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 QRG will guide you through setting up your Learning Plan.

1. Log into the LMS.

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

2. Click the **Plans** link in the left navigation menu.

![Figure 1 – Plans link on the LMS home page](image-url)
3. Click the **Add Activity** button.

![Figure 2 – Add Activity button in the Plans section](image)

4. Pick an activity type you want to add.

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

![Figure 3 – Add Course link on the Add Activity action menu](image)
5. To select a Course, click the **Pick Course** pick list button.

![Add Course](image1)

**Figure 4 – Pick Course pick icon on the Add Course screen**

6. Enter information in the Title, Course ID, and/or Domain fields and then click the **Search** button.

![Select Course](image2)

**Figure 5 – Search button on the Select Course screen**
7. Click the checkbox for the **Select** field for the Course to add to your plan.

![Select checkbox on the Select Course screen](image)

**Figure 6 – Select checkbox on the Select Course screen**

8. After you click the checkbox for the course, you should receive a pop-up message advising you that the course has been selected. Click the **OK** button to continue.

![OK button on the confirmation pop-up window](image)

**Figure 8 – OK button on the confirmation pop-up window**
9. You should be returned to the Add Course screen with the Course field populated with the name of the Course and the Due Date field populated with today’s date. Update the Due Date field as needed and then add any optional notes. Click the Next button to continue.

![Add Course screen with Course and Due Date populated](image)

**Figure 9 – Next button on the Add Course screen with Course and Due Date populated**

10. Click Close on the following confirmation screen.

![Add Activity To Plan screen](image)

**Figure 10 – Close button on the Add Activity To Plan screen**

**NOTE:** The screen will refresh. Your specified activity will now have a status of New.
Deleting an activity from your plan:

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

   ![Figure 11 – Actions link in the Courses section on the Plans page](image)

2. Click the **Delete** link from the Actions activity menu.

   ![Figure 12 – Delete link on the Actions activity menu](image)
3. Click the **Learning Plan** checkbox and then click the **Delete from plans(s)** button.

![Figure 13 – Learning Plan checkbox and Delete from plan(s) button](image-url)
4. A confirmation screen will be displayed. Click the Close button to return to your Learning Plans page.

![Delete: HHS Initial Ethics Orientation](image)

Figure 14 – Close button on the Delete course from Learning Plan confirmation screen

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

If you experience trouble with this process, please submit a helpdesk ticket at: [http://intrahr.od.nih.gov/helpdeskform.htm](http://intrahr.od.nih.gov/helpdeskform.htm)