TMS 2.0

VA

Admin Job Aid

Create an Instructor Led Item with Online Content

Admin Job Aid: Create an Instructor-Led Item with Online Content

(Revision date: September 16, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of creating an Instructor-Led Item with Online Content.
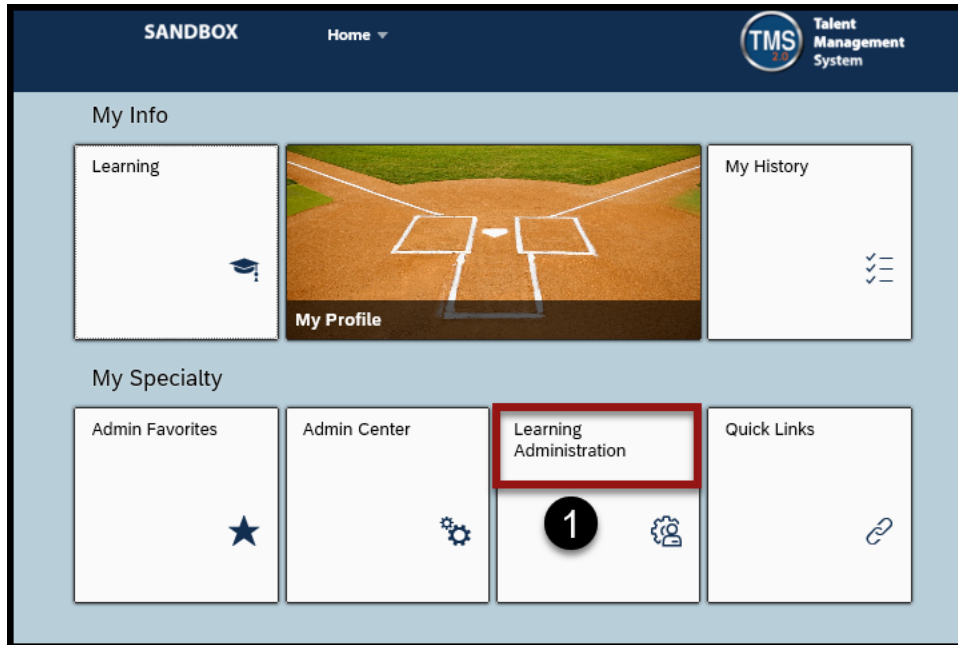
In this job aid, you will learn how to:

- Task A. Create an Item
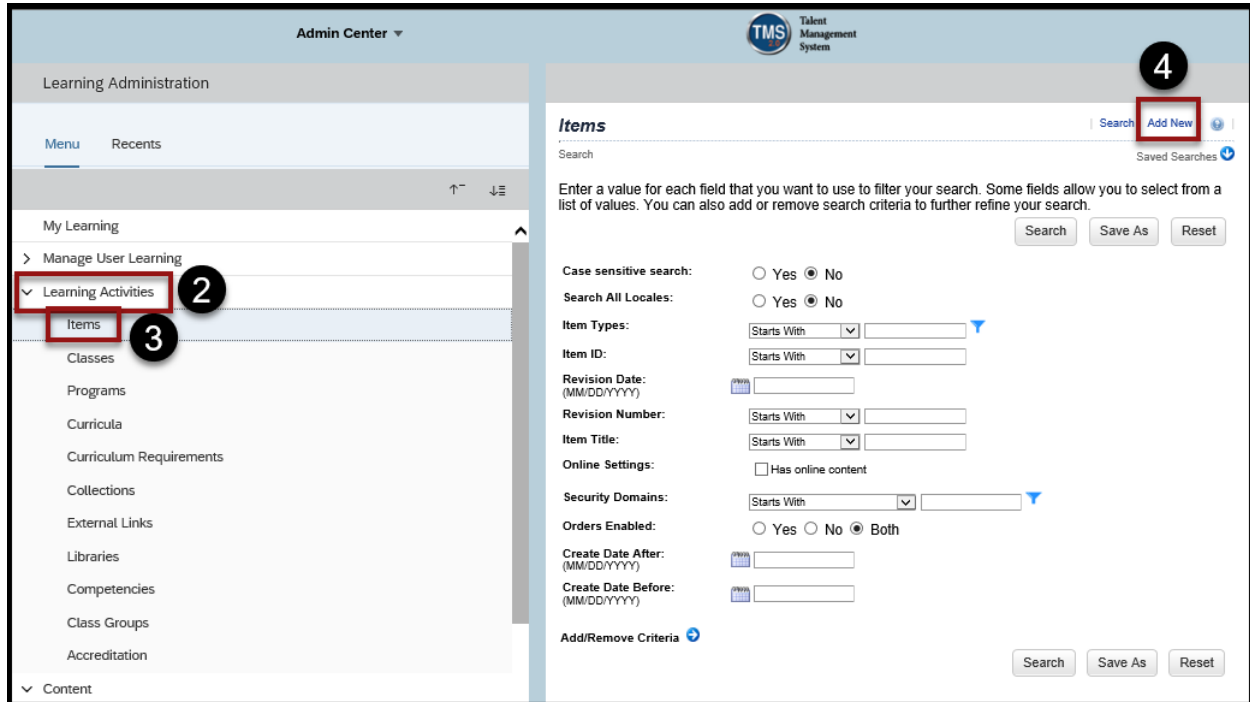- Task B. Add Online Content to Item
- Task C. Add a Time Slot to Item

