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

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![TMS logo] **Talent Management System**

Task A. Locate a Class

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

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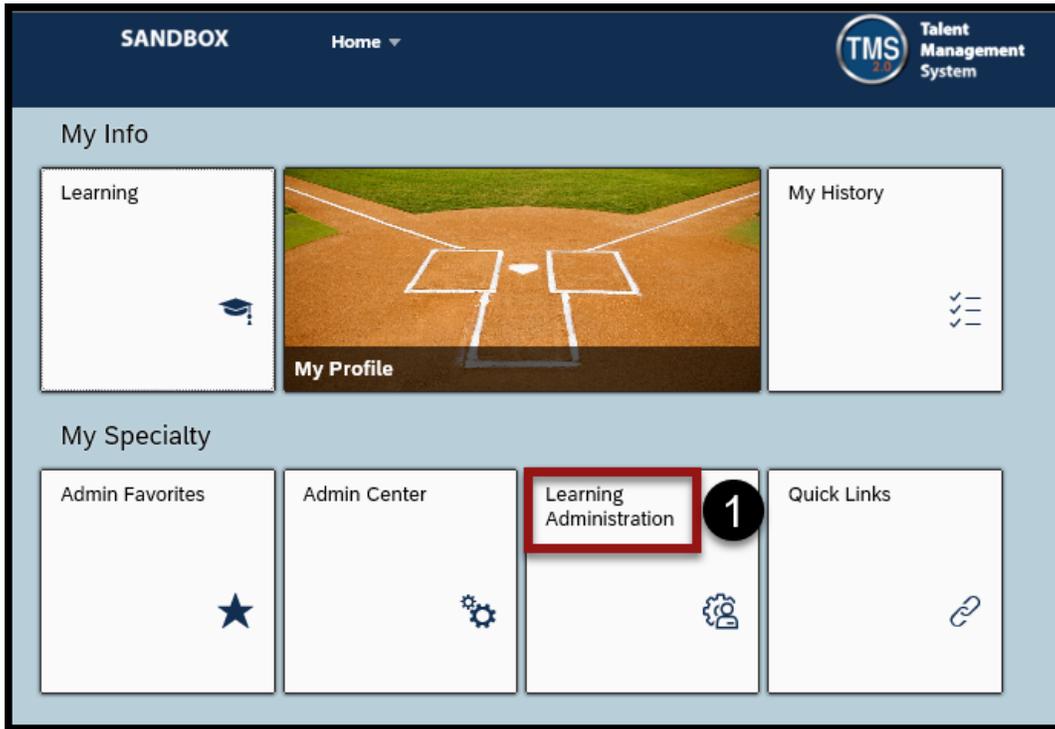
2. Select **Learning Activities** to expand the menu of options.

