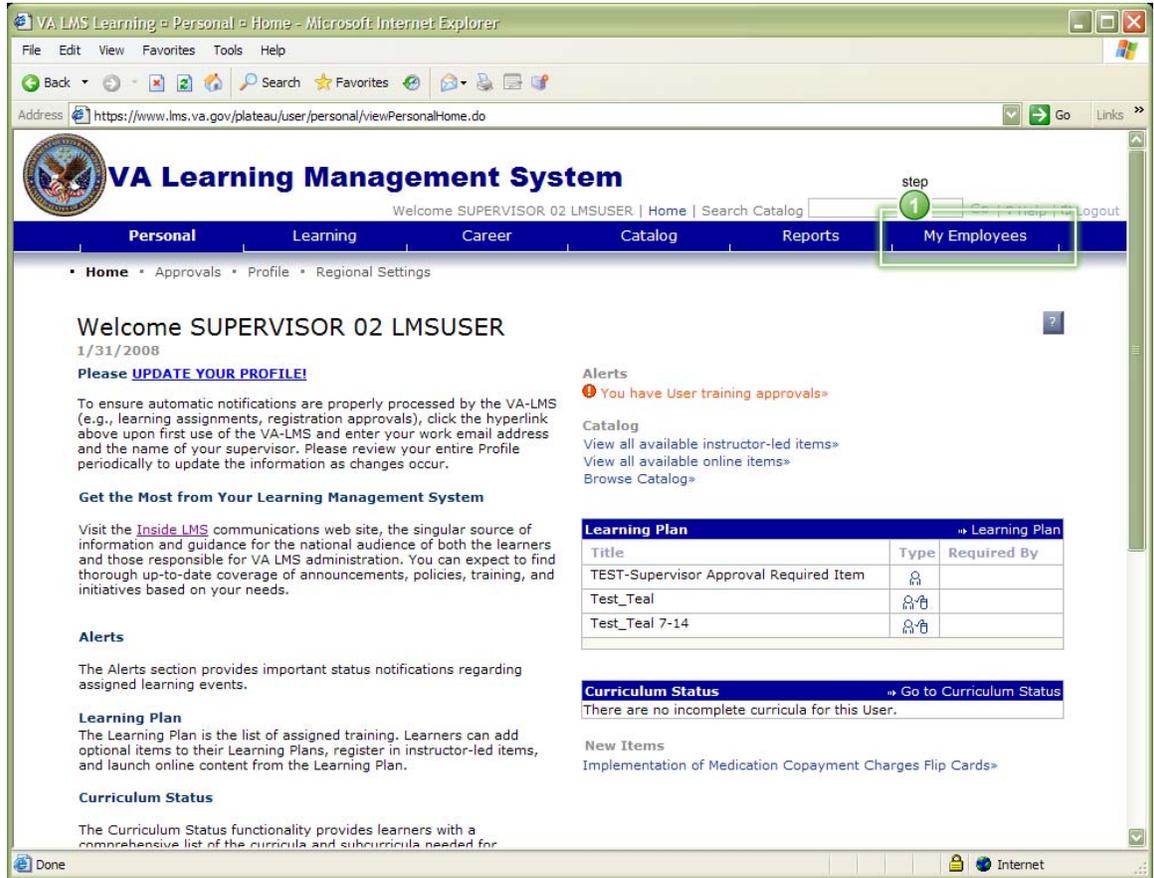


The Organization Chart is available again and you are able to select and view another subordinate’s learning plan.

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.

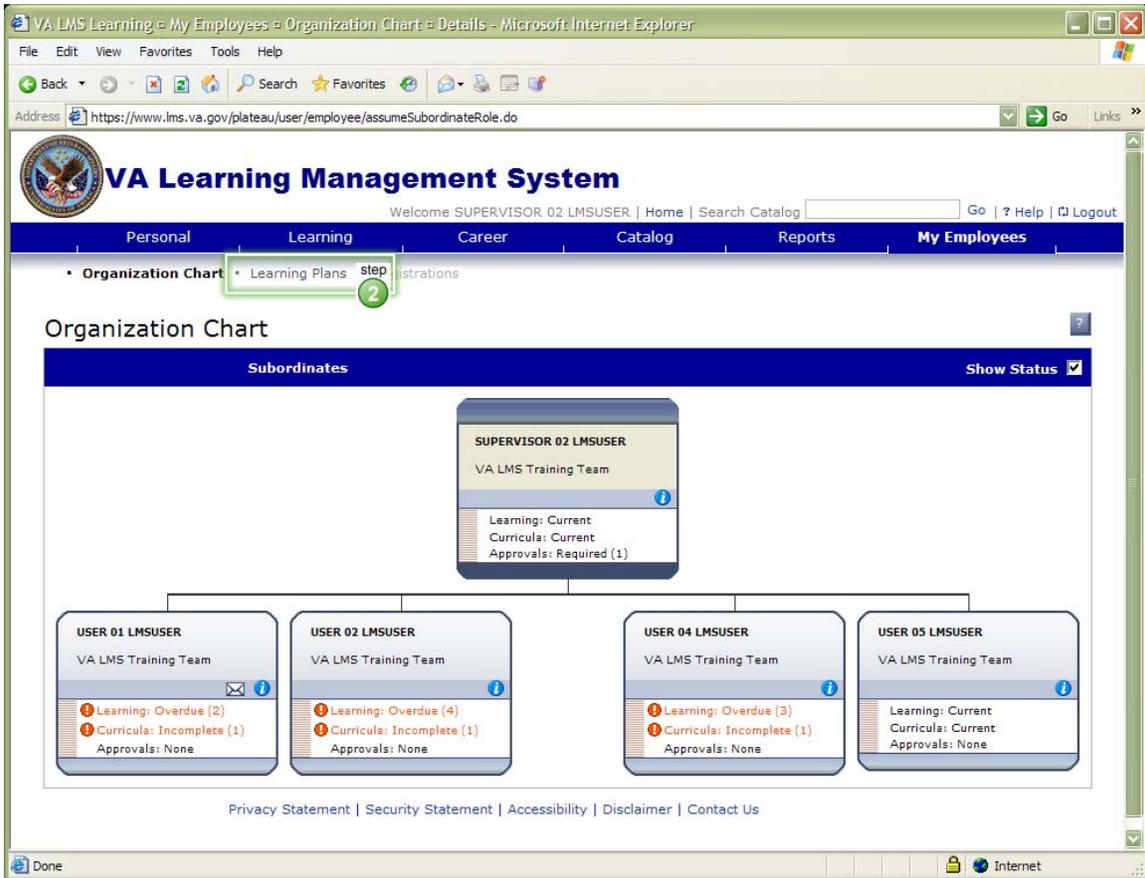
**Task 3 –Adding Item: Subordinate Learning Plan**

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



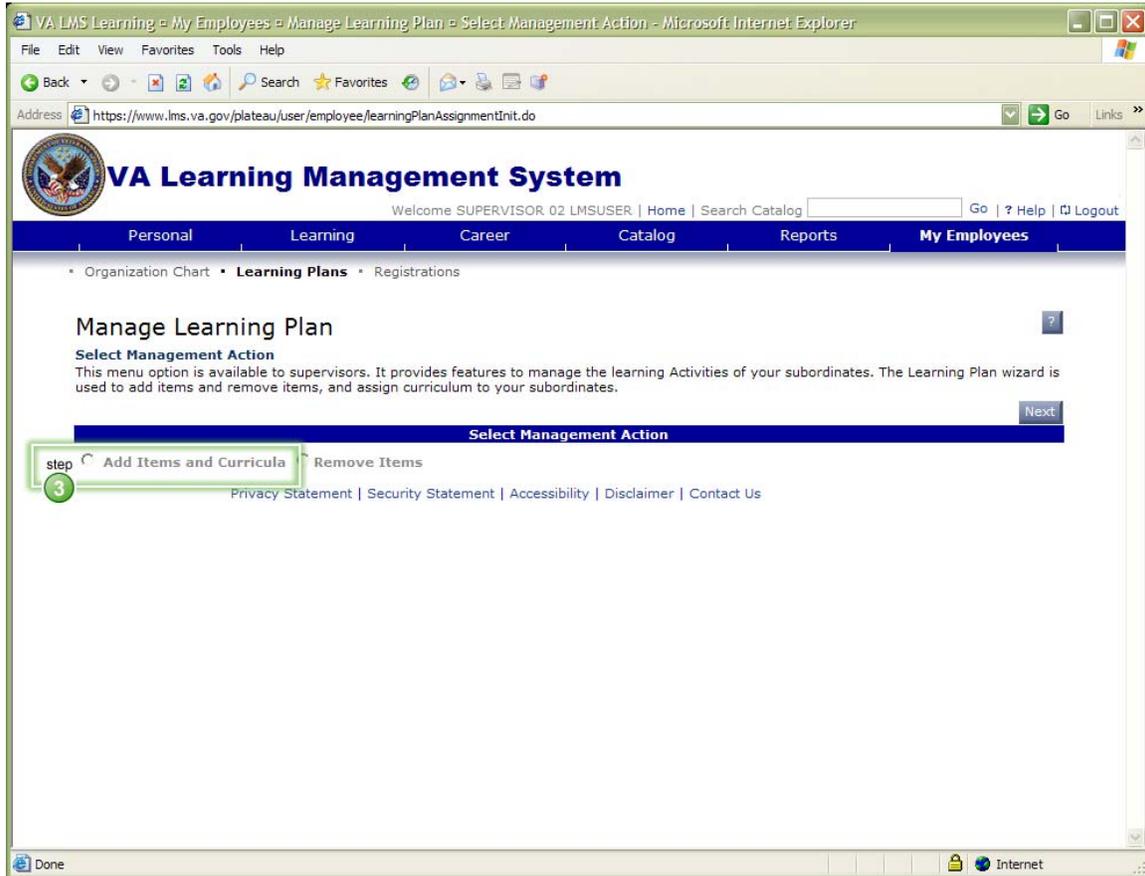
To access a subordinate’s Learning Plan, click My Employees on the blue Main Menu navigation bar.

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



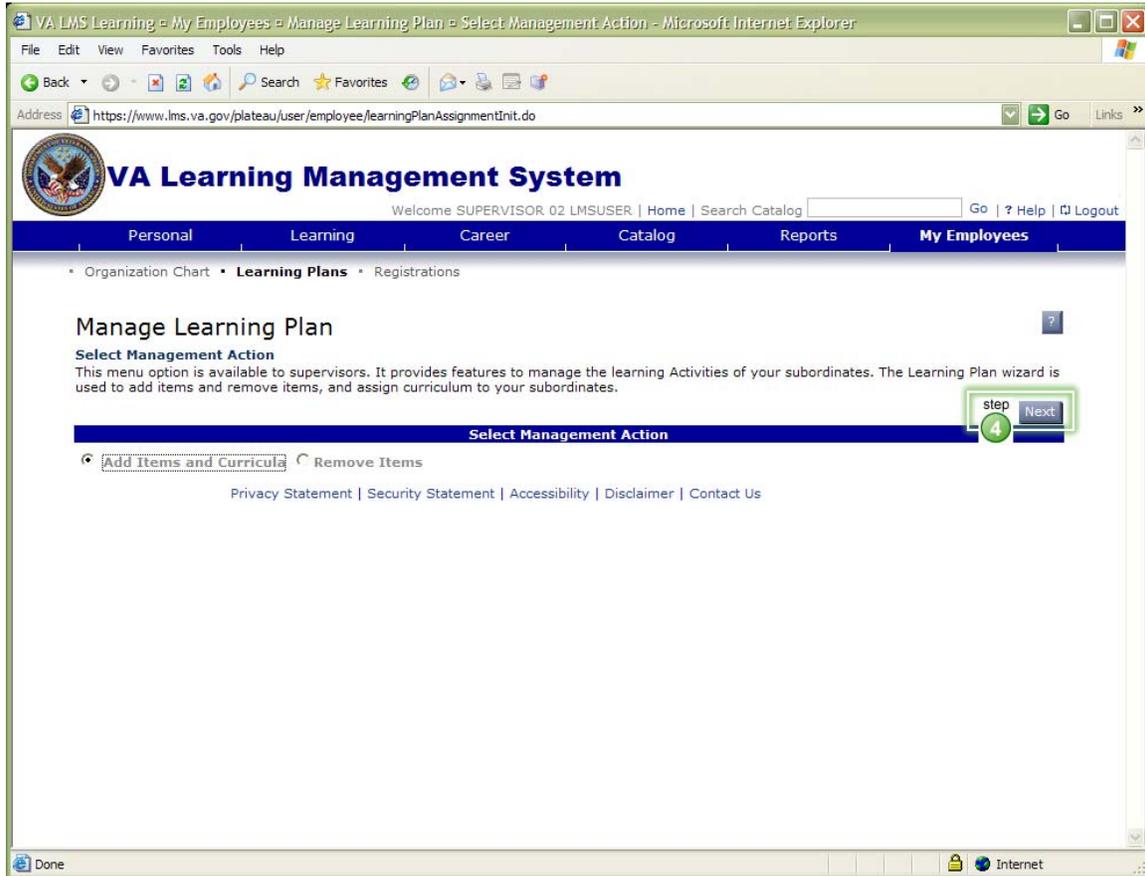
The Organization Chart screen showing your subordinates is displayed. Click on Learning Plans in My Employee's sub-menu options, located just beneath the blue Main Menu.

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



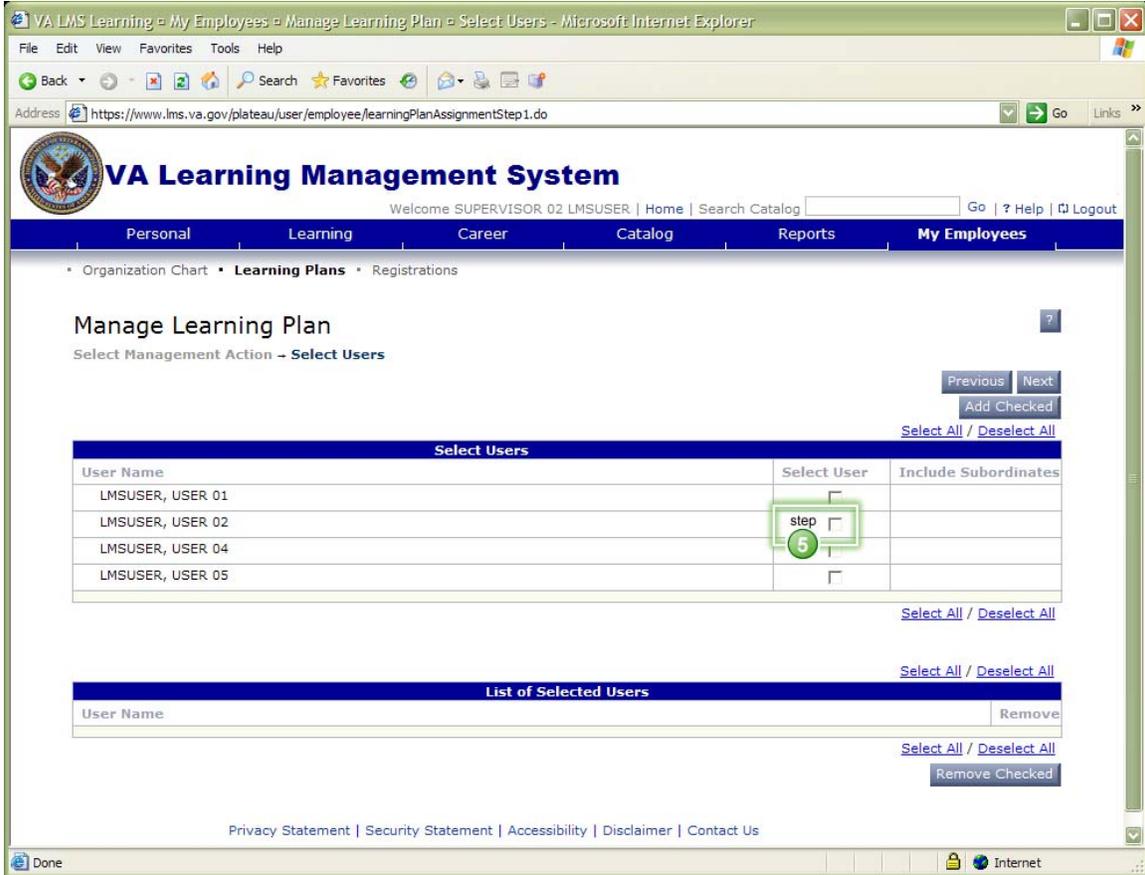
The Manage Learning Plan wizard begins and the Select Management Action screen is displayed. Select the Add Items and Curricula radio button.

## 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 Learning Management System logo and navigation tabs: Personal, Learning, Career, Catalog, Reports, and My Employees. The main content area is titled "Manage Learning Plan" and "Select Management Action - Select Users". A "step 6" callout highlights the "Add Checked" button. Below this is a table with columns "User Name", "Select User", and "Include Subordinates". The table lists four users: LMSUSER, USER 01; LMSUSER, USER 02; LMSUSER, USER 04; and LMSUSER, USER 05. The "Select User" checkbox for LMSUSER, USER 02 is checked. Below the table are links for "Select All / Deselect All" and "Remove Checked".

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 indicates the URL: <https://www.lms.va.gov/plateau/user/employee/learningPlanAssignmentStep2.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 "Manage Learning Plan" with the sub-action "Select Management Action – Select Users".

Navigation buttons include "Previous", "Next" (highlighted with a green box and a "step 7" callout), and "Add Checksum". There are also "Select All / Deselect All" links for both the "Select Users" and "List of Selected Users" tables.