Task A. Create an Item
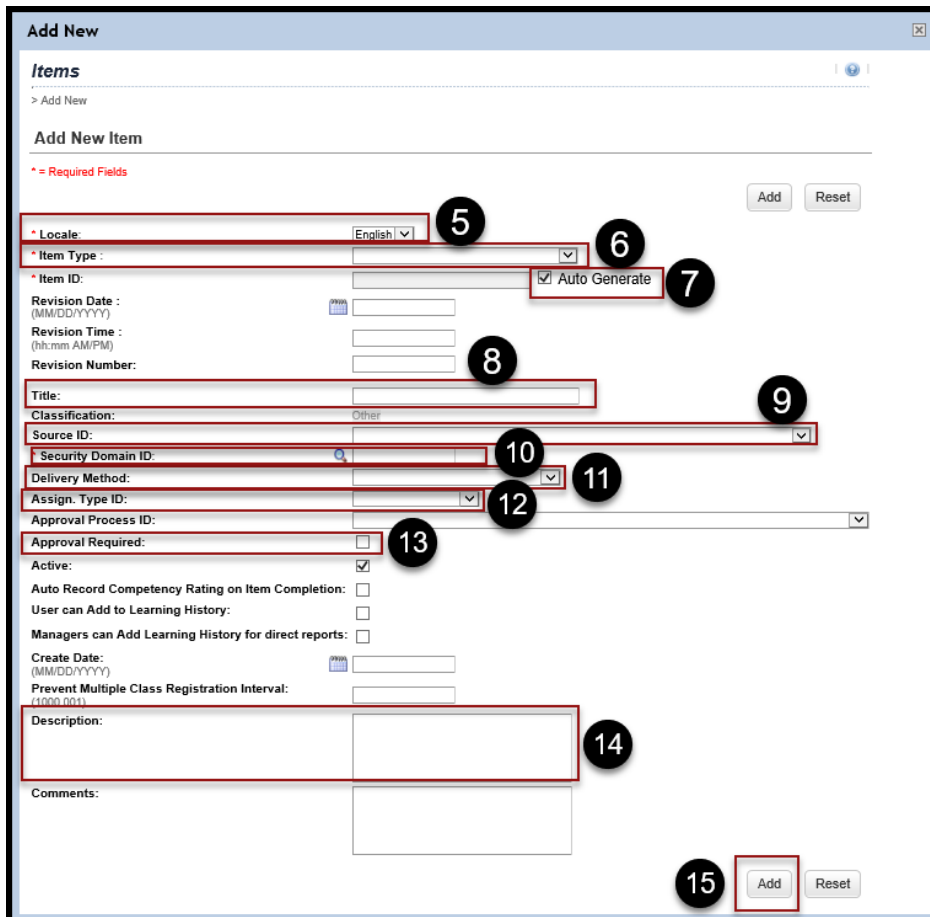
1. Select the **Learning Administration** link.

2. Select **Learning Activities** to expand the menu of options.

3. Select **Items**.

4. Select **Add New**.

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**.