3. Select **Classes**.

4. Enter **Search Criteria** for the class.

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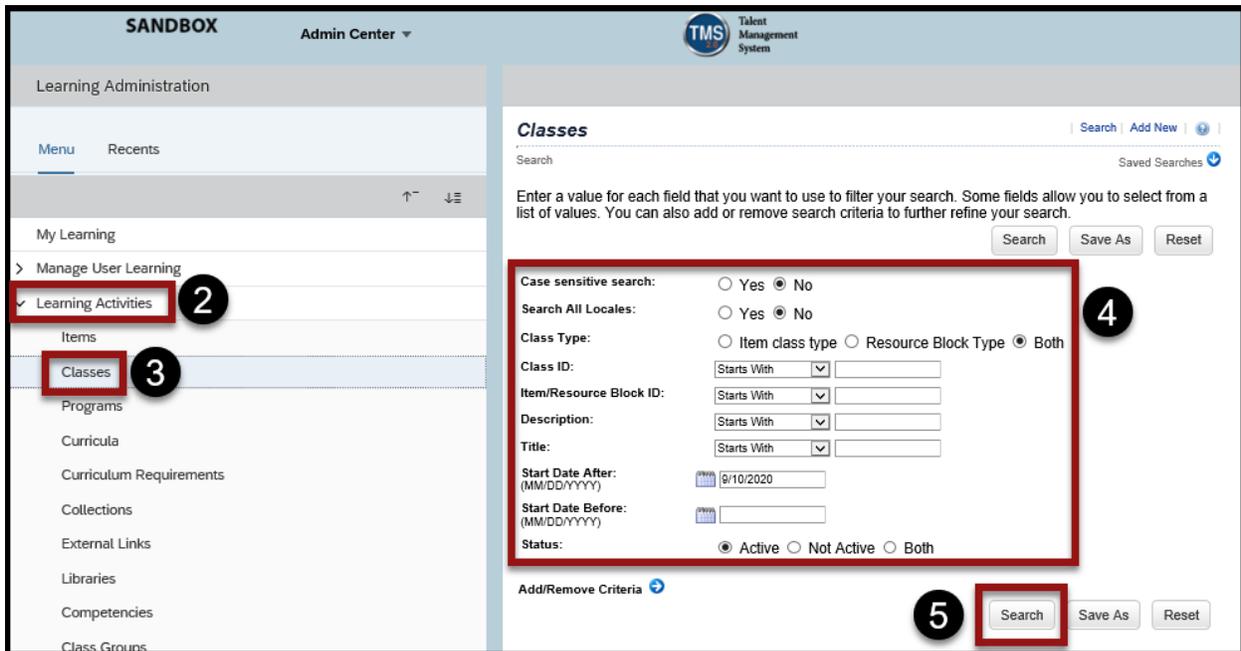
6. When the search results display, select the **Class ID hyperlink** to open the class record.

Task B. Copy a Class

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

2. Select **Copy**.

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**.

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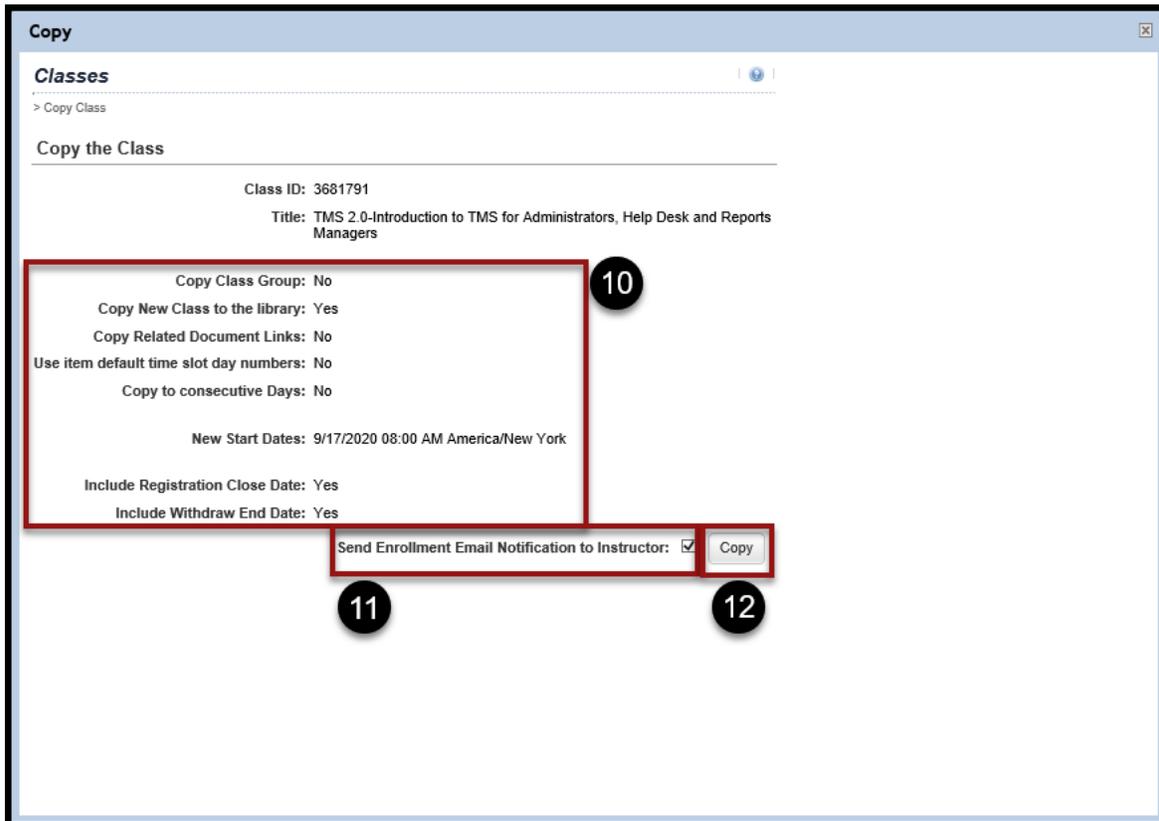
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13. Once the copies are created, you can access them by selecting the **hyperlink**.