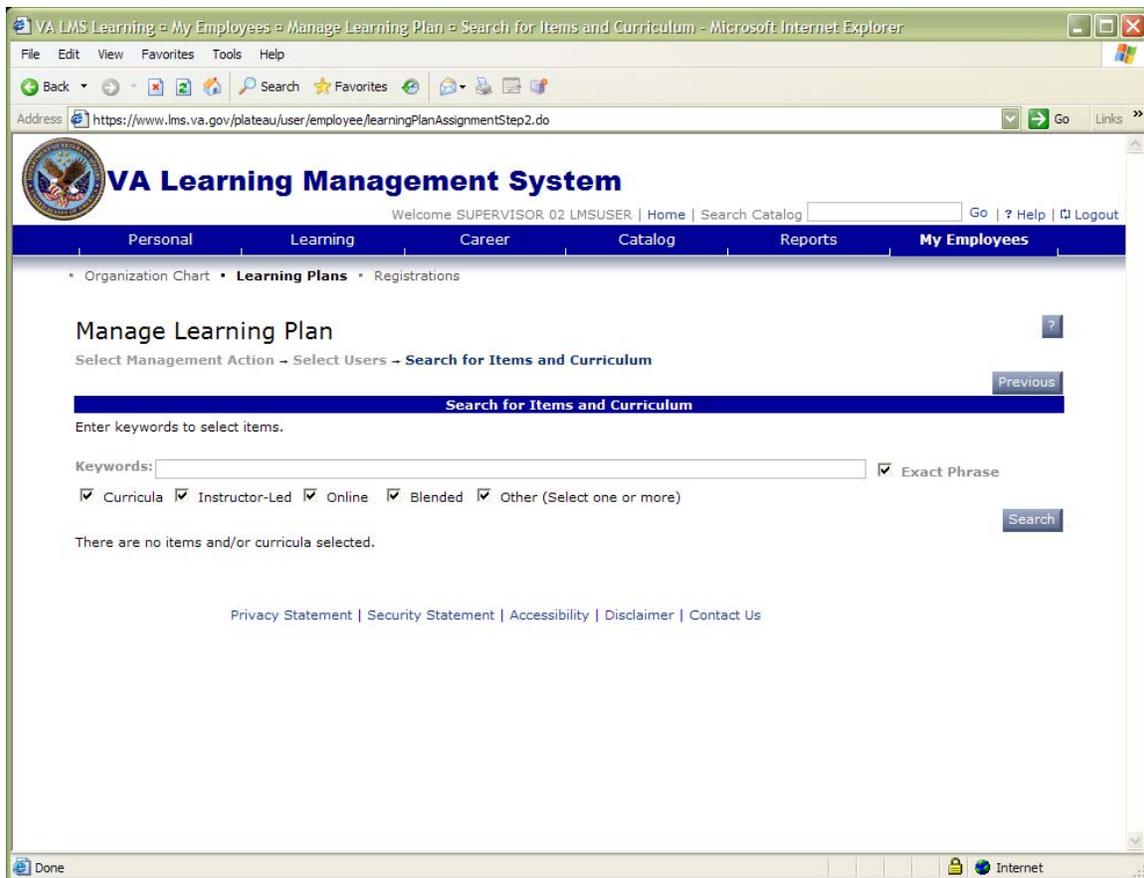
Select Users		
User Name	Select User	Include Subordinates
LMSUSER, USER 01	<input type="checkbox"/>	
LMSUSER, USER 02	<input type="checkbox"/>	
LMSUSER, USER 04	<input type="checkbox"/>	
LMSUSER, USER 05	<input type="checkbox"/>	

List of Selected Users	
User Name	Remove
LMSUSER, USER 02	<input type="checkbox"/>

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.



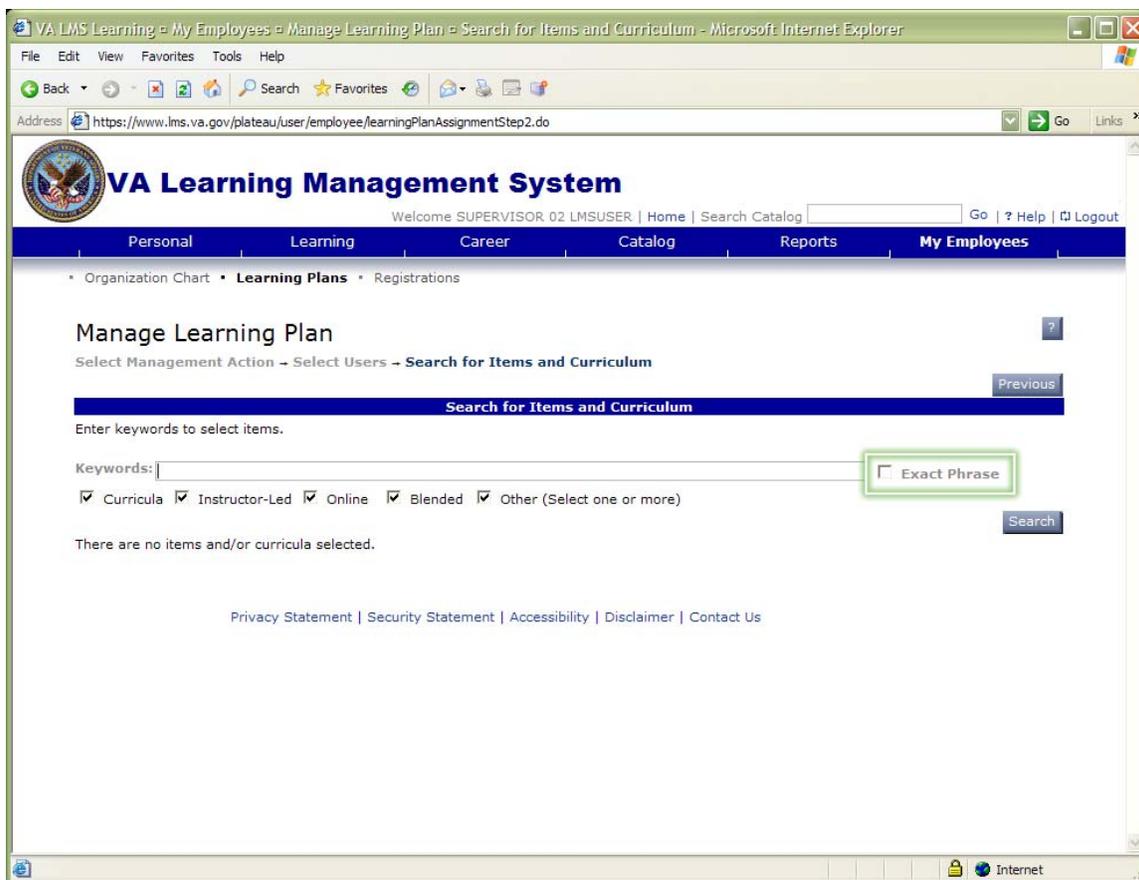
This takes you to the Search for Items and Curriculum screen. This screen asks you to do a keyword search to locate the desired training items or curriculum to add to the subordinate(s) selected in the previous step.



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.

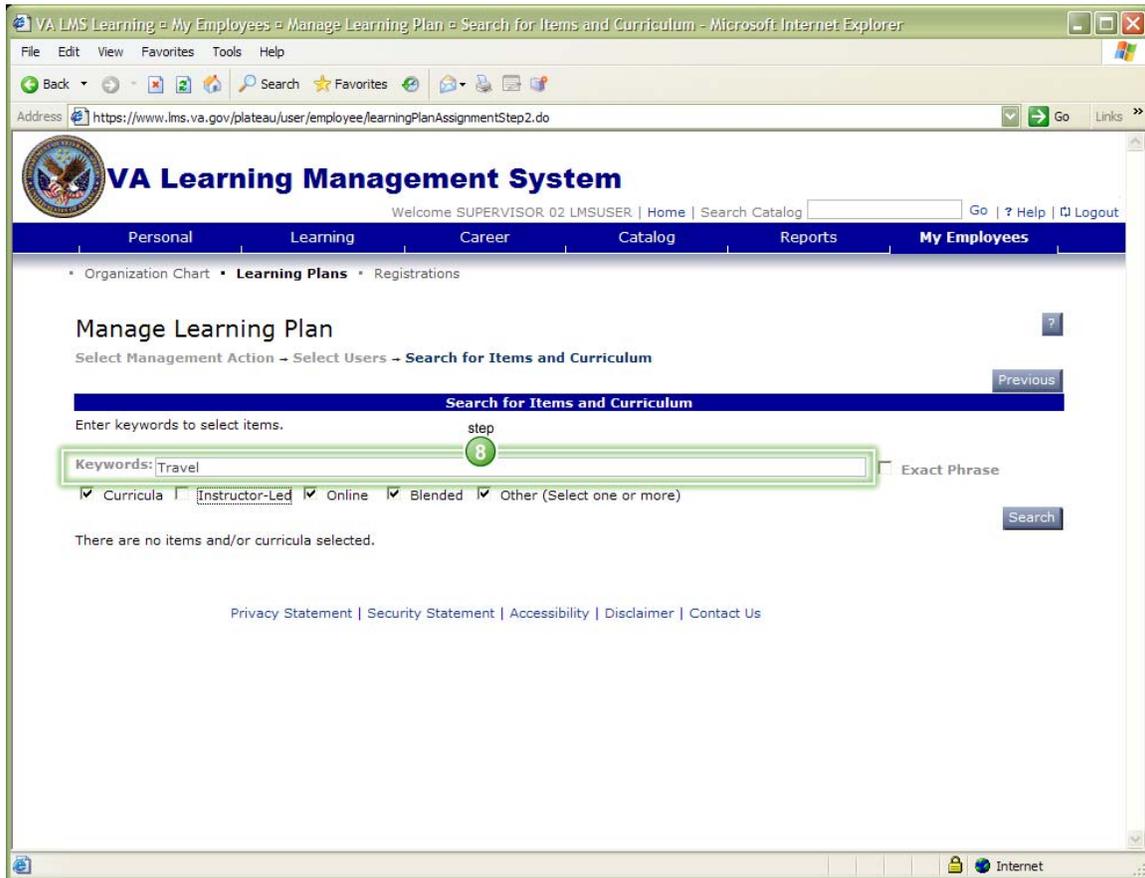


Also, the VA LMS automatically selects the Exact Phrase option. This means that the VA LMS will only return results that exactly match your search. If you are not certain of the exact phrasing, un-check the Exact Phrase option.

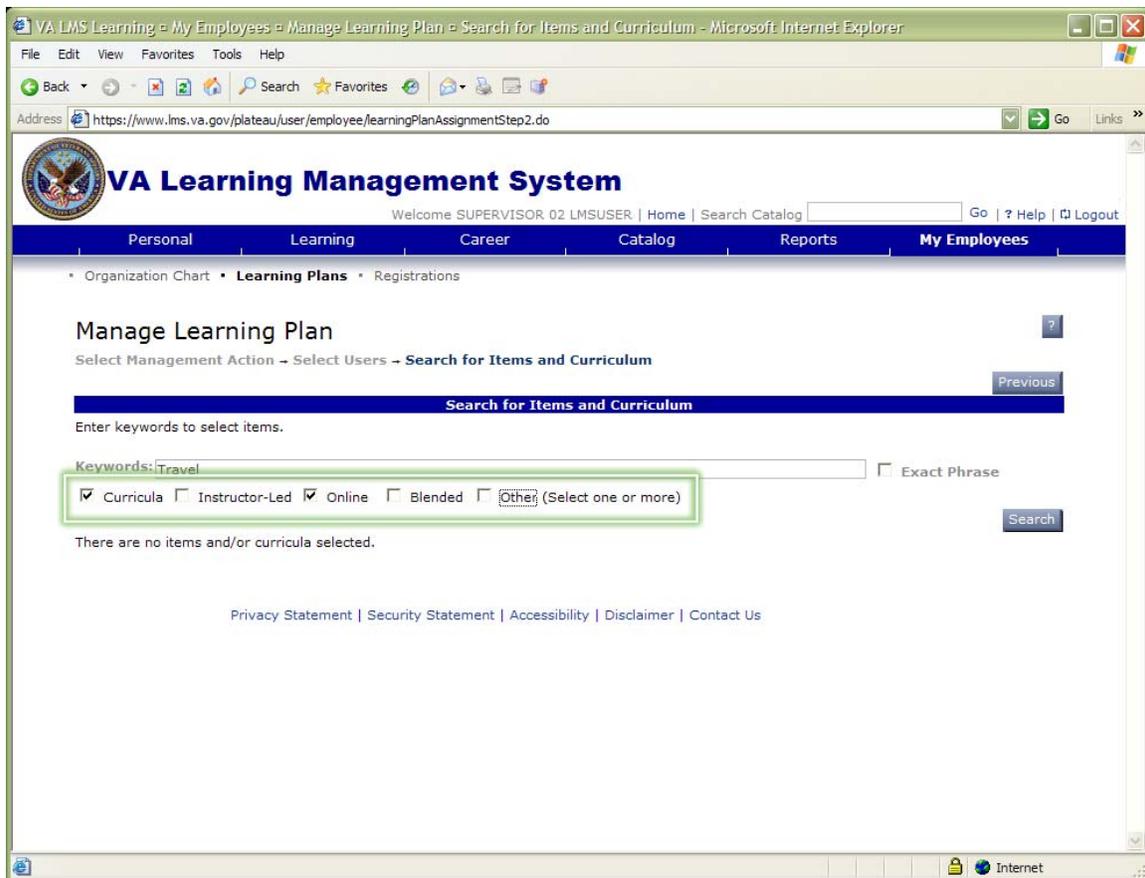
For the purpose of this tutorial, our fictional training supervisor, SUPERVISOR LMSUSER, needs to assign VA Travel Card training to her subordinate, Mr. USER LMSUSER.

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.

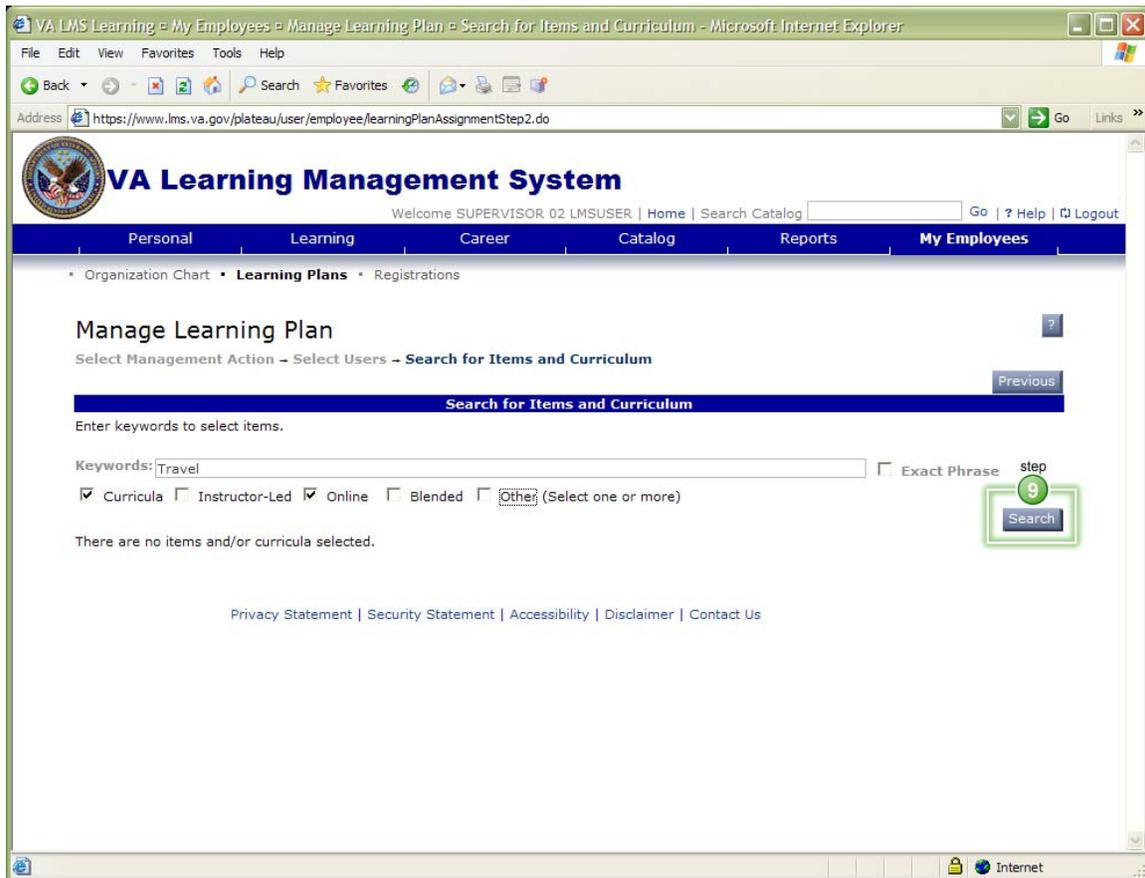


She knows the course is supposed to be available online but is unsure if it is considered curricula, so she un-checks all training types except for Curricula and Online.



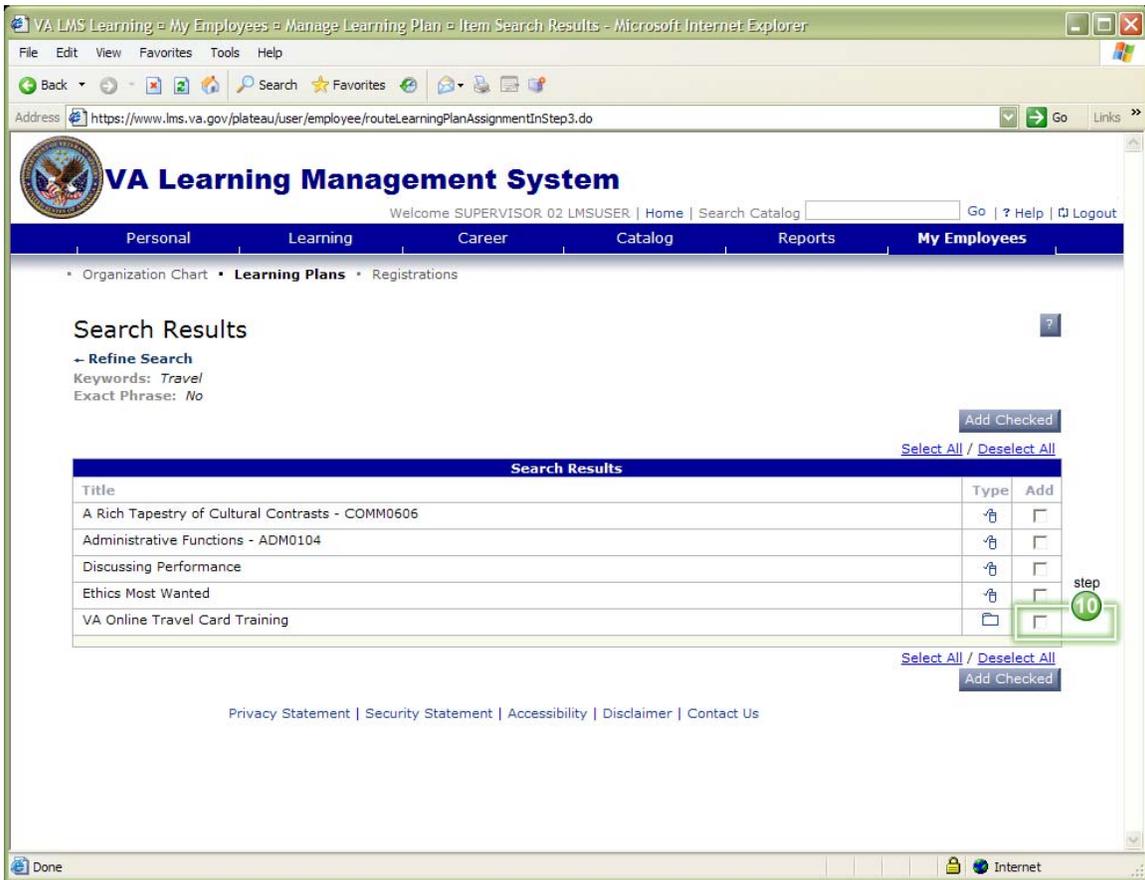
It is important to remember that a basic keyword search will only search individual training sessions. If you do not include the Curricula type in your search, all Curricula will be excluded.

## 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 a 'step 11' callout. The button is located at the top right of the search results table and at the bottom right of the page.

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

VA LMS Learning - My Employees - Manage Learning Plan - Search for Items and Curriculum - 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 -> Search for Items and Curriculum -> Edit Information

Previous Next

**Search for Items and Curriculum**

Enter keywords to select items.

Keywords: Travel  Exact Phrase

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

Search

Edit Information				
Title	Type	Assignment Type	Assign Date	Remove
VA Online Travel Card Training		---	2/1/2008	<input type="checkbox"/>

Select All / Deselect All

Select All / Deselect All

Remove Checked

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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.

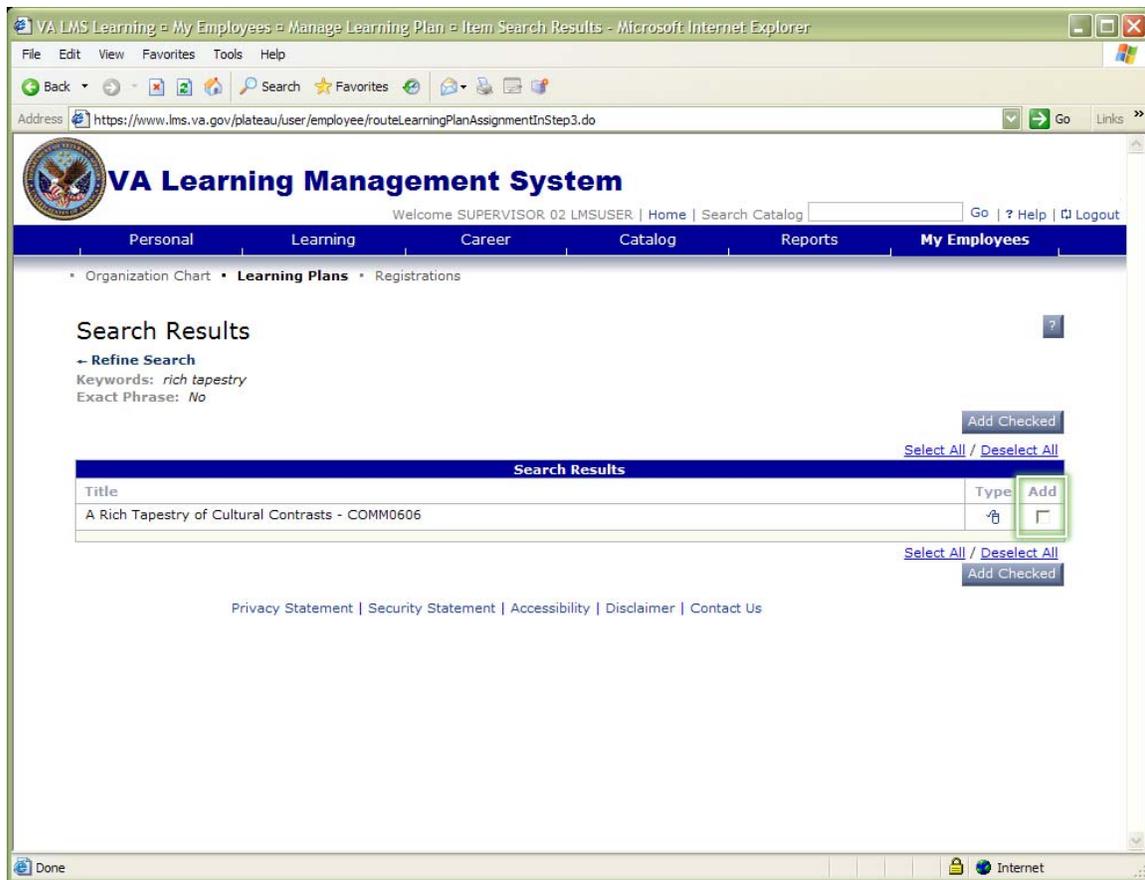
This screen also allows you to remove any items listed under the Edit Information section. This can be done by checking the Remove box and then clicking the Remove Checked button.

The screenshot shows the VA Learning Management System interface. The main heading is "VA Learning Management System" with a welcome message for "SUPERVISOR 02 LMSUSER". The navigation menu includes "Personal", "Learning", "Career", "Catalog", "Reports", and "My Employees". The current page is "Manage Learning Plan" under the "Learning Plans" section. The "Search for Items and Curriculum" section is highlighted with a green box, showing a search field with the text "rich tapestry" and a "Search" button. Below this is a table titled "Edit Information" with columns for Title, Type, Assignment Type, Assign Date, and Remove. The table contains one row: "VA Online Travel Card Training" with a folder icon in the Type column, "---" in the Assignment Type column, and "2/1/2008" in the Assign Date column.



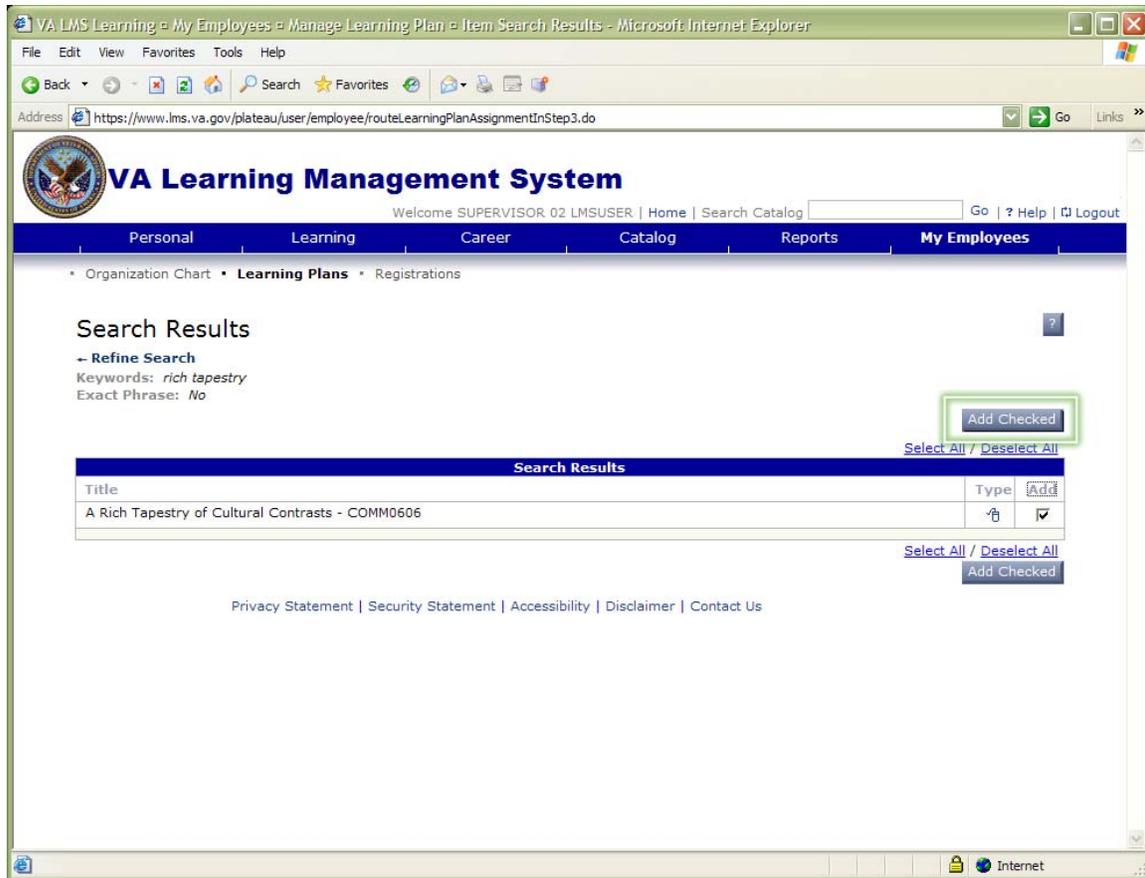
Notice this screen has the option to perform an additional search. Use this search for additional courses and curriculum available for assignment.

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

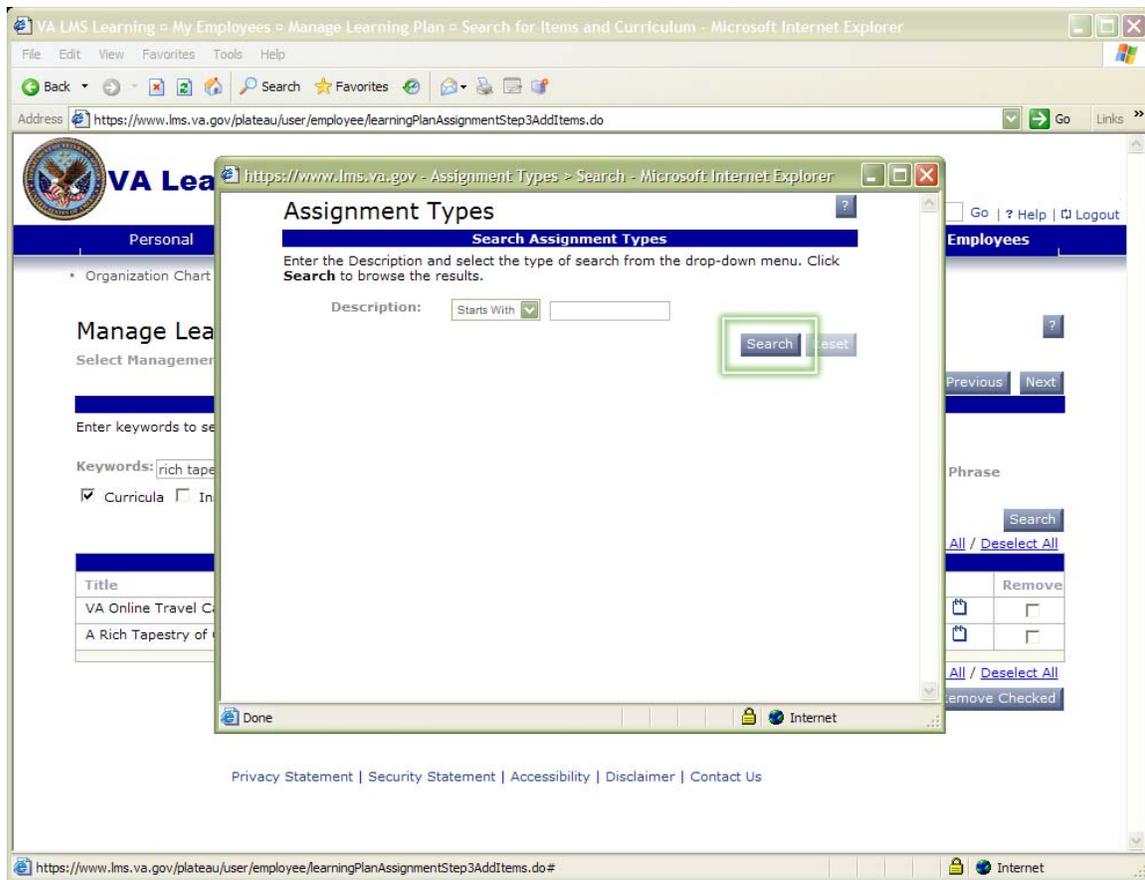
The screenshot shows the 'VA Learning Management System' interface. The user is logged in as SUPERVISOR 02 LMSUSER. The page title is 'Manage Learning Plan' and the breadcrumb trail is 'Select Management Action - Select Users - Search for Items and Curriculum - Edit Information'. A search bar contains the keyword 'rich tapestry'. Below the search bar, there are checkboxes for 'Curricula', 'Instructor-Led', 'Online', 'Blended', and 'Other'. The 'Online' checkbox is checked. A table titled 'Edit Information' is displayed, with columns for Title, Type, Assignment Type, Assign Date, and Remove. The table contains two rows: 'VA Online Travel Card Training' and 'A Rich Tapestry of Cultural Contrasts - COMM0606'. The 'Assignment Type' column for the second row has a 'Select' button highlighted in a green box. A green circle with 'step 12' is positioned above the table. The page also includes a 'Search' button and 'Select All / Deselect All' links.

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.



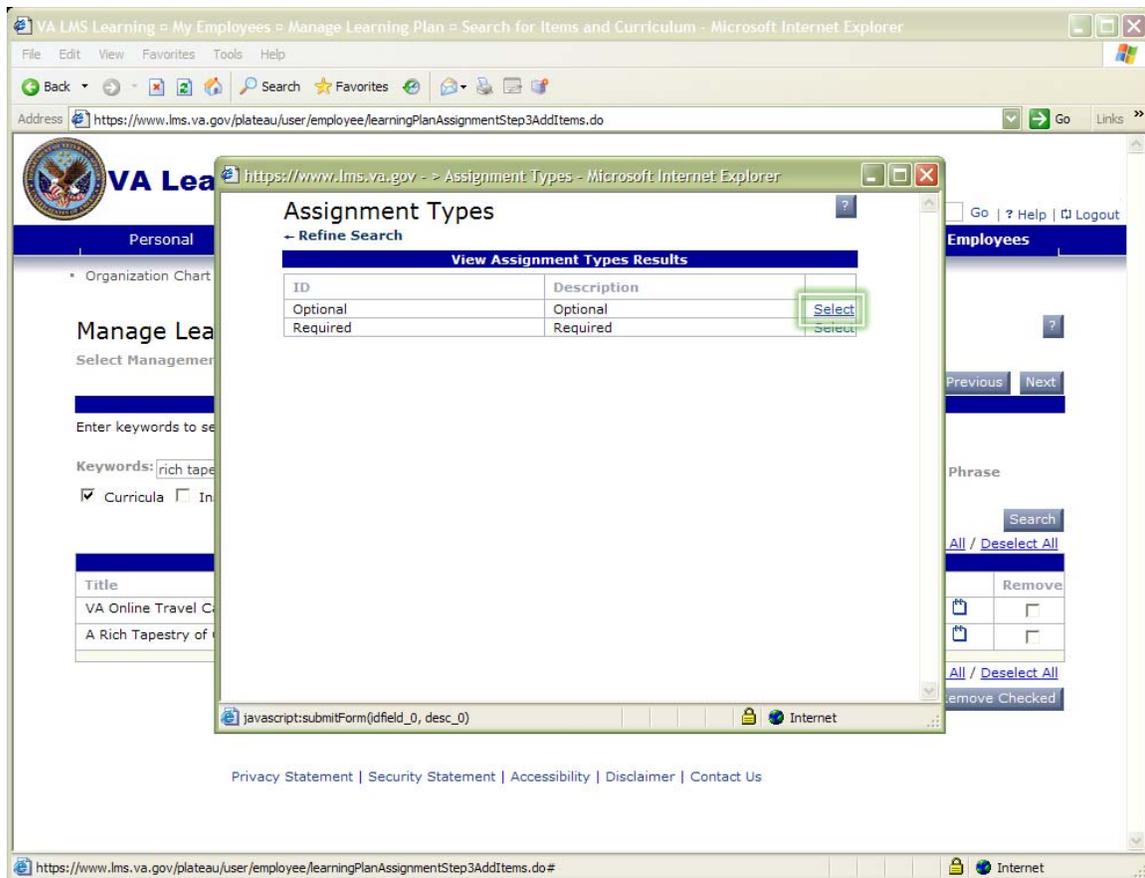
Notice that since “A Rich Tapestry of Cultural Contrasts” is not a curriculum, the Assignment Type and the Assign Date can both be edited.