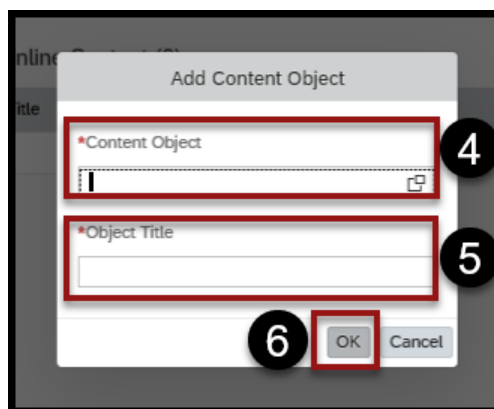**Talent Management System**

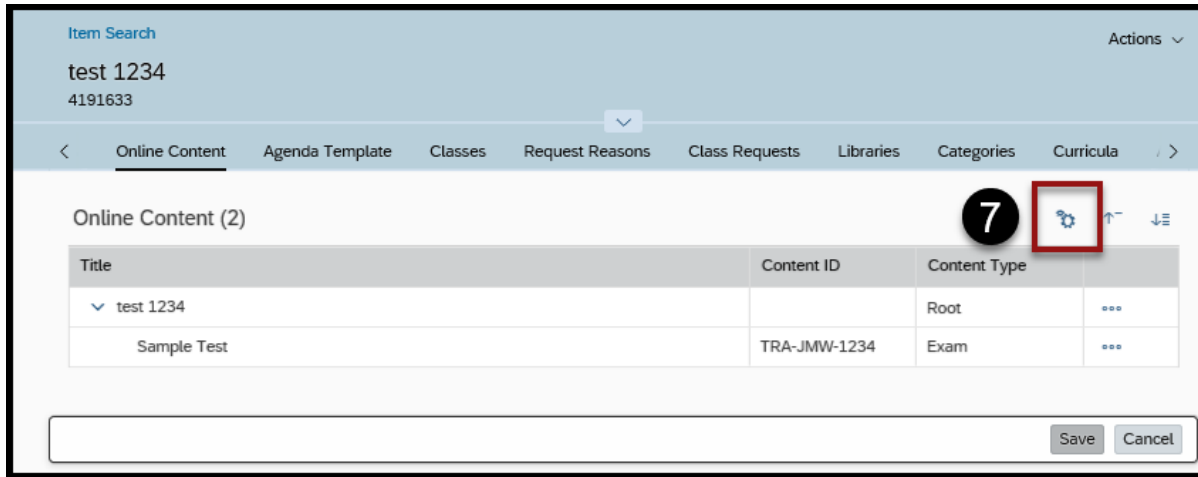## Task B. Add Online Content to Item

1. From the item record, select **Online Content**.
2. Select the **arrow** to view the drop-down menu.
3. Select **Add Content Object**.
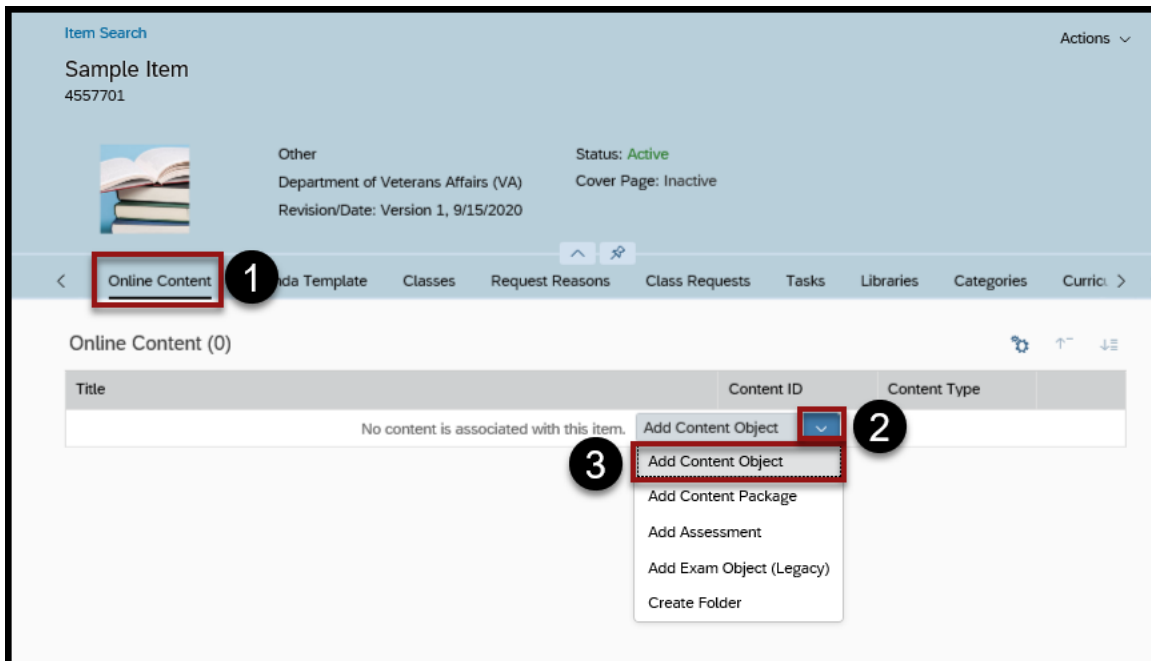
