



## View Subordinate Learning Plan

### Objectives

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

- View the Subordinate Learning Plan.

[Click here to view online tutorial](#)

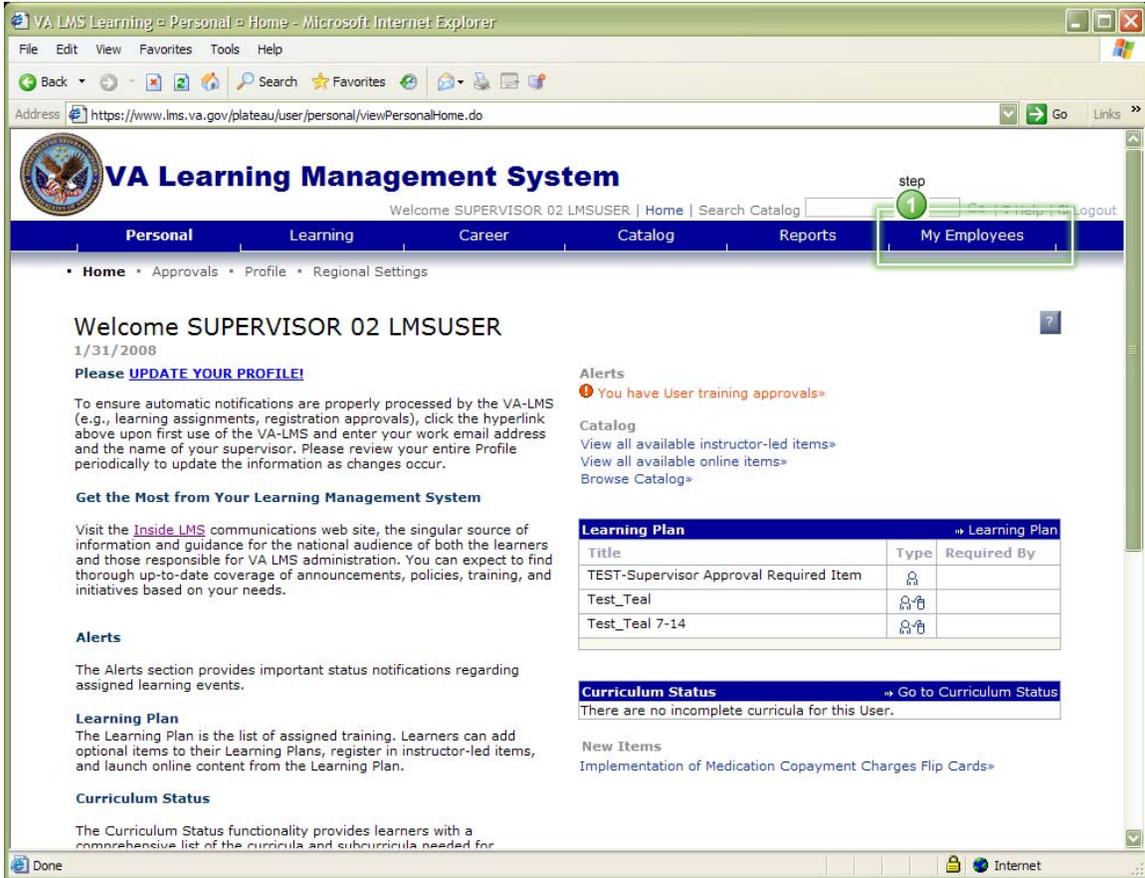
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Place cursor over the task or step and Ctrl + click the task or step to jump directly to it.

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## 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 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 is the Organization Chart section, which displays a hierarchy of users. The top user is SUPERVISOR 02 LMSUSER, and below them are four subordinates: USER 01 LMSUSER, USER 02 LMSUSER, USER 04 LMSUSER, and USER 05 LMSUSER. Each user card shows their name, team, and status for Learning, Curricula, and Approvals. A green box highlights the 'Show Status' checkbox in the upper right corner of the Organization Chart section. Another green box highlights the 'Learning' link in the status box for USER 02 LMSUSER, with a green circle and the number '2' next to it, indicating the current step in the tutorial.

The Organization Chart listing subordinates is displayed.

