



TMS  
2.0

VA

# Admin Job Aid

Create an Instructor Led Item



## Admin Job Aid: Create an Instructor Led Item

(Revision date: September 21, 2020)

### Purpose

The purpose of this job aid is to guide you through the step-by-step process of creating an instructor-led item.

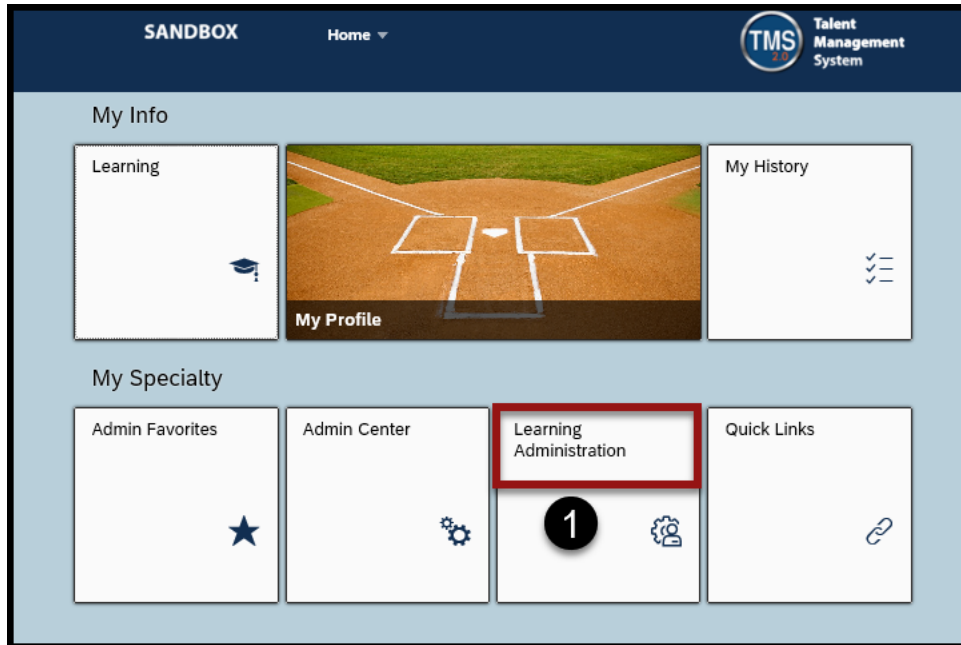
In this job aid, you will learn how to:

- Task A. Create an Item
- Task B. Add a Time Slot

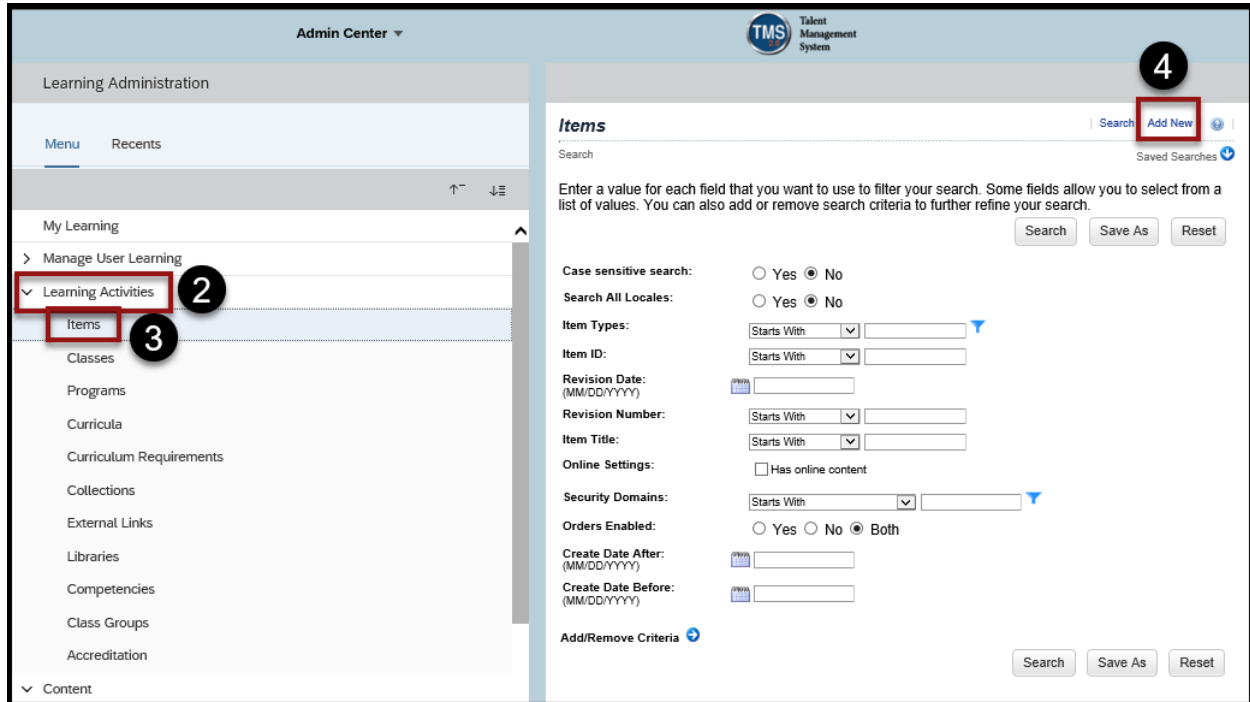


 **Task A. Create an Item**

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

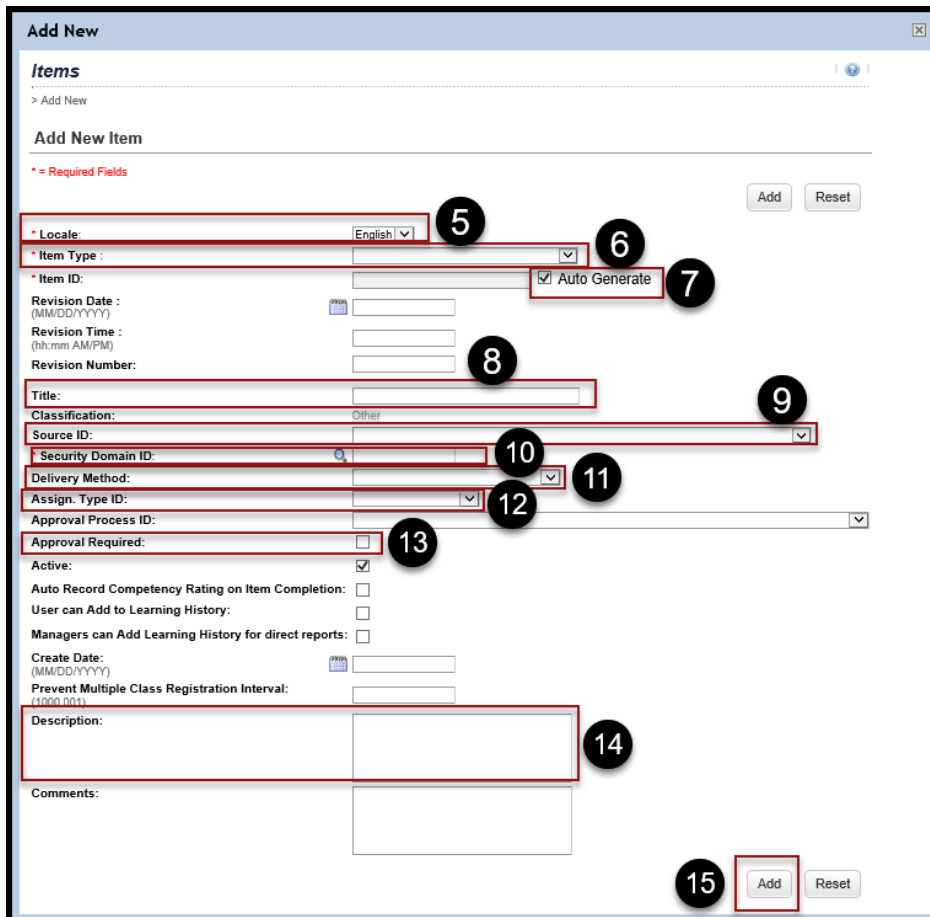


2. Select **Learning Activities** to expand the menu of options.
3. Select **Items**.
4. Select **Add New**.



The screenshot displays the TMS Admin Center interface. On the left, the 'Learning Administration' menu is expanded, showing 'Learning Activities' (circled with a '2') and 'Items' (circled with a '3'). The main content area shows the 'Items' page with a search bar and an 'Add New' button (circled with a '4'). The 'Items' page includes various search criteria such as 'Case sensitive search', 'Search All Locales', 'Item Types', 'Item ID', 'Revision Date', 'Revision Number', 'Item Title', 'Online Settings', 'Security Domains', 'Orders Enabled', 'Create Date After', and 'Create Date Before'. The 'Add/Remove Criteria' button is also visible at the bottom of the search criteria section.

5. **Locale** should be set to English.
  6. Select the **Item Type** from the drop-down list.
  7. Ensure the **Auto Generate** box is checked for the Item ID.
  8. Enter a **Title**.