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.

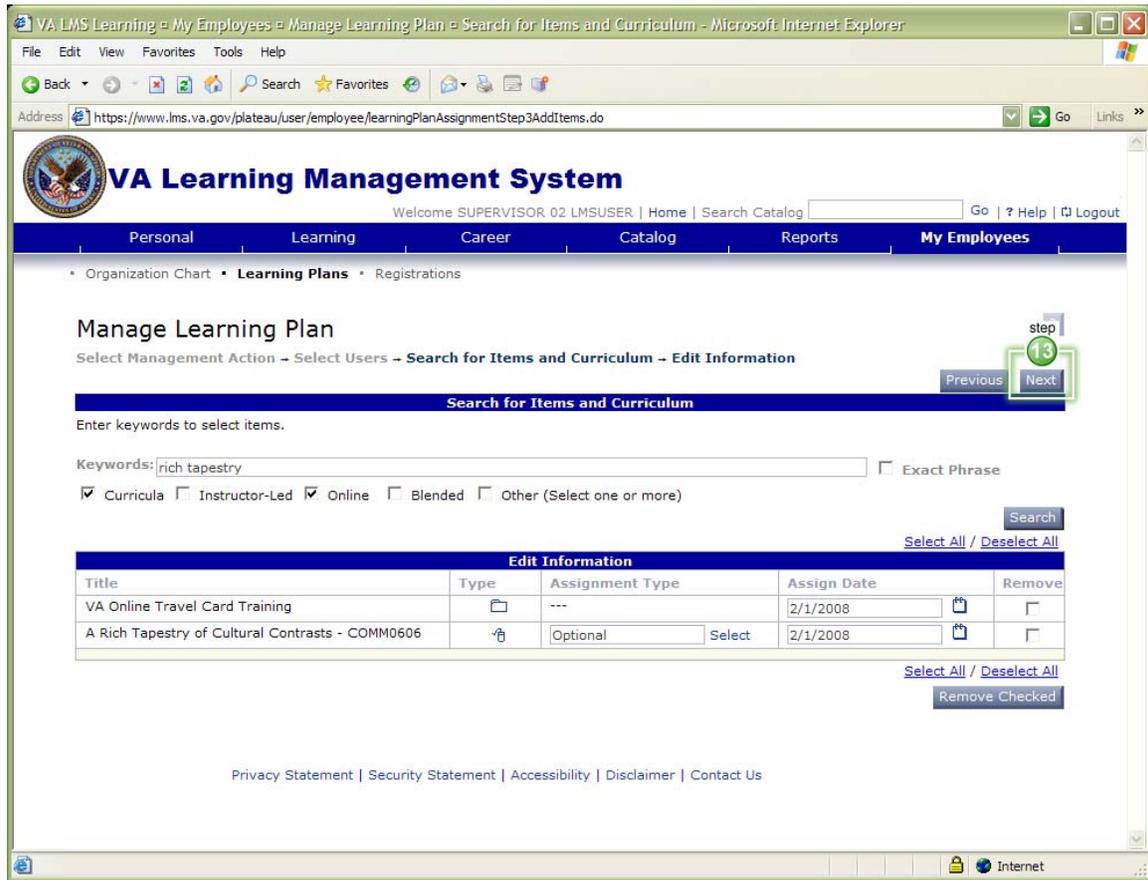
To view all possible options, select the Search button.



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

The screenshot shows the 'Edit Required Dates' screen in the VA Learning Management System. The page title is 'VA Learning Management System' and the user is 'SUPERVISOR 02 LMSUSER'. The breadcrumb trail is 'Organization Chart > Learning Plans > Registrations > Manage Learning Plan > Select Management Action > Select Users > Search for Items and Curriculum > Edit Information > Edit Required Dates'. The 'Edit Required Dates for Users' section shows the user 'LMSUSER, USER 02'. The 'Edit Required Dates' table is as follows:

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

A green box highlights the 'Required Date' field for the second row, with a 'step 14' callout. The page also includes links for Privacy Statement, Security Statement, Accessibility, Disclaimer, and Contact Us.

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", and the breadcrumb trail is "Organization Chart > Learning Plans > Registrations". The main content area shows the "Edit Required Dates for Users" section, which includes a table of learning items and a "Finish" button 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**

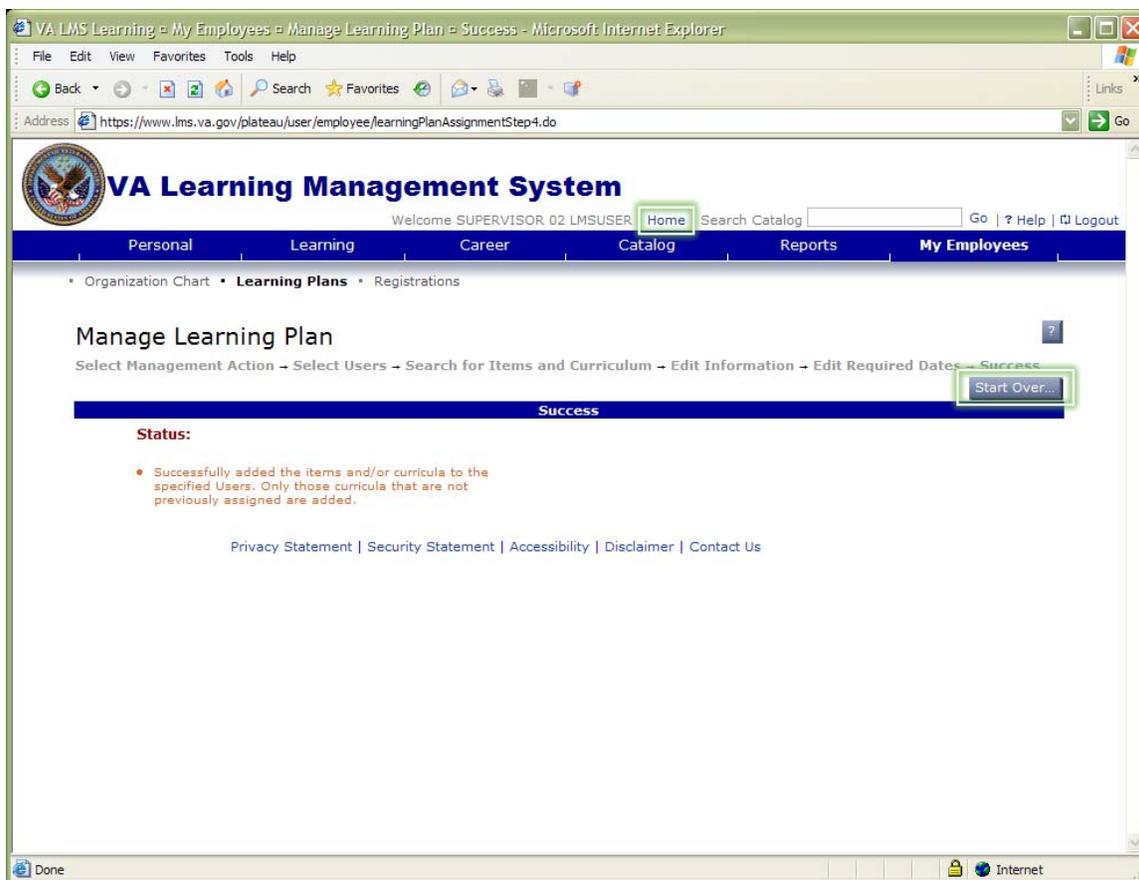
**Edit Required Dates for Users**

User  
 LMSUSER, USER 02

Edit Required Dates				
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.



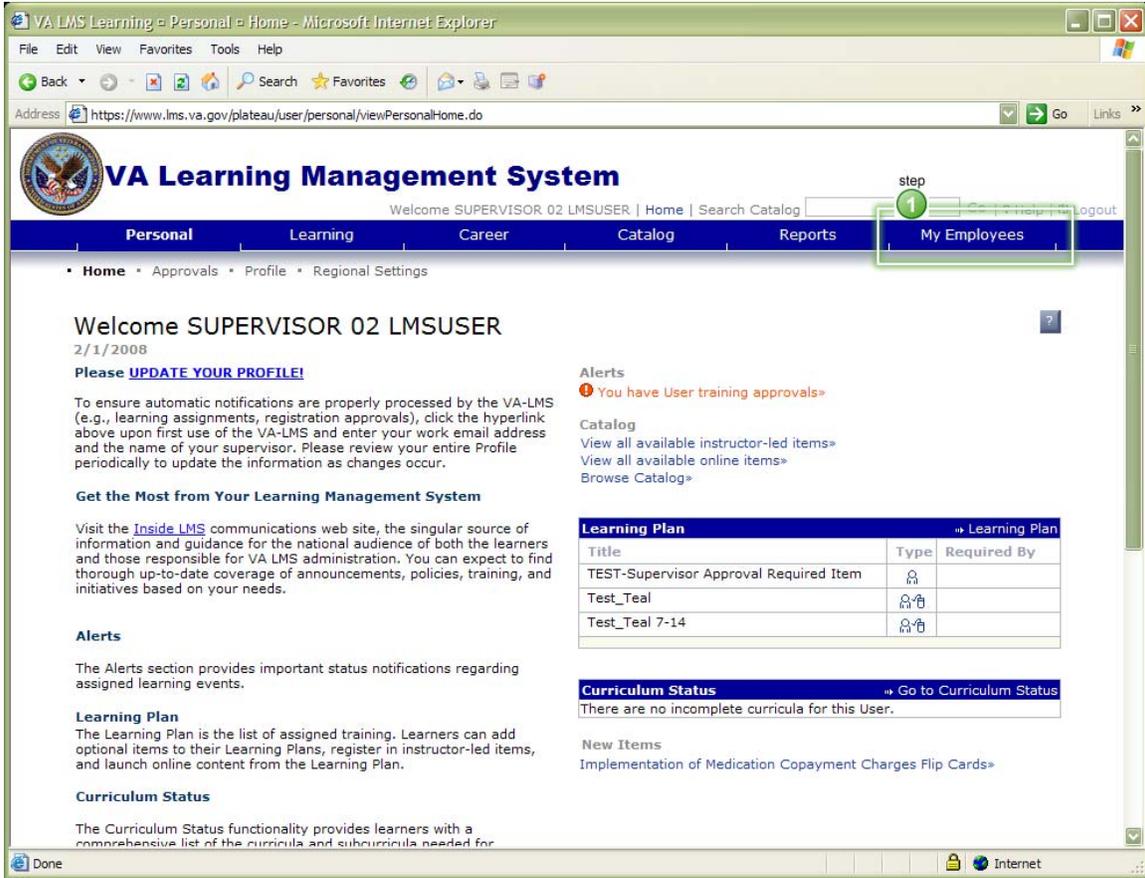
The VA LMS provides a Success screen to confirm the assignment was made successfully. A Status message indicates you have “successfully added the items and/or curricula to the specified users” and “only those curricula that are not previously assigned are added.”

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.

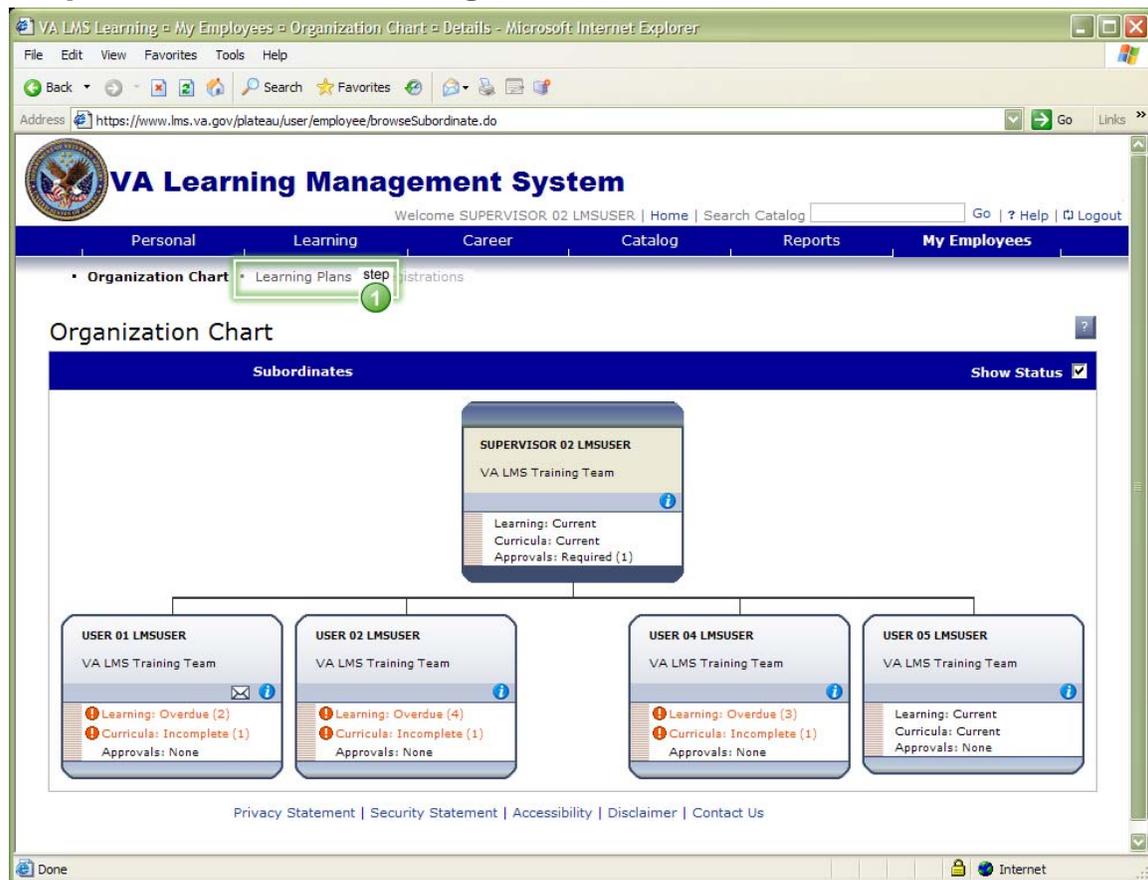
**Task 4 –Removing an item from a subordinate’s learning plan**

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



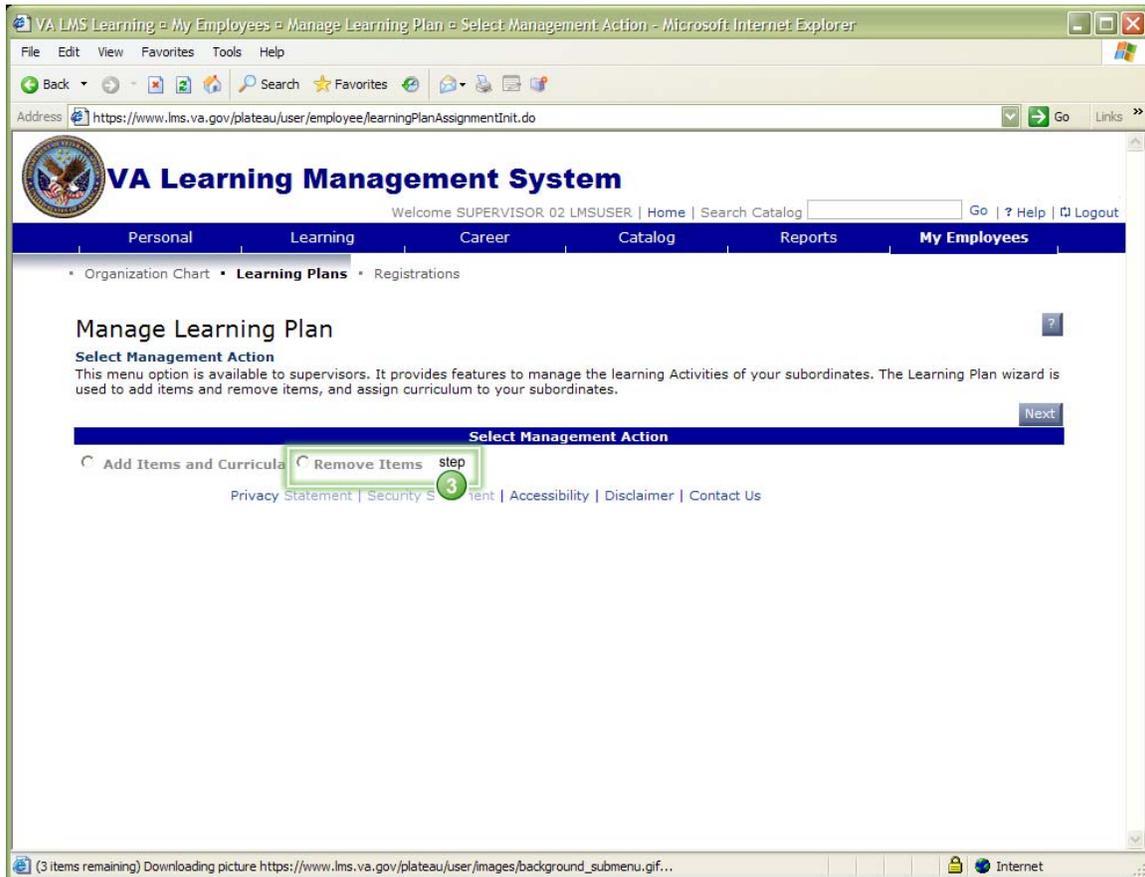
To remove an item from a subordinate’s Learning Plan, click My Employees on the blue Main Menu.