14. Select **OK.**
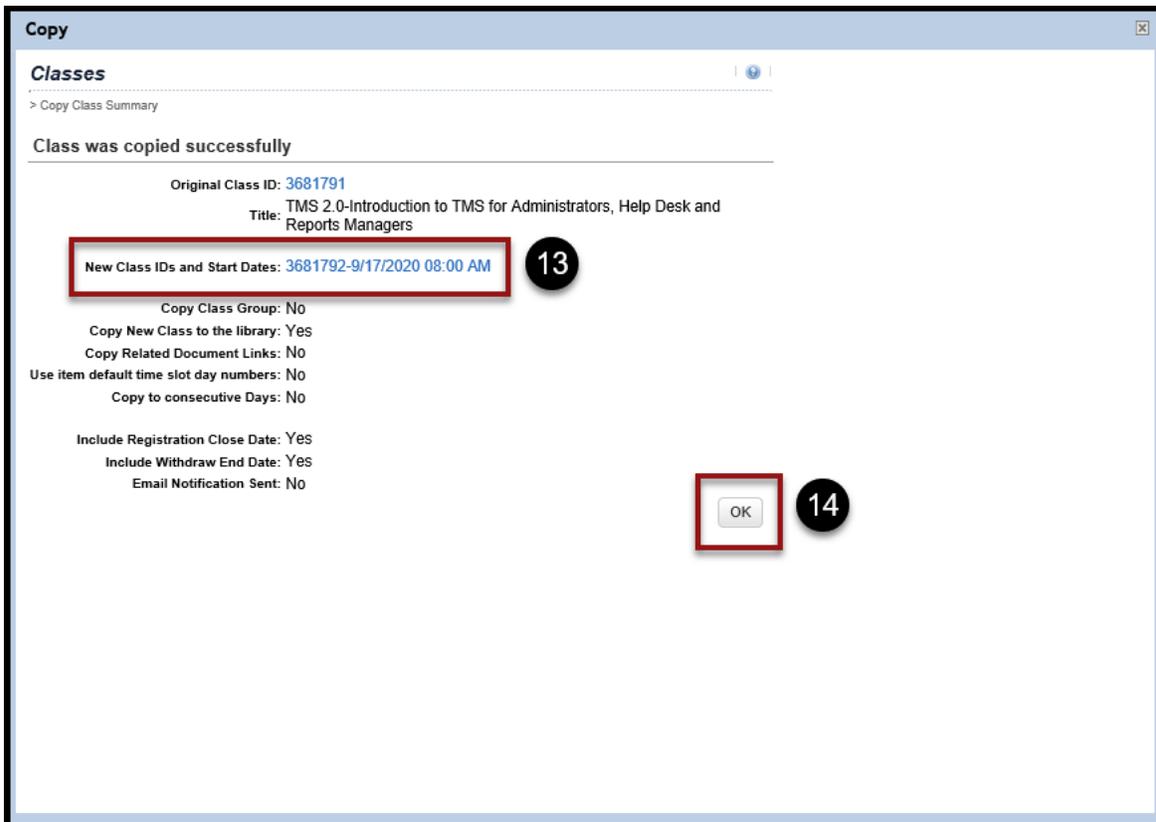
Copy

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

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