



TMS
2.0

VA

Admin Job Aid

Copy a Class



Admin Job Aid: Copy a Class

(Revision date: September 10, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of copying a class.

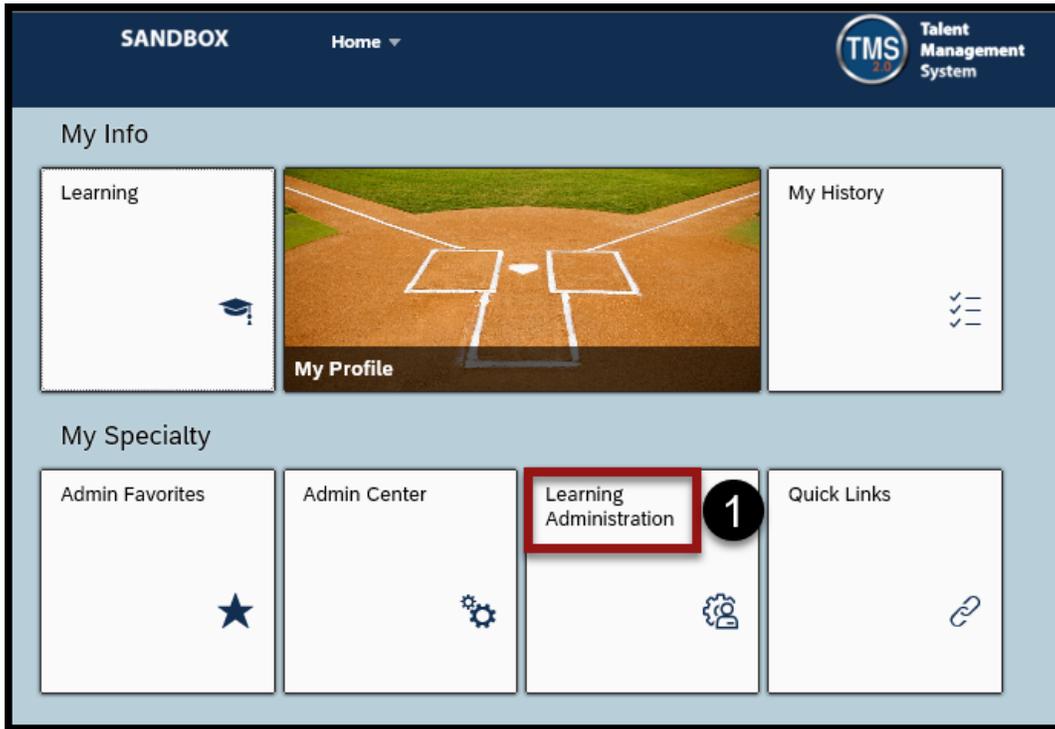
In this job aid, you will learn how to:

- Task A. Locate a Class
- Task B. Copy a Class

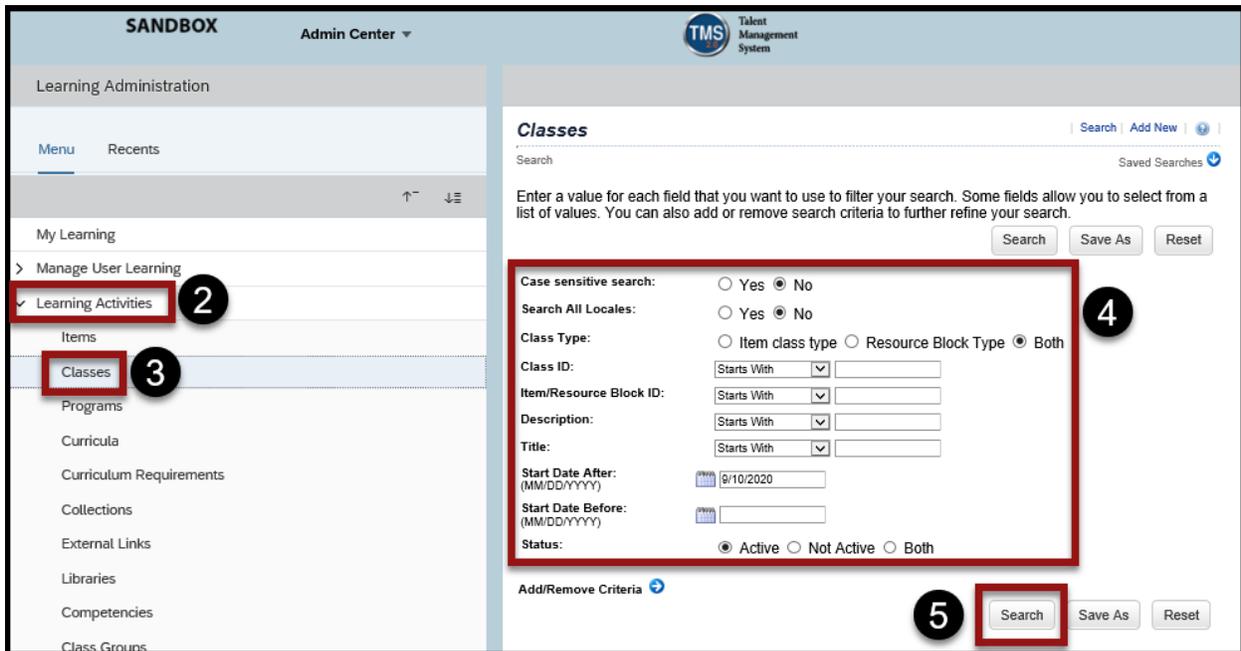


 Task A. Locate a Class

1. Select the **Learning Administration** link.



2. Select **Learning Activities** to expand the menu of options.
3. Select **Classes**.
4. Enter **Search Criteria** for the class.
5. Select **Search**.



6. When the search results display, select the **Class ID** hyperlink to open the class record.

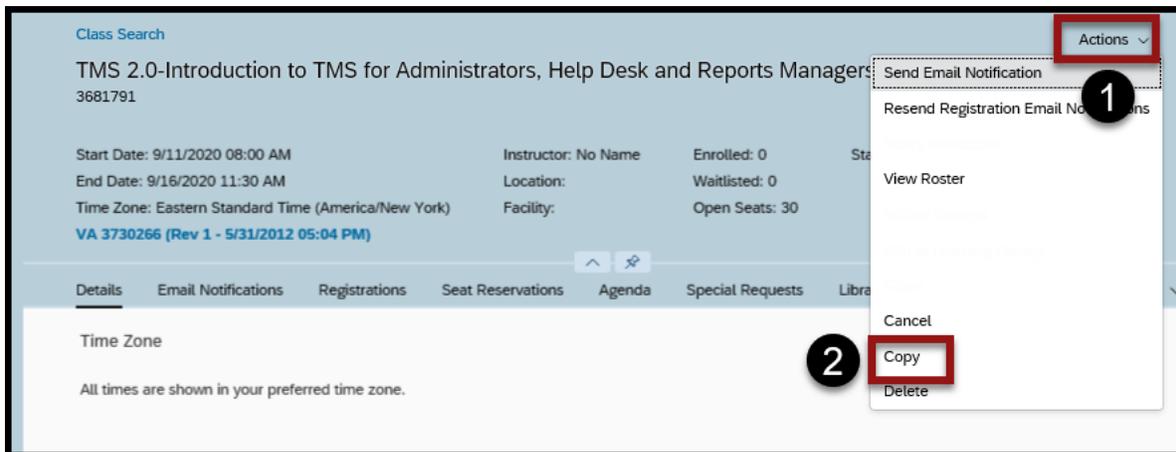


Class ID	Title	Item/Resource Block
3681791	TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers	VA 3730266 (Rev 1 - 5/31/2012 05:04 PM America/New York)



Task B. Copy a Class

1. Select the **Actions** to expand a menu of options.
2. Select **Copy**.



Class Search

TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Management
3681791

Start Date: 9/11/2020 08:00 AM Instructor: No Name Enrolled: 0 Sta
End Date: 9/16/2020 11:30 AM Location: Waitlisted: 0
Time Zone: Eastern Standard Time (America/New York) Facility: Open Seats: 30
[VA 3730266 \(Rev 1 - 5/31/2012 05:04 PM\)](#)

Details Email Notifications Registrations Seat Reservations Agenda Special Requests Libra

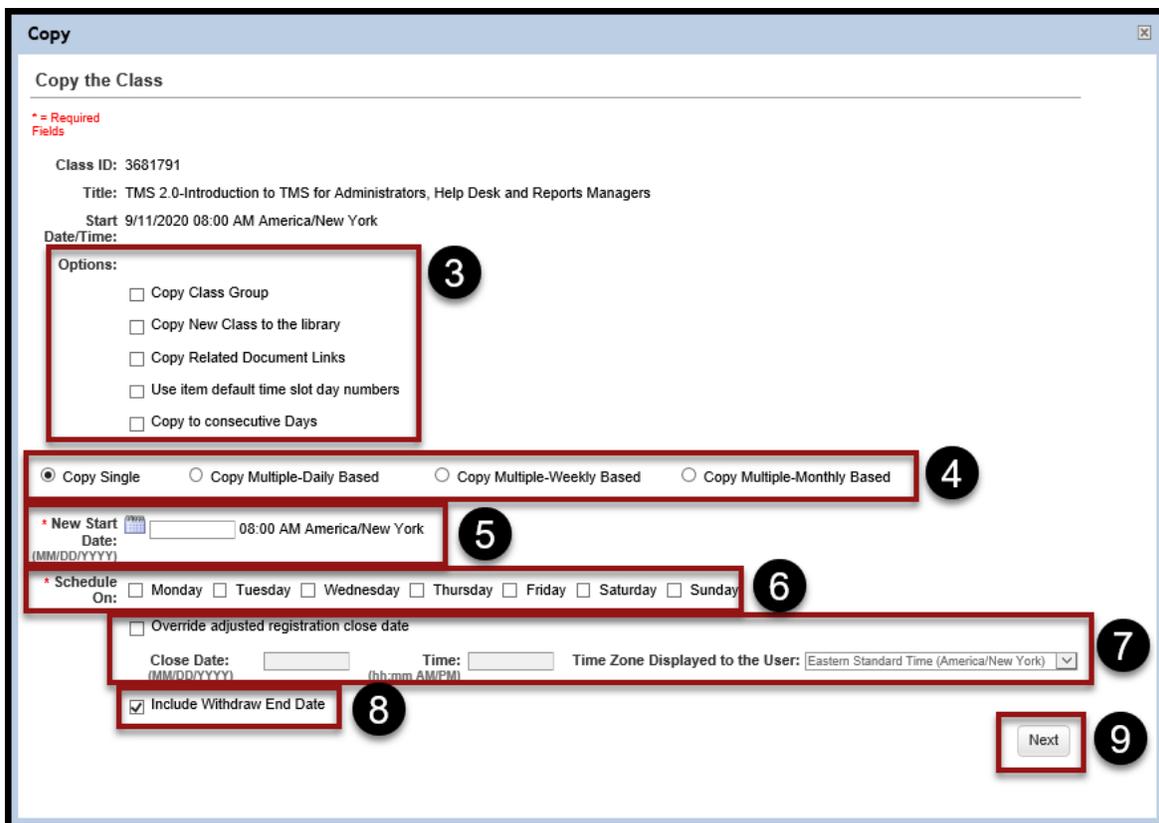
Time Zone

All times are shown in your preferred time zone.

Actions

- Send Email Notification
- Resend Registration Email Notifications
- View Roster
- Cancel
- Copy
- Delete

3. Set copy preferences by selecting the different **Options checkboxes**. You can check more than one box.
4. Select a **copy frequency**. If the class is meant to recur, the TMS allows you to create them for daily, weekly, or monthly recurrence.
5. Select the **New Start Date** of the copied class. Enter it manually or by using the calendar icon.
6. This job aid will copy a single class. Set the **day of the week** to schedule the copied class.
7. (Optional) By checking the box, you can **override the adjusted registration close date** and enter the close date and time.
8. (Optional) Select **Include Withdraw End Date**. This variable is driven by the settings of the Item Record.
9. Select **Next**.