  9. Select a **Source** from the drop-down list.
  10. Enter the **Security Domain**.
  11. Select **Delivery Method** from the drop-down list.
  12. Select an **Assignment Type** from the drop-down list.
  13. Select the **Approval Required** to self-register checkbox, if appropriate.
  14. Enter the **Description**.
- NOTE:** There are other fields you can fill out that are optional.
15. Select **Add**.



The screenshot shows the 'Add New Items' form with the following fields and callouts:

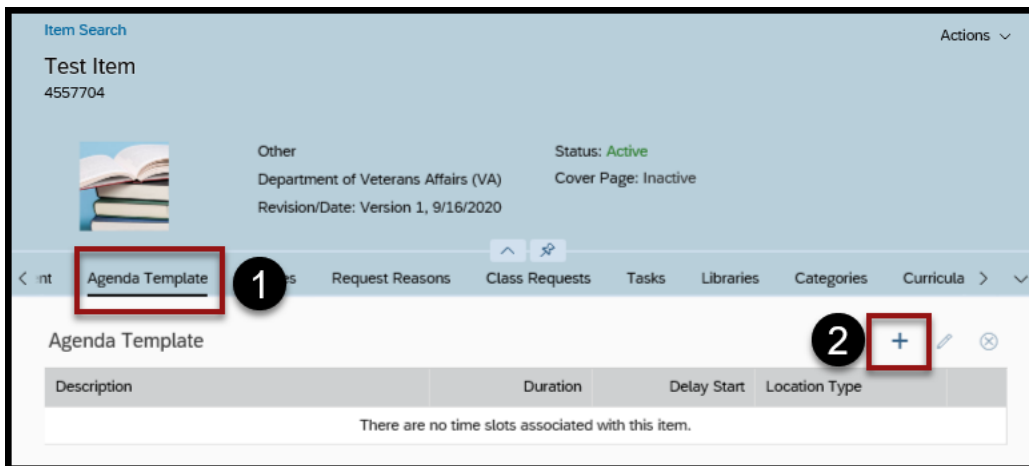
- 5:** Locale dropdown menu (set to English).
- 6:** Item Type dropdown menu.
- 7:** Auto Generate checkbox (checked).
- 8:** Title text input field.
- 9:** Source ID dropdown menu.
- 10:** Security Domain ID text input field.
- 11:** Delivery Method dropdown menu.
- 12:** Assign. Type ID dropdown menu.
- 13:** Approval Required checkbox (unchecked).
- 14:** Description text area.
- 15:** Add button.

Other visible fields include: Item ID, Revision Date, Revision Time, Revision Number, Classification, and various checkboxes for Active, Auto Record Competency Rating, User can Add to Learning History, and Managers can Add Learning History for direct reports.

