VA TMS 2.0 Training for Assignment Managers

Administrators Role-Based Training

Virtual Instructor-Led Training

Participant Guide

November 2020

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Talent
Management
System

2

Human
Resources &
Administration

Table of Contents

TMS 2.0 — Talent Management System

Human Resources & Administration

1.0 Training Overview

1.1 Introduction

Thank you for attending the Veterans Affairs (VA) Talent Management System (TMS) Training for Assignment Managers course. This course is designed to teach administrators the core knowledge and skills that are necessary for completing tasks that are associated with Assignment Managers.

A Web conferencing software tool will be used to conduct the training sessions.

1.2 Course Goal

This course provides information, demonstrations, and practice opportunities related to finding and navigating a user record, registering users for classes, assigning items and curriculum to users, and run a report on a user's learning history.

At the end of this course, participants should be able to:

- Work with user records

- Register users into a class

- Assign items and curricula to users

- Add, edit, and assign users to cohorts

- Run a report on a user's learning history

1.3 Target Audience

This course is recommended for Assignment Managers, Domain Managers, and Learning Managers.

1.4 Participant Guide

This Participant Guide is divided into two sections:

- About This Training

- Training Content

NOTE: Print a hard copy of this Participant Guide to use during training. You will need to reference the steps for all demonstrations and activities in these guides while completing steps in the VA TMS.

Table 1: Participant Guide Icons

Icons	Description
	This icon indicates that there will be a demonstration conducted by the instructor within the VA TMS TRAIN environment.
	This icon indicates that participants will complete an activity in VA TMS TRAIN environment.
	This icon indicates that there is a job aid available for the task.

1.5 Participant Preparation and Guidelines

Participants must complete the following for this training:

- Register for training through the VA TMS.
- Print a hardcopy of this Participant Guide for use during the training. It will be difficult to access it electronically during training.
- Complete all knowledge checks and a post-training survey

1.6 Demonstrations and System Practice Activities in VA TMS TRAIN Environment

During this training, you will observe instructor demonstrations and complete system practice activities within the VA TMS TRAIN environment. These demos and activities will allow you to study and apply what you've learned about the features, functions, and processes critical to your

role within the VA TMS. The steps for each demonstration and activity have been provided in this guide so you can follow along. You may also want to reference these steps after the training.

1.7 Virtual Instructor-Led Training Guidelines

This training will be delivered as a Virtual Instructor-Led Training (VILT) using Web conferencing software. You will need a computer and phone with speakers or headset to participate in this training. Follow the guidelines below to ensure the best training experience:

- **Print** a hard copy of this **Participant Guide** to use during training.
- Be sure to log in to the Web conferencing software and dial into the conference line 5 – 10 minutes early.
- Mute your phone line for the duration of the training session unless otherwise instructed.
- Use the chat feature for any questions during the session.
- The instructor may be able to answer your questions immediately. Otherwise, they will answer at the end of the training or send an e-mail afterward.

1.8 Course Length

The table below includes a list of all training lessons in VA TMS 2.0 Training for Assignment Managers, along with estimated times.

Table 2: DM/LM Lessons and Durations

Lessons	Estimated Time
Welcome and Introduction	10 minutes
Lesson 1: User Records and Registration	30 minutes
Lesson 2: Items and Curricula	30 minutes
Lesson 3: Cohorts	20 minutes
Lesson 4: Learning History and Reports	40 minutes
Questions and Answers	10 minutes

Total: 2 hours, 20 minutes

2.0 VA TMS Training for Assignment Managers

2.1 Welcome and Introduction

Slide 1: System Login

System Login

Ten minutes before class begins, follow the instructions on the slide to log in to the TRAIN environment and dial into the Audio-VANTS line. Ask any questions you may have for the instructor using the chat feature in the chat session.

- **Train Environment Link:**
    - https://train.tms.va.gov/SecureAuth34/
    - Select Password Login for New Staff
    - Enter your TRAIN Admin ID and Password
- **VANTS Line Audio:**
    - 1-800-767-1750
    - **Access Code**: 48596
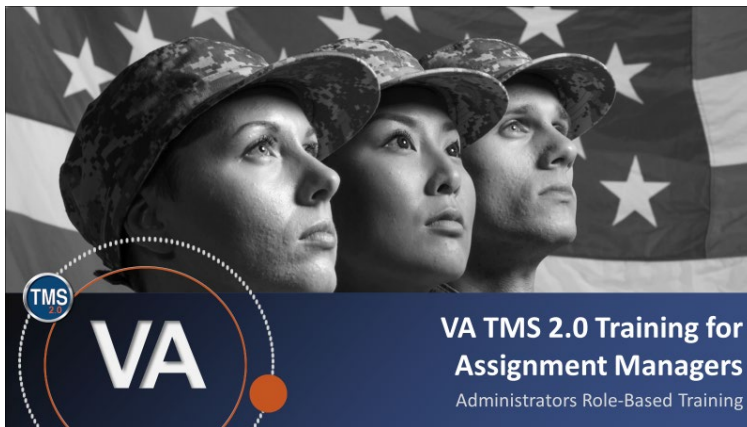
Slide 2: VA TMS 2.0 Training for Assignment Managers

Welcome

Welcome to VA TMS Training for Assignment Managers.

If you have any questions throughout the training session, you can send a message through the Chat function, and the instructor can answer it or show a demonstration where appropriate. Otherwise, there will be a question session at the end of the training.

Also, please make sure that you mute your phone lines to minimize any background noise during the training session.

Slide 3: Participant Introductions

Participant Introductions

Please use the chat feature to introduce yourself by sharing your name, including any nicknames and your VA division or location.

Slide 4: Participant Guide

Participant Guide

Each of you has a Participant Guide that has been developed to support learning during and after this training session. This guide contains copies of all PowerPoint slides, space for taking notes, and directions for completing activities.

Slide 5: Logistics

Logistics

- A 10-minute break will be provided roughly every hour.

- Feel free to ask questions at any time using the chat feature.

- Please ensure your audio is on mute.

Slide 6: Course Goals

Course Goals

The goal of this training is to provide instruction and interactive practice on the core concepts and administrative functions of the VA TMS specific to the Assignment Manager role.
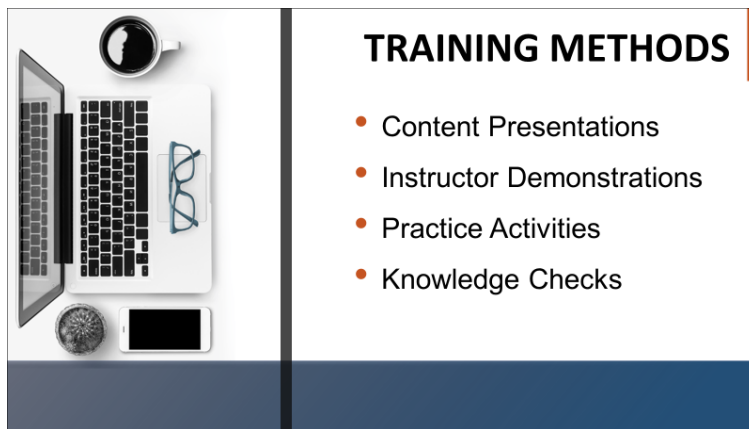
Slide 7: Training Methods

Training Methods

Although there will be session-specific variations, each VILT session will include the following training methods:
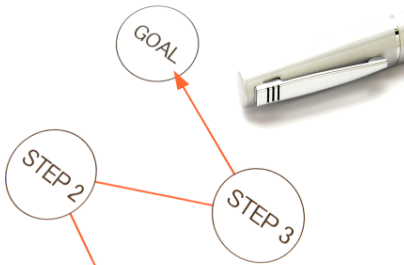
- Content presentations: Content presentation refers to the delivery of the training to best facilitate participant engagement, and the content presentations include the visual elements of the PowerPoint slides and demonstrations and activities within the VA TMS.

- Instructor demonstrations: I will demonstrate many of the VA TMS tasks you will perform as a DM or LM.

- Practice activities: You will practice key actions through hands-on activities in the VA TMS.

