



Online Content

VA TMS Administrators
Role-Based Training

Virtual Instructor-Led Training
Participant Guide
December 2020

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1.0 Session Overview

1.1 Introduction

Thank you for attending the Veterans Affairs (VA) Talent Management System (TMS) Administrator Role-Based Training: Online Content. This is a stand-alone, role-based course and is designed to teach administrators skills that are necessary for completing tasks that are associated with Online Content.

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

1.2 Course Goal

This session provides instruction and interactive practice related to creating and modifying basis, initial, and retraining dates for curricula in the VA TMS.

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

- Create and configure content objects
- Add a self-certification object to an item
- Create and configure content packages
- Create items with online content
- View a user's content status

1.3 Target Audience

The participants of this course are Domain Managers, Learning Managers, and Item Managers.




1.4 Participant Guide

This Participant Guide is attached to the web-conferencing session and 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.
- Attend the Virtual Instructor-Led Training (VILT) Web conferencing session.
- Complete the 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 a 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 the session, along with estimated times.

Table 2: Session Lessons and Durations

Lesson Title	Estimated Time
Welcome and Introduction	10 minutes
Lesson 1: Online Learning Overview	20 minutes
Lesson 2: Content Objects and Content Packages	50 minutes
Lesson 3: Items with Online Content	40 minutes
Lesson 4: Content Status	40 minutes

Total: 2 hours, 30 minutes

2.0 Role-Based Training: Online Content

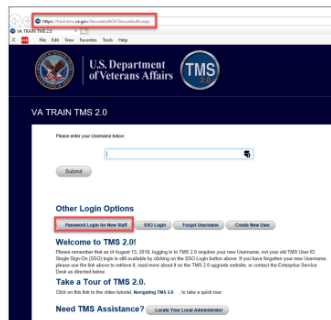
2.1 Welcome and Introduction

System Login

- In your browser, navigate to:
<https://train.tms.va.gov/SecureAuth34/>
 - Select the **Password Login for New Staff** button.
 - Enter your TRAIN Admin ID and Password.
- Audio (opens 10 minutes before class):
- Dial into the AUDIO-VANTS LINE:
1-800-767-1750
 - ACCESS CODE: 48596#

Download and print the Participant Guide from the class email or from the class chatroom.

***Please Use Internet Explorer**



Slide 1: System Login

System Login

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

- **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 Administrator Role-Based Training: Online Content

Welcome

Welcome to the Online Content Role-Based Training.

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.

PARTICIPANT INTRODUCTIONS

- Your name (including any nicknames)
- Where you work



Slide 3: Participant Introductions

PARTICIPANT GUIDE

- Copies of all PowerPoint slides
- Space for taking notes
- Directions for completing individual and group activities



Slide 4: Participant Guide

LOGISTICS

- Scheduled breaks
- Use the chat feature to ask questions
- Ensure your audio is on mute



Slide 5: Logistics

Participant Introductions

Please introduce yourself in the chat room by sharing your name (including any nicknames) and where you work.

Participant Guide

Each of you should have a Participant Guide that has been developed to support learning during and after the session. This guide contains copies of all PowerPoint slides, space for taking notes and directions for completing activities. If you do not have a copy of the Participant Guide available, please speak up now, so that we can make sure everyone is on the same page.

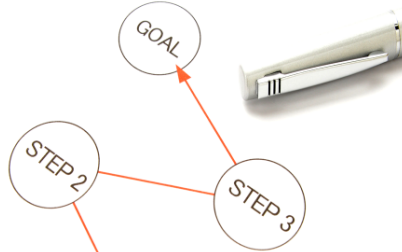
Logistics

Quickly review the following training logistics:

- Note that a 10-minute break will be provided every hour.
- Use the chat feature to ask questions.
- Ensure your audio is on mute and do not put the call on hold at any time during the training.

COURSE GOALS

This training will provide instruction and interactive practice related to creating online content and configuring content objects and packages in VA TMS.



Slide 6: Course Goals

Course Goals

The goal of this training is to provide instruction and interactive practice related to creating online content and configuring content objects and packages in VA TMS.

TRAINING METHODS

- Content Presentations
- Instructor Demonstrations
- Practice Activities
- Knowledge Checks

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 participants' engagement and the content presentations. These 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 an administrator or reports manager.
- **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 multiple-choice/true-false knowledge checks.

SESSION AGENDA

- **Lesson 1:** Online Learning Overview
- **Lