

MANAGING YOUR LEARNING PLAN

A learning plan is used to organize training you will take in the future. Learning plans can be managed by the learner and/or the manager of the learner. This tip sheet will guide you through setting up your learning plan.

Adding activities to your plan:

1. Log on to the LMS.

NOTE: For instructions about logging on, refer to the *Log-On Instructions (TS02-L) tip sheet*.

2. Click the **Success Plan** tab, your Learning Plan will appear on the screen.

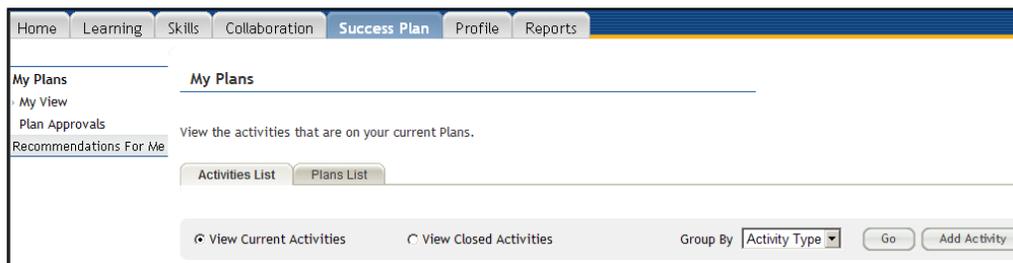


Figure 1: Success Plan screen

Add
Activity
button

3. Click the **Add Activity** button.



Figure 2: Add Activity popup

4. Pick an activity type you want to add.

NOTE: The screen shots below detail when the course activity is selected. Other activities may have varying screens that follow from this point.

5. Select a **Course** using the pick list button, then enter a **Due Date** and any optional notes.

Figure 3: Add Course screen

6. Click **Next**.
7. Click **Close** on the following confirmation screen.

NOTE: The screen will refresh. Your activity will now have a “new” status.

Deleting an activity from your plan:

1. To delete an activity, click the **Actions** link in the Actions column and select **Delete**.

Source	Plan Name	Actions
Ann WITHINGTON (More)		Actions
Kimberly HILL		Actions
Ann WITHINGTON		Actions
Ann WITHINGTON	Learning Plan	Actions

Actions popup menu:

- Edit
- Register
- View Enrollment
- View Completed Course
- View Notes
- Delete

Label: Actions link

Figure 4: Actions popup

2. Check the checkbox next to **Learning Plan**.
3. Select the **Delete from plan(s)** button to delete the activity.

This activity resides on the following plan(s).

<input type="checkbox"/>	Plan Name	Status
<input checked="" type="checkbox"/>	Learning Plan	Activated

Figure 5: Delete Activity screen

NOTE: You can only delete activities that you have added and are currently not in progress.

If you experience trouble with this process, please contact the helpdesk for support at LMSSupport@mail.nih.gov.