



TMS  
2.0

VA

# Admin Job Aid

Create a Content Package

## Admin Job Aid: Create a Content Package

(Revision date: September 14, 2020)

### Purpose

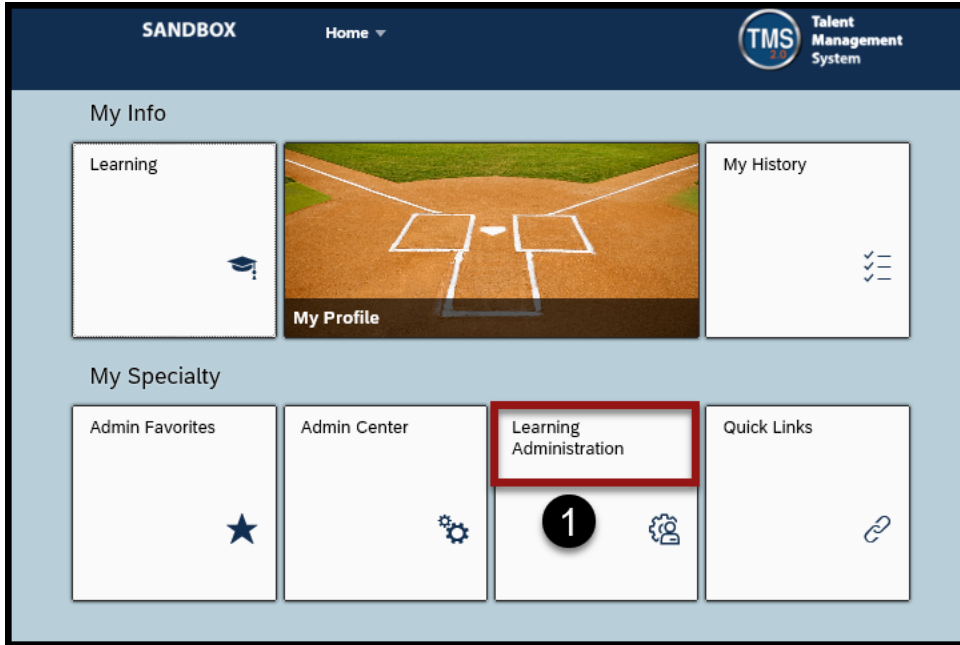
The purpose of this job aid is to guide you through the step-by-step process of creating a content package. A content package is a group of objectives and contents. Content packages are a convenient way to categorize objectives for query, search, and reporting purposes. A single objective can be included in as many content packages as necessary, and you are not required to create duplicate objective records in order to use an objective in more than one content package.

In this job aid, you will learn how to:

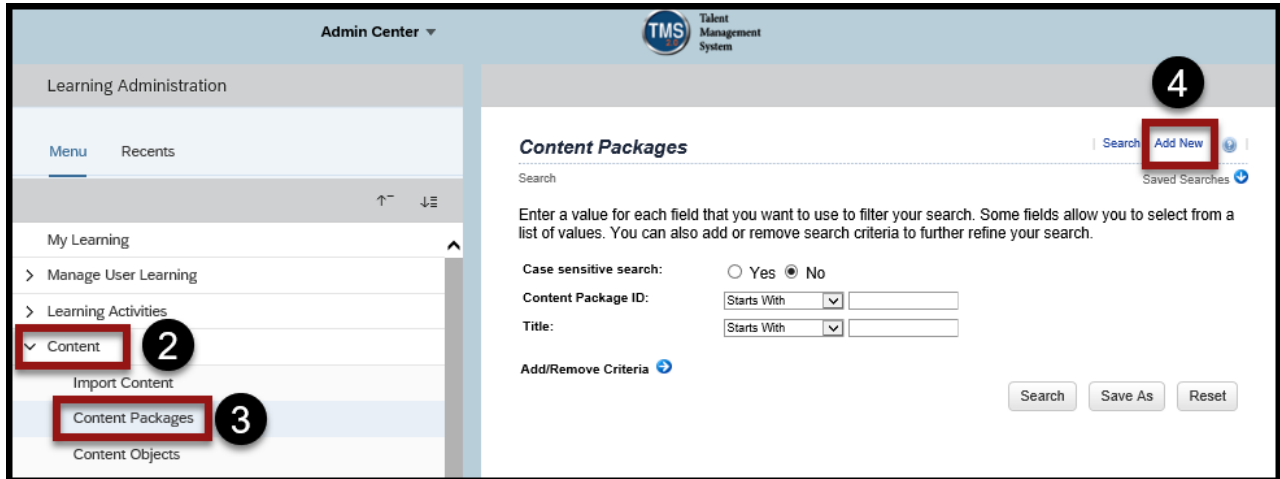
- Task A. Create a Content Package

 **Task A. Create a Content Package**

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

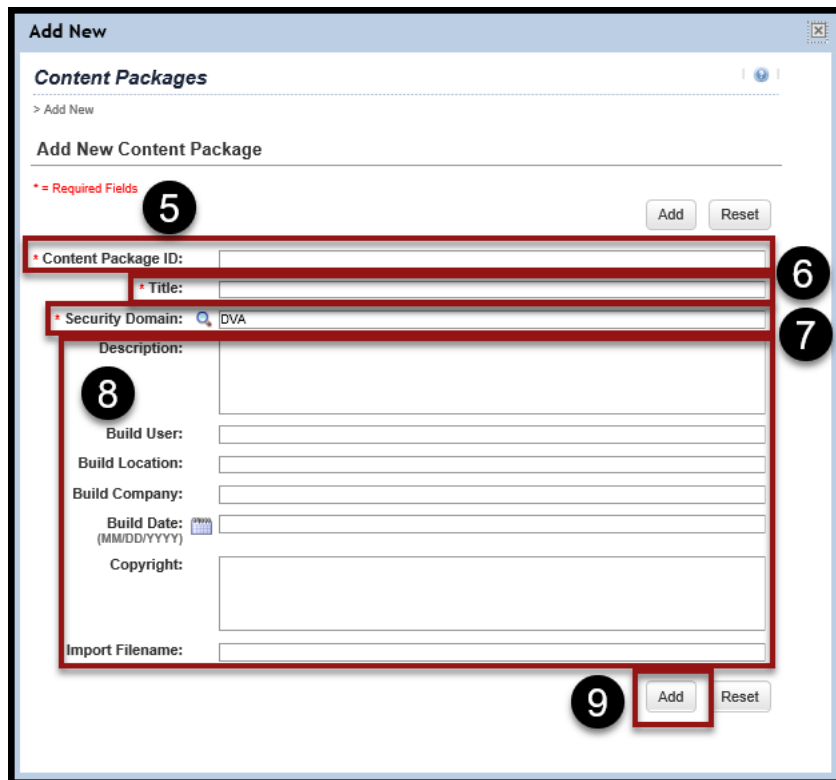


2. Select the **Content** tab to expand the menu of options.
3. Select **Content Packages**.
4. Select **Add New**.



The screenshot displays the TMS Admin Center interface. On the left, the 'Learning Administration' menu is expanded to show 'Content' (marked with a red box and a '2' in a black circle) and 'Content Packages' (marked with a red box and a '3' in a black circle). The main content area is titled 'Content Packages' and features a search bar with an 'Add New' button (marked with a red box and a '4' in a black circle). Below the search bar, there are search filters for 'Case sensitive search' (radio buttons for Yes and No), 'Content Package ID' (dropdown menu for 'Starts With'), and 'Title' (dropdown menu for 'Starts With'). At the bottom of the search area, there are 'Search', 'Save As', and 'Reset' buttons.

5. Enter a **Content Package ID**.
6. Enter a **Title**.
7. Enter the **Security Domain**.
8. (Optional) Fill out the rest of the fields as they apply to your content package: Description, Build User, Build Location, Build Company, Build Date, Copyright, and Import Filename.
9. Select **Add**.



