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.

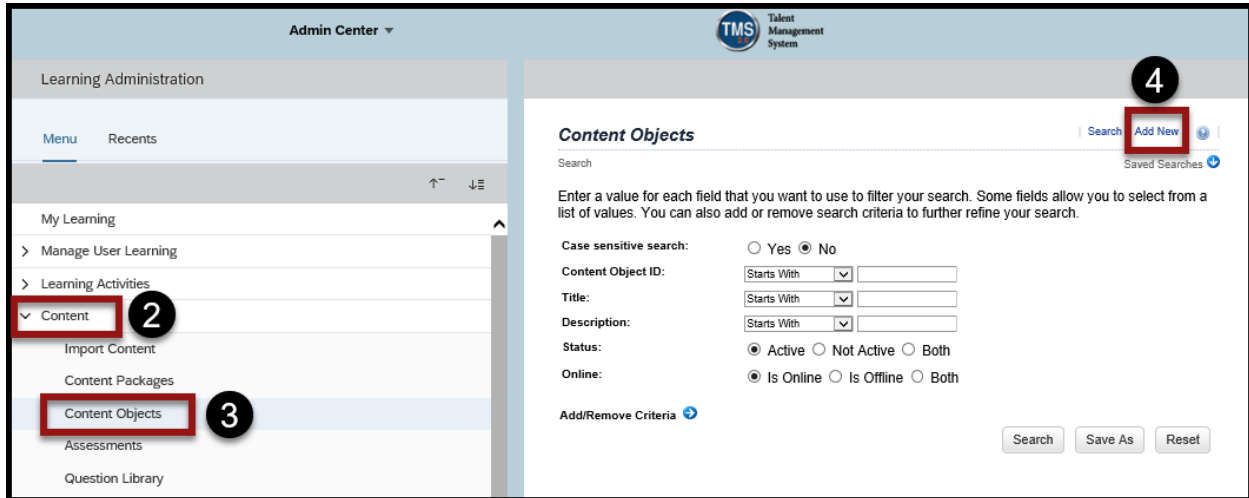In this job aid, you will learn how to:

- Task A. Create a Content Object

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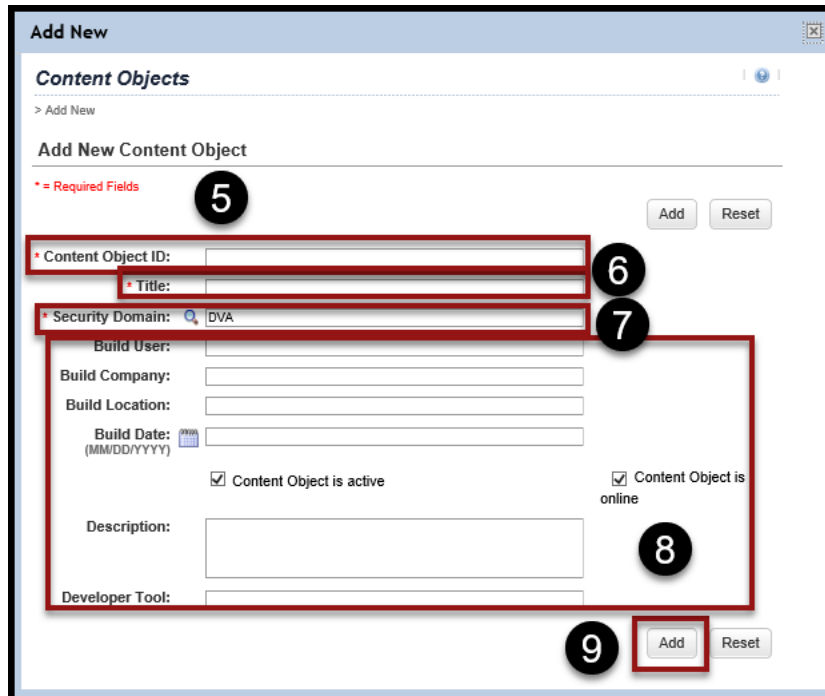## Task A. Create a Content Object

1. Select the **Learning Administration** link.
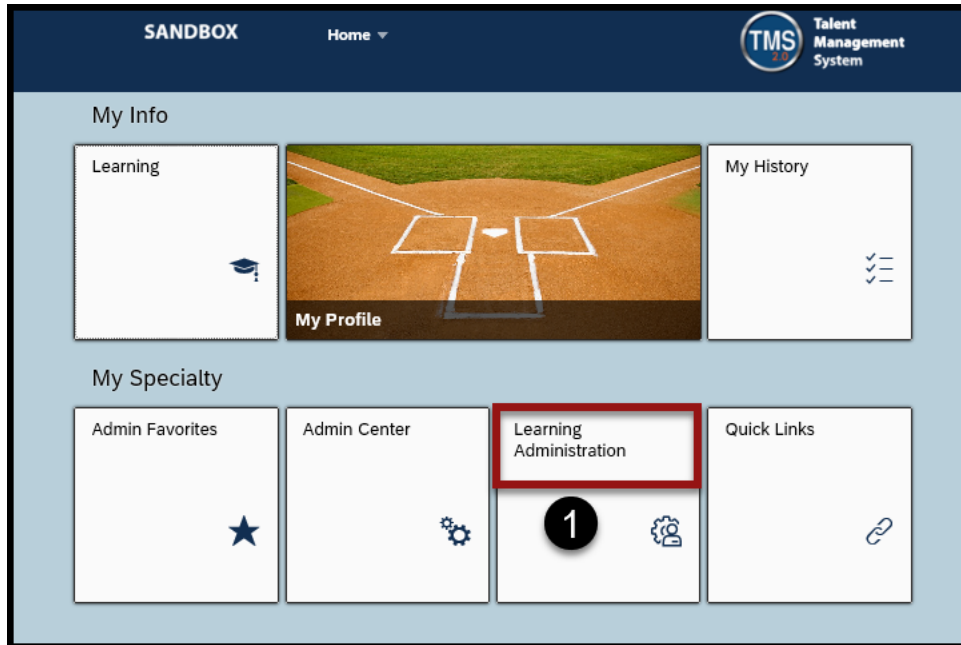
2. Select **Content** to expand the menu of options.

