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) 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.

![Add Activity button in the Plans section](image1.png)

Figure 2 – Add Activity button in the Plans section

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.

![Add Course link on the Add Activity action menu](image2.png)

Figure 3 – Add Course link on the Add Activity action menu
5. To select a Course, click the **Pick Course** pick list button.

![Add Course screenshot](image)

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 screenshot](image)

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.

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.
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](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](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.

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

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**Figure 11** – Actions link in the Courses section on the Plans page

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

![Image of the HHS Initial Ethics Orientation page with annotations pointing to the Learning Plan checkbox and the Delete from plans(s) button.](image-url)
4. A confirmation screen will be displayed. Click the **Close** button to return to your Learning Plans page.

![Figure 14 – Close button on the Delete course from Learning Plan confirmation screen](image)

**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 refer to the [LMS Support Page](#).