**Add New**

**Content Packages**

> Add New

**Add New Content Package**

\* = Required Fields

Add Reset

\* Content Package ID:

\* Title:

\* Security Domain:

Description:

Build User:

Build Location:

Build Company:

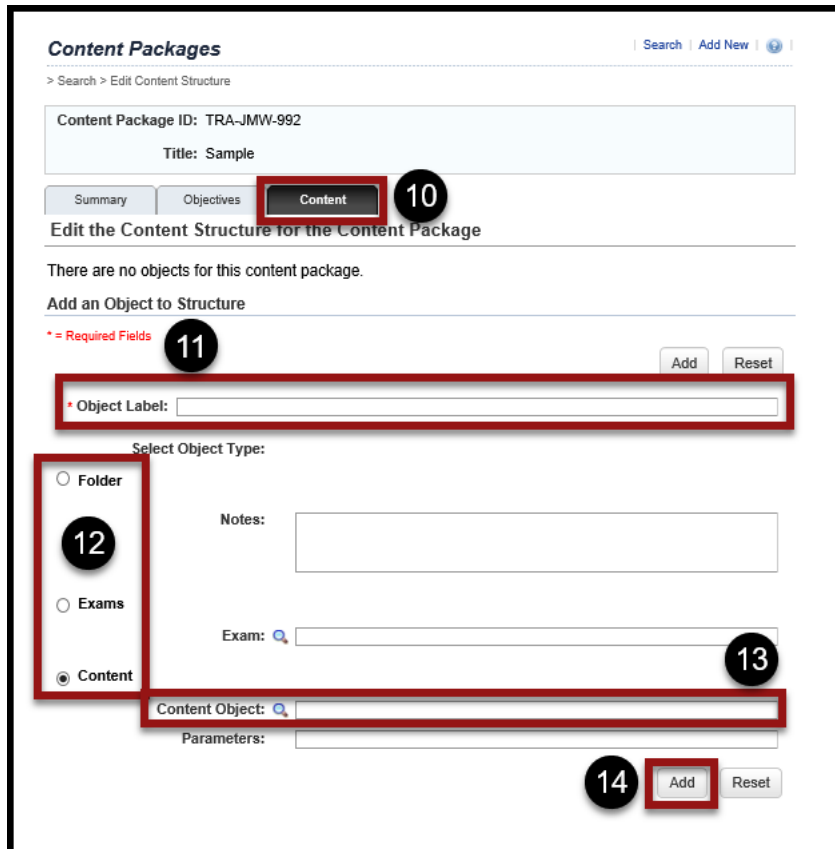
Build Date:

Copyright:

Import Filename:

Add Reset

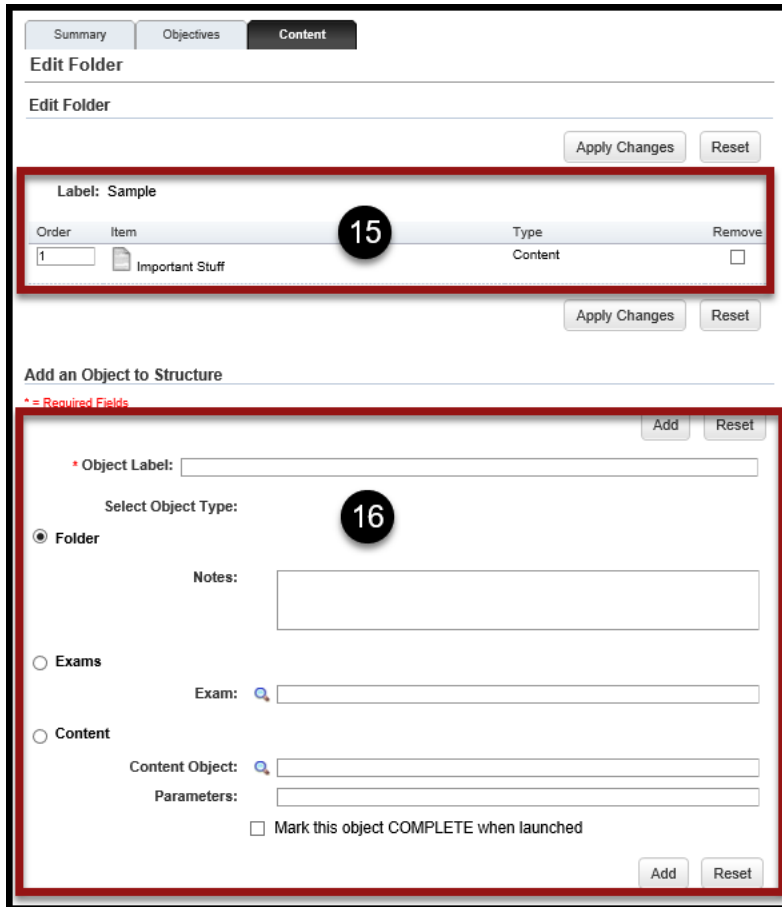
10. Select the **Content** tab.
11. Enter an **Object Label** to name the content you are adding to the package.
12. Select the **radio button** corresponding to the **type of content** you are adding to the package.
13. If adding a Content Object or Exam, use the magnifying glass icon to search for an select the exact ID. If adding a Folder, simply add any necessary notes.
14. Select **Add**.



