Admin Job Aid: Create a Class

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Purpose

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

In this job aid, you will learn how to:

- Task A. Access Learning Administration
- Task B. Create a Class
Task A. Access Learning Administration

To reach Learning Administration, you will need to access the Admin Center from your TMS home page. There are two ways you can access Admin Center, as shown in steps 1 and 2.

1. Click on the Home drop-down menu, then select the Admin Center option.

   OR,

2. Click on your name in the upper right-hand corner, then select the Admin Center option from the drop-down menu.

3. In the Admin Center, there is a Tools section. Click on the See All hyperlink in the Tools section.
4. Select **Learning Administration**.

**Note:** You can make Learning Administration a favorite by selecting the star to the left of the Learning Administration hyperlink. The next time you log in to TMS, Learning Administration will be in the **My Admin Favorites** section of your TMS home page.
Task B. Create a Class

1. Select **Learning Activities** to expand the menu of options.
2. Select **Classes**.
3. Select **Add New** link.
4. Select Item as the Type.
5. Select Item Type from the drop-down list.
6. Select the magnifying glass search icon to search for and select an Item.
7. Enter the Security Domain.
8. Enter a Description for the class.
9. Check the box to publish the class in all associated libraries.
10. Select a start date, start time, and time zone.
11. Select Preview to view the basic information of the class.
12. Select a Facility from the drop-down list.
13. If applicable, select other resources associated with the class.
14. If appropriate, complete the Special Requests Custom Fields.
15. Select Save.