VBA Learning Catalog User Guide



Version 1.0

Veterans Benefits Administration Technical Training and Evaluation (20M51)

September 24, 2012

Record of Changes

Version	Changes to the User Guide
Version 1.0	Entirely new version.

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Overview

The purpose of this document is to provide Training Managers (TMs) and Quality Review Team (QRT) training members' procedures for using the VBA Learning Catalog. This tool can be accessed from the:

- Technical Training & Evaluation section of the ED&T Website
- VBA Learning Catalog section of the Compensation Service Training Website.

The Learning Catalog allows users to select the following options:

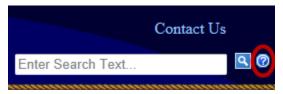
- 1.0 Audience
- 2.0 Curriculum
- 3.0 Category
- 4.0 Design/Delivery
- **5.0** Competency

These options are explained in the following sections of this guide.

You can also search for content using the "Search" feature:

	Contact Us	
Enter Search Text	٩	0

Any further questions may be answered by using the "Help" option:



If you still have questions, click on the hyperlinked "Contact Us" text:



1.0 Audience

This section of the VBA Learning Catalog allows users to find a training topic for a certain audience.



To view the applicable training topics:

- 1. Hover over the "Audience" button from the top of the home screen.
- 2. Determine for which Service you want to view the available training (e.g., Compensation).

NOTE: clicking on the Service name will show you all training options.



- 3. Click on the applicable audience (e.g., RVSR).
- 4. Within the filtered screen, you can further filter your options using the left-hand menu.

Audience	Curricul	um	Category	Design / D	Delivery	Competency.
vigate To. <u>Home</u>						
dience - Cher Selectore		owned a	78 matche	is found		
VSR (64)	Sort By TMS ID:	A-Z ·				Page: 12345 +
RVSR (76)	Rating He	aring Loss/Tinnitus (I	ntermediate)		Subordinate Issues	
Decision Review Off						
4)	TMS ID	Learning Hours	Add to List Last Updated	TMS ID	Learning Hours	Add To Lie Last Updated
Quality Review Team (4)	1202931	3	10/01/2012	1202946	2	10/01/2012
tegory	0.0000000			0201235013		
Entry (45)	Audience	CD		Audience » RVS	0	
Intermediate (63)		ision Review Officer			ision Review Officer	
Journey (63)	Design/Del			Design/Deli		
Mandatory (3) Station-Selected Ma	> Inst	ructor-led		» Inst	ructor-led	
B)		Effective Dates (Journ	ey)	Rat	ing Traumatic Brain In	juries
Elective (59)						
Combined Challenge	TMS ID	I control the second	Add To List	TMS ID	I combre Marrie	Add To Lie
Phase 1 Internal (3)	1209928	Learning Hours	Last Updated 10/01/2012	1209939	Learning Hours	Last Updated 10/01/2012
Phase 1 External (4)	1233320		141412012	1203030		1410112012
Phase I External (4)	Audience			Audience		



Clicking on the TMS ID allows you to view all the instructional materials for that topic:







	Learning	g Catalog		Enter Sear	Contact Us
Ą	udience	Gurriculum	Category	Design / Delivery	Competency
Navigate To	Home + St	sarch			View 5 list item
		10000	Current Catalog list o	and the second	
~	TMS ID	Title		L	earning Hours
×	1202931	Rating Hearing Loss/Tinnitus (Intermediate)			
×	× 1197929 Due Process (Intermediate)			2	
×	1209946	PTSD / Other Psychiatric Conditions (VA Exams & New Stressors)			.5
×	1197953	Intermediate VSR Refresher Cou	minations 2		

2.0 Curriculum

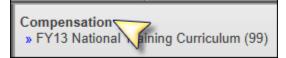
This section of the VBA Learning Catalog allows users to find a training topic for a certain curriculum.



To view the applicable training topics:

- 1. Hover over the "Curriculum" button from the top of the home screen.
- 2. Determine for which Service you want to view the available training (e.g., Compensation).

NOTE: clicking on the Service name will show you all training options.



- 3. Click on the applicable curriculum (e.g., FY13 National Training Curriculum).
- 4. Within the filtered screen, you can further filter your options using the left-hand menu.





Clicking on the TMS ID allows you to view all the instructional materials for that topic:







	Learning	g Catalog		Enter Searc	Contact Us
	udience	Curriculum	Category	Design / Delivery	Competency
Navigate To	Home + Se	sarch			View 5 list item
×	TMS ID	Your (Current Catalog list o		arning Hours
×	1202931	Rating Hearing Loss/Tinnitus (In	3		
×	1197929				
×	1209946	PTSD / Other Psychiatric Condit	tressors) 2.	5	
×	1197953	Intermediate VSR Refresher Co	ninations 2		
×	1380401	VSR PTSD - Module 1: Introduct	ing to DTCD		25

3.0 Category

This section of the VBA Learning Catalog allows users to find a training topic for a certain category.



To view the applicable training topics:

- 1. Hover over the "Category" button from the top of the home screen.
- 2. Determine for which Service you want to view the available training (e.g., Compensation).

NOTE: clicking on the Service name will show you all training options; a scroll option will appear to the right when you can view more categories.



- 3. Click on the applicable category (e.g., Entry).
- 4. Within the filtered screen, you can further filter your options using the left-hand menu.





Clicking on the TMS ID allows you to view all the instructional materials for that topic:







		Catalog			Contact Us
ED&T	VTT&E			Enter Searc	h Text. 🔍 🖸
٨	udience	Carriculum	Category	Design / Delivery	Competency
Navigate To	Home + St	arch			View 5 list item
*	TMS ID	Your Title	Current Catalog list o		earning Hours
×	1202931	Rating Hearing Loss/Tinnitus (In	3		
×	< 1197929 Due Process (Intermediate)			2	
×	1209946	PTSD / Other Psychiatric Condit	tressors) 2.	5	
×	1197953	Intermediate VSR Refresher Co	ninations 2		
×	1380401	VSR PTSD - Module 1: Introduc	tion to PTSD	5.	25

4.0 Design/Delivery

This section of the VBA Learning Catalog allows users to find a training topic for a certain design/delivery option.



To view the applicable training topics:

- 1. Hover over the "Design/Delivery" button from the top of the home screen.
- 2. Determine for which Service you want to view the available training (e.g., Compensation).

NOTE: clicking on the Service name will show you all training options.



- 3. Click on the applicable category (e.g., Webinar).
- 4. Within the filtered screen, you can further filter your options using the left-hand menu.



Clicking on the TMS ID allows you to view all the instructional materials for that topic:









	Learning	g Catalog		Enter Searc	Contact Us
	udience	Curriculum	Category	Design / Delivery	Competency
Navigate To	Home + Se	sarch			View 5 list item
×	TMS ID	Your (Current Catalog list o		arning Hours
×	1202931	Rating Hearing Loss/Tinnitus (In	3		
×	1197929				
×	1209946	PTSD / Other Psychiatric Condit	tressors) 2.	5	
×	1197953	Intermediate VSR Refresher Co	ninations 2		
×	1380401	VSR PTSD - Module 1: Introduct	ing to DTCD		25

5.0 Competency

This section is not yet populated with content, but it's coming soon!

This section of the VBA Learning Catalog will allow users to find a training topic for a certain competency.