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



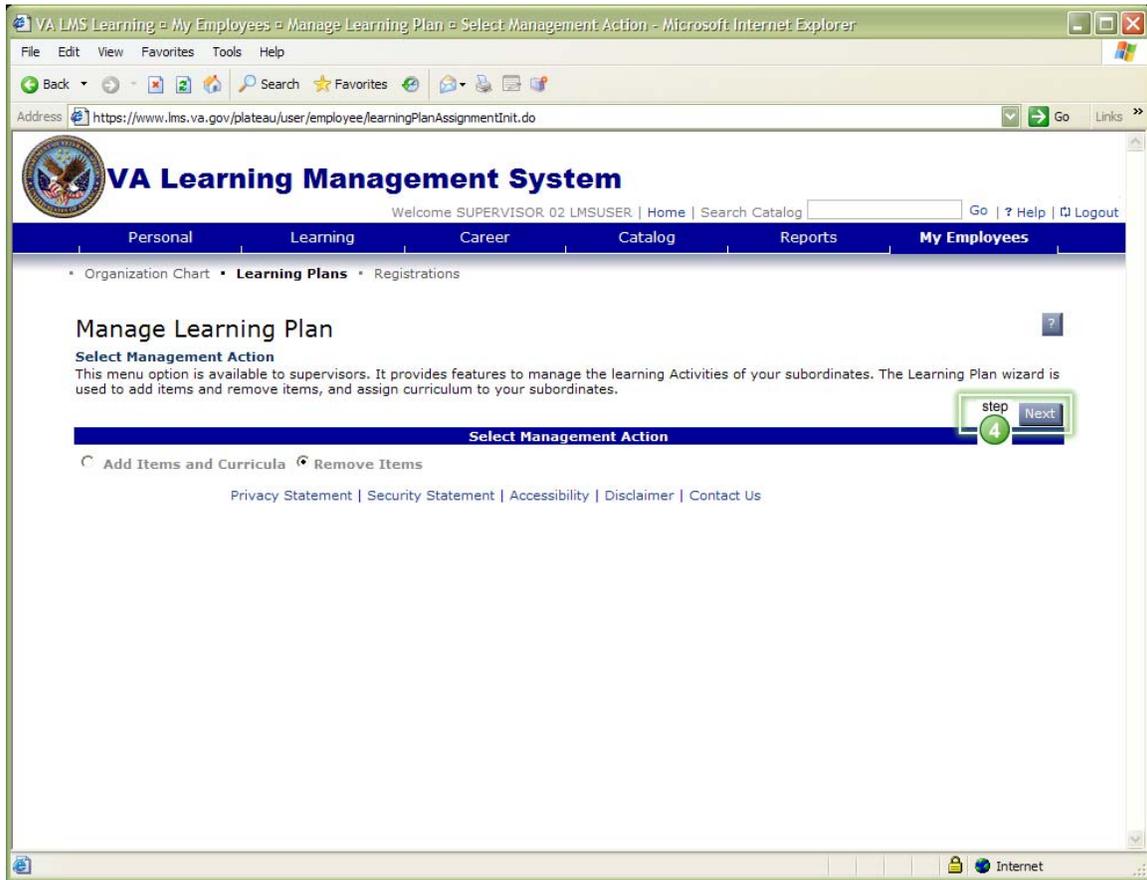
The Organization Chart screen showing your subordinates is displayed. Just below the blue Main Menu, click the Learning Plan Sub-Menu option.

### Step 3 – Select the Remove Items radio button



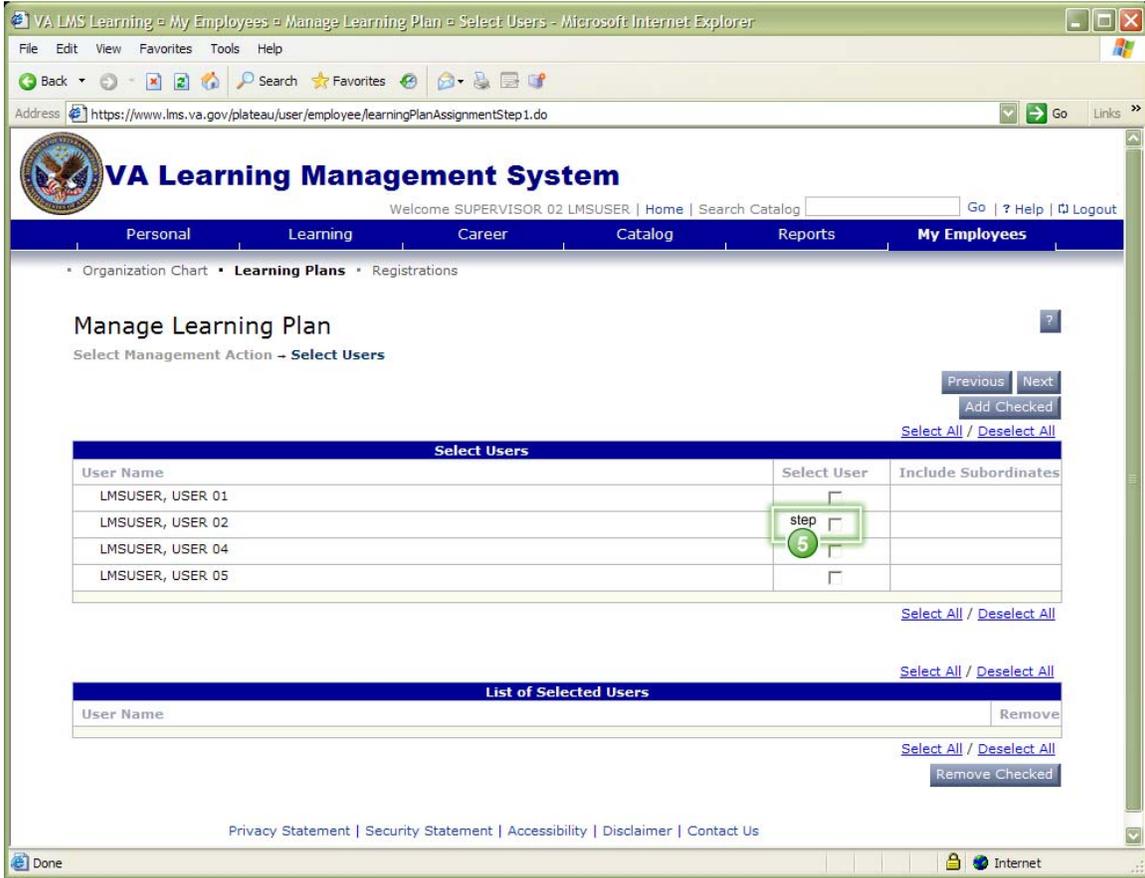
The Manage Learning Plan wizard begins and the Select Management Action screen is displayed. Select the Remove Items radio button.

## 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 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 a sub-heading "Select Management Action - Select Users". A step indicator shows "step 6" with "Add Checked" highlighted. 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 links for "Select All / Deselect All" and "Remove Checked". At the bottom, there is a "List of Selected Users" section with a "Remove" button and another "Remove Checked" button.

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"/>	

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

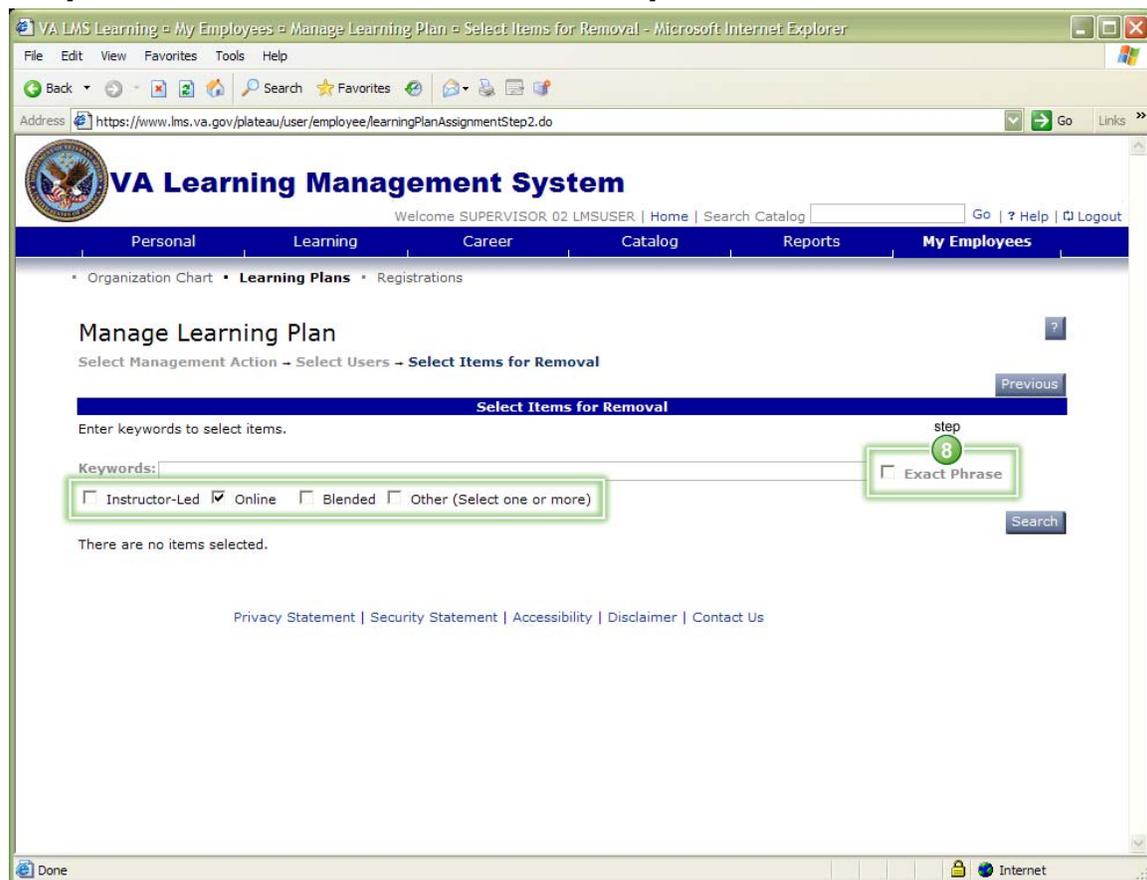
## Step 7 – Click the Next button

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 links: Personal, Learning, Career, Catalog, Reports, and My Employees. The main content area is titled "Manage Learning Plan" and "Select Management Action - Select Users". A progress indicator shows "step 7" with a green circle around the number 7. Below the progress indicator are buttons for "Previous", "Next", and "Add Checked". The "Next" button is highlighted with a green box. Below these buttons are links for "Select All / Deselect All". The main table is titled "Select Users" and has columns for "User Name", "Select User", and "Include Subordinates". The table contains four rows of user information: LMSUSER, USER 01; LMSUSER, USER 02; LMSUSER, USER 04; and LMSUSER, USER 05. Below the table are links for "Select All / Deselect All". At the bottom of the page, there is a "List of Selected Users" box containing "LMSUSER, USER 02" and a "Remove" button. Below this box are links for "Select All / Deselect All" and a "Remove Checked" button.

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.

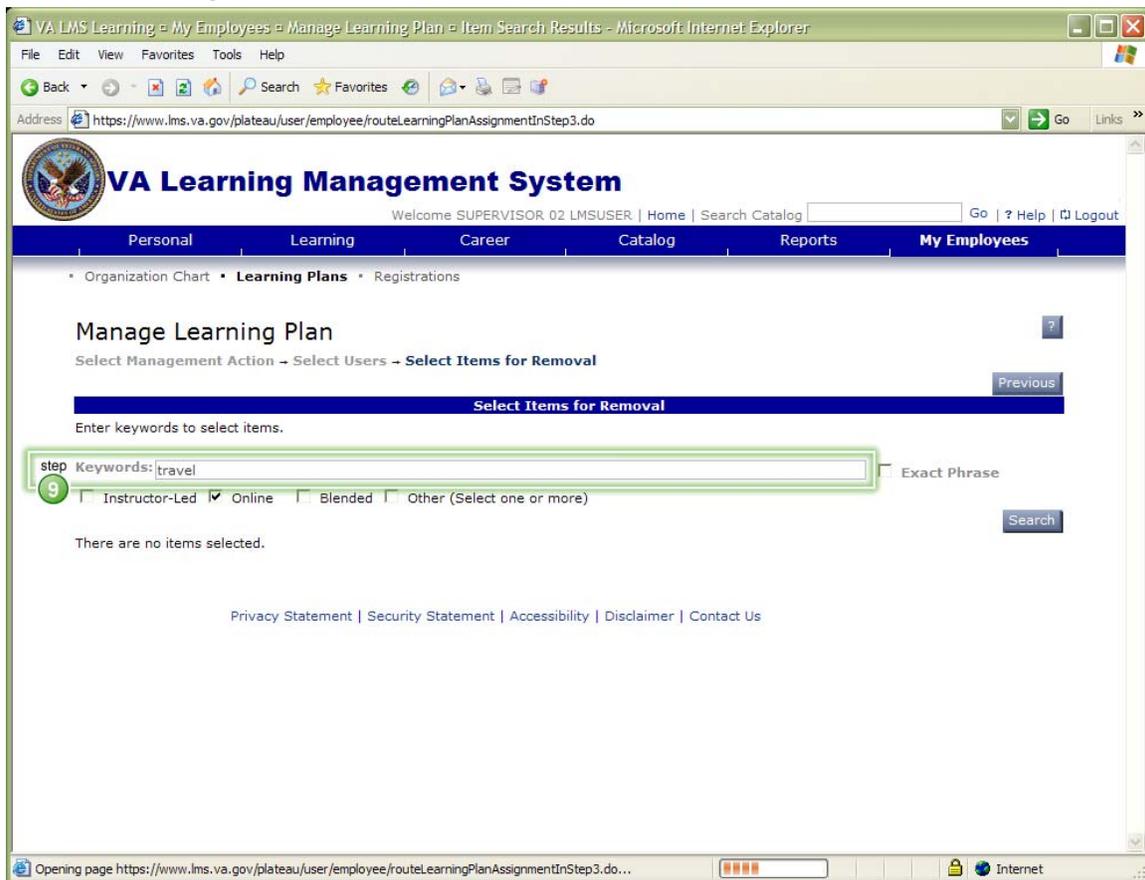
For this tutorial, our training supervisor, SUPERVISOR LMSUSER, needs to remove an optional training item she had assigned to her subordinate. This is an online course, so she first confirms only the Online checkbox is checked.



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.

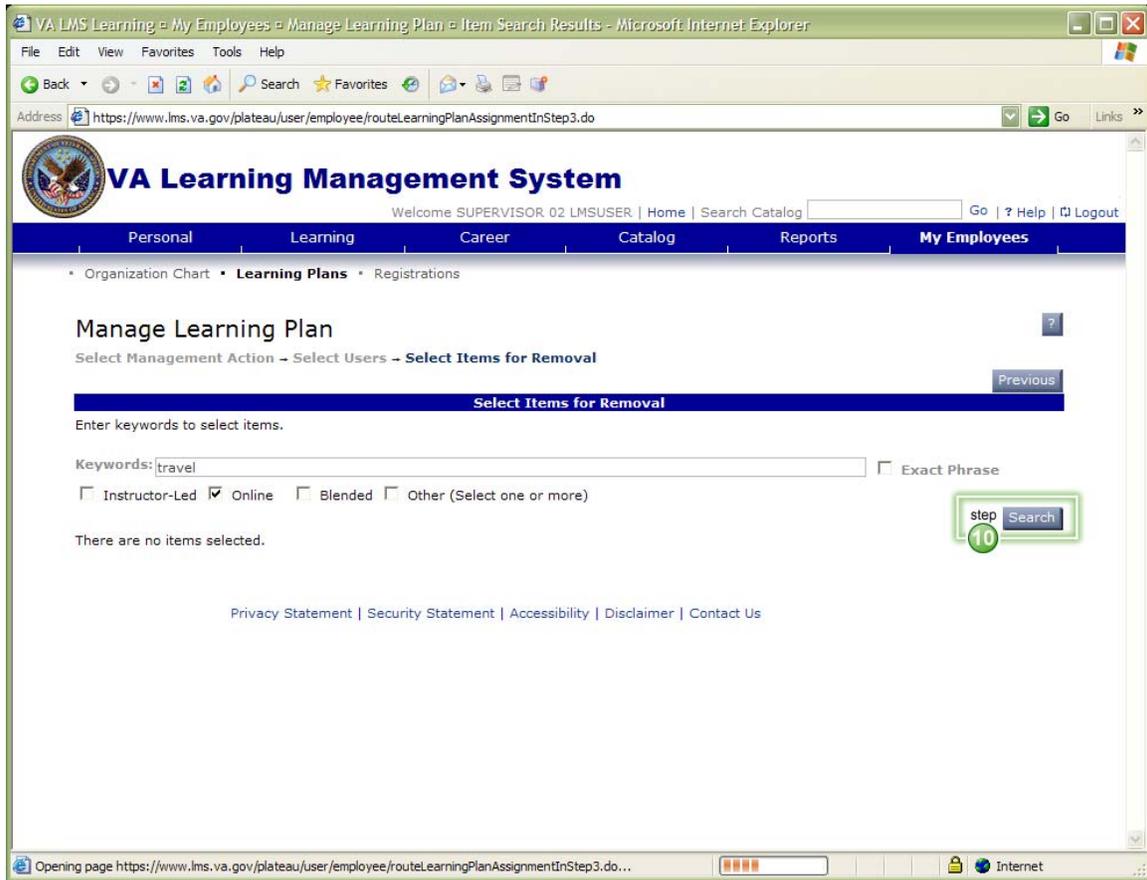
Since our training supervisor is unsure of the exact phrase, she un-checks the Exact Phrase option.