4. Enter the **Content Object ID** or search for it by selecting the icon.
5. Enter the **Object Title**.
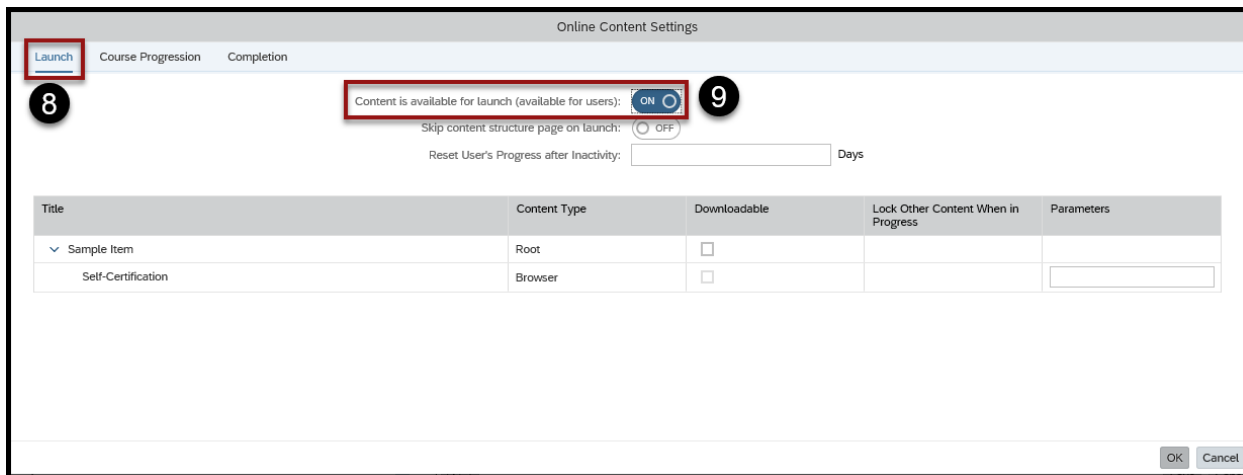6. Select **OK**.

7. Select the **Settings** icon.

8. Select **Launch**.

9. Turn the Slider On for **Content is available for launch**.
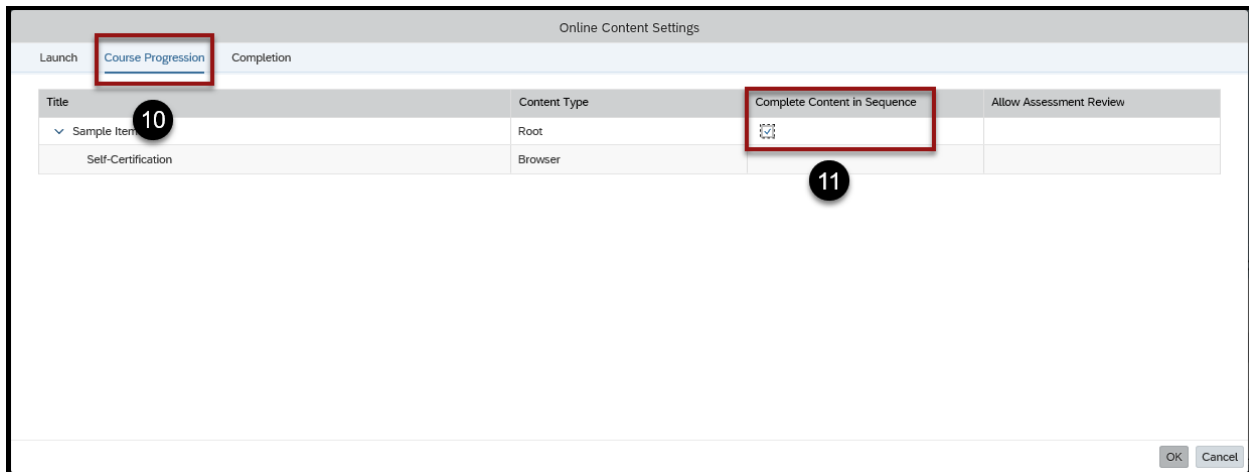
10. (Optional) Select **Course Progression**.

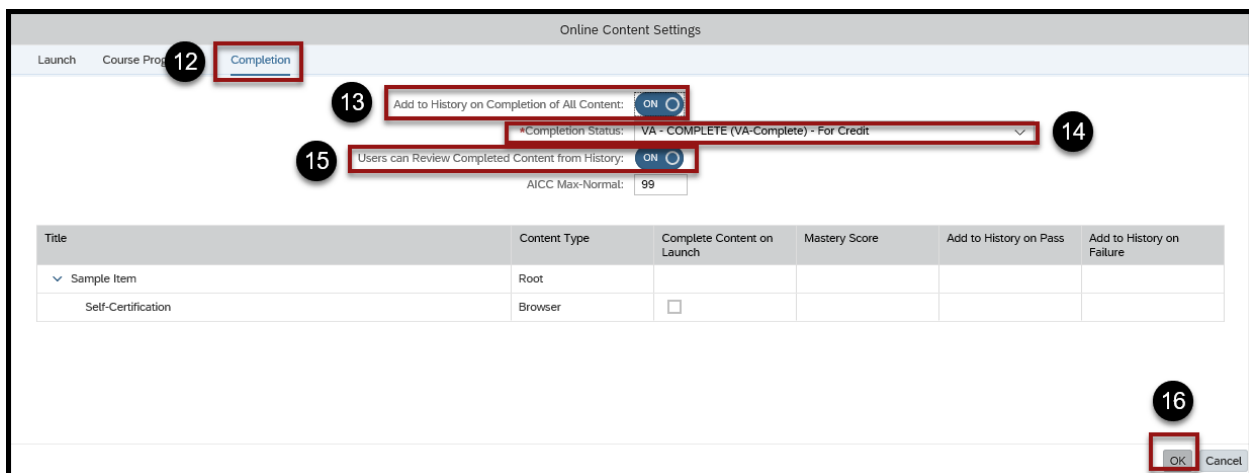11. (Optional) Check the box for **Complete Content in Sequence**.

12. Select **Completion**.

13. (Optional) Turn the Slider On to **Add to History on Completion of All Content**.

14. Select a **Completion Status** from the drop-down list.

15. (Optional) Turn the Slider On for **Users can Review Completed Content from History**.
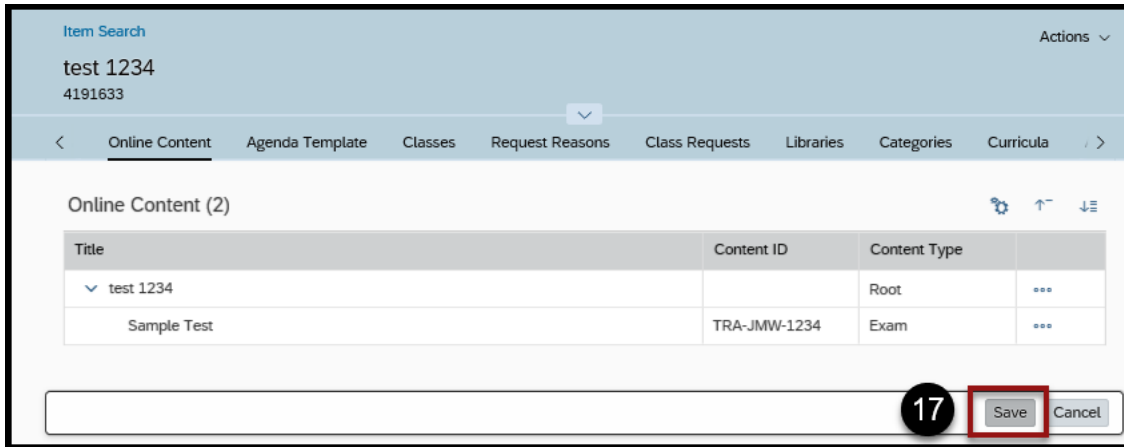
16. Select **OK.**

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17. Select **Save**.

![TMS logo] **Talent Management System**
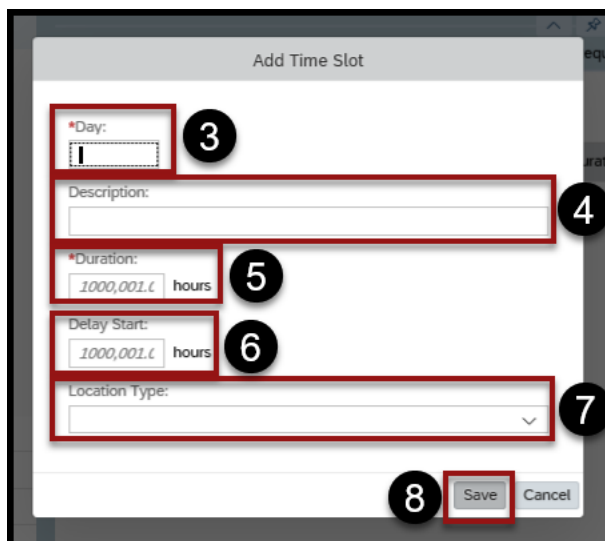
![clipboard icon] **Task C. Add a Time Slot to Item**

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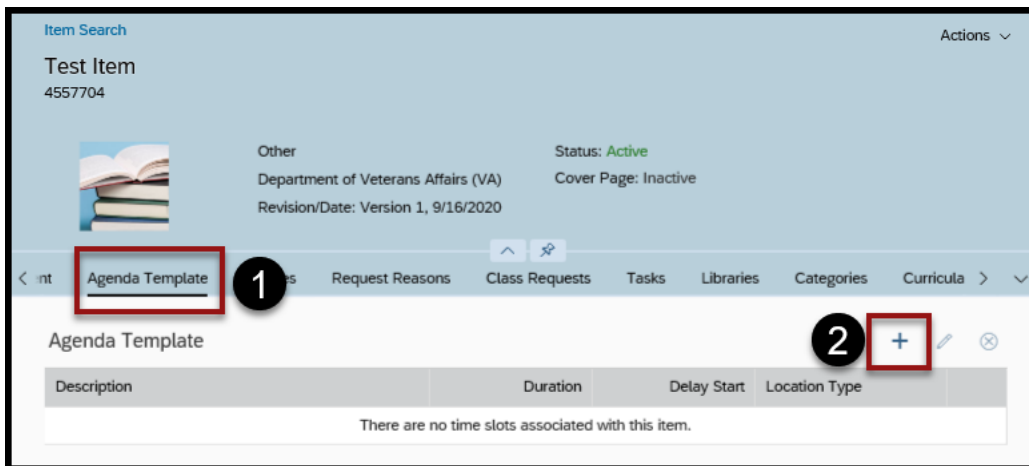
3. Enter the **Day**.
4. Enter a **Description**.
5. Enter the **Duration** (how many hours the time slot will be).
6. (Optional) Enter the **Delay Start**.
7. Select the **Location Type** from the drop-down list.
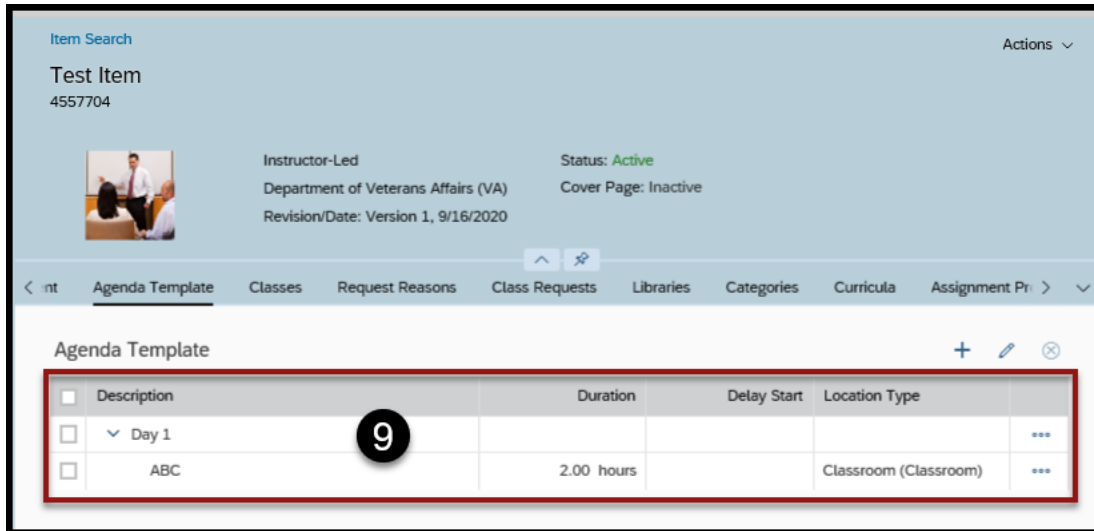8. Select **Save**.

![U.S. Department of Veterans Affairs seal] U.S. Department of Veterans Affairs

9. You have successfully added a time slot.

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