



TMS
2.0

VA

Admin Job Aid

Create a Content Object

Admin Job Aid: Create a Content Object

(Revision date: September 14, 2020)

Purpose

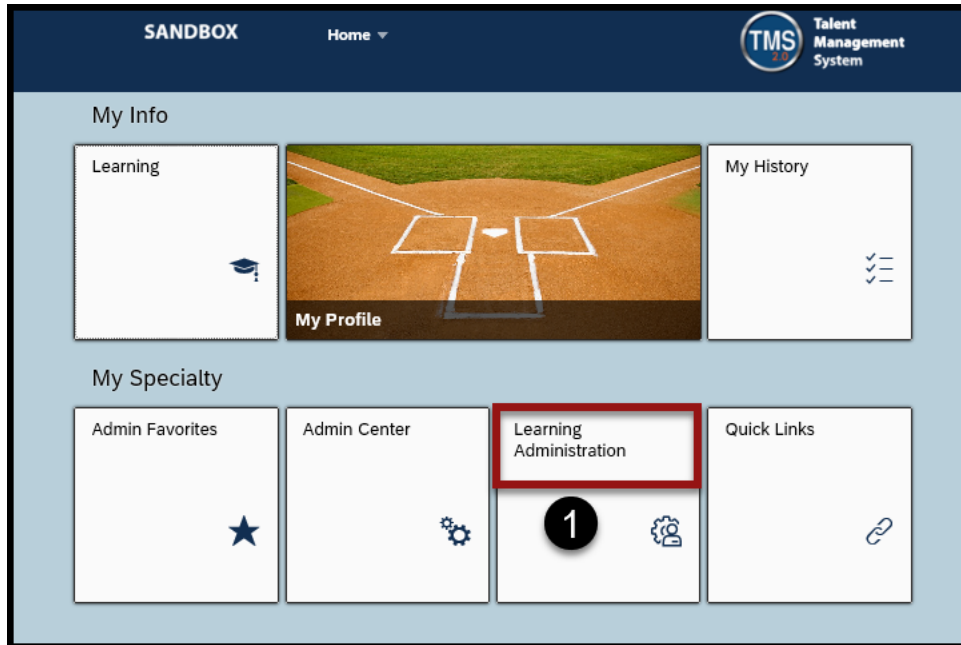
The purpose of this job aid is to guide you through the step-by-step process of creating a content object. Content objects are the building blocks of online training items; each one is a pointer to a single, launchable file. Every content object specifies the content's location and the launch method of communication with TMS (e.g., AICC, SCORM). To create a content object, you must have the Learning Manager or Item Manager role. Examples of content objects include: a PowerPoint presentation of course content, a Captivate interactive tutorial, an online publication or article in PDF form, a quiz, an exam, a survey, or a Dreamweaver web page.

In this job aid, you will learn how to:

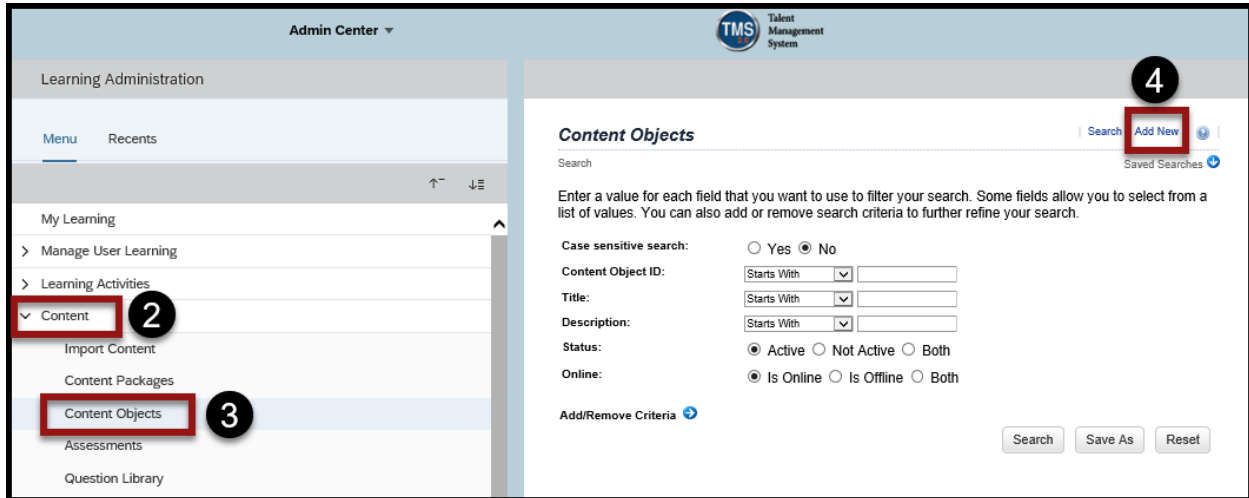
- Task A. Create a Content Object

 **Task A. Create a Content Object**

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

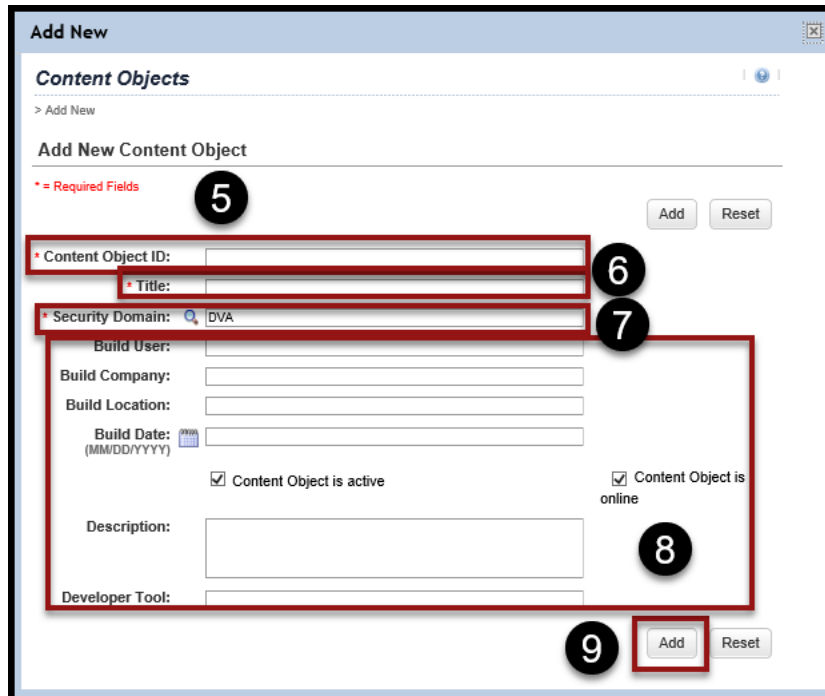


2. Select **Content** to expand the menu of options.
3. Select **Content Objects**.
4. Select **Add New**.



The screenshot displays the TMS Admin Center interface. On the left, the 'Learning Administration' sidebar is visible, with 'Content' (2) and 'Content Objects' (3) highlighted. The main content area is titled 'Content Objects' and features a search bar with an 'Add New' button (4) highlighted. Below the search bar, there are search filters for 'Case sensitive search', 'Content Object ID', 'Title', 'Description', 'Status', and 'Online'. The 'Add/Remove Criteria' link is also present. At the bottom right, there are 'Search', 'Save As', and 'Reset' buttons.