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



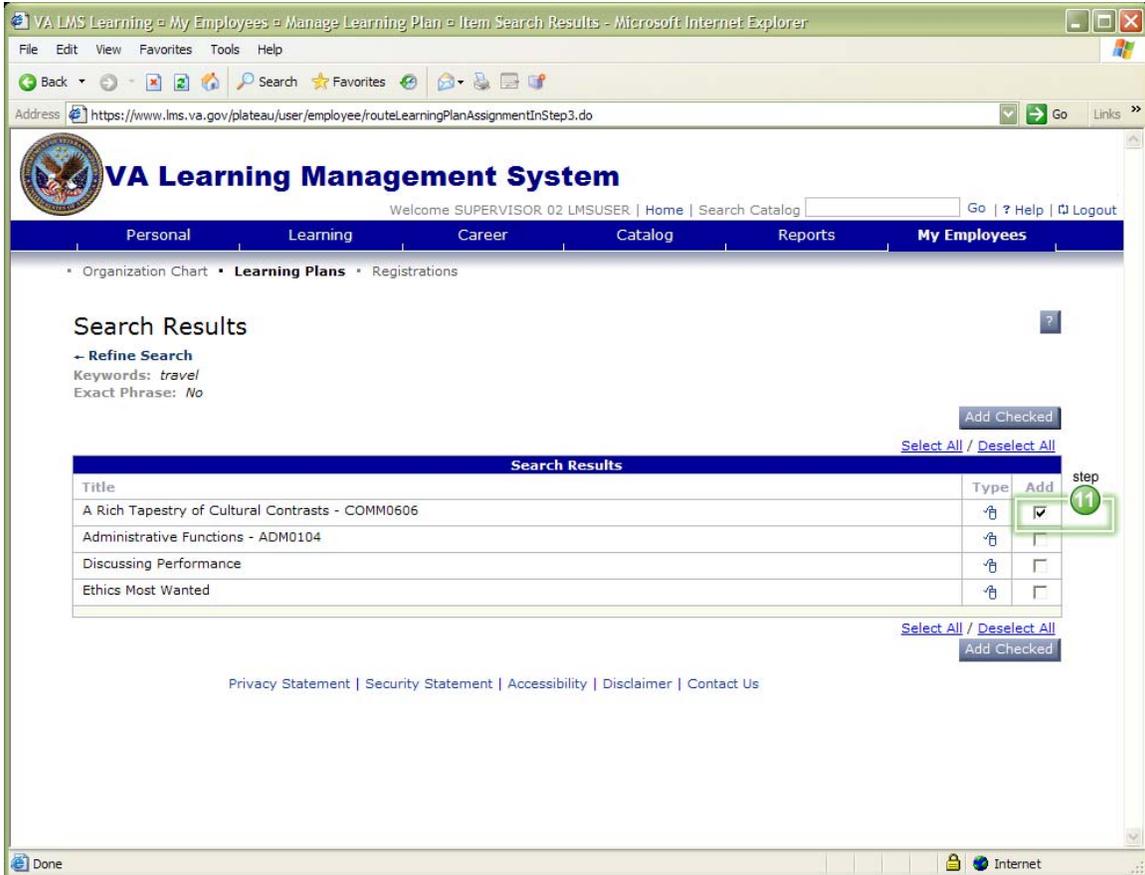
She then types the keyword “travel” in the keyword text-entry field...

## 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

VA LMS Learning - My Employees - Manage Learning Plan - Item Search Results - Microsoft Internet Explorer

Address: https://www.lms.va.gov/plateau/user/employee/routeLearningPlanAssignmentInStep3.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

**Search Results**

← Refine Search  
Keywords: travel  
Exact Phrase: No

Select All / Deselect All

Search Results		
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"/>

Select All / Deselect All

Add Checked

Privacy Statement | Security Statement | Accessibility | Disclaimer | Contact Us

Done | 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](#)

[Privacy Statement](#) | [Security Statement](#) | [Accessibility](#) | [Disclaimer](#) | [Contact Us](#)

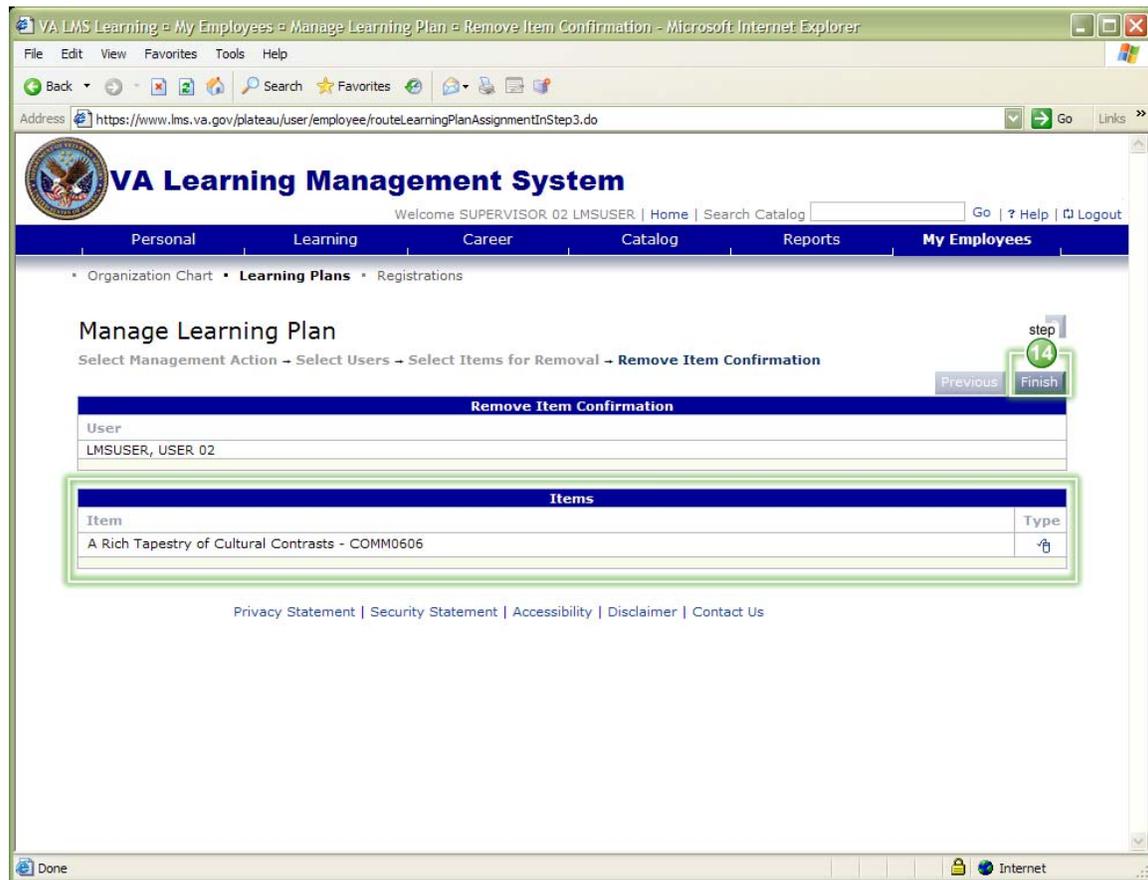
The Select Items for Removal screen is displayed. The selected course, “A Rich Tapestry of Cultural Contrasts,” now appears in the Items box at the bottom of the screen.



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.

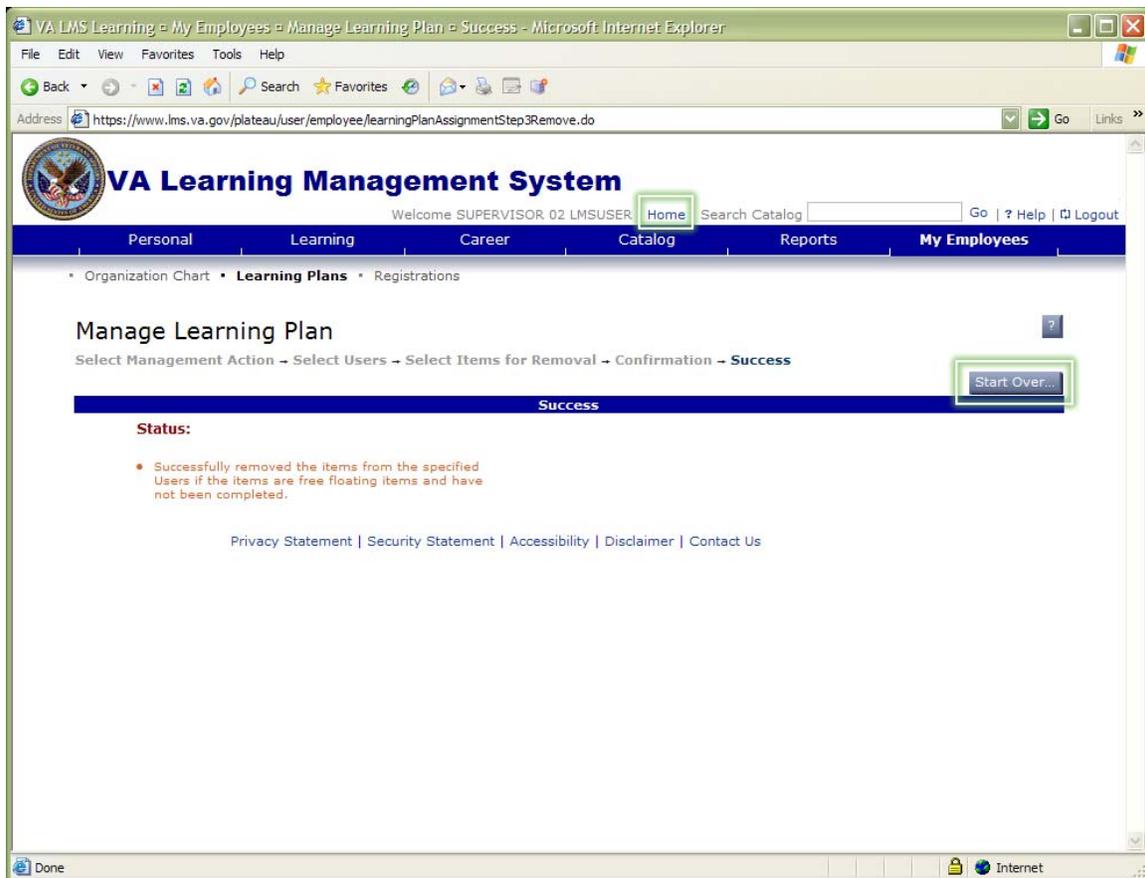
To continue, click the Next button.

## 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.

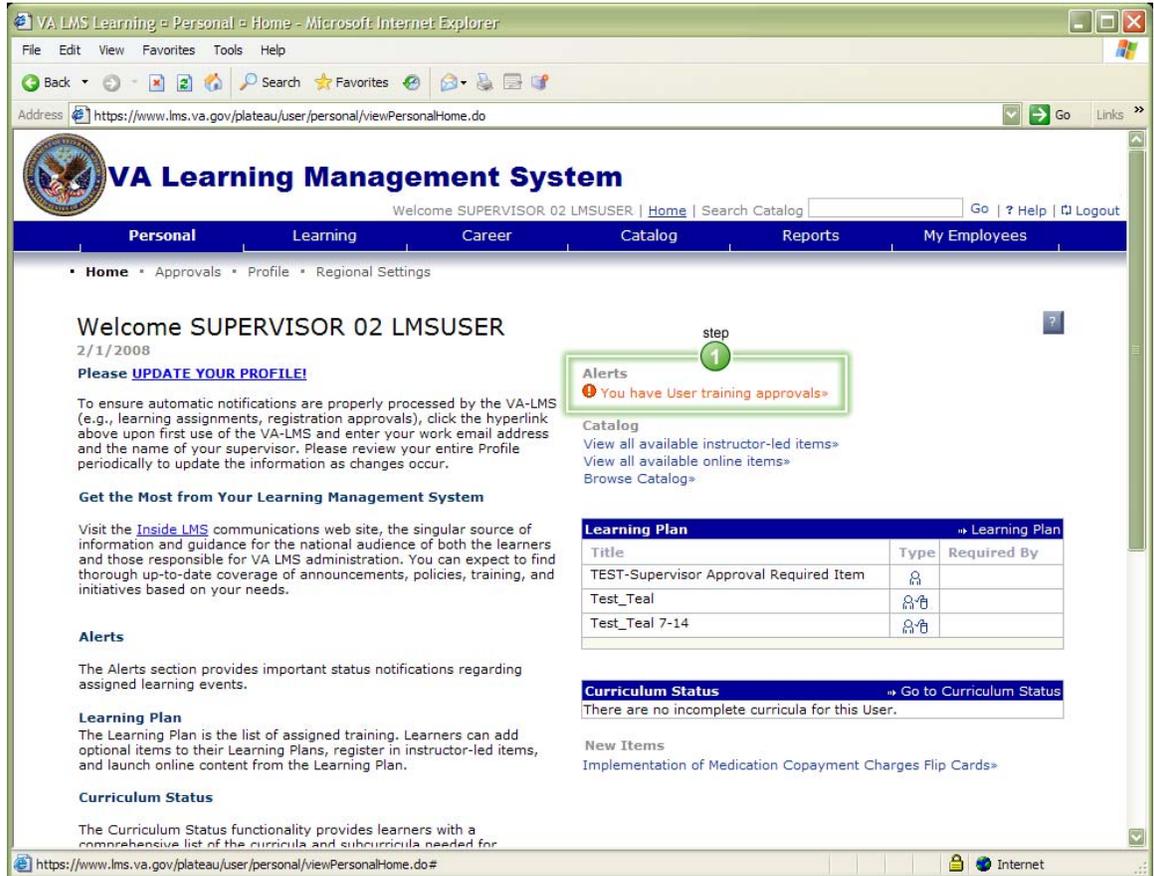
A Status message indicates that you have “successfully removed the items from the specified Users if the items are free floating items and have not already been completed.”

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.

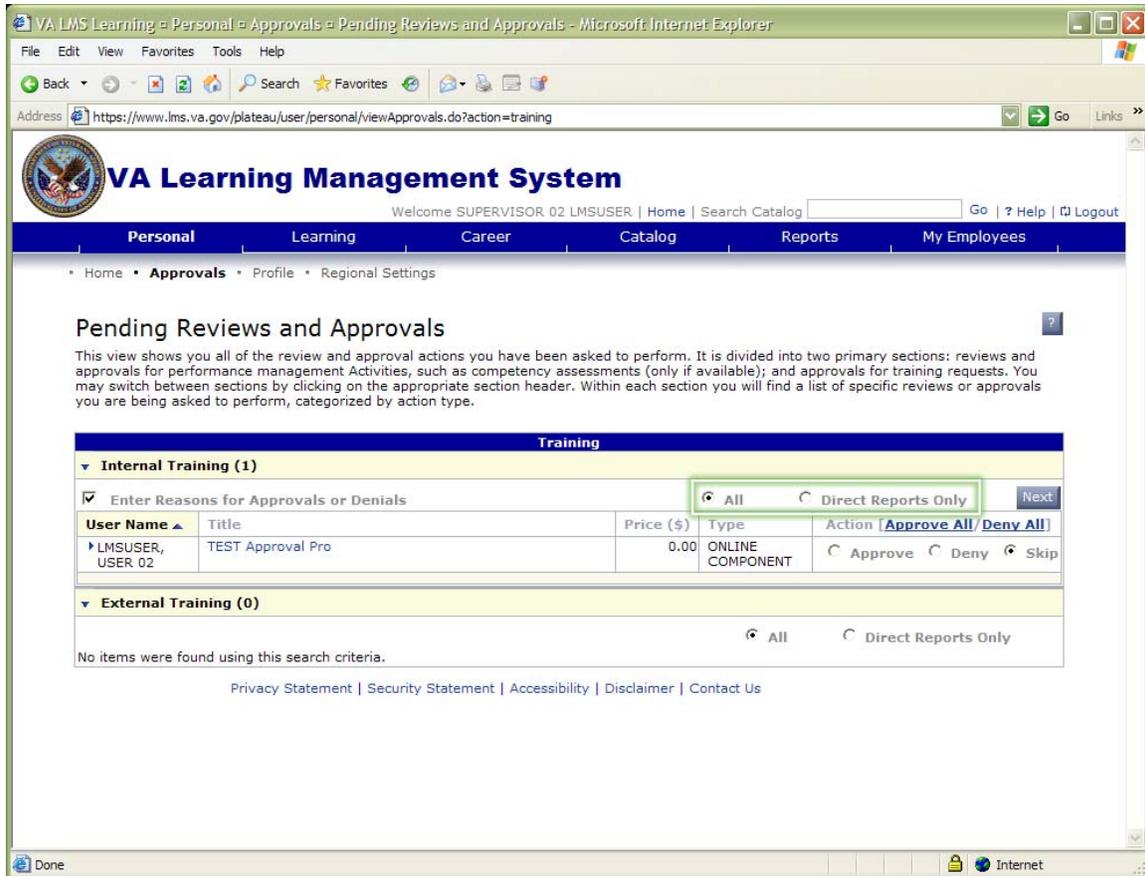
**Task 5 –Approval and Requests**

**Step 1 – Click the You have User training approvals link**



As a supervisor, you will receive alerts when you have user training to approve. The VA LMS provides these alerts in the Alerts section at the top of the second column of your VA LMS homepage.

Click the You have User training approvals link to review the approval requests.



The Pending Reviews and Approvals screen is displayed. The table on this page is divided into two main sections: Internal Training and External Training.

Toward the top of the table, select whether you want to see approval requests for all your subordinates or only for your Direct Reports.



If you select All, you will see requests made by the subordinates of any other supervisors whom you supervise.

## Step 2 – Select the appropriate radio button for the request (Approve, Deny or Skip)

The screenshot shows the VA Learning Management System interface. The page title is "VA Learning Management System" and the user is logged in as "SUPERVISOR 02 LMSUSER". The page is titled "Pending Reviews and Approvals" and contains a table of pending requests. A red box highlights the "Approve" radio button for the request "TEST Approval Pro".

