



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.

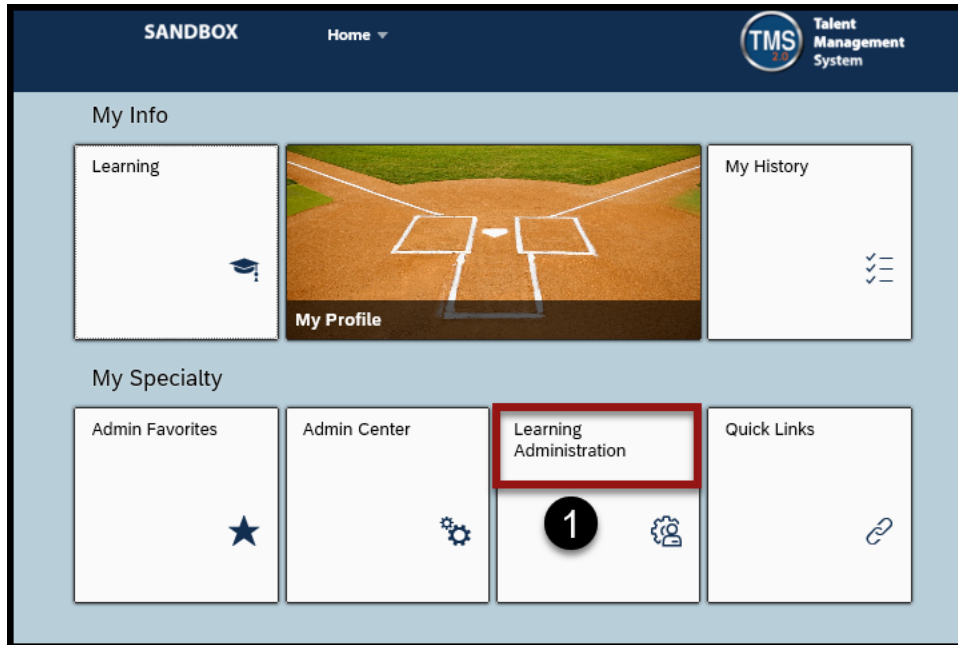
In this job aid, you will learn how to:

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

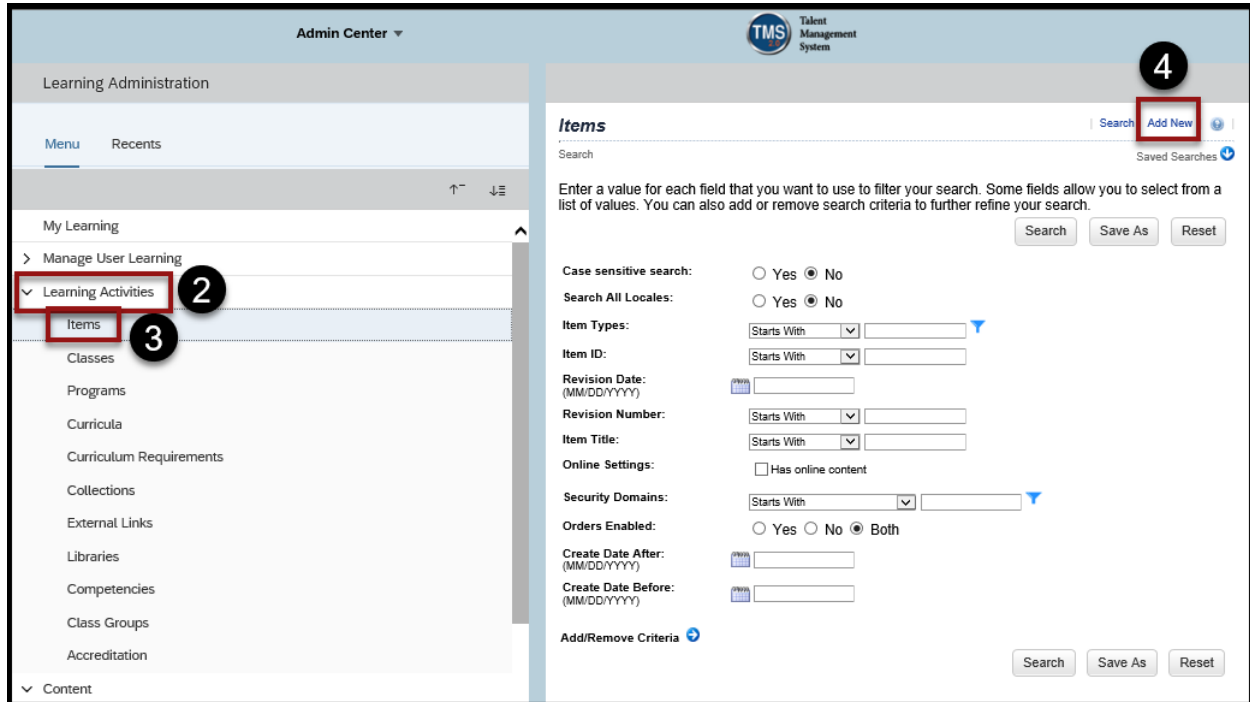


 **Task A. Create an Item**

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

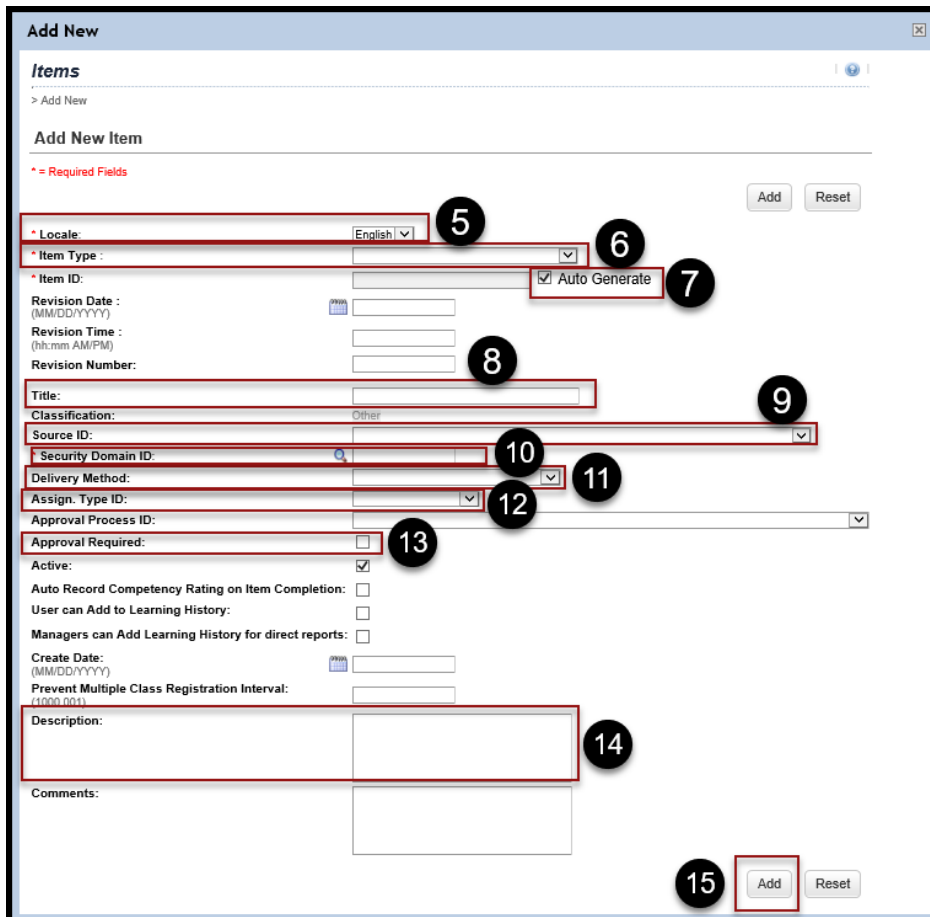


2. Select **Learning Activities** to expand the menu of options.
3. Select **Items**.
4. Select **Add New**.



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 search filters for 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. Search, Save As, and Reset buttons are visible at the bottom of the search 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:

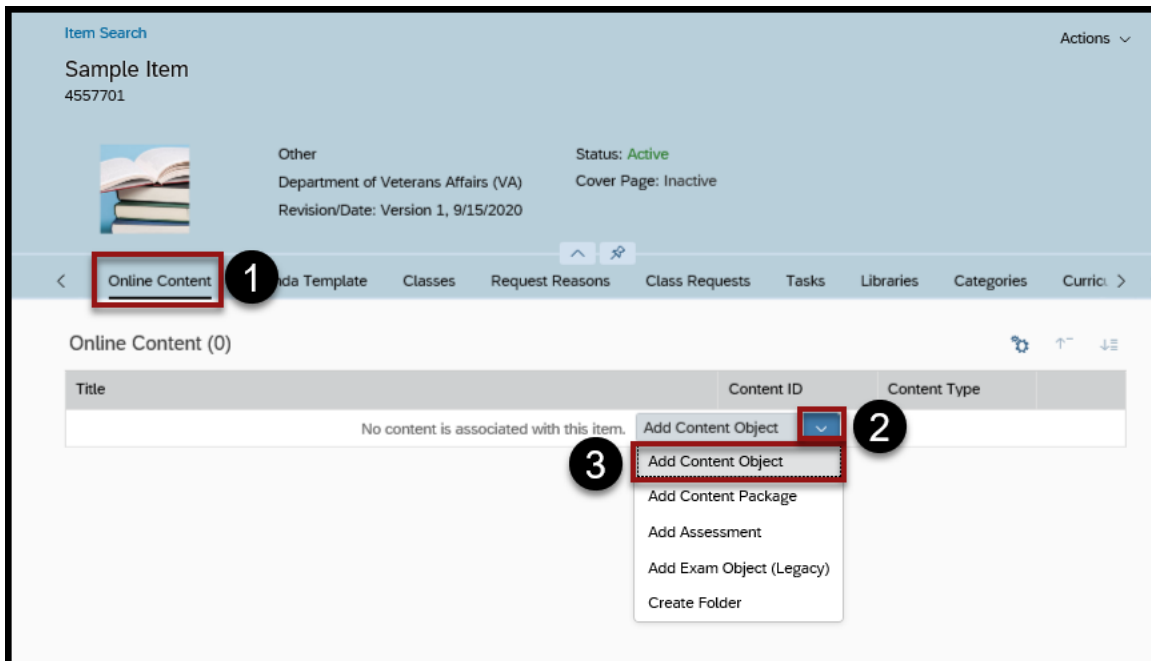
- 5:** Locale dropdown menu (set to English).
- 6:** Item Type dropdown menu.
- 7:** Auto Generate checkbox (checked).
- 8:** Title text input field.
- 9:** Source ID dropdown menu.
- 10:** Security Domain ID text input field.
- 11:** Delivery Method dropdown menu.
- 12:** Assign. Type ID dropdown menu.
- 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.

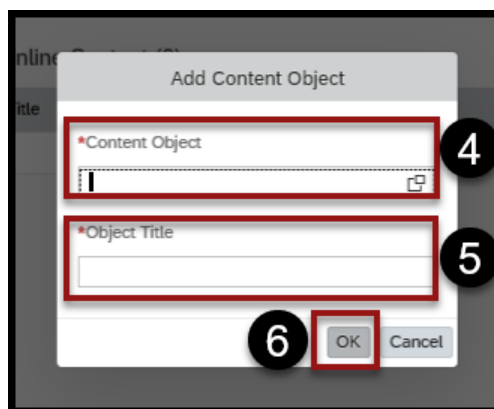


Task B. Add Online Content to Item

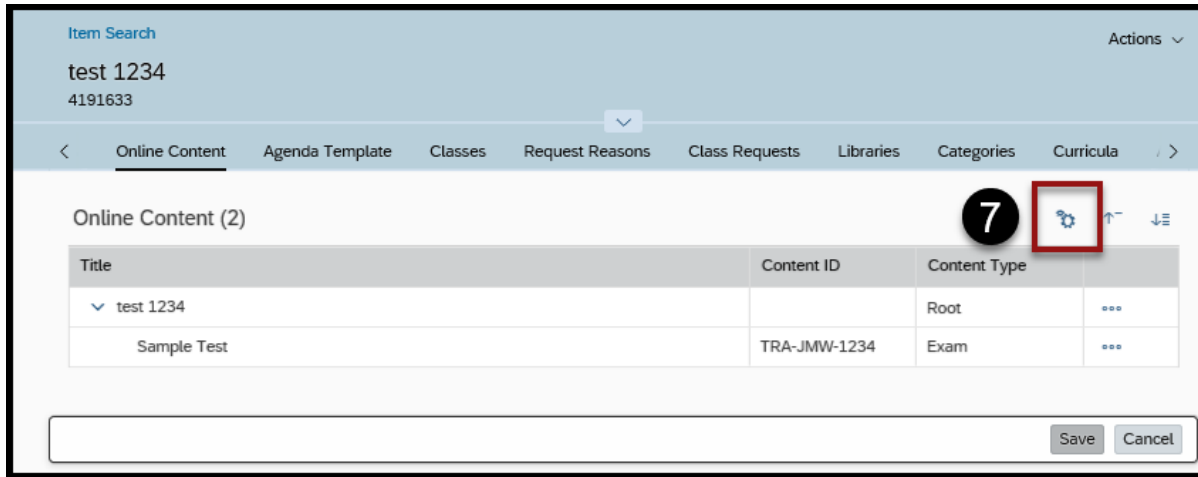
1. From the item record, select **Online Content**.
2. Select the **arrow** to view the drop-down menu.
3. Select **Add Content Object**.



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.



Item Search

test 1234
4191633

Online Content

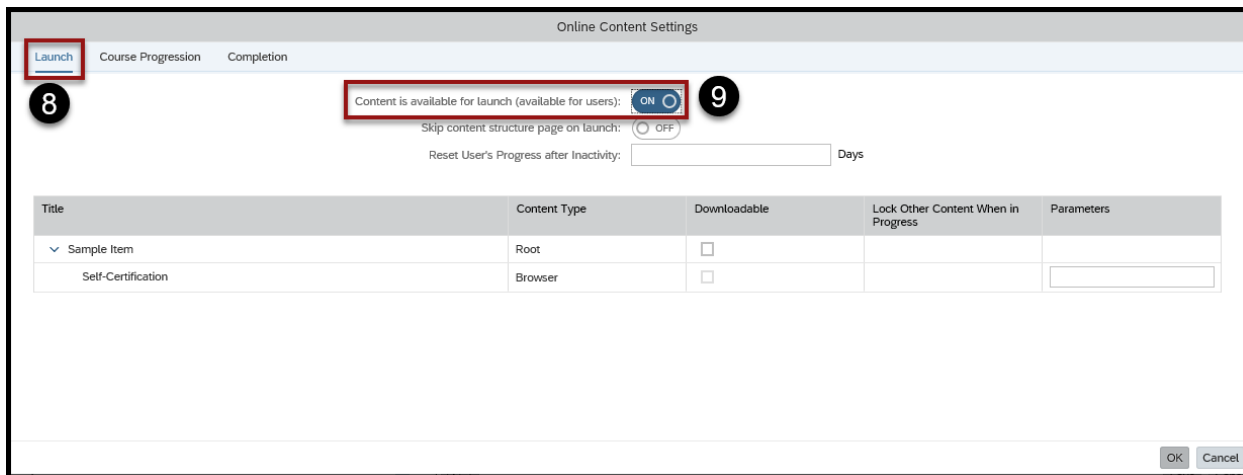
Online Content (2)

Title	Content ID	Content Type	
test 1234		Root	...
Sample Test	TRA-JMW-1234	Exam	...

Save Cancel

8. Select **Launch**.

9. Turn the Slider On for **Content is available for launch**.



Online Content Settings

Launch Course Progression Completion

Content is available for launch (available for users): ON OFF

Skip content structure page on launch: OFF

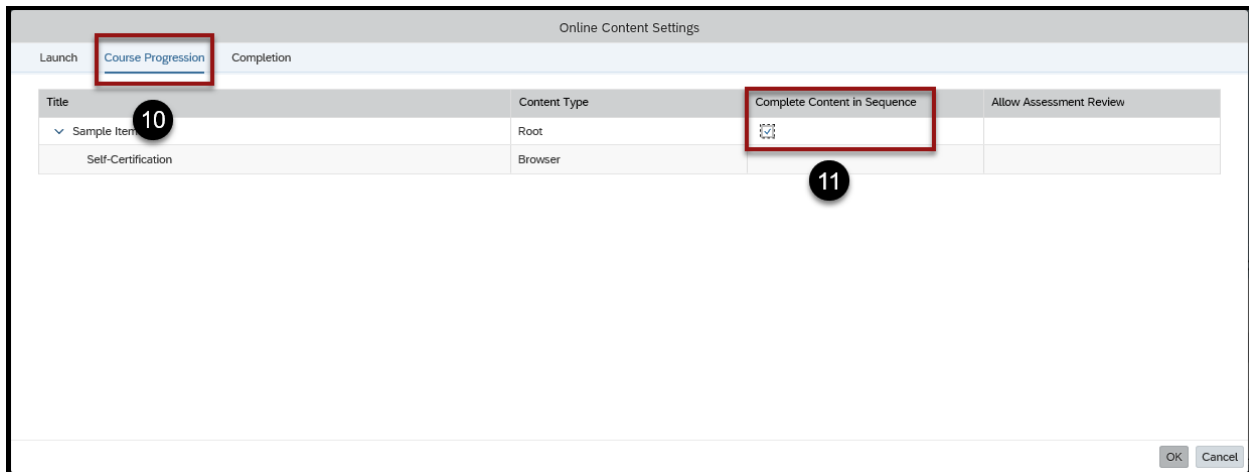
Reset User's Progress after Inactivity: Days

Title	Content Type	Downloadable	Lock Other Content When in Progress	Parameters
Sample Item	Root	<input type="checkbox"/>		
Self-Certification	Browser	<input type="checkbox"/>		

OK Cancel

10. (Optional) Select **Course Progression**.

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



Title	Content Type	Complete Content in Sequence	Allow Assessment Review
Sample Item	Root	<input type="checkbox"/>	
Self-Certification	Browser	<input type="checkbox"/>	

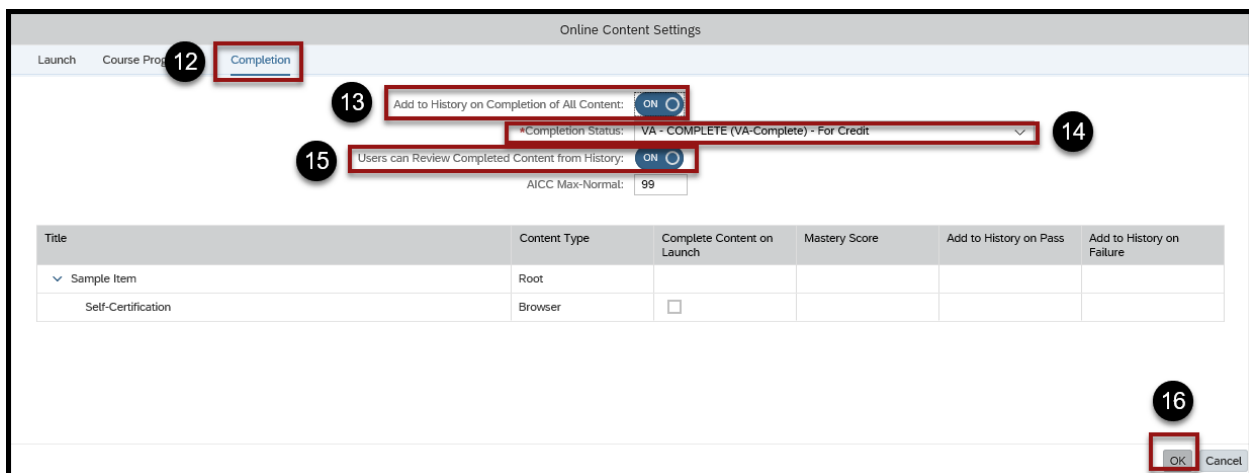
12. Select **Completion**.

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**.

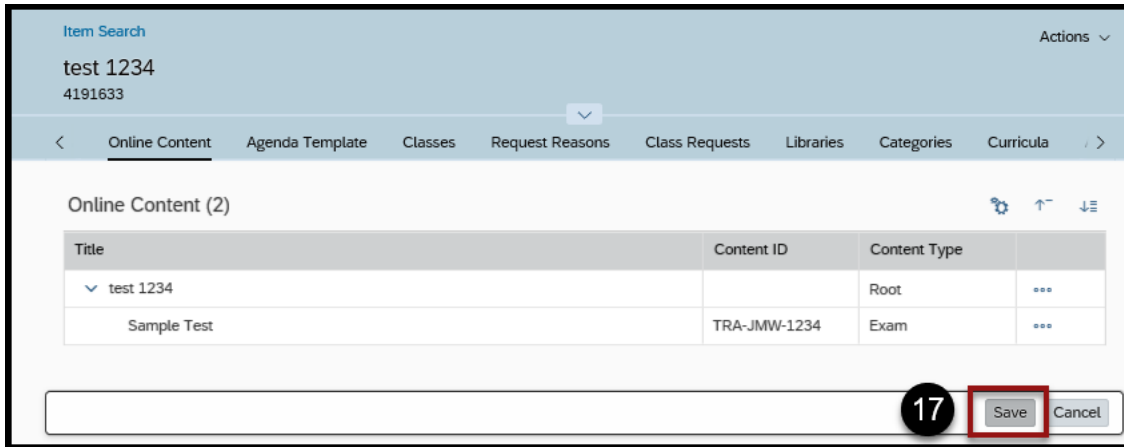
16. Select **OK**.



Add to History on Completion of All Content: ON
 *Completion Status: VA - COMPLETE (VA-Complete) - For Credit
 Users can Review Completed Content from History: ON
 AICC Max-Normal: 99

Title	Content Type	Complete Content on Launch	Mastery Score	Add to History on Pass	Add to History on Failure
Sample Item	Root				
Self-Certification	Browser	<input type="checkbox"/>			

17. Select **Save**.



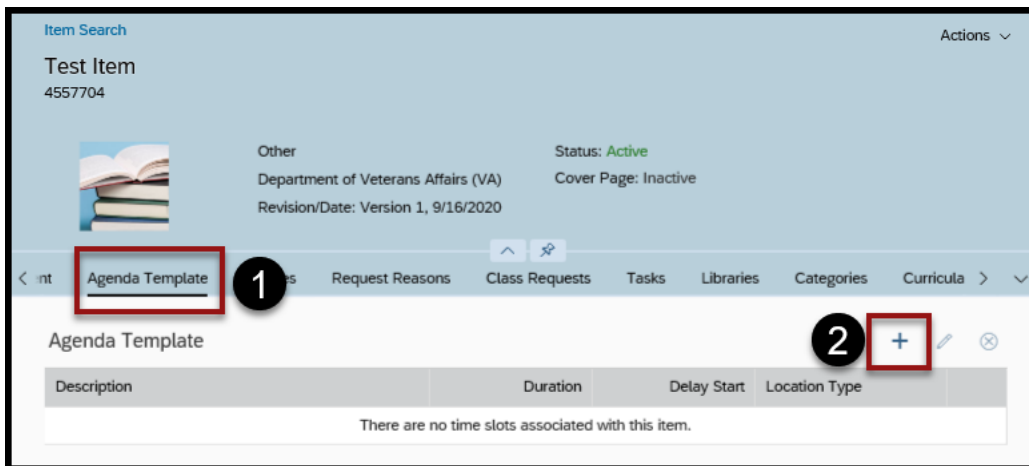
The screenshot shows the 'Item Search' section of the TMS interface. The search results for 'test 1234' (ID: 4191633) are displayed under the 'Online Content' tab. A table lists two items: 'test 1234' (Root) and 'Sample Test' (Exam). At the bottom right, the 'Save' button is highlighted with a red box, and a callout bubble with the number '17' points to it. The 'Cancel' button is also visible next to it.

Title	Content ID	Content Type	
test 1234		Root	...
Sample Test	TRA-JMW-1234	Exam	...

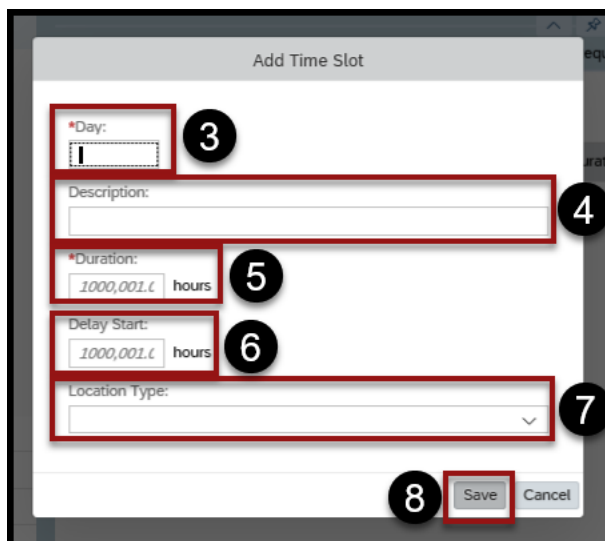


Task C. Add a Time Slot to Item

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**.

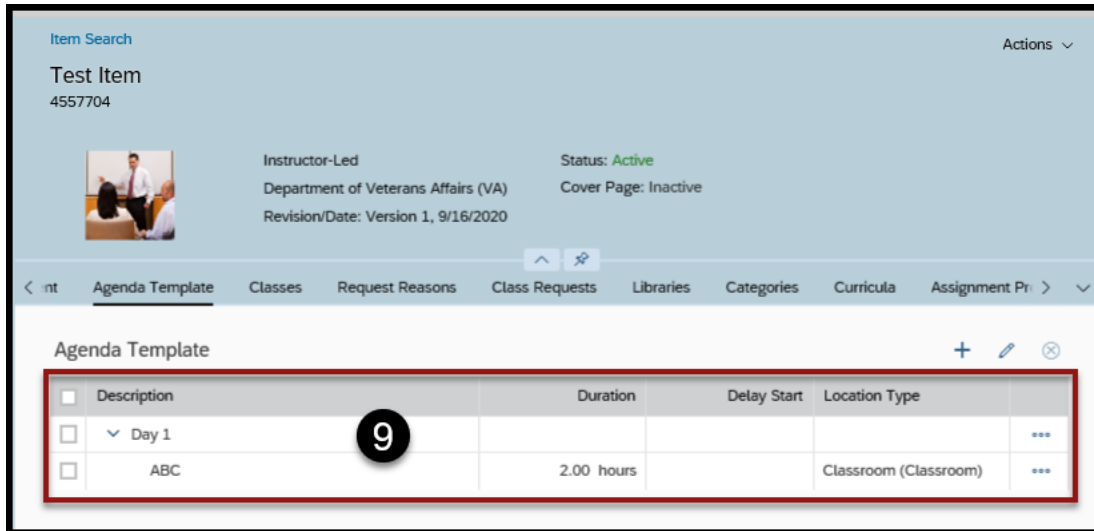


The 'Add Time Slot' form contains the following fields, each with a numbered callout:

- 3**: *Day: (text input field)
- 4**: Description: (text input field)
- 5**: *Duration: (text input field with 'hours' label)
- 6**: Delay Start: (text input field with 'hours' label)
- 7**: Location Type: (drop-down menu)
- 8**: Save (button)

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, a small image of a person is shown next to the text 'Instructor-Led', 'Department of Veterans Affairs (VA)', and 'Revision/Date: Version 1, 9/16/2020'. To the right, it says 'Status: Active' and 'Cover Page: Inactive'. A navigation bar below the header includes links for 'Agenda Template', 'Classes', 'Request Reasons', 'Class Requests', 'Libraries', 'Categories', and 'Curricula'. The main content area is titled 'Agenda Template' and contains 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.