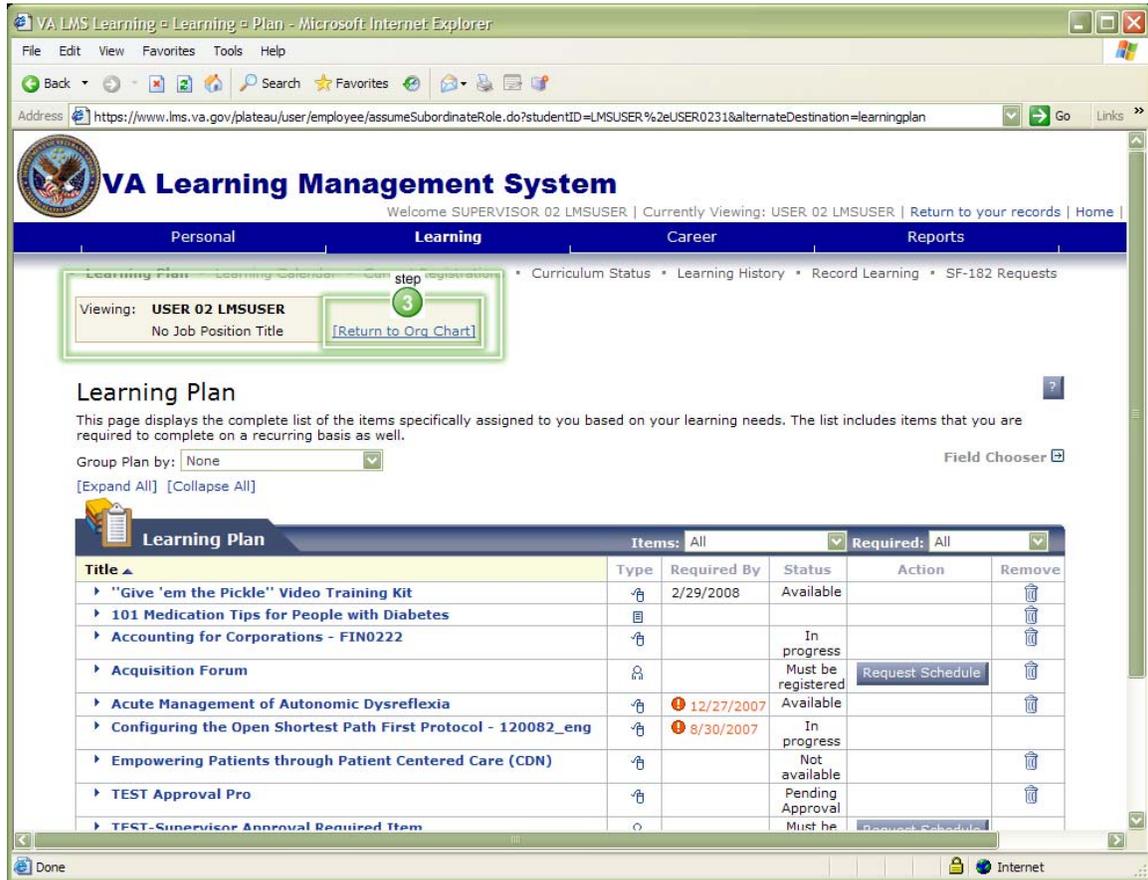


Make sure the Show Status checkbox in the upper-right is selected to see a summary of the Learning, Curricula and Approvals status for each subordinate.

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

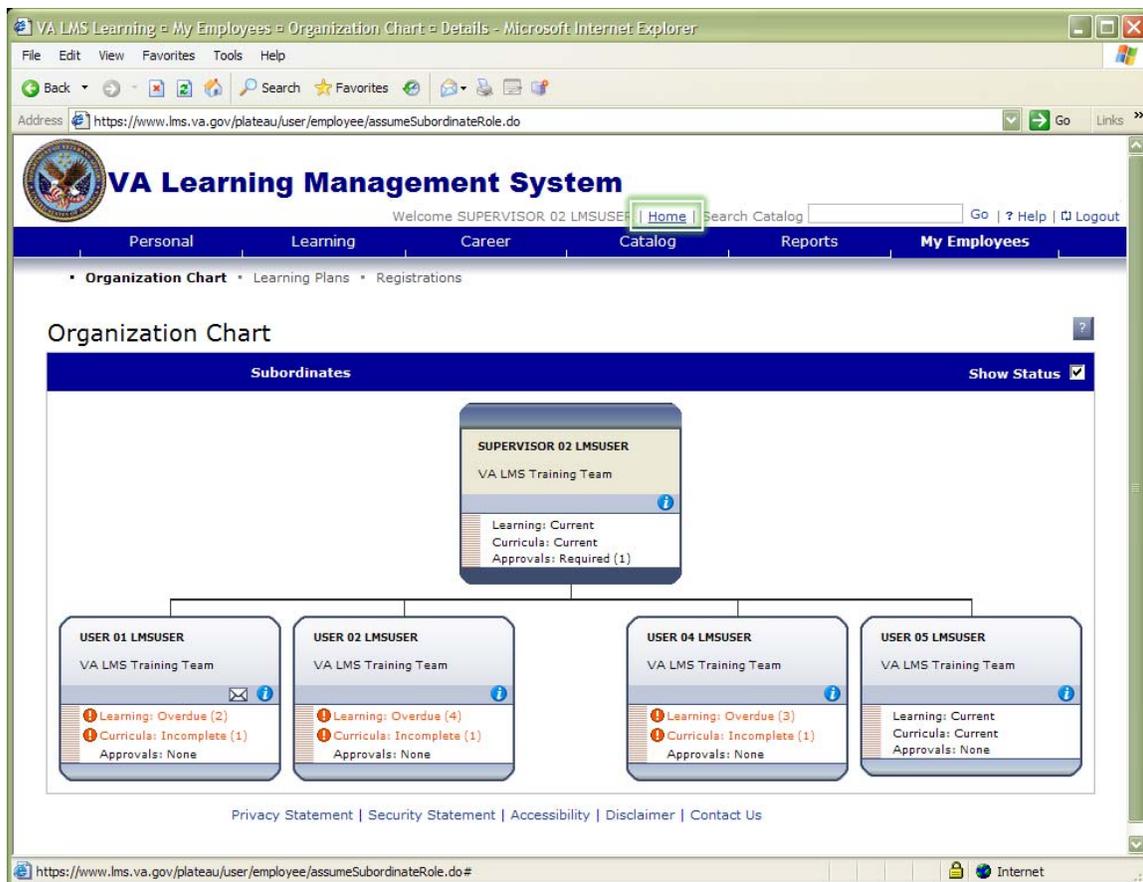
For this tutorial, we are going to view the learning plan for USER 02 LMSUSER.

### 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.

This completes the process.

## View Subordinate Learning Plan Step by Step Guide

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

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/ViewSubLP.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)