The screenshot shows the 'Content Packages' interface. At the top, there are tabs for 'Summary', 'Objectives', and 'Content', with 'Content' selected and circled with a '10'. Below the tabs, the text 'Edit the Content Structure for the Content Package' is displayed. A message states 'There are no objects for this content package.' and 'Add an Object to Structure' is a link. A red asterisk indicates required fields. A text input field for '\* Object Label:' is circled with a '11'. Below this, 'Select Object Type:' has three radio buttons: 'Folder', 'Exams', and 'Content', with 'Content' selected and circled with a '12'. To the right of the radio buttons are 'Notes:' and 'Exam:' text input fields, with a magnifying glass icon next to the 'Exam:' field circled with a '13'. Below the radio buttons is a 'Content Object:' text input field with a magnifying glass icon, also circled with a '13'. At the bottom, there is a 'Parameters:' text input field and an 'Add' button circled with a '14', along with a 'Reset' button.

15. Once you add a piece of content, it will appear at the top of the Content tab.

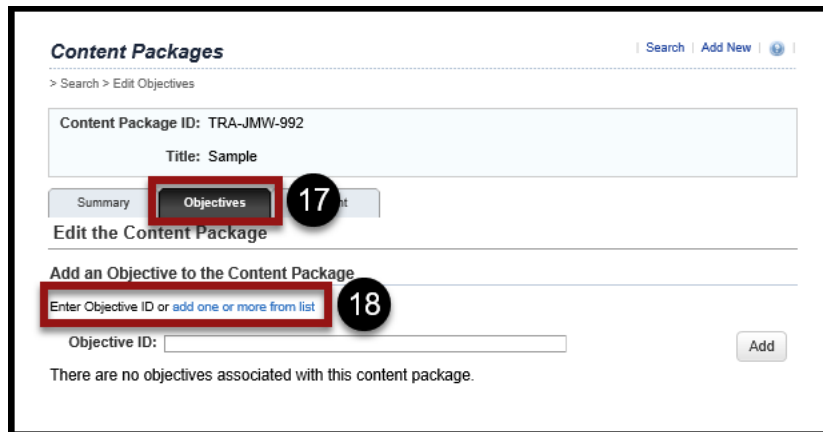
16. You can add multiple pieces of content by repeating **steps 11-14** in the bottom area of the Content tab.



The screenshot shows the 'Edit Folder' interface in the TMS system. At the top, there are tabs for 'Summary', 'Objectives', and 'Content'. Below the tabs, the 'Edit Folder' section is visible. A table lists the folder's contents, with a red box highlighting the first row, which is labeled '15'. The table has columns for 'Order', 'Item', 'Type', and 'Remove'. The first row contains the value '1' in the 'Order' column, 'Important Stuff' in the 'Item' column, 'Content' in the 'Type' column, and a checkbox in the 'Remove' column. Below the table, there are 'Apply Changes' and 'Reset' buttons. The 'Add an Object to Structure' section is also visible, with a red box highlighting the 'Folder' option, which is labeled '16'. This section includes a 'Select Object Type' dropdown menu with 'Folder' selected, a 'Notes' text area, and an 'Exam' search field. There are also 'Add' and 'Reset' buttons at the bottom of this section.