- Knowledge checks: Your knowledge of key content will be assessed through knowledge checks.
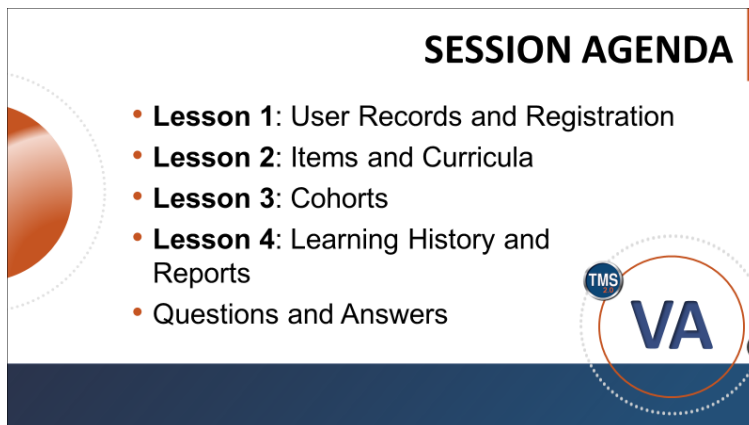
Slide 8: Session Agenda

Session Agenda

Today's session is organized into four lessons:

- Lesson 1: User Records and Registration

- Lesson 2: Items and Curricula

- Lesson 3: Cohorts

- Lesson 4: Learning History and Reports

- Questions and Answers

Slide 9: Session Objectives

Slide 10: Questions?

Session Objectives

At the end of this session, you should be able to:

- Work with user records and register them into classes

- Assign items and curricula to users

- Add, edit, and assign users to cohorts

- Access a user's learning history

- Run reports

Questions?

If you have any questions about the material that will be covered in today's session, please ask them using the chat feature at this time.

Table 1. Scheduling Terminology

Term	Definition
Classes	An instance of an item added to a calendar where resources can be added to it. Users can also enroll in the class.
Cohorts	Users who are tracked as a group and perhaps complete a series of scheduled training requirements.
Curriculum	A group of one or more items that can be assigned to users and have its completion status tracked as a group.
Equipment	Reusable training objects (e.g., VCR, TV, video cameras, or LCD).
Facility	Building where training takes place (e.g., Headquarters).
Instructor	Person who will instruct or facilitate a specific portion of the class.
Item	A learning or non-learning unit whose assignment and completion can be tracked.
Learning Event	A user's participation in the completion of an item or external event. It also contains the date by which each item should be completed.
Learning History	A record of all recorded learning events for the user.
Location	Space or room within a facility (e.g., a classroom, computer lab).
Materials	Consumable training objects (e.g., notepads, markers, or specific training guides).
Reserved Seats	Seats in a class that are reserved for non-specific members of a given organization.
Resources	One or more assets that are assigned and reserved to a time slot within a class (e.g., an instructor, facility, equipment).
Time Slots	Unit of time within a class. A class must have at least one time slot. They are used primarily for resource management.
To-Do List	A list of items assigned to a user that must be completed. It also contains the date by which each item should be completed.
User	Any person for whom a database record has been created, including employees, contractors, and others for whom you wish to maintain learning records and to register for courses.

2.2 Lesson 1: User Records and Registration

Slide 11: User Records and Registration
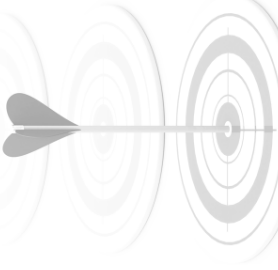
User Records and Registration

In this lesson, we will discuss accessing user records and registering users for classes in TMS.

Slide 12: Lesson 1: Objectives

Lesson 1 Objectives

After completing this lesson, you will be able to:

- Identify the characteristics of a user record

- Access Recents

- Use search filters to find users

- Define the four registration statuses

- Register users for a class

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Key Terms

User: Any person for whom a database record has been created, including employees, contractors, and others for whom you wish to maintain learning records and to register for courses.

Item: A learning or non-learning unit whose assignment and completion can be tracked.

Class: An instance of an item added to a calendar where resources (instructors, equipment, locations, etc.) can be added.

Curriculum: A group of one or more Items that can be assigned to users and have its completion status tracked as a group.

Slide 13: Key Terms

Key Terms (Cont'd)

To-Do List: A list of one or more items assigned to a user that must be completed. It also contains the date by which each item should be completed.

Learning Event: A user's participation in the completion of an item or external event. It also contains the date by which each item should be completed.

Learning History: A record of all recorded learning events for the user.

Slide 14: Key Terms (Cont'd)

Key Terms

Let's define some key terms related to the Learning Needs Management Model.

User: Any person for whom a database record has been created, including employees, contractors, and others for whom you wish to maintain learning records and to register for courses.

Item: A learning or non-learning unit whose assignment and completion can be tracked.

Class: An instance of an item added to a calendar where resources can be added to it. Users can also enroll in the class.

Curriculum: A group of one or more items that can be assigned to users and have its completion status tracked as a group.

Key Terms (Cont'd)

To-Do List: A list of items assigned to a user that must be completed. It also contains the date by which each item should be completed.

Learning Event: A user's participation in the completion of an item or external event. It also contains the date by which each item should be completed.

Learning History: A record of all recorded learning events for the user.

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Slide 15: User Record

Slide 16: Demonstration: User Records

User Record

A user record provides current and comprehensive information about users, including their contact information, employment data, educational status, training assignments, assignment profiles, and much more.

As shown here in the screen capture, the user record is divided into three main areas:

- Core, also known as Additional Settings (outlined at the top left)

- Actions (outlined at the top right)

- Related (outlined at the bottom half)

Demonstration: User Records

Now the instructor will demonstrate working with user records in the VA TMS.

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Demonstration: User Records

To locate and view a user record:

1. Navigate to **People > Users**.

2. Enter your search criteria in the appropriate text boxes.

3. Select **Search**.

4. Locate your user from the search results list.

5. Select a User ID to open the record.

6. Once the user record is displayed, review the three main areas of the record – Core, Related, and Actions.

The User Record's Core Area

The **Core** area contains the basic information of the user record, including the user's name, position, status, manager, and location. To edit any field in this area, simply select change the field using the Details tab in the Related Area. The Core Area can be collapsed to display only the user's name, or it can be pinned to ensure it is visible as you explore other sections of the record.

The User Record's Related Area

1. The **Related** area of the user record contains additional information regarding the user. The related area displays tabs that administrators use when interacting with the user record. Select a **Related** tab (e.g., Assigned Items) to display the details below.

    *   The **User Details** tab is where the settings for the record can be found. It contains several sections where updates can be made, including toggling whether the user is **Active** and what **Role** is assigned to them. Find a displayed field and enter text or select a reference value (depending on the field type).

    *   The **Assigned Items** tab is used to assign items to a user and manage those items.

    *   The **Curricula** tab is used to assign curricula as well as manage all of the curricula that are assigned to the user, regardless of how the curricula were assigned.

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- The **Programs** tab – Programs combine learning events to create a schedule of learning. The schedule of learning is controlled by the program's agenda, which functions like an academic syllabus.

- The **Learning History** tab is a transcript of all the items a user has ever taken. This list can be sorted and searched by using the respective button and field.

- The **Survey** tab will display all surveys assigned to the user. The results can be filtered by using the View and Sort By fields.

- The **Assignment Profiles** tab is used to review all of the assignment profiles to which a user belongs.

- The **SF-182** tab is used to add, edit, approve, and withdraw the user's External Requests (a form used when users want to attend a training event that is not managed by the VA TMS).

2. Select **More** to see all tabs in a dropdown list. Select an option, and the related area will display that option. The Related and More displays are configured in **System Admin > Configuration > Record Configuration**. The **Alternate Job Codes** tab is used to add and edit alternative job codes (also called secondary job codes) that are associated with a user; you can find a user's primary job code in the Job Code box in the Details tab.

The User Record's Actions Area

The **Actions** area of the user record contains links to additional actions that can be taken on the user record, including:

- **Manage Assignments**: Initiates the Manage Assignments tool to enable you to batch assign items and curricula to one or more users.

- **Manage Registration**: Initiates the Registration Assistant tool.

- **Launch Proxy**: Initiates the proxy feature, which displays the user view of the TMS.

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Talent
Management
System

18

Human
Resources &
Administration

- **Send Email Notification**: Initiates the ad hoc notification wizard.

- **Learning History Report**: Allows you to generate the Learning History report.

- **Manage Alternate Managers**: Allows you to identify alternate managers for the user.

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Slide 17: Activity #1: User Records

Activity #1: User Records

Now you will have an opportunity to practice working with User Records in the TMS.

Please complete the steps for Activity #1 on the following page.

If you have any questions during the activity, you may ask them using the Chat feature.

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Activity #1: User Records

1. Navigate to **People** menu tab.

2. Select the **User** option.

3. Search for users whose User ID begins with **DMLMUSER**.

4. Choose a user by selecting the **User ID** link.

5. Select the **User Details** tab at the bottom left corner of the Related area. Explore the options available in the user record.

6. Explore the **Assigned Items** and **Learning History** tabs of the Related area for the user selected.

7. Explore other tabs in the Related area.

8. **Launch proxy** for the user in the Actions area.

9. Select **Close Session** to exit the proxy.

10. Go back to the User Search screen. Search for users whose last names begin with "**E**" (other options – D, L, or T).

11. Repeat steps 5-7 to understand navigating a user record.

Job Aids: Available on the TMS Resource site.

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Slide 18: Knowledge Check

Knowledge Check

What is a To-Do List?

a) A group of one or more items that can be assigned to users and have their completion status tracked as a group.

b) A list of one or more items assigned to a user that must be completed, with the date by which each item should be completed.

c) A record of all recorded learning events for the user.

d) None of the above.

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Slide 19: Recents

Slide 20: How Users Register
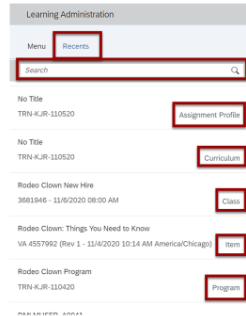
Recents

A useful section of the admin screen is the **Recents** panel. You can access this panel by selecting the Recents tab on the Learning Administration home screen.

The **Recents** panel shows selected records that you have accessed most recently. Finding records that were recently accessed allows administrators to return to previously viewed records much faster. Recently accessed records are available from any page in Learning Administration. You can also use the Search bar to filter your list of results. The listed records are also labeled with the type of record for each item (e.g., Item, Curriculum, etc.).

How Users Register

How a user registers for a class is determined on a class-by-class basis. If configured, users may self-register. Managers may also be given the ability to register direct reports. Otherwise, admins must register users in the class.

When users are officially registered and have a status of Enrolled, the system can generate email notifications and send them to the user, his or her immediate manager, the instructor, and any other contact associated with the class.

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Slide 21: User Search Selector

User Search Selector

When admins are selecting users to register for a course, they may need to view users' item needs.

Two search selector parameters allow admins to search for users who have learning needs that fall within a specific date range:

- Required before

- Required after

Note: Steps to add criteria to search:

People > Users > Add/Remove Criteria > Item Needs > Select

Notes:_____
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Registration Statuses

Enrolled:
- The user has a seat in the class

Waitlisted:
- The user is waiting for a seat to open

Canceled:
- The user no longer has a seat in the class

Pending:
- The user is "pending" approval in the VA TMS

Slide 22: Registration Statuses

Registration Statuses

A user may have one of the following VA TMS defined registration statuses:

- **Enrolled:** The user has a seat in the class.

- **Waitlisted:** The user is waiting for a seat to open. If **AutoFill Registration** is checked, the VA TMS automatically registers a waitlisted user when another user cancels/withdraws.

- **Canceled:** The user no longer has a seat in the class (either the user withdrew or the instructor canceled the class).

- **Pending:** The user is pending approval in VA TMS.

Demonstration: Registration

Now the instructor will demonstrate how to register a user for a class in VA TMS.

DEMONSTRATION

Registration

TMS

VA
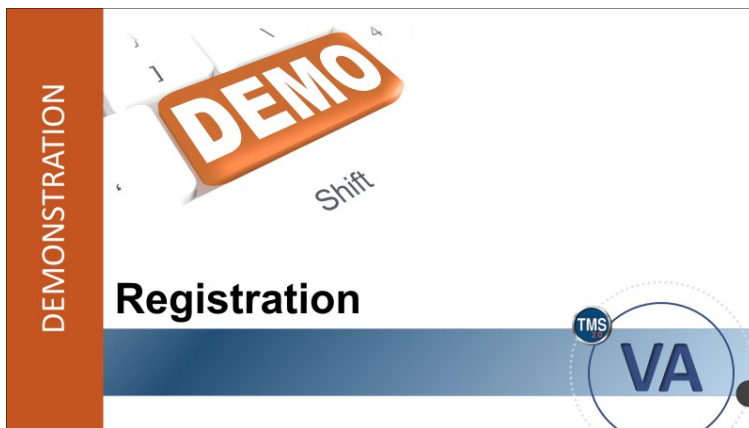
Slide 23: Demonstration: Registration

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Demonstration: Registration

Within a Class

1. Navigate to Learning Activities > Classes.

2. Enter search criteria to search for a class within the Train Domain. In the search results, select the Class ID for the desired class.

3. Select the Registration tab in the Related area.

4. Select the Add Users button and choose Add Users.

5. Enter search criteria to search for users with User ID containing TMS or DMLM.

6. Select Search.

7. Select the Add checkbox next to the user you want to register.

8. Select Add.

9. Confirm that the user has been added by verifying the user's name has been added in the Active Registration section.

Within a User Profile

1. Navigate to Users.

2. Search for user IDs that start with DMLMUSER and open a User Profile.

3. Navigate to the Actions area. Select Manage Registration

4. **Step 1: Select Action**. Ensure Register Users is the active radio button and select Next.

5. **Step 2: Select Class**. Select the magnifying glass icon. Search for a class using a Domain search. (TRAIN).

6. Choose Select next to the class for which you would like to register users.

7. Select Next.

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8. **Step 3: Add Users**. Select Add next to the user already listed. You can add more users by selecting add one or more from list.

9. After adding all your users, select Next.

   Note: If you receive a warning message about scheduling conflicts with the user you've selected, choose Yes to bypass the message.

10. **Step 4: Edit Assignment**. Add any comments you would like. Select Next to move on.

11. **Step 5: Edit Financial Data**. Select Next to bypass this step.

12. **Step 6: Record Registration**. Review your selections. If you need to make any changes, select Previous to return to the appropriate step. Unselect any active buttons in the Email confirmations to area and select Finish.

    Note: In Live TMS, the admin should send the TMS notifications to all parties involved. In the Train Environment, there are no emails, so we must skip this step to avoid an error message.

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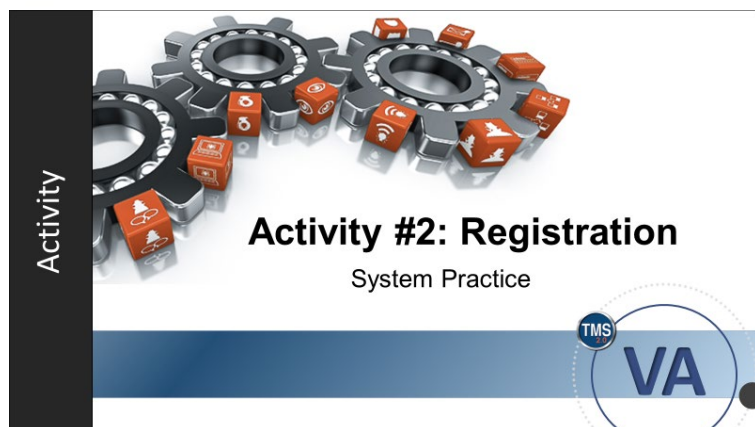
Slide 24: Activity #2: Registration

Activity #2: Registration

Now you will have an opportunity to practice using the registration feature in the VA TMS.

Please complete the steps for Activity #2 on the following page.

If you have any questions during the activity, you may ask them using the Chat feature.

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Activity #2: Registration

1. Navigate to **Learning Activities > Classes**.

2. Enter search criteria to search for a class within the Train Domain. In the search results, select the **Class ID** for the desired class.

3. Select the **Registration** tab in the Related area.

4. Select the **Add Users** button and choose **Add Users**.

5. Enter search criteria to search for users with User ID containing **TMS** or **DMLM**.

6. Select **Search**.

7. Select the **Add** checkbox next to the user you want to register.

8. Select **Add**.

9. Confirm that the user has been added by verifying the user's name has been added in the Active Registration section.

Job Aid: Available on the TMS Resource site.

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Slide 25: Knowledge Check

Slide 26: Questions?

Knowledge Check

Answer the following question using the chat feature.

Which of the following are registration statuses in the VA TMS? (Choose all that apply)

a) Seat Reserved

b) Auto-Filled

c) Pending

d) Enrolled

Questions?

If you have any questions about the material covered so far, please ask them using the chat feature at this time.