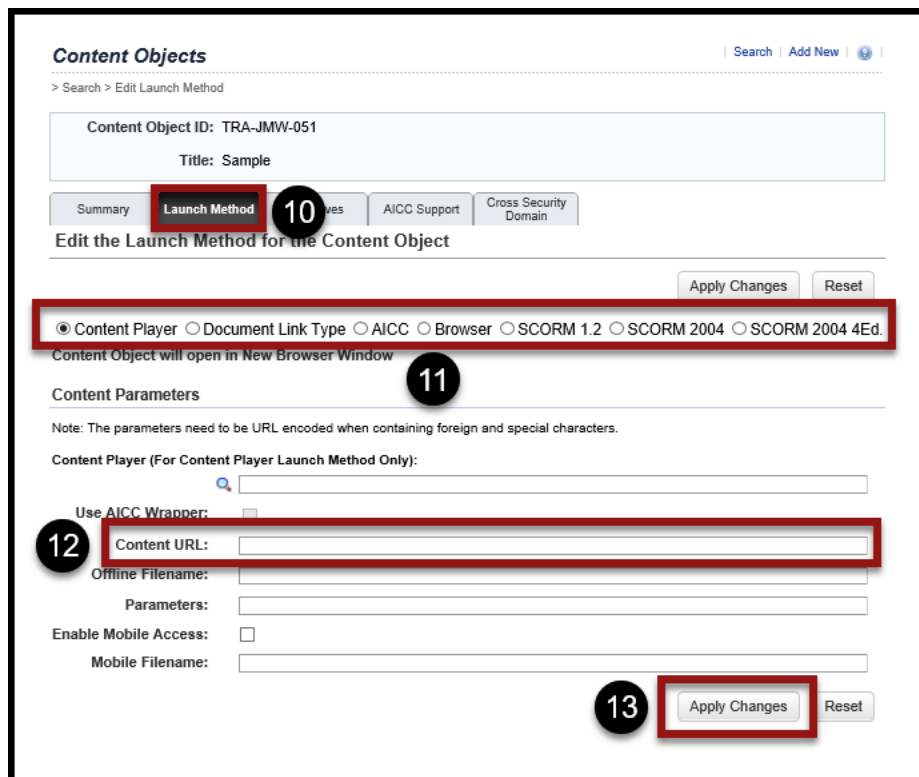
5. Enter the **Content Object ID**.
6. Enter the **Title**.
7. Enter the **Security Domain**.
8. (Optional) Fill out the rest of the fields as they apply to your content object: Build User, Build Company, Build Date, Description, and Developer Tool. Check or Uncheck the Content Object is Active and Content Object is Online checkboxes.
9. Select **Add**.



The screenshot shows the 'Add New Content Object' form in the TMS system. The form is titled 'Add New Content Object' and includes a breadcrumb trail '> Add New'. A legend indicates that red asterisks denote required fields. The form contains the following fields and controls:

- Content Object ID:** A text input field with a red asterisk and a callout '5'.
- Title:** A text input field with a red asterisk and a callout '6'.
- Security Domain:** A dropdown menu with 'DVA' selected, a red asterisk, and a callout '7'.
- Build User:** A text input field.
- Build Company:** A text input field.
- Build Location:** A text input field.
- Build Date:** A date picker with the format '(MM/DD/YYYY)' and a callout '8'.
- Content Object is active:** A checked checkbox.
- Content Object is online:** A checked checkbox.
- Description:** A text area with a callout '8'.
- Developer Tool:** A text input field.
- Add and Reset buttons:** Located at the top right and bottom right of the form, with a callout '9' pointing to the bottom 'Add' button.

10. Select the **Launch Method** tab.
11. Select a **radio button** to indicate the **Launch Method** for the content object.
12. Enter the URL address of the content in the **Content URL** field.
13. Select **Apply Changes**.



Content Objects | Search | Add New | [?]

> Search > Edit Launch Method

Content Object ID: TRA-JMW-051
Title: Sample

Summary **Launch Method** 10 Yes AICC Support Cross Security Domain

Edit the Launch Method for the Content Object

Apply Changes Reset

Content Player Document Link Type AICC Browser SCORM 1.2 SCORM 2004 SCORM 2004 4Ed. 11

Content Object will open in New Browser Window

Content Parameters

Note: The parameters need to be URL encoded when containing foreign and special characters.

