



TMS
2.0

VA

Admin Job Aid

Create a Class

Admin Job Aid: Create a Class

(Revision date: September 4, 2020)

Purpose

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

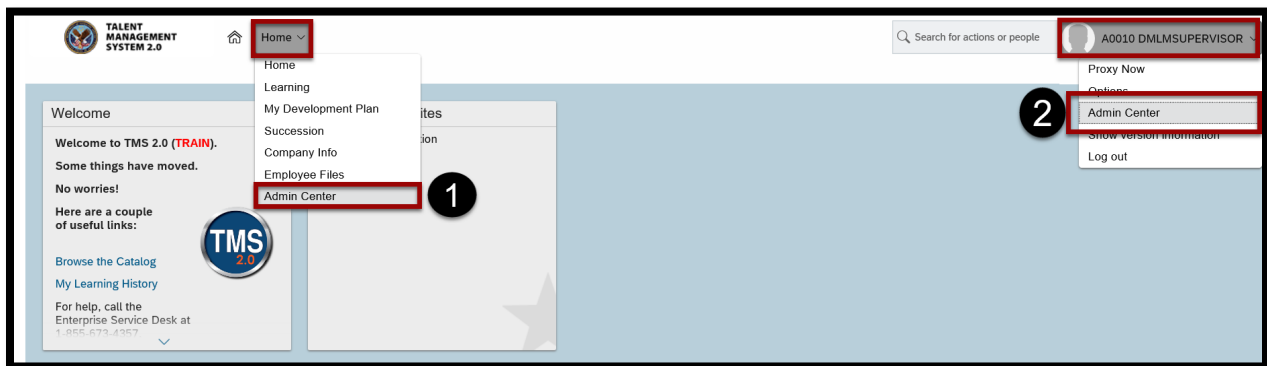
In this job aid, you will learn how to:

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

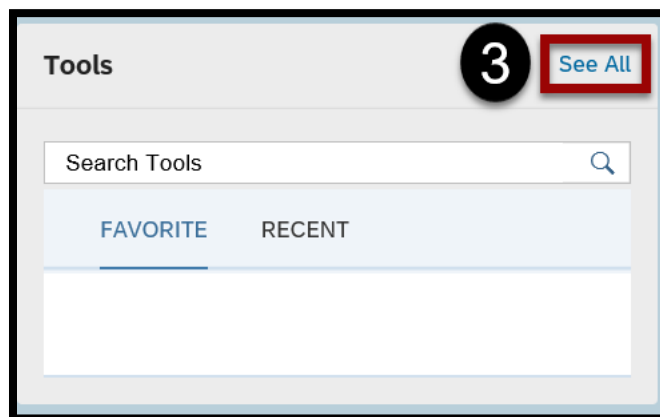
Task A. Access Learning Administration

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.

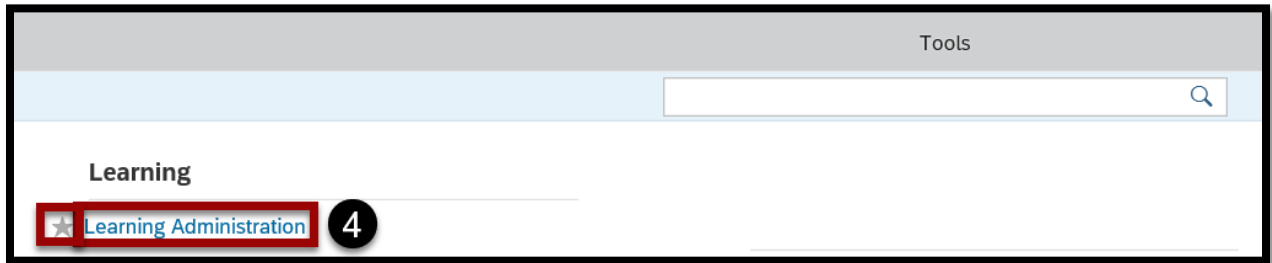


3. In the Admin Center, there is a **Tools** section. Click on the **See All** hyperlink in the Tools section.



4. Select **Learning Administration**.

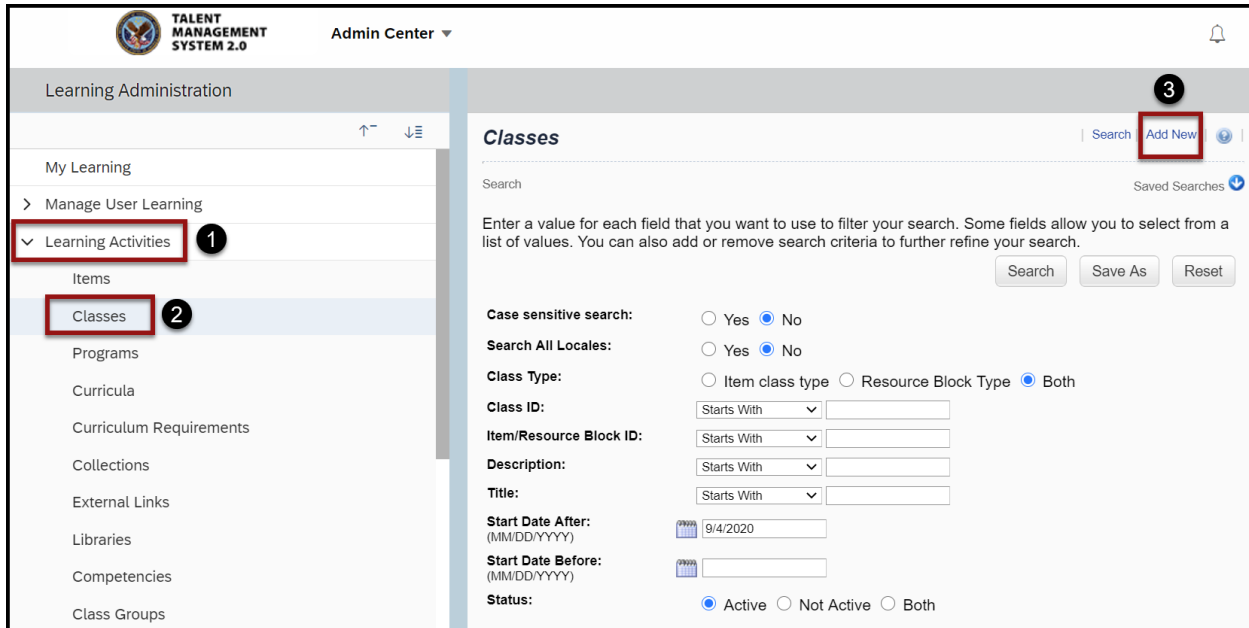
Note: You can make Learning Administration a favorite by selecting the star to the left of the Learning Administration hyperlink. The next time you log in to TMS, Learning Administration will be in the **My Admin Favorites** section of your TMS home page.





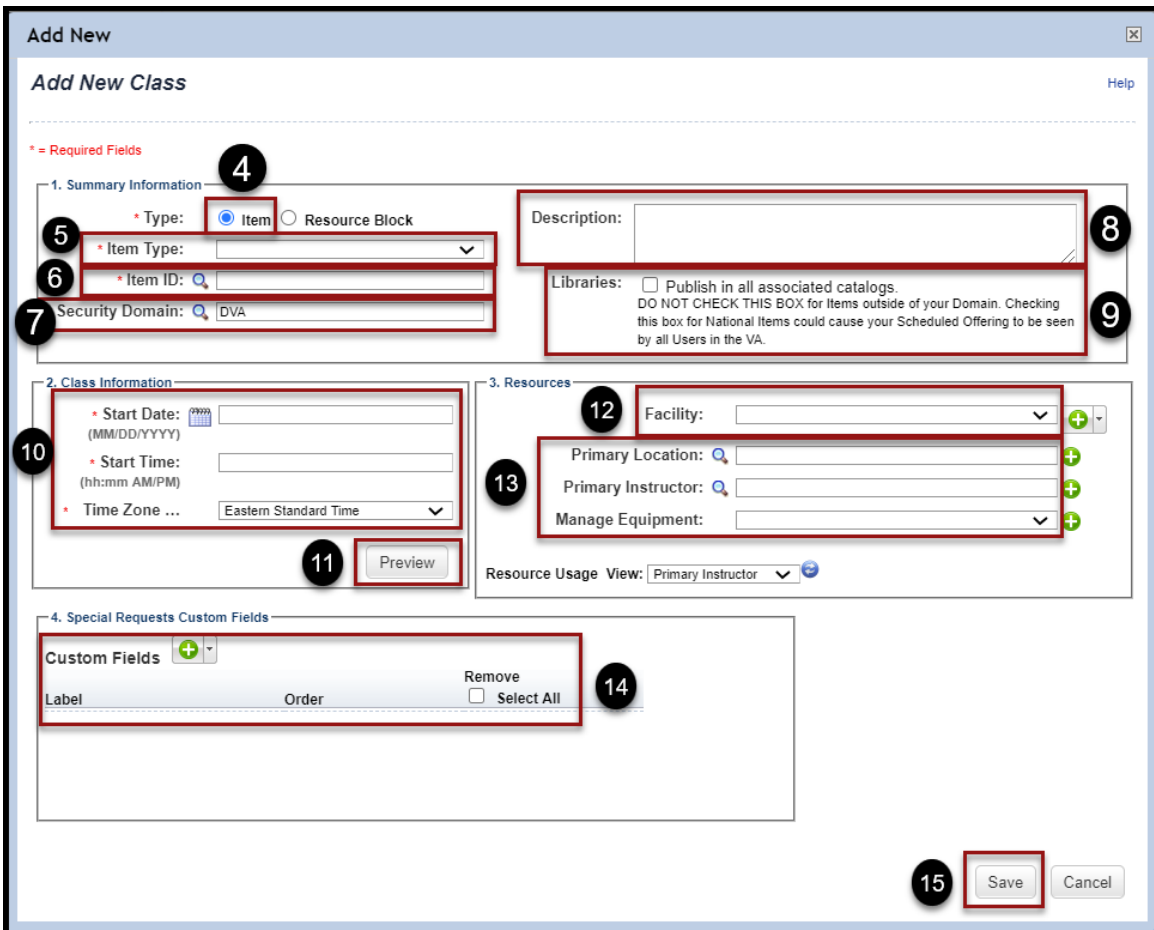
Task B. Create a Class

1. Select **Learning Activities** to expand the menu of options.
2. Select **Classes**.
3. Select **Add New** link.



The screenshot displays the TMS Admin Center interface. On the left, the 'Learning Administration' sidebar is visible, with 'Learning Activities' (1) expanded to show 'Classes' (2). The main content area is titled 'Classes' and features a search bar and an 'Add New' link (3) highlighted in a red box. Below the search bar, there are several search filters: 'Case sensitive search' (radio buttons for Yes/No), 'Search All Locales' (radio buttons for Yes/No), 'Class Type' (radio buttons for Item class type, Resource Block Type, Both), 'Class ID' (Starts With dropdown), 'Item/Resource Block ID' (Starts With dropdown), 'Description' (Starts With dropdown), 'Title' (Starts With dropdown), 'Start Date After' (calendar icon, MM/DD/YYYY, 9/4/2020), 'Start Date Before' (calendar icon, MM/DD/YYYY), and 'Status' (radio buttons for Active, Not Active, Both).

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**.



Add New
Add New Class Help

* = Required Fields

1. Summary Information

4. * Type: Item Resource Block

5. * Item Type: [Dropdown]

6. * Item ID: [Search Icon]

7. Security Domain: [Search Icon] DVA

Description: [Text Area]

8. [Text Area]

9. Libraries: Publish in all associated catalogs.
DO NOT CHECK THIS BOX for Items outside of your Domain. Checking this box for National Items could cause your Scheduled Offering to be seen by all Users in the VA.

2. Class Information

10. * Start Date: [Calendar Icon] (MM/DD/YYYY)

* Start Time: [Time Icon] (hh:mm AM/PM)

* Time Zone: [Dropdown] Eastern Standard Time

11. Preview

3. Resources

12. Facility: [Dropdown]

13. Primary Location: [Search Icon]

Primary Instructor: [Search Icon]

Manage Equipment: [Dropdown]

Resource Usage View: [Dropdown] Primary Instructor

4. Special Requests Custom Fields

14. Custom Fields [Add Icon]

Label	Order	Remove
		<input type="checkbox"/> Select All

15. Save Cancel