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2.3 Lesson 2: Assigning Items and Curricula
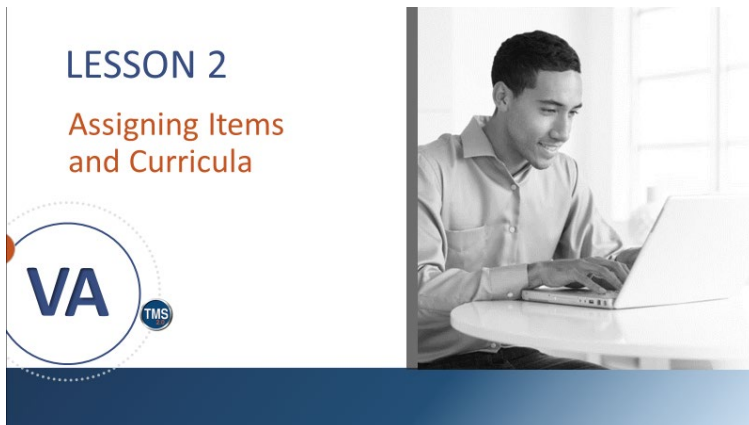
Slide 27: Lesson 2: Assigning Items and Curricula
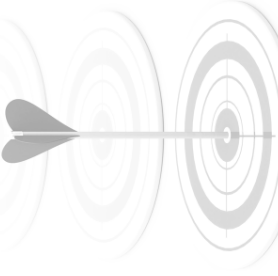
Lesson 2: Assigning Items and Curricula

The goal of this lesson is to learn how to assign and unassign Items and Curricula to users.

Slide 28: Lesson 2 Objectives

Lesson 2 Objectives

After completing this lesson, you will be able to:

- Access an item record and assign it to users

- Access a curriculum record and assign it to users

- Use the Manage Assignments tool to assign an item or curriculum

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Item

An item is a learning activity that can be assigned, tracked, and completed in the VA Talent Management System (TMS). Often thought of as courses, other examples of items include:

- Reading a standard operating procedure (SOP)
- Obtaining a commercial driver's license
- Obtaining an annual physical
- Attending a mandatory all-hands meeting
- Attending an instructor-led workshop

Slide 29: Item

Item

An item is a learning activity that can be assigned, tracked, and completed in the VA TMS. Items are usually thought of as "courses"; however, they can be much more. Examples of non-course items include:

- Reading a standard operating procedure (SOP)

- Obtaining a commercial driver's license

- Obtaining an annual physical

- Attending a mandatory all-hands meeting

- Attending an instructor-led workshop

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Slide 30: Item Key

Item Key

When an item is created, an item key needs to be established. The item key is a unique identifier in the database and is made up of three parts:

- Item type or reference
- Item ID
- Revision Date and Time

The key parts of an item include:

Item type (reference): This is a globally defined reference that helps categorize items. When you create a new item, you must choose from the defined list. Subsequently, each "type" has an associated "completion status." This is an admin-defined reference used when recording a learning event.

Item ID: This is a unique identifier for each item within the VA TMS database. The VA TMS uses the auto-generate ID feature, and therefore, administrators do not have to enter an Item ID.

Revision date/time stamp: The system will default to the current date/time and version 1. The admin can manually override the data in these fields as needed.

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Slide 31: Item Classifications

Slide 32: Demonstration: Assign Items to Users

Item Classifications

There are four classifications for items:

- **Instructor-led**: Item is put on a learning calendar, features resources, and instructor

- **Online Only**: Item features launchable online content

- **Instructor-led with Online Content**: Item features qualities of Instructor-led Items and Online Items

- **Other**: Item tracks an activity performed outside the TMS

Demonstration: Assign Items to Users

Now the instructor will demonstrate assigning items to users in the VA TMS.

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Demonstration: Assign Items to Users

1. Navigate to **People > Users.**

2. Ensure User ID is one of the available search criteria; then enter "**DMLMU**" with the search option set to **Contains** or **Starts With**. Select **Search.**

3. Select the User ID link for one of the results. This will take you to the User Record.

4. Point out the **Core**, **Related**, and **Actions** areas. Note that Assignment Managers cannot edit a user's Detail tab in the Related area.

5. Select **Manage Assignments** from the Actions area.

6. **Step 1: Select Management Action** – select the **Add Item** radio button and select **Next.**

7. **Step 2: Select Users** – Select the **Add** button next to the existing User ID listed. If desired, you may add additional users by choosing the **add one or more from list** link above the User ID.

8. Select **Next**.

9. **Step 3: Adding Items** – Select **add one or more from list** (above Type) and search for an item that Starts With Item ID **3730266**. Select the Add checkbox(es) of the Item(s) and select **Add**.

10. Select **Next**.

11. **Step 4: Edit Item Information** – Adjust the **Assignment Type** and/or **Assignment Date** if desired. Select **Next**.

12. **Step 5: Complete User Needs Management** – Select **Run Job Now**.

The process status now confirms you are finished and will note:

"Successfully added the items to the specified Users."

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Slide 33: Activity #3: Assign Items to Users

Activity #3: Assign Items to Users

Now you will have an opportunity to practice assigning items to a user in the VA TMS.

Please complete the steps for Activity #3 on the following page.

If you have any questions during the activity, you may ask them using the Chat feature.

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Activity #3: Assign Items to Users

1. Navigate to **People > Users**.

2. Ensure User ID is one of the available search criteria; then enter "**DMLMU**" with the search option set to **Contains** or **Starts With.** Select **Search**.

3. Select the User ID link for one of the results. This will take you to the User Record.

4. Point out the **Core**, **Related**, and **Actions** areas. Note that Assignment Managers cannot edit a user's Detail tab in the Related area.

5. Select **Manage Assignments** from the Actions area.

6. **Step 1: Select Management Action** – select the **Add Item** radio button and select **Next**.

7. **Step 2: Select Users** – Select the **Add** button next to the existing User ID listed. If desired, you may add additional users by choosing the **add one or more from list** link above the User ID.

8. Select **Next**.

9. **Step 3: Adding Items** – Select **add one or more from list** (above Type) and search for an item that Starts With Item ID **3730266**. Select the Add checkbox(es) of the Item(s) and select **Add**.

10. Select **Next**.

11. **Step 4: Edit Item Information** – Adjust the **Assignment Type** and/or **Assignment Date** if desired. Select **Next**.

12. **Step 5: Complete User Needs Management** – Select **Run Job Now**.

Notes:_____
_____
_____
_____

Fill In The Blank:

The four Item classifications are, Instructor-led, _____, Instructor-led with Online Content, and Other.

KNOWLEDGE CHECK

Slide 34: Knowledge Check

Knowledge Check

Fill In The Blank

The four item classifications are, Instructor-led, ___, Instructor-led with Online Content, and Other.

Curriculum

- A Curriculum is a grouping of one or more items for the purpose of assignment and tracking as a single entity
- Curricula provide the functionality to recalculate required-by dates on items that have been completed but must be repeated on a recurring basis

Slide 35: Curriculum

Curriculum

A Curriculum is a grouping of one or more items for assigning and tracking as a single entity.

Curricula provide the functionality to recalculate required-by dates on items that have been completed but must be repeated on a recurring basis.

Notes:_____
_____
_____
_____

Slide 36: Grouping Items

Grouping Items

This graphic shows typical users that are at the center of the process. They are taking an item and a curriculum comprised of two items. It still shows as three separate items on their To-Do Lists. Once all items are complete, the curriculum will display as complete on the User's Learning History.

Slide 37: Characteristics of Curricula

Characteristics of Curricula

There are four general characteristics of curricula:

- Items can be used in one or multiple curricula with different date and requirement settings in each

- Modifications made to a curriculum have an immediate impact on all users who have the curriculum currently assigned

- Curricula can be linked to a job position or assignment profile and automatically assigned when a user is given that job position or meets the profile attributes

- Curricula can contain requirements including:

    - # of Hours

    - # of Hours from an Item Pool

    - # of Items from an Item Pool

Notes:_____
_____
_____
_____

Curriculum Statuses

Curricula can have one of two statuses:
- Complete:
  - All required items are complete
  - Requirements have been met
- Incomplete:
  - Required items are not complete
  - Curriculum Requirements have not been met
  - Retraining date has passed
  - Revisions have been made

Slide 38: Curriculum Statuses

Curriculum Statuses

Curricula can have one of two statuses:

- Complete

- Incomplete

A curriculum is marked **Complete** when:

- All required items in the curriculum have been successfully completed and recorded, **or**

- The requirements have been met as described in the Contents tab.

The curriculum is marked **Incomplete** when:

- Any required item has not been successfully completed and recorded

- A completed item's retraining interval date has passed

- The curriculum is modified with a new or revised item, and the effective date is set in the past

- The requirements have not been met as described in the Contents tab.