3. Select **Content Objects**.
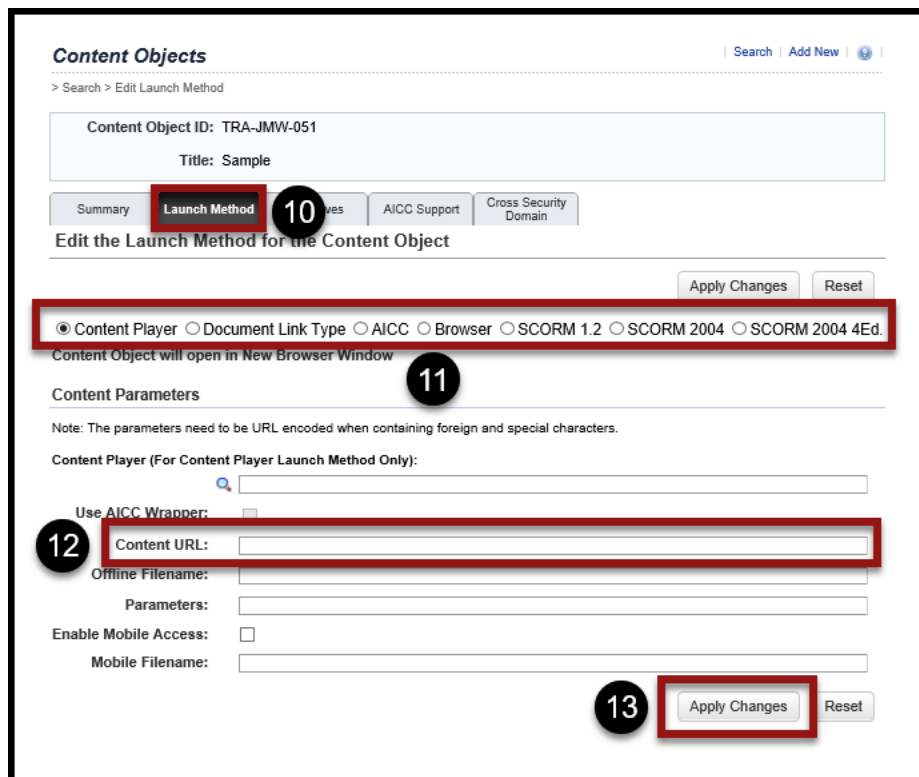
4. Select **Add New**.

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**.

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.
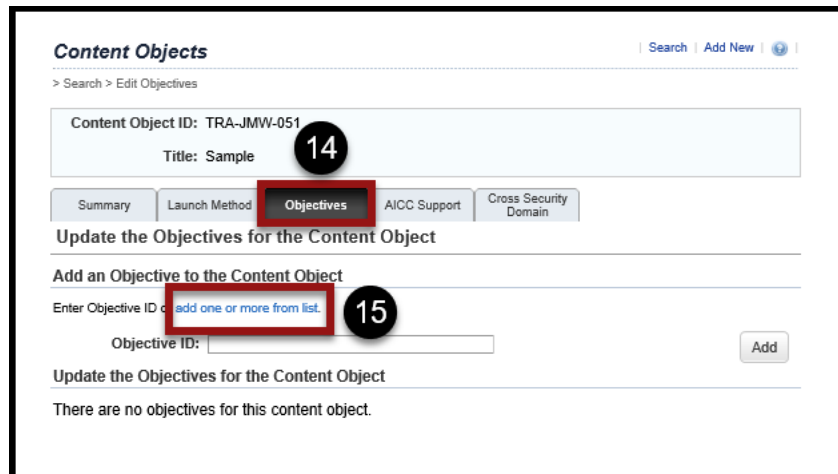
13. Select **Apply Changes**.

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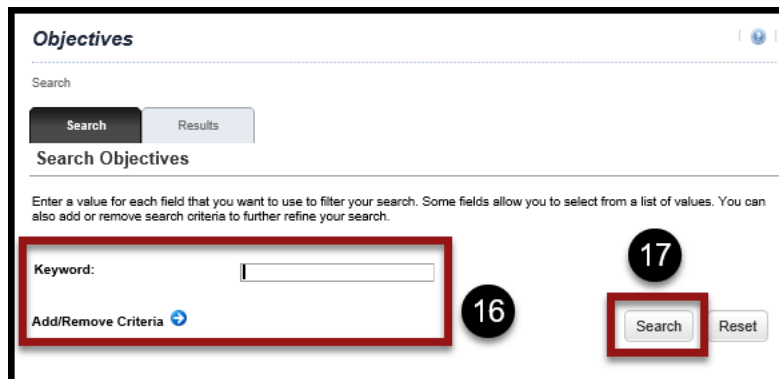
15. Select **add one or more from list** hyperlink to search for and select an objective.

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

17. Select **Search**.

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

19. Select **Add**.