Copy

Copy the Class

* = Required Fields

Class ID: 3681791
 Title: TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers
 Start 9/11/2020 08:00 AM America/New York
 Date/Time:

Options:

- Copy Class Group
- Copy New Class to the library
- Copy Related Document Links
- Use item default time slot day numbers
- Copy to consecutive Days

Copy Single Copy Multiple-Daily Based Copy Multiple-Weekly Based Copy Multiple-Monthly Based

* New Start Date: 08:00 AM America/New York

* Schedule On: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

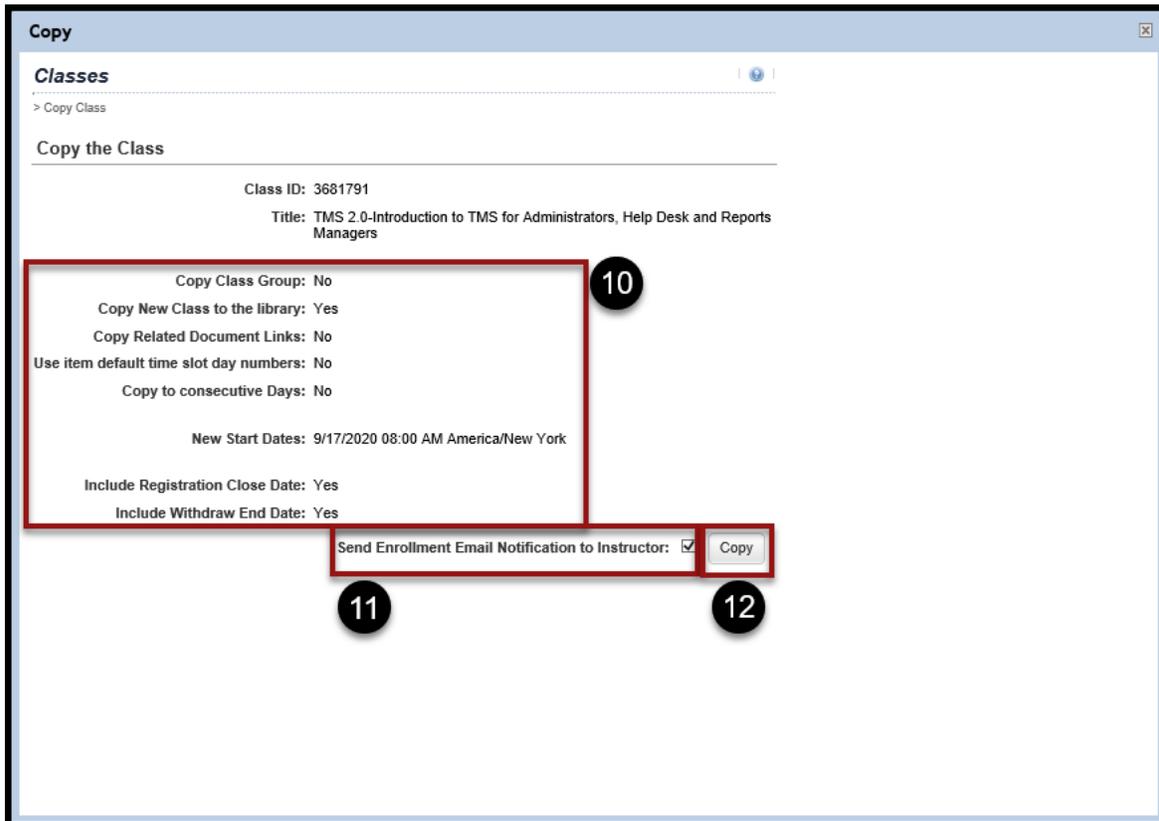
Override adjusted registration close date

Close Date: Time: Time Zone Displayed to the User: Eastern Standard Time (America/New York)

Include Withdraw End Date

Next

10. Review the settings for the class settings.
11. Keep the box checked if you want to **send a notification** to the instructor.
12. Select **Copy**.