Notes:_____
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_____
_____
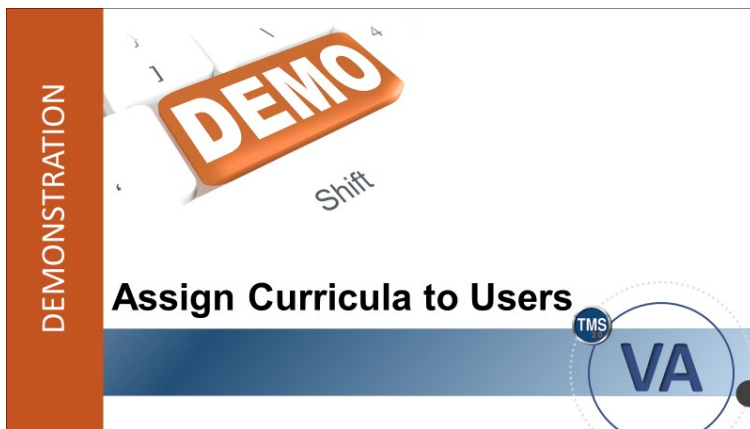
Slide 39: Demonstration: Assign Curricula to Users

Demonstration: Assign Curricula to Users

Now the instructor will demonstrate how to assign curricula to users in the TMS.

Notes:_____

_____

_____

_____

Demonstration: Assign Curricula to Users

1. Navigate to **People > Users**.

2. Ensure User ID is one of the available search criteria; then enter "DMLMU" with the search option set to **Contains** or **Starts With**. Select **Search**.

3. Select the User ID link for one of the results. This will take you to the User Record.

4. Point out the **Core**, **Related**, and **Actions** areas. Note that Assignment Managers cannot edit the Details tab in the Related area.

5. Select **Manage Assignments** from the Actions area.

6. **Step 1: Select Management Action** – select the **Add Curricula** radio button and select **Next**.

7. **Step 2: Select Users** – The user should already be populated in the User ID field. Select the **Add** button. If desired, you may add additional users by choosing the **add one or more from list** link above the User ID.

8. Select **Next**.

9. **Step 3: Adding Curricula** – Select **add one or more from list** (above the Curriculum ID) and **search** for a curriculum in the **TRAIN** domain. Select the Add checkbox of the curriculum/curricula and select **Add**.

10. Select **Next**.

11. **Step 4: Edit Assign Dates** – Adjust the **Assignment Date** and/or **Priority** level if desired. Select **Next**.

12. **Step 5: Complete Manage Assignments** – Select **Run Job Now**.

The process status now confirms you are finished and will note:

"Successfully added the curricula to the specified Users."

Notes:_____

_____

_____

_____

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Slide 40: Activity #4: Assign Curricula to Users

Activity #4: Assign Curricula to Users

Now you will have an opportunity to practice assigning curricula to users in the VA TMS.

Please complete the steps for Activity #4 on the following page.

If you have any questions during the activity, you may ask them using the Chat feature.

Notes:_____

_____

_____

_____
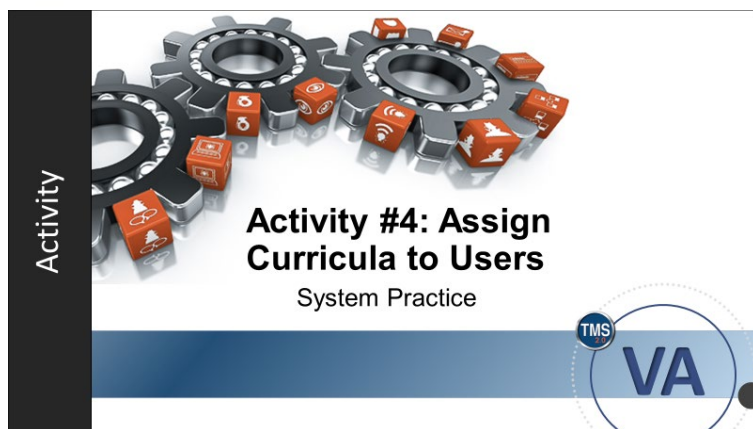
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Activity #4: Assign Curricula to Users

1. Navigate to People > Users.

2. Ensure User ID is one of the available search criteria; then enter "DMLMU" with the search option set to **Contains** or **Starts With**. Select **Search**.

3. Select the User ID link for one of the results. This will take you to the User Record.

4. Select **Manage Assignments** from the Actions area.

5. **Step 1: Select Management Action** – select the **Add Curricula** radio button and select **Next**.

6. **Step 2: Select Users** – The user should already be populated in the User ID field. Select the **Add** button. If desired, you may add additional users by choosing the **add one or more from list** link above the User ID.

7. Select **Next**.

8. **Step 3: Adding Curricula** – Select **add one or more from list** (above the Curriculum ID) and **search** for a curriculum in the **TRAIN** domain. Select the Add checkbox of the curriculum/curricula and select **Add**.

9. Select **Next**.

10. **Step 4: Edit Assign Dates** – Adjust the **Assignment Date** and/or **Priority** level if desired. Select **Next**.

11. **Step 5: Complete Manage Assignments** – Select **Run Job Now**.

The process status now confirms you are finished and will note:

"Successfully added the curricula to the specified Users."

Notes:_____
_____
_____
_____

What do you call a group of one or more items that can be assigned to users and have its completion status tracked as a group?

a) Program
b) Learning Event
c) Curriculum
d) Class

KNOWLEDGE CHECK

Slide 41: Knowledge Check

Manage Assignments Tool

- Learning is assigned for mandatory courses such as Privacy, No Fear, and Sexual Harassment
- Administrators can assign learning to a user via:
  - Manage Assignments Tool
  - The automated Assignment Profiles process
  - Directly from the user record in the Actions menu

Slide 42: Manage Assignments Tool

Knowledge Check

Answer the following question using the chat feature.

What do you call a group of one or more items that can be assigned to users and have its completion status tracked as a group?

a) Program
b) Learning Event
c) Curriculum
d) Class

Manage Assignments Tool

Learning is assigned for mandatory courses such as Privacy, No Fear, and Sexual Harassment.

Administrators can assign learning to a user via:

- Manage Assignments Tool
- The automated Assignment Profiles process
- Directly from the user record in the Actions menu

Notes:_____

_____

_____

_____

Item Assignment Warning

- The TMS provides a warning to Managers or Human Resource Business Partners (HRBP) when assigning items to a user if that user has already completed an item or is in the process of completing an item
- If the item is in the User's Learning History, the Manager or HRBP may elect to still assign the item

Slide 43: Item Assignment Warning

Item Assignment Warning

The TMS provides a warning to Managers or Human Resources Business Partner (HRBP) when assigning items to a user if that user has already completed an item or is in the process of completing an item.

If the item is in the User's Learning History, the Manager or HRBP may elect to still assign the item.

Slide 44: Demonstration: Manage Assignments Tool
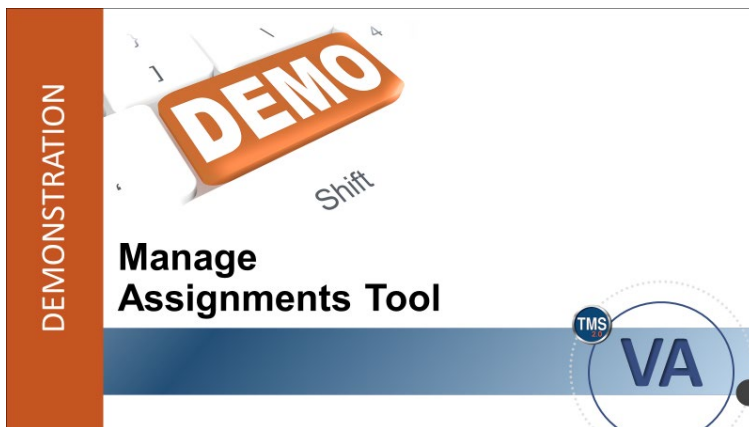
Demonstration: Manage Assignments Tool

Now the instructor will demonstrate the Manage Assignments Tool in the VA TMS.