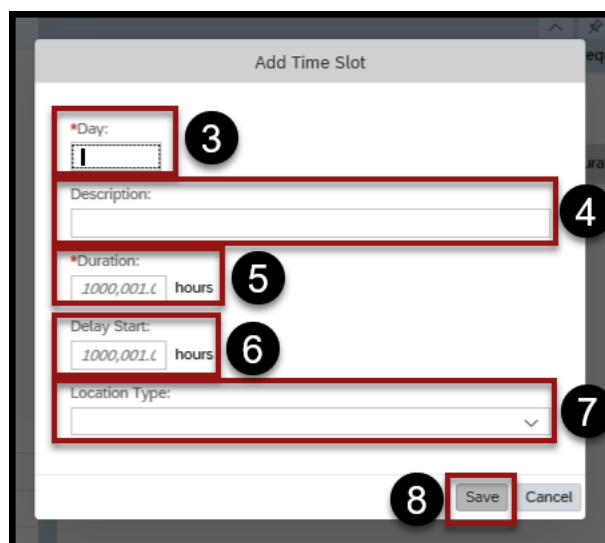


## Task B. Add a Time Slot

1. Select **Agenda Template**.
2. Select **Add Time Slot** icon.

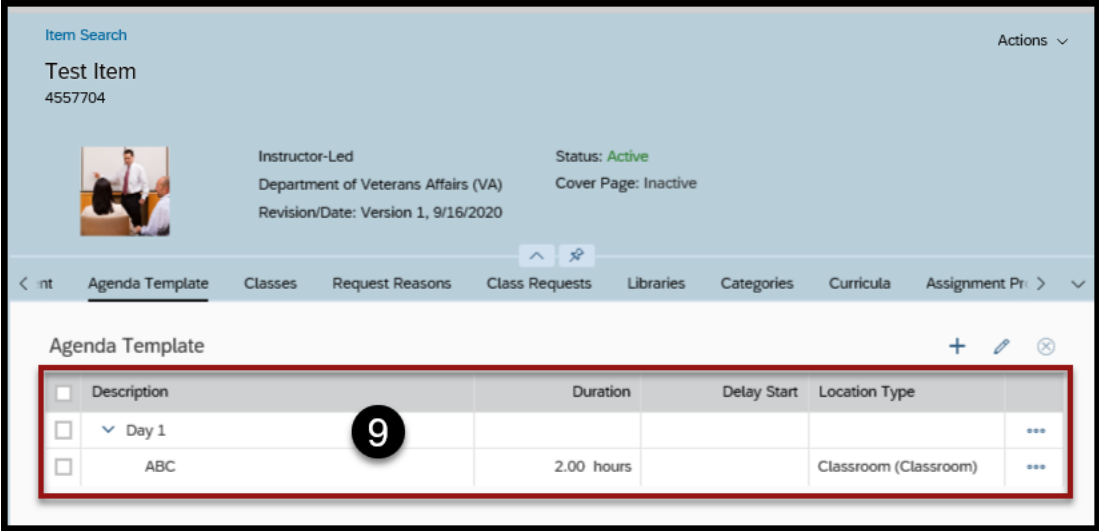


3. Enter the **Day**.
4. Enter a **Description**.
5. Enter the **Duration** (how many hours the time slot will be).
6. (Optional) Enter the **Delay Start**.
7. Select the **Location Type** from the drop-down list.
8. Select **Save**.



9. You have successfully added a time slot.

**NOTE:** You can repeat steps 2-8 to add more time slots.



The screenshot shows the 'Agenda Template' section of the TMS interface. At the top, there is a header for 'Test Item' with ID '4557704'. Below this, there is a small image of a person and several text fields: 'Instructor-Led', 'Department of Veterans Affairs (VA)', 'Revision/Date: Version 1, 9/16/2020', 'Status: Active', and 'Cover Page: Inactive'. A navigation bar below the header contains tabs for 'Agenda Template', 'Classes', 'Request Reasons', 'Class Requests', 'Libraries', 'Categories', and 'Curricula'. The 'Agenda Template' tab is selected, and it shows a table with the following structure:

Description	Duration	Delay Start	Location Type	
Day 1				...
ABC	2.00 hours		Classroom (Classroom)	...

A red box highlights the table, and a black circle with the number '9' is placed over the 'Day 1' row.