User Name	Title	Price (\$)	Type	Action
LMSUSER, USER 02	TEST Approval Pro	0.00	ONLINE COMPONENT	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip

In this tutorial, we see our fictional subordinate, Mr. USER LMSUSER, has requested approval to take the course titled “Test Approval Pro.”

There are three options available to you as a supervisor:

- Approve, which approves the subordinate’s request
- Deny, which denies the request; or
- Skip, which skips the request.



**Note:** If there are multiple approval requests and you want to approve all of them, click the Approve All link. To deny all requests, click the Deny All link.



For each approval request, note whether the Enter Reasons for Approvals or Denials checkbox is checked. If it’s checked, this allows you to enter reasons for approving or denying the request after the Next button is clicked.

For this tutorial, click the Approve radio button to approve this request.

### Step 3 – Click the Next button

The screenshot shows the VA Learning Management System interface. The page title is "Pending Reviews and Approvals". Below the title, there is a description: "This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type."

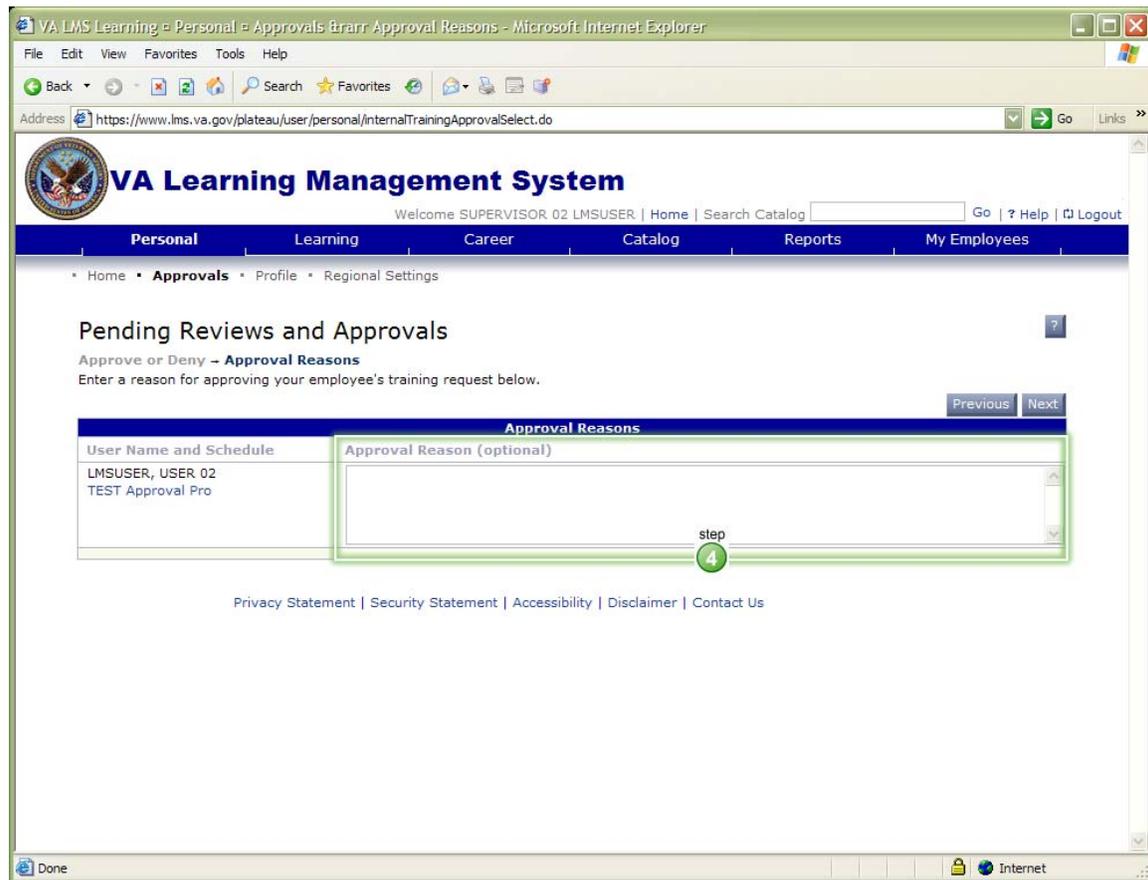
The main content area is divided into two sections: "Internal Training (1)" and "External Training (0)". The "Internal Training (1)" section is expanded and shows a table with the following data:

User Name	Title	Price (\$)	Type	Action
LMSUSER, USER 02	TEST Approval Pro	0.00	ONLINE COMPONENT	Approve All / Deny All

Below the table, there are radio buttons for "All" and "Direct Reports Only". A "Next" button is located to the right of the table, highlighted by a green box with a "step 3" callout. At the bottom of the page, there are links for "Privacy Statement", "Security Statement", "Accessibility", "Disclaimer", and "Contact Us".

Click the Next button.

## Step 4 – Enter reason for decision



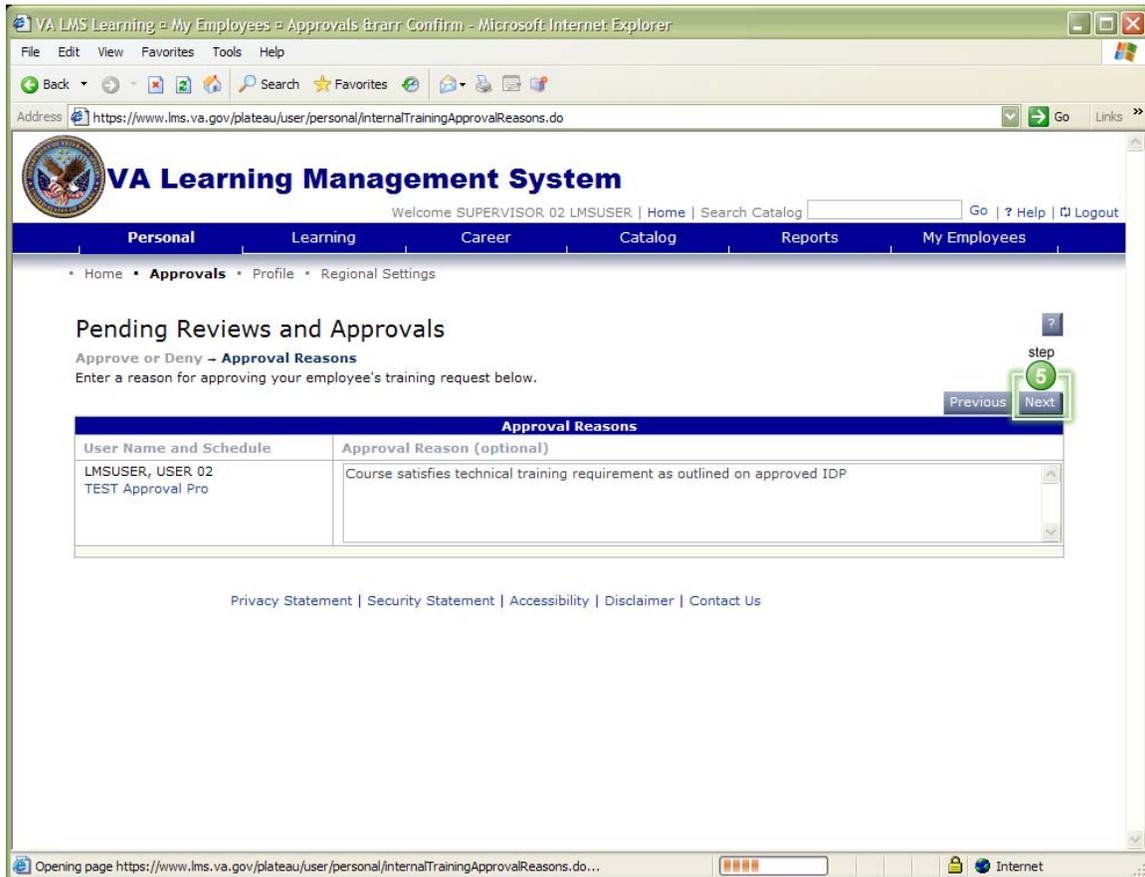
This brings you to the Approval Reasons screen.



Note: If you had denied the request, the Denial Reasons screen would be displayed.

You can type in the reasons why you approved the request in the Approval Reasons text entry field.

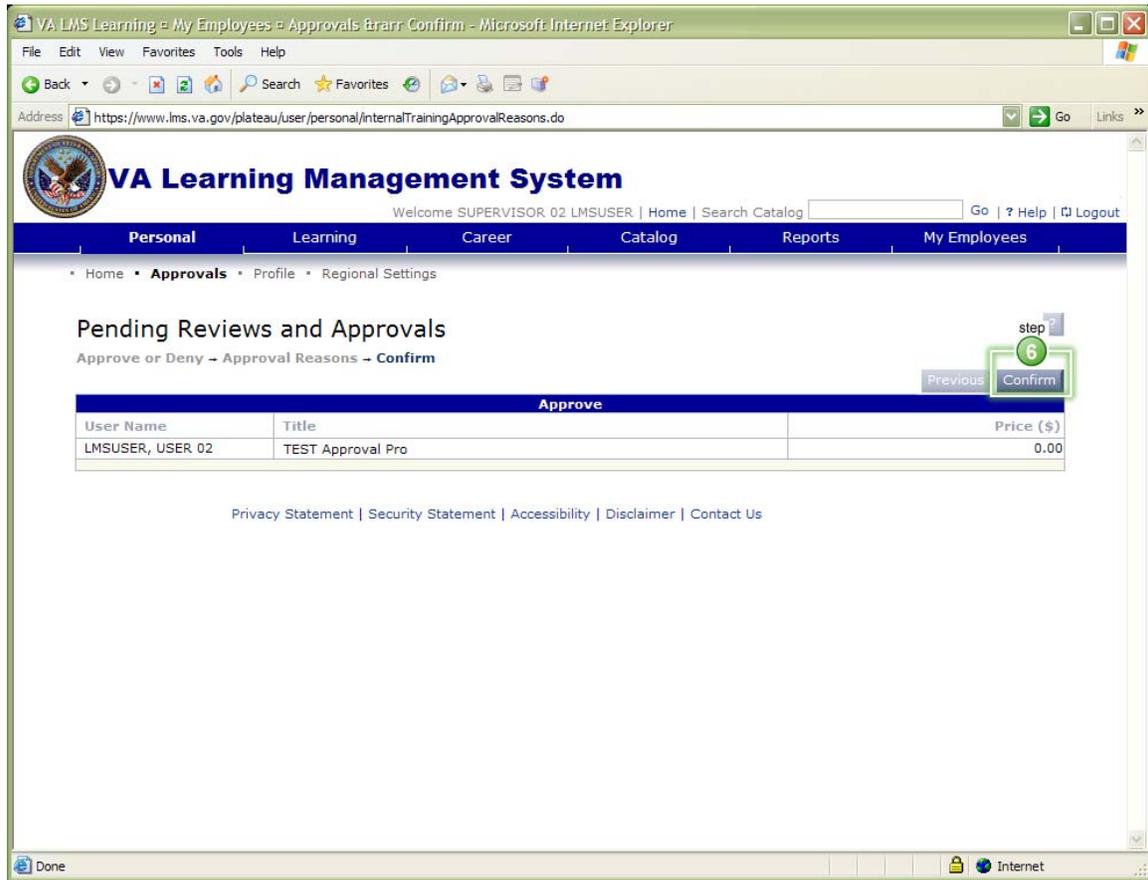
## Step 5 – Click the Next button



For this tutorial, our fictional supervisor states that the “Course satisfies technical training requirement as outlined on approved IDP.”

Once the reason has been entered, click Next.

## Step 6 – Click the Confirm button

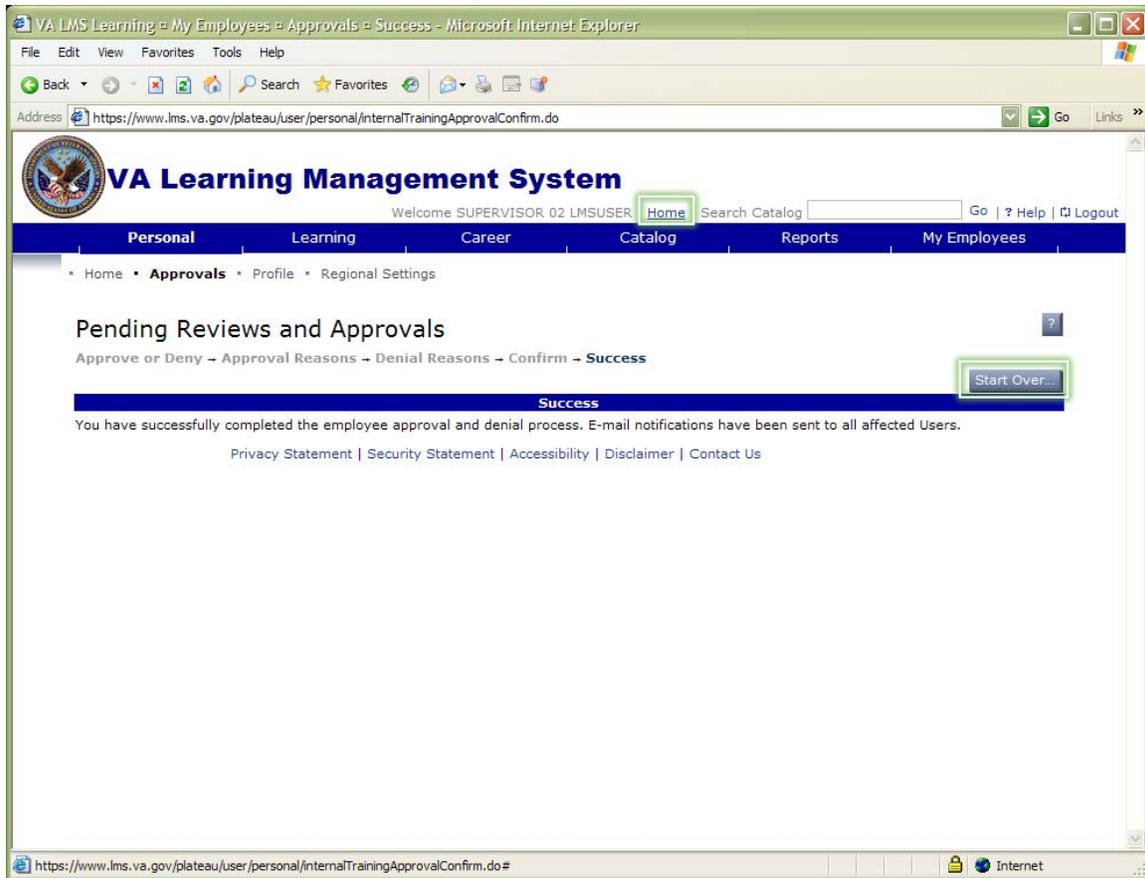


The Confirm screen is displayed. Review the approval and then click the Confirm button.



Note that when you see approval requests in your Training Approvals page, the user who requested the training sees a status of “Submitted.”

Once you approve or deny the request, the user is automatically notified on his or her VA LMS home page.

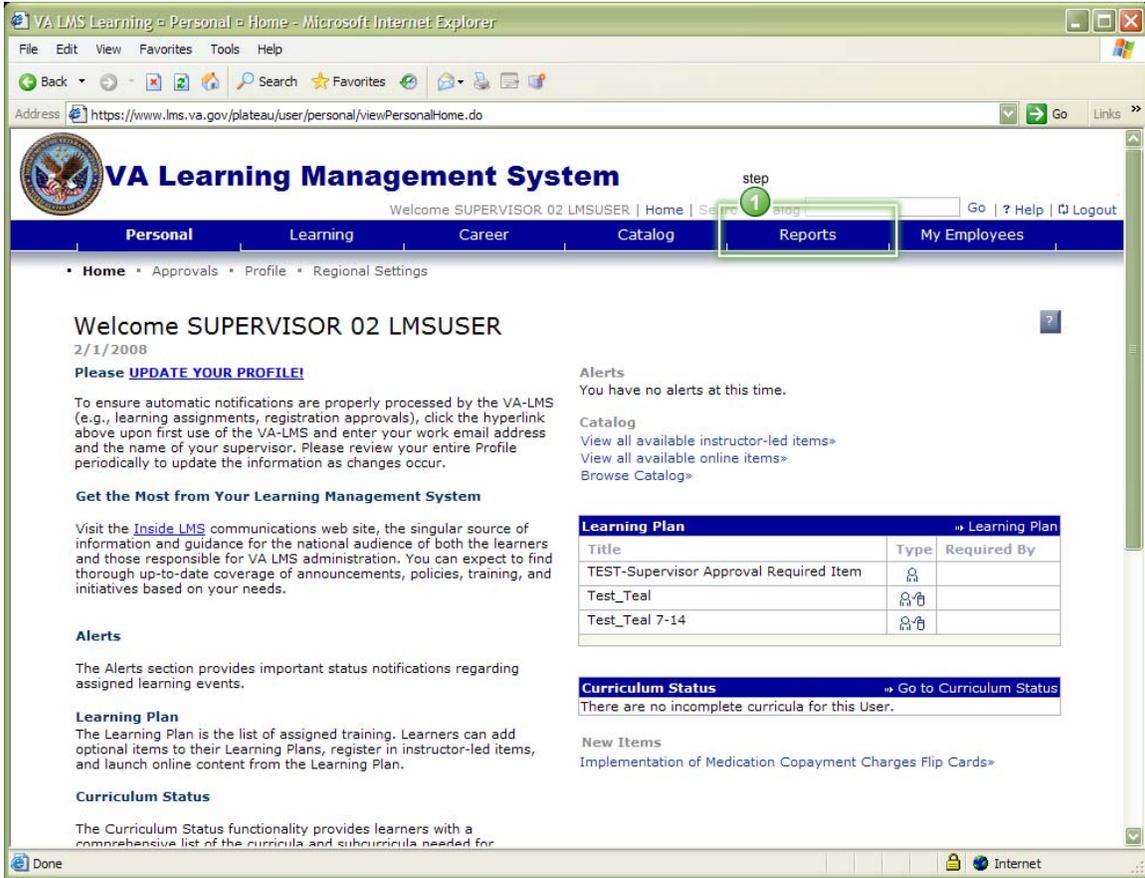


From this screen, click the Start Over...button to continue managing other requests.