Notes:_____
_____
_____
_____

Demonstration: Manage Assignments Tool

1. Navigate to Manage User Learning>Manage Assignments.

2. From the options displayed, select the **Add Curricula** radio button.

3. Select **Next**.

4. Select the **add one or more from list** link above the User ID area.

5. Enter **search criteria** using the Last Name search option (ex. DMLMU**)**.

6. Select the correct users by checking the **Add** checkboxes on the right of the username.

7. Select **Add**.

8. Validate the selected users.

9. Add or Remove additional users and **Apply Changes** as necessary.

10. When all users are added, select **Next**.

11. Select the **add one or more from list** link above the Curriculum ID area.

12. Search using the **TRAIN** Domain. The Domain field may need to be added from the **Add/Remove Criteria** link.

13. Select **Search**.

14. Select the correct Curricula by checking the **Add** checkboxes on the right of the listed Curriculum record.

15. Select **Add**.

16. Validate the selected curricula.

17. Add or Remove additional curricula and **Apply Changes** as necessary.

18. When all curriculum records are added, select **Next**.

Notes:_____
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Talent
Management
System

47

Human
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19. Select the Calendar icon to choose the date the curricula will be assigned, or enter the date using the MM/DD/YYYY format in the **Assign Date** field. Assign a priority, if desired.

20. Select **Next**.

21. Two options display: **Run Job Now** or **Schedule Job**.

Note: Business processes recommend selecting **Schedule Job** to run later if it will be affecting more than 5,000 records and may slow down computers.

When the job finishes running, a message displays indicating the job was successful. This can be validated by checking the **User record > Related > Curricula** area.

Notes:_____
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_____
_____

Slide 45: Activity #5: Manage Assignments Tool

Activity #5: Manage Assignments Tool

Now you will have an opportunity to practice using the Manage Assignments tool in TMS.

Please complete the steps for Activity #5 on the following page.

If you have any questions during the activity, you may ask them using the Chat feature.

Notes:_____

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_____

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Activity #5: Manage Assignments Tool

1. Navigate to Manage User Learning>Manage Assignments.

2. From the options displayed, select the **Add Curricula** radio button.

3. Select **Next**.

4. Select the **add one or more from list** link above the User ID area.

5. Enter **search criteria** using the Last Name search option (ex. DMLMU**)**.

6. Select the correct users by checking the **Add** checkboxes on the right of the username.

7. Select **Add**.

8. Validate the selected users.

9. Add or Remove additional users and **Apply Changes** as necessary.

10. When all users are added, select **Next**.

11. Select the **add one or more from list** link above the Curriculum ID area.

12. Search using the **TRAIN** Domain. The Domain field may need to be added from the **Add/Remove Criteria** link.

13. Select **Search**.

14. Select the correct Curricula by checking the **Add** checkboxes on the right of the listed Curriculum record.

15. Select **Add**.

16. Validate the selected curricula.

17. Add or Remove additional curricula and **Apply Changes** as necessary.

18. When all curriculum records are added, select **Next**.

Notes:_____
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System

50

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Administration

19. Select the Calendar icon to choose the date the curricula will be assigned, or enter the date using the MM/DD/YYYY format in the **Assign Date** field. Assign a priority, if desired.

20. Select **Next**.

21. Select **Run Job Now**. When complete, a message displays indicating the job was successful. This can be validated by checking the **User record > Related > Curricula area**.

Notes:_____
_____
_____
_____

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System

51

Human
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Slide 46: Knowledge Check

Knowledge Check

What tool can Admins use to record learning for many users at once?

a) Launch Proxy

b) Registration Assistant

c) Manage Assignments

d) Time Slots

Slide 47: Questions?

Questions?

What questions can I answer for you about the material we just covered?

Notes:_____

_____

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_____

2.4 Lesson 3: Cohorts

Slide 48: Lesson 3: Cohorts

Lesson 3: Cohorts

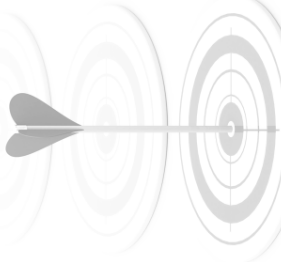This lesson shows you how to create, edit, and add users to a cohort in the VA TMS. Let's look at the learning objectives for Lesson 3.

Slide 49: Lesson Objectives

Lesson 3 Objectives

After completing this lesson, you will be able to:

- Describe the benefits of grouping users into a cohort

- Create new cohorts

- Edit existing cohorts

- Add users to cohorts

Notes:_____

_____

_____

_____

Cohorts Defined

Cohorts are generally used as a grouping tool for users who go through a common set of classes. Creating, maintaining, and deleting cohorts are **manual** (not automatic) processes.

Creating a cohort makes it easier to:

- Generate group reports
- Schedule groups

Slide 50: Cohorts Defined

Cohorts Defined

Cohorts are generally used as a grouping tool for users who go through a common set of classes. When you use a cohort, group reporting and group scheduling are easier for those who need to attend the same classes. A cohort is created to schedule all group members and to produce reports on their achievements.

Creating, maintaining, and deleting cohorts are manual processes that must be completed by an administrator. They are not automatically generated by VA TMS.

While cohorts generally include a list of users with related classes, it is possible to have one without the other. For example, you can add classes to a cohort and add users later, or you can add users to a cohort and later add the class.

Slide 51: Working with Cohorts

Demonstration: Working with Cohorts

Now the instructor will demonstrate how to create a cohort, edit a cohort, and add users to a cohort.

Notes:_____

_____

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_____

Demonstration: Working with Cohorts

Create a Cohort:

1. Go to People > Cohorts > Add New.

2. Enter a **Cohort ID (TRA-Your Initials-Today's Month and Day)**.

   Note: The VA currently requests a specified naming convention for cohorts. The first part of the ID is the three or four-character domain ID, followed by a hyphen. The next part is a three-digit, sequential number. *You must perform a search each time to find the next number to use.*
   Note: This 3-digit number must change each time the course is taught. If not, the record will already exist.

3. Enter **Training Cohort for Demo Purposes only** as the **Description**.

4. Select the magnifying glass in the **Security Domain** field. Enter **Train** in the **Security Domain ID** field. Select **Search**. Select **TRAIN**.

5. Explain that Curriculum is not mandatory. Typically, admins will build a curriculum for the cohort first and then search for it on this page. However, for this demonstration, choose an existing curriculum within the TRAIN domain.

6. Leave **Max Size** blank.

7. Select a **Start Date** and **End Date**. Use today's date for the start date and one year out for the end date.

8. Select **Add**. You have successfully added a cohort.

Add Users to a Cohort:

1. From the Cohort record, select the **Users** tab.

2. Select **Add one or more from list.**

3. Enter search criteria of User ID **contains DMLMUSER** and select **search**. If User ID is not listed, use Add/Remove Criteria to add it to your listing.

Notes:_____
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_____
_____

4. Select the checkbox(es) of the User(s) you want to add to the cohort.

5. Select the **Add** button. You have successfully added users to a cohort.

Edit a Cohort:

1. Navigate to People > Cohorts.

2. Enter search criteria for the cohort you just created. Select **Search.**

3. Select the **edit icon (e.g., pencil)** next to the cohort you are searching for.

4. Change the **Start Date**.

5. Select **Apply Changes**. You have successfully edited a cohort.

Notes:_____
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_____

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56

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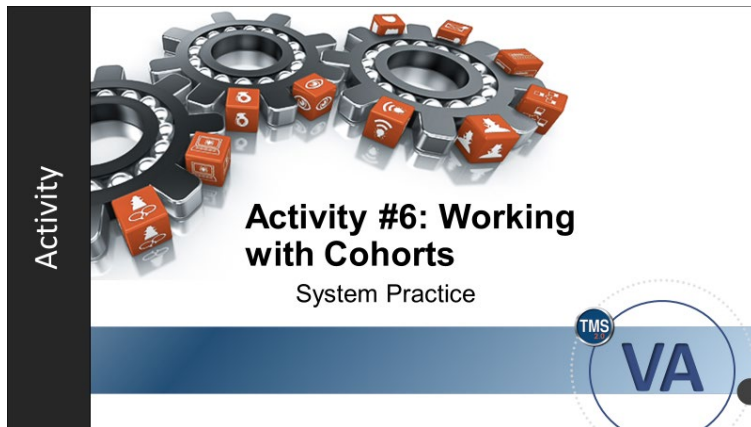
Slide 52: Activity #6: Working with Cohorts

Activity #6: Working with Cohorts

Now you will have an opportunity to create and edit a cohort in the VA TMS.

Please complete the steps for Activity #6 on the following page.

If you have any questions during the activity, you may ask them using the Chat feature.

Notes:_____
_____
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_____

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Activity #6: Working with Cohorts

Create a Cohort:

Complete the activities below. In this training, use the naming convention we showed in the demonstration. In the live TMS, be sure to follow VA business policy naming conventions when creating your Cohort ID.