The screenshot shows a web interface titled "Copy" for a class. The class details are as follows:

- Class ID: 3681791
- Title: TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers

The settings section includes:

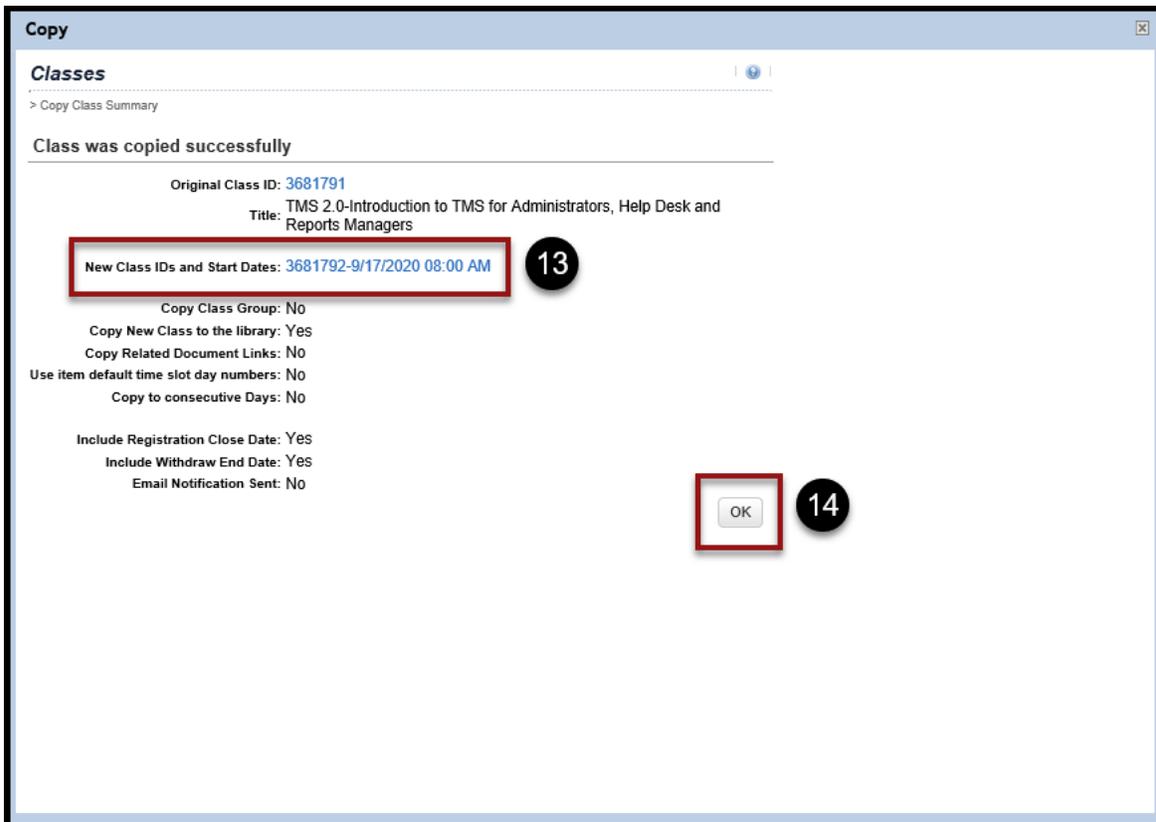
- Copy Class Group: No
- Copy New Class to the library: Yes
- Copy Related Document Links: No
- Use item default time slot day numbers: No
- Copy to consecutive Days: No
- New Start Dates: 9/17/2020 08:00 AM America/New York
- Include Registration Close Date: Yes
- Include Withdraw End Date: Yes

At the bottom, there is a checkbox for "Send Enrollment Email Notification to Instructor:" which is checked, and a "Copy" button. Red boxes and callouts highlight these elements:

- Callout 10: A red box surrounds the "Copy Class Group" through "Copy to consecutive Days" settings.
- Callout 11: A red box surrounds the "Send Enrollment Email Notification to Instructor:" checkbox.
- Callout 12: A red box surrounds the "Copy" button.

13. Once the copies are created, you can access them by selecting the **hyperlink**.

14. Select **OK**.



Copy

Classes

> Copy Class Summary

Class was copied successfully

Original Class ID: [3681791](#)

Title: TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers

New Class IDs and Start Dates: [3681792-9/17/2020 08:00 AM](#)

Copy Class Group: No

Copy New Class to the library: YES

Copy Related Document Links: No

Use item default time slot day numbers: No

Copy to consecutive Days: No

Include Registration Close Date: YES

Include Withdraw End Date: YES

Email Notification Sent: No

OK