Content Player (For Content Player Launch Method Only):

Use AICC Wrapper:

12 Content URL: [Text Field]

Offline Filename: [Text Field]

Parameters: [Text Field]

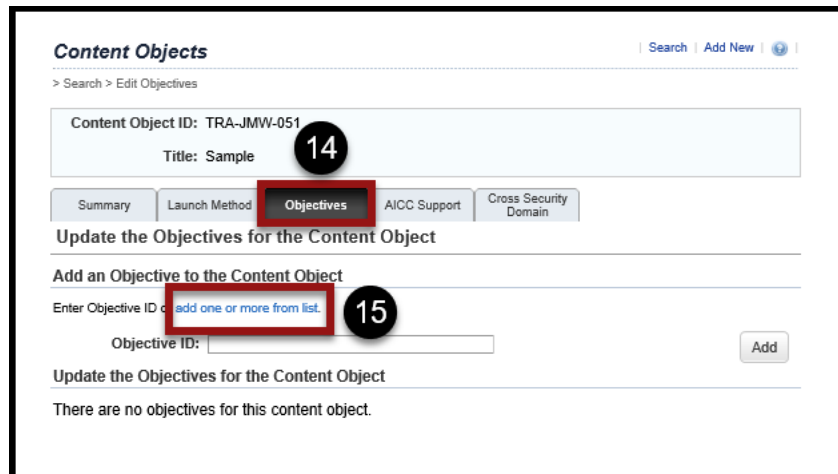
Enable Mobile Access:

Mobile Filename: [Text Field]

13 Apply Changes Reset

14. Select the **Objectives** tab.

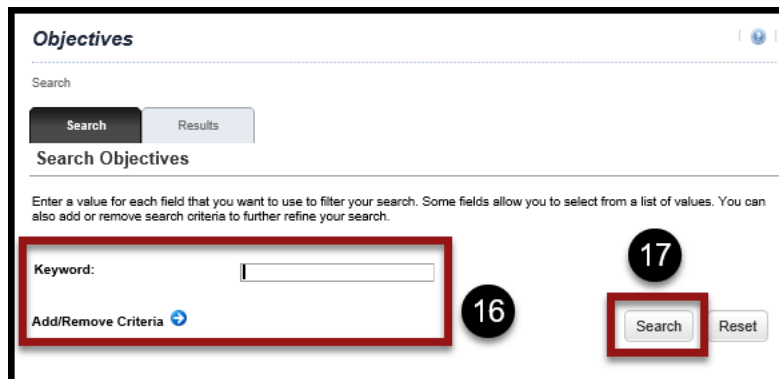
15. Select **add one or more from list** hyperlink to search for and select an objective.



The screenshot shows the 'Content Objects' page. At the top, there are links for 'Search' and 'Add New'. Below that, the content object details are shown: 'Content Object ID: TRA-JMW-051' and 'Title: Sample'. A navigation bar contains tabs for 'Summary', 'Launch Method', 'Objectives', 'AICC Support', and 'Cross Security Domain'. The 'Objectives' tab is selected and highlighted with a red box and a callout '14'. Below the tabs, there are two sections: 'Update the Objectives for the Content Object' and 'Add an Objective to the Content Object'. In the 'Add an Objective to the Content Object' section, there is a text input field for 'Enter Objective ID' and a red box around the 'add one or more from list' link, with a callout '15'. Below this is another 'Objective ID' input field and an 'Add' button. At the bottom, it says 'There are no objectives for this content object.'

16. Enter a **keyword** or use **search criteria** to search for objectives.

17. 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' with a sub-header 'Search Objectives'. A text input field for 'Keyword:' is highlighted with a red box and a callout '16'. Below the input field is a link for 'Add/Remove Criteria'. To the right of the input field is a 'Search' button, also highlighted with a red box and a callout '17', and a 'Reset' button.

18. Check the **Add checkbox** for the objective your want to select.
19. Select **Add**.

Objectives | Help |

> Search Results

Search **Results**

Add Objectives to Content Object Add

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

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 type="checkbox"/>
1141063	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"/>
683980	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

19 **Add** Reset