1. Go to **People > Cohorts > Add New**.

2. Enter a **Cohort ID (TRA-Your Initials-Today's Month and Day)**.

   Note: The VA currently requests a specified naming convention for cohorts. The first part of the ID is the three or four-character domain ID, followed by a hyphen. The next part is a three-digit, sequential number. *You must perform a search each time to find the next number to use.*
   Note: This 3-digit number must change each time the course is taught. If not, the record will already exist.

3. Enter **Training Cohort for Demo Purposes only** as the **Description**.

4. Select the magnifying glass in the **Security Domain** field. Enter **Train** in the **Security Domain ID** field. Select **Search**. Select **TRAIN**.

5. The Curriculum is not mandatory. Typically, admins will build a curriculum for the cohort first and then search for it on this page. However, for this demonstration, choose an existing curriculum within the TRAIN domain.

6. Leave **Max Size** blank.

7. Select a **Start Date** and **End Date**. Use today's date for the start date and one year out for the end date.

8. Select **Add**. You have successfully added a cohort.

Add Users to a Cohort:

1. From the Cohort record, select the **Users** tab.

2. Select **Add one or more from list.**

Notes:_____
_____
_____
_____

3. Enter search criteria of User ID **contains DMLMUSER** and select **search**. If User ID is not listed, use Add/Remove Criteria to add it to your listing.

4. Select the checkbox(es) of the User(s) you want to add to the cohort.

5. Select the **Add** button. You have successfully added users to a cohort.

Edit a Cohort:

1. Navigate to People > Cohorts.

2. Enter search criteria for the cohort you just created. Select **Search.**

3. Select the **edit icon (e.g., pencil)** next to the cohort you are searching for.

4. Change the **Start Date**.

5. Select **Apply Changes**. You have successfully edited a cohort.

Job aid available on the TMS Resource site.

Notes:_____
_____
_____
_____

Slide 53: Knowledge Check

Knowledge Check

Answer the following question using the chat feature or unmuting your phone.

Creating cohorts is an automatic process.

　　a)　True

　　b)　False

Slide 54: Knowledge Check

Knowledge Check

Answer the following question using the chat feature.

Which of these items should be included in the Cohort ID? Choose all answers that apply.

　　a)　Your domain

　　b)　The word "cohort"

　　c)　Your last name

　　d)　A sequential three-digit code starting at 001

Notes:_____

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Slide 55: Questions?

Questions?

If you have any questions about the material covered so far, please ask them using the chat feature at this time.

Notes:_____

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TMS 2.0 Talent Management System

Human Resources & Administration

2.5 Lesson 4: Learning History and Reports

Slide 56: Learning History and Reports

Lesson 4: Learning History and Reports

In this last lesson, we will view and run learner history reports. We will also look at other reports helpful to your job function.
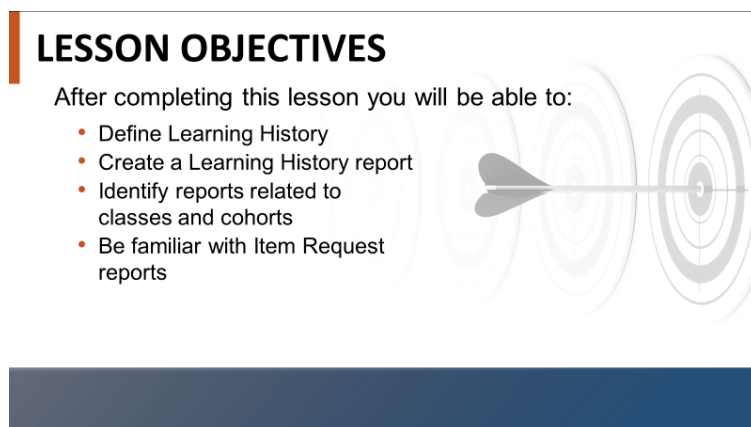
Slide 57: Lesson 4 Objectives

Lesson 4 Objectives

After completing this lesson, you will be able to:

- Define Learning History

- Create a Learning History report

- Identify reports related to classes and cohorts

- Be familiar with Item Request reports

Notes:_____
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_____
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Learning History

- A history of completed learning events for a user
- Found in the related area of a User Record
- The Learning History Report generates a report containing a user(s) completed learning events

Slide 58: Learning History

Learning History

A learning history is a record of completed learning events for a user, which is found in the related area of a User Record.

A Learning History Report generates a report which contains one or multiple users' completed learning events.

Notes:_____
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Related Reports

The following are reports in VA TMS that relate to classes and cohorts:
- Class Roster
- Learning Calendar
- Cohort Data
- Cohort Progress
- Registration Status

Reports

Slide 59: Related Reports

Related Reports

There are several reports in VA TMS that relate specifically to classes and cohorts:

Class Roster: The Class Roster report returns the roster of users in a class.

Learning Calendar: The Learning Calendar report returns all the daily classes or resource blocks scheduled between two dates.

Cohort Data: The Cohort Data report describes a cohort, including the learning items, curricula, and classes associated with the cohort, the users in the cohort, and other attributes of the cohort.
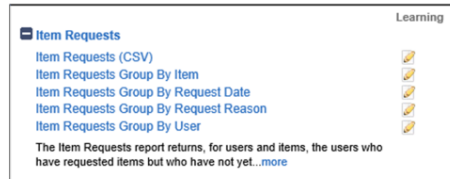
Cohort Progress: The Cohort Progress report returns the progress of users in a cohort toward completion of the cohort's learning.

Registration Status: The Registration Status report returns, for classes and users, a detailed list of registration information, including registration dates and times, enrollment numbers, instructors, and class details.

Notes:_____
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Slide 60: Item Requests Report

Slide 61: Demonstration: Run a Learning History Report

Item Requests Report

Admins can also run an Items Request report, which will generate a report to the point of contact.
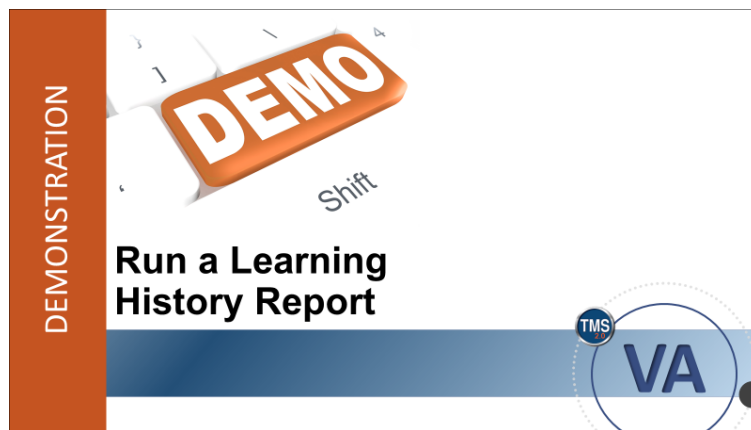
Demonstration: Run a Learning History Report

Now, the instructor will demonstrate running a Learning History report.

Notes:_____

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Demonstration: Run a Learning History Report

Reports

The most common use of the Reports tab is to run available reports within the system.

1. To find the desired report, browse the provided list under the Reports tab or use the **Search** textbox and **Browse By** options on the left side of the report interface to search for reports by the title or description.

2. To further assist in the search for a desired report, narrow the search results by checking the corresponding checkbox on the left-hand side to select very specific categories of reports; for instance, choosing the **User Management**, **Learning,** or **Content** categories.

3. The functions that you may perform in the reports section are controlled by report workflows given to you by the system administrator.

Remember, to run User-related reports, select User from the Application section on the bottom right of the screen.

Saved Reports

Once you create a saved report, you can access the report and run it without reentering filtering options.

1. Saved reports are located under the Saved Reports tab and are specific to your admin account, meaning that saved reports are not shared among admins in the system.

2. A saved report is very similar to a saved search in the VA TMS—only the admin who created the saved report is able to see it.

Enter the redundant search criteria before selecting save. This will allow you to save information for later use. If you change any of the criteria, don't forget to save the report again to keep your changes.

Report Jobs

The **Report Jobs** tab lists the current report jobs, which are automatically running in the background.

Notes:_____
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1. Reports that are scheduled to run only once display under **System Admin > Background Jobs**. They will also display on the **Report Jobs** tab.

Jobs are created under this tab when you schedule the report to occur on a recurring basis. On this tab, you can delete jobs from recurring or edit the schedule of when the report should run.