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.

**Task 6 –Running Reports: Subordinate Records**

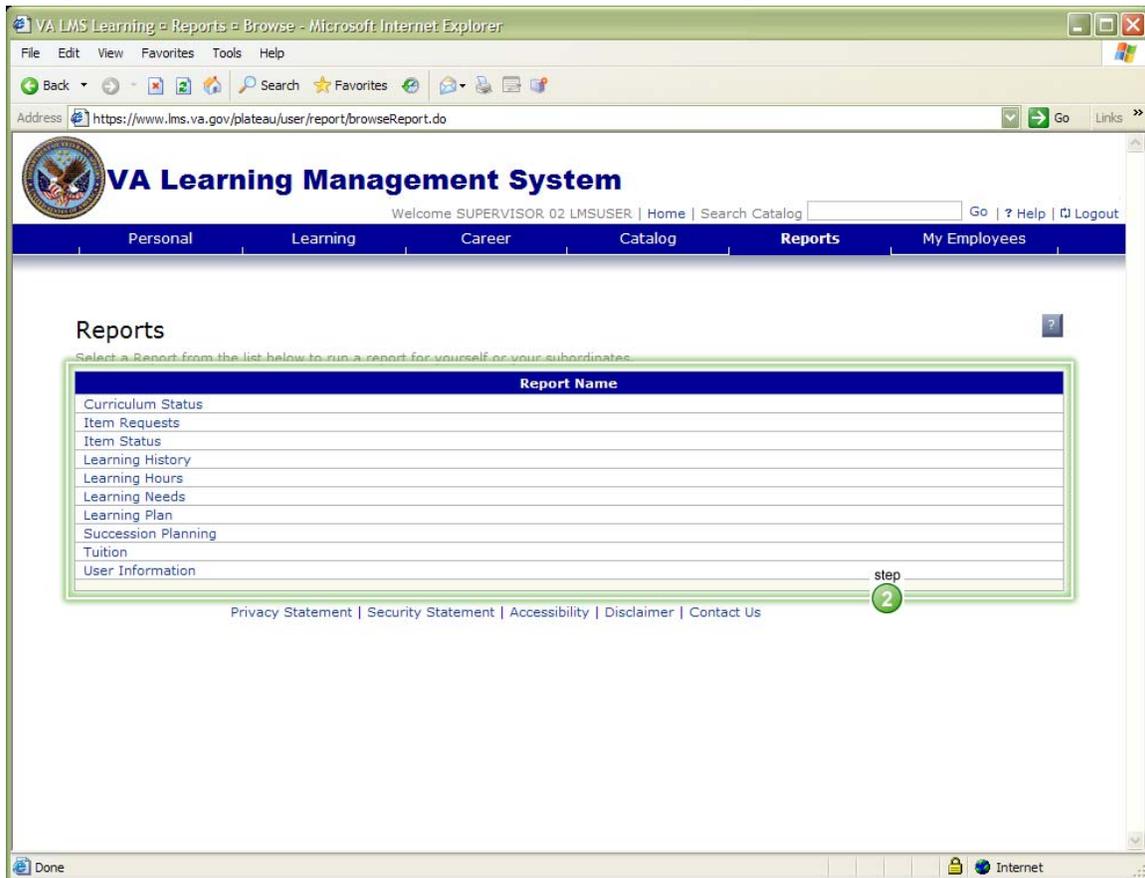
**Step 1 –Click the Reports link in the Main Menu**



The VA LMS provides the supervisor with a variety of reports that they can run on subordinates to track training. This tutorial provides you with a general overview for the process of running reports in the VA LMS.

To run reports on your subordinate, select Reports on the blue Main Menu.

## Step 2 – Click on the Title of the desired report



The Reports screen is displayed listing the reports that you can run for yourself or your subordinates.

For this tutorial, click on the Learning Plan report.

The screenshot shows a web browser window displaying the VA Learning Management System interface. The page title is "VA Learning Management System" and the user is logged in as "SUPERVISOR.02.LMSUSER". The navigation menu includes "Personal", "Learning", "Career", "Catalog", "Reports", and "My Employees". The "Reports" section is active, showing a "Run User Learning Plan" form. The form includes the following fields and options:

- User:** Radio buttons for "Self", "Direct Subordinates", "All Subordinates", and "All". The "Self" option is currently selected.
- Report Title:** Text input field containing "User Learning Pla".
- Report Header:** Text input field.
- Report Footer:** Text input field.
- Report Destination:** Radio buttons for "Browser" (selected) and "Local File".
- Report Format:** Radio buttons for "XML", "CSV", "HTML" (selected), and "PDF".
- Mask User IDs:** Checked checkbox.
- Page Break Between Records:** Unchecked checkbox.
- Sort By:** Radio buttons for "Item" (selected), "Required Date", "Assignment Type", and "Curriculum".
- List By:** Radio buttons for "All" (selected), "Needs", and "Requirements".

At the bottom of the form, there are "Run Report" and "Reset" buttons. The footer of the page includes links for "Privacy Statement", "Security Statement", "Accessibility", "Disclaimer", and "Contact Us".

The screen for the report that you selected-in this case, Learning Plan-is displayed. This screen allows you to select the desired settings for your report.

As a supervisor, you have additional options for selecting whether you want to run a report on:

- Yourself,
- Your Direct Subordinates,
- All Subordinates, or
- All (which means All Subordinates and yourself).

Click the Direct Subordinates radio button.

### Step 3 – Enter desired report settings

The screenshot shows the 'Run User Learning Plan' configuration page in the VA Learning Management System. The page is titled 'Reports' and 'Run User Learning Plan'. The configuration area is highlighted with a green box and labeled 'step 3'. The configuration options are as follows:

- User:  Self  Direct Subordinates  All Subordinates  All
- Report Title:
- Report Header:
- Report Footer:
- Report Destination:  Browser  Local File
- Report Format:  XML  CSV  HTML  PDF
- Mask User IDs
- Page Break Between Records
- Sort By:  Item  Required Date  Assignment Type  Curriculum
- List By:  All  Needs  Requirements

Buttons: Run Report, Reset

Fill in or select the parameters of the report, including the Report Title, the format, and how the report is sorted.



Again, this tutorial is intended to provide a general overview for running subordinate reports in the VA LMS.

Therefore, if you need further guidance for running a specific report or need further explanation about how to set up the report options, remember that the On-Screen Help tool is available.

The On-Screen Help tool provides detailed guidance for the fields and option available for each report.

## Step 4 – Click the Run Report button

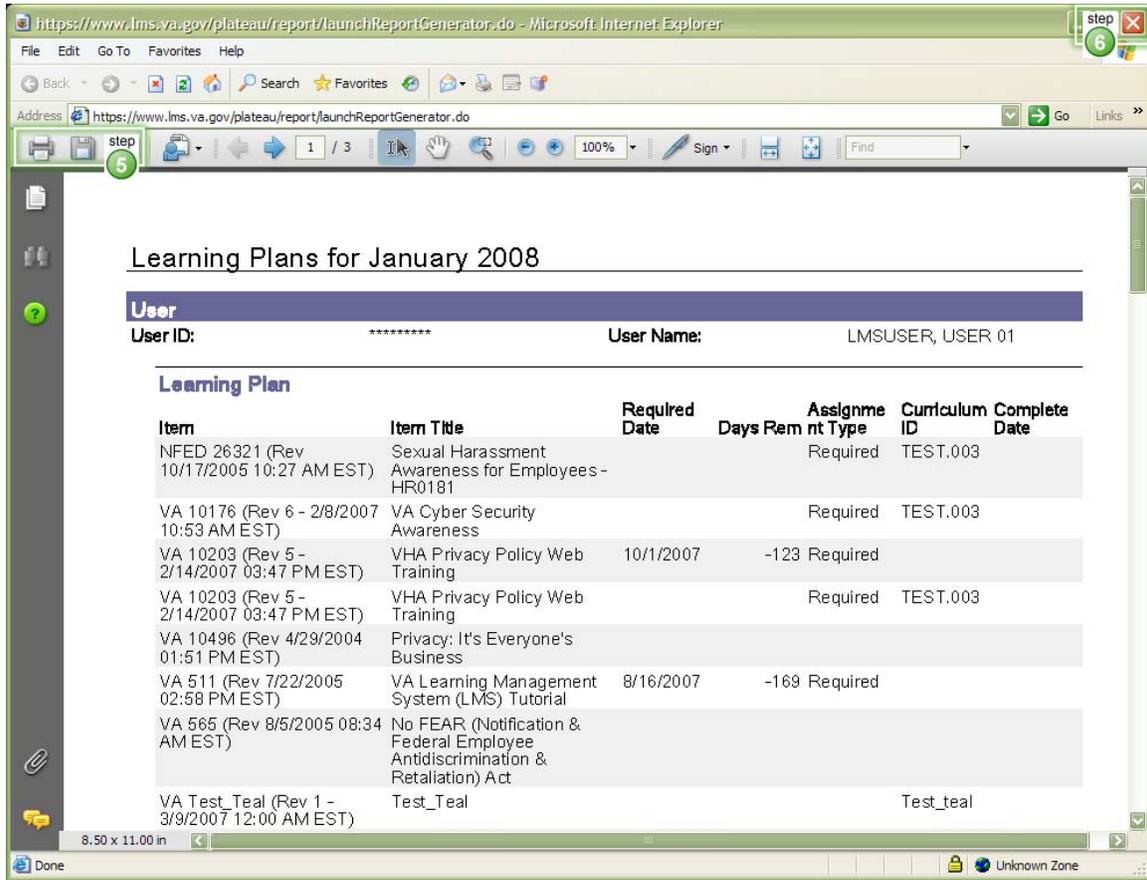
The screenshot shows the VA Learning Management System interface. The browser window title is "VA LMS Learning & Reports - User Learning Plan - Microsoft Internet Explorer". The address bar shows the URL: "https://www.lms.va.gov/plateau/report/initReport.do?searchType=4&stackID=report&selectorName=PsaUserLearningPlan&spws=1". The page header includes the VA Learning Management System logo and navigation tabs: Personal, Learning, Career, Catalog, Reports, and My Employees. The main content area is titled "Reports" and contains a "Run User Learning Plan" form. The form fields are: User (radio buttons for Self, Direct Subordinates, All Subordinates, All), Report Title (text input: for January 2008), Report Header (text input), Report Footer (text input), Report Destination (radio buttons for Browser, Local File), Report Format (radio buttons for XML, CSV, HTML, PDF), Mask User IDs (checkbox, checked), and Page Break Between Records (checkbox, unchecked). Below the form are Sort By (radio buttons for Item, Required Date, Assignment Type, Curriculum) and List By (radio buttons for All, Needs, Requirements) options. A "Run Report" button is highlighted with a green box and labeled "step 4". A "Reset" button is also visible. The footer contains links for Privacy Statement, Security Statement, Accessibility, Disclaimer, and Contact Us.

Our fictional supervisor enters a report title of “Learning Plans for January 2008.”

She chooses to have the report generated in a browser window as a PDF and decides to leave the rest of the report options set to their VA LMS default settings.

Once all of the parameters have been set for the report, click Run Report.

## Step 5 – Print or Save file as desired



The screenshot shows a web browser window with the address bar displaying <https://www.lms.va.gov/plateau/report/launchReportGenerator.do>. The page title is "Learning Plans for January 2008". Below the title, there is a user information section:

**User**  
 User ID: \*\*\*\*\* User Name: LMSUSER, USER 01

Below the user information is a table titled "Learning Plan" with the following columns: Item, Item Title, Required Date, Days Rem, Assignment Type, Curriculum ID, and Complete Date.

Item	Item Title	Required Date	Days Rem	Assignment Type	Curriculum ID	Complete Date
NFED 26321 (Rev 10/17/2005 10:27 AM EST)	Sexual Harassment Awareness for Employees - HR0181			Required	TEST.003	
VA 10176 (Rev 6 - 2/8/2007 10:53 AM EST)	VA Cyber Security Awareness			Required	TEST.003	
VA 10203 (Rev 5 - 2/14/2007 03:47 PM EST)	VHA Privacy Policy Web Training	10/1/2007	-123	Required		
VA 10203 (Rev 5 - 2/14/2007 03:47 PM EST)	VHA Privacy Policy Web Training			Required	TEST.003	
VA 10496 (Rev 4/29/2004 01:51 PM EST)	Privacy: It's Everyone's Business					
VA 511 (Rev 7/22/2005 02:58 PM EST)	VA Learning Management System (LMS) Tutorial	8/16/2007	-169	Required		
VA 565 (Rev 8/5/2005 08:34 AM EST)	No FEAR (Notification & Federal Employee Antidiscrimination & Retaliation) Act					
VA Test_Teal (Rev 1 - 3/9/2007 12:00 AM EST)	Test_Teal				Test_teal	

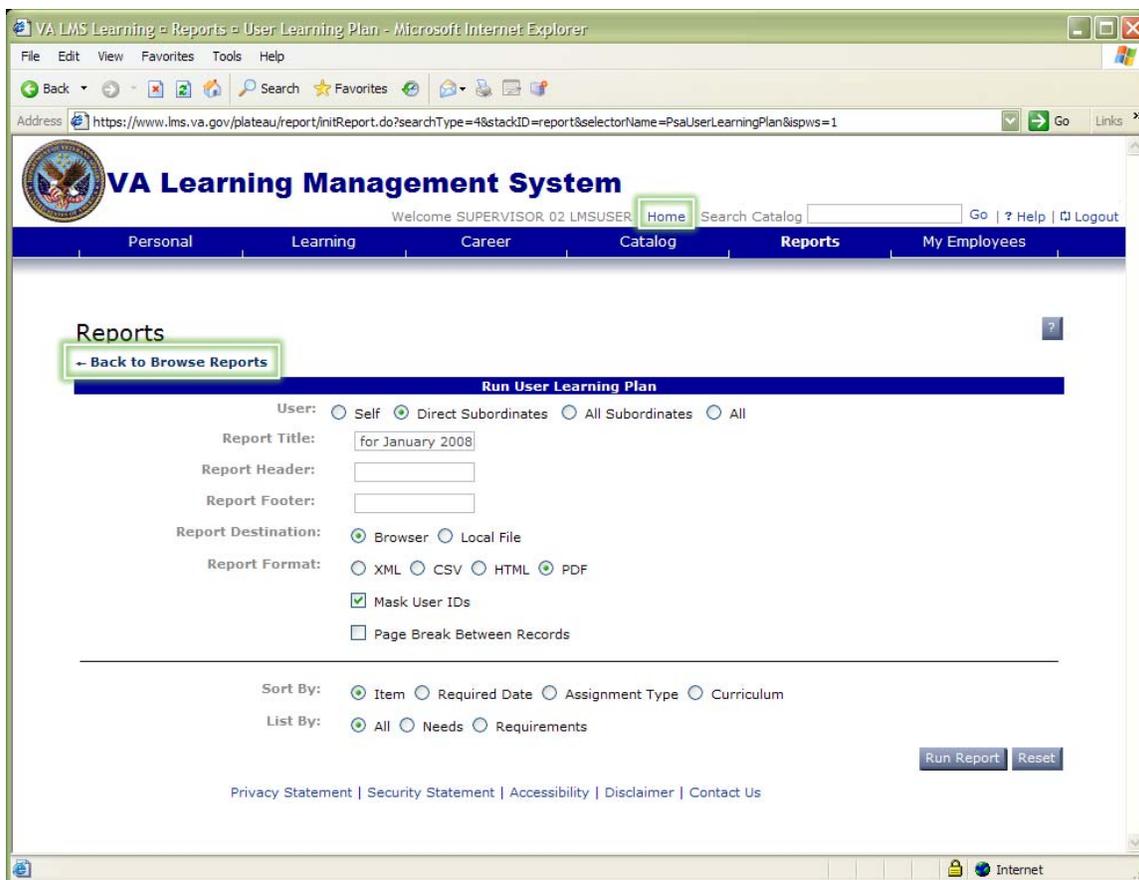
A new window opens that displays the report according to the choices you made.



If you want to print the report, follow the regular procedures for printing in the application used to display the report. In this case, the report was displayed in a web browser.

## Step 6- Click the Close [X] button to close the report window

When you are done reviewing the report, close the application used to display it by clicking Close [X] in the upper-right.



You return to the Reports page. From here, you may run additional reports as needed or navigate to other functions within the VA LMS.

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.

## Supervisors: Managing My Employees Step by Step Guide

### **Task 1 – Accessing Subordinate Training**

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

### **Task 2 –View Subordinate Learning Plan**

1. Click the My Employees link in the Main Menu
2. Click the Learning link in subordinate Status box
3. Click the Return to Org Chart link

### **Task 3 –Adding Item: Subordinate Learning Plan**

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 check box 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

### **Task 4 –Removing an item from a subordinate’s learning plan**

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

### **Task 5 –Approval and Requests**

1. Click the You have User training approvals link
2. Select the appropriate radio button for the request (Approve, Deny or Skip)
3. Click the Next button
4. Enter reason for decision
5. Click the Next button
6. Click the Confirm button

### **Task 6 –Running Reports: Subordinate Records**

1. Click the Reports link in the Main Menu
2. Click on the Title of the desired report
3. Enter desired report settings
4. Click the Run Report button
5. Print or Save file as desired
6. Click the Close (X) button to close the report window
7. Click the Home link

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/SUPS-ManageMyEmp.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)