17. Select the **Objectives** tab.

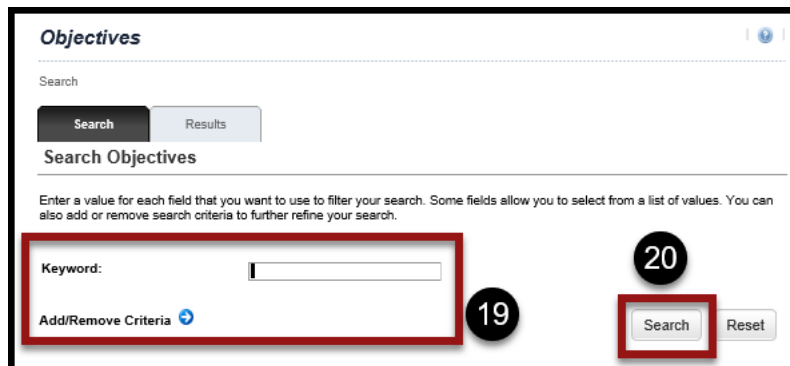
18. Select **add one or more from list** hyperlink.



The screenshot shows the 'Content Packages' page. At the top, there are links for 'Search' and 'Add New'. Below that, the content package details are shown: 'Content Package ID: TRA-JMW-992' and 'Title: Sample'. There are two tabs: 'Summary' and 'Objectives', with the 'Objectives' tab selected and circled in red with a '17' callout. Below the tabs, there is a section titled 'Add an Objective to the Content Package'. Inside this section, the text 'Enter Objective ID or **add one or more from list**' is circled in red with a '18' callout. Below this text is an 'Objective ID:' input field and an 'Add' button. At the bottom, it says 'There are no objectives associated with this content package.'

19. Enter a **keyword** or **search criteria**.

20. Select **Search**.



The screenshot shows the 'Objectives' search page. At the top, there are links for 'Search' and 'Results'. Below that, there is a section titled 'Search Objectives'. Inside this section, there is a text input field labeled 'Keyword:' which is circled in red with a '19' callout. Below the input field is a link 'Add/Remove Criteria'. To the right of the input field, there is a 'Search' button circled in red with a '20' callout, and a 'Reset' button next to it. Below the input field, there is a note: 'Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.'



21. Select the **Add checkbox** next to the objective you want.
22. Select **Add**.

**Objectives** | Help

> Search Results

Search Results

**Add Objectives to Content Package** Add

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Records per Page 10 Page: 1 2 3 4 5 «Previous Next» (7,594 total records) Page 1 of 760 Go  
Select All / Deselect All

Objective ID	Objective	Description	Add
1395124	CTX-USP 797 Training	USP 797 Pharmaceutical Compounding- Sterile Preparation required annual Sterile Compounding competency for pharmacy staff.	<input checked="" type="checkbox"/>
1141083	ESD Forefront Identity Manager (FIM)	This course focuses on Forefront Identity Manager (FIM) Training that will provide you with the knowledge and tools necessary in understanding this application.	<input type="checkbox"/>
831962	IFCAP Accessioning		<input type="checkbox"/>
683960	NA Boundaries		<input type="checkbox"/>
117808	NEO-Introduction to New Employee Orientation	New Employee Orientation providing information and Education to employees new to the VA	<input type="checkbox"/>
642965	OHRA-3832518-Module 3-Topic 2	Address reasonable accommodation issues	<input type="checkbox"/>
642971	OHRA-3832518-Module 4-Topic 2	Recognize the supervisor's responsibilities in shaping employee performance	<input type="checkbox"/>
642975	OHRA-3832518-Module 4-Topic 5	Identify the various methods for celebrating achievement and excellence at VA	<input type="checkbox"/>
642977	OHRA-3832518-Module 5-Topic 1	Manage positions in your work unit to meet VA's mission and goals	<input type="checkbox"/>
397943	Questions for patient education 2		<input type="checkbox"/>

Records per Page 10 Page: 1 2 3 4 5 «Previous Next» (7,594 total records) Page 1 of 760 Go  
Select All / Deselect All

Add