Run A Report

1. Select the **Reports** tab in the navigation area.

2. Type **My History** in the Search Category area and select submit. Remember, you can select one or more categories from the search options or scroll through all reports listed.

3. From the search results, locate the **My History** report and select the link.

4. Choose the **User Learning History Condensed Version** report. The Run Report screen displays.

Formatting

The top section of the Run Report screen contains the following formatting options:

1. Modify the report title, header, and footer

2. Determine the report destination (the location where the report engine returns the data). You can return the data to the browser or to a local file. When you select **Browser**, the report is displayed in the internet browser window. When **Local File** is selected, you must save the report to a local drive before you can open it. The VA does NOT use **Remote File.**

3. Determine the report format

Note: If you select a **CSV** (Comma Separated Value) **Report**, the only report destination you will select is Local File, and the only report format that is displayed is CSV.

Criteria

Remember, the selected report dictates the criteria displayed at the bottom of the Run Report screen. This section provides all the tools and functionality for searching. Report pages filter the data that the report returns using specific search fields. Many reports, however, also contain the following controls for filtering the data that you want to return:
**Notes:**_____
_____
_____
_____

- **Mask User IDs:** For security reasons, the VA TMS can mask the user IDs, so they display as a series of asterisks. Check the checkbox to hide user IDs

- **Case sensitive search:** You can choose to perform a case-sensitive search or a case-insensitive search. Case-sensitive searches return data elements only when the characters and case match. Case-sensitive searches run faster than case-insensitive searches

- **Page Break between Records:** In order to segregate data, there is an option to insert page breaks between records

Filter by Criteria: Some fields in the report pages contain a Filter by Criteria link. When you select the link, a page opens that contains multiple search fields in which you can select a set of data rather than a single data element. For example, you can return the set of users who are in the job location, Washington, DC, rather than entering multiple users in the search field.

1. Select the additional parameters needed for your report, including the users checked by the report.

2. Also, select **Completed To** and **Completed From** dates using the calendar icon to select the dates. If left blank, they will use the current date.

3. Select the **Schedule Job** button from the bottom right.

4. Choose the radio bullet next to **Run this job immediately, if allowable.** For certain reports, you may want to schedule a report to run at night or over the weekend. They can also be set up to run on a recurring basis.

5. **For Training Only –** uncheck the **Notify via email on completion** checkbox.

6. Select the **Finish** button.

You can edit the schedule details and status of this background report job in the **Background Jobs** module until it has completed successfully, after which it will appear in your Report Jobs list.

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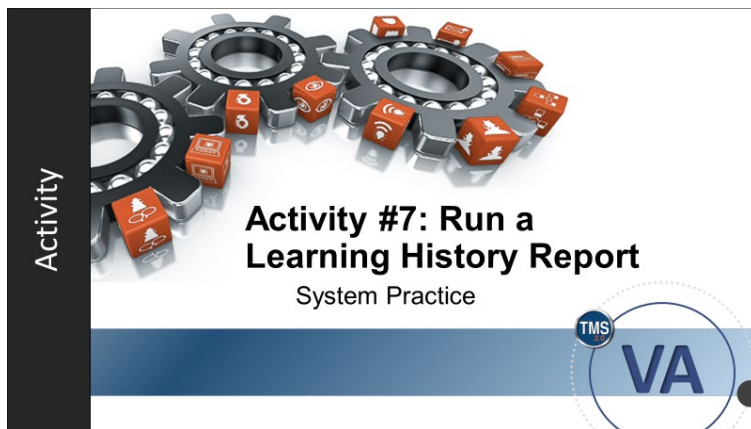
Slide 62: Run a Learning History Report

Activity #7: Run a Learning History Report

Now you will have an opportunity to practice running a Learning History report.

Please complete the steps for Activity #7 on the following page.

If you have any questions during the activity, you may ask them using the Chat feature.

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Activity #7: Run a Learning History Report

Run A Report

1. Select the **Reports** tab.

2. To search for a report, make sure to select the middle **Reports** icon in the navigation area.

3. Type **Learning History** in the **Search Category** area and select submit. Remember, you can select one or more categories from the search options or scroll through all reports listed.

4. From the search results, locate the **My Learning** report. Expand the sub-reports by choosing the plus icon. Within the options, select the Learning History link. The Run Report screen displays.

Formatting

In the top section of the Run Report screen, choose the following formatting options:

1. Enter today's date before the report title.

2. Enter **Test Report** in the **Report Header** field.

3. Enter **For Training Use Only** in the **Report Footer** field.

4. Choose **Browser** in the Report Destination dropdown menu. If Local File was selected, you must first save the file to a local drive before you can open it.

5. Select **HTML** from the Report Format drop-down menu

Note: If you select a CSV (Comma Separated Value) Report, the only report destination you will select is Local File, and the only report format that is displayed is CSV.

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System

70

Human
Resources &
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Criteria

Remember, the selected report dictates the criteria displayed at the bottom of the Run Report screen. This section provides all the tools and functionality for searching. Report pages filter the data that the report returns using specific search fields. Many reports, however, also contain the following controls for filtering the data that you want to return:

1. Select the Mask User IDs button.

Note: For security reasons, the VA TMS can mask the user IDs, so they display as a series of asterisks. Check the checkbox to hide user IDs

2. Select **Yes** to perform a Case sensitive search.

Note: You can choose to perform a case-sensitive search or a case-insensitive search. Case-sensitive searches return data elements only when the characters and case match. Case-sensitive searches run faster than case-insensitive searches

3. Select the Page Break Between Records button.

Note: In order to segregate data, there is an option to insert page breaks between records

Note: Some fields in the report pages contain a Filter by Criteria link. When you select the link, a page opens that contains multiple search fields in which you can select a set of data rather than a single data element. For example, you can return the set of users who are in the job location, Washington, DC, rather than entering multiple users in the search field.

4. Select the additional parameters needed for your report. Choose the filter icon next to users.

5. You can also select **Completed To** and **Completed From** dates using the calendar icon to select a particular timeframe. If left blank, they will use the current date.

6. Leave the **defaulted** selections for Report Type, Include, Print Comments, and Sort By fields.

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System

71

Human
Resources &
Administration

7. Select the **Schedule Job** button from the bottom right.

8. Choose the radio bullet next to Run this job immediately, if allowable. For certain reports, you may want to schedule a report to run at night or over the weekend. They can also be set up to run on a recurring basis.

9. For Training Only – uncheck the **Notify via email on completion** checkbox.

10. Select the **Finish** button.

You can edit the schedule details and status of this background report job in the Background Jobs module under the System Admin Tab until it has completed successfully, after which it will appear in your Report Jobs list.

 Job Aid: Available on the TMS Resource site.

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Slide 63: Knowledge Check

Slide 64: Questions?

Knowledge Check

Answer the following question using the chat feature:

A Learning History is:

  a) A record of all learning events completed for the user

  b) A list of items assigned to a user that must be completed

  c) A learning or non-learning unit whose assignment and completion can be tracked
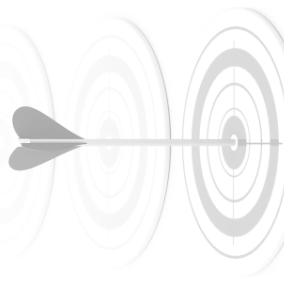
  d) None of the above

Questions?

If you have any questions about the material in the lesson, please ask them using the chat feature at this time.

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Slide 65: Session Summary

Slide 66: Questions?

Session Summary

To recap: In this session, you learned how to:

- Work with user records

- Assign items and curricula to users

- Add, edit, and assign users to cohorts

- Access a user's learning history

- Run reports

Questions?

If you have any questions about the material in the session, please ask them using the chat feature at this time.

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Additional Resources

- TMS Resource Site: https://www.hcsc.va.gov/
  - Job Aids
  - Participant Guides for each session
- TMS Administrators Community of Practice (COP)
  - For more information: VATMSCoP@va.gov
- Help Desk
  - 1-855-673-4357
- Dr. Clarence Bashshar: clarence.bashshar@va.gov

Slide 67: Additional Resources

Additional Resources

Here are some additional resources:

- TMS Resource Site:

  - https://www.hcsc.va.gov/

- TMS Administrators Community of Practice (COP):

  - VATMSCoP@va.gov

- Help Desk

  - 1-855-673-4357

- Dr. Clarence Bashshar: clarence.bashshar@va.gov

Note: Once you receive your admin roles for the TMS Production Environment, you will be able to log in to TRAIN with your regular TMS credentials and maintain the same roles. This can be very helpful in case you need to test anything before you create it or work with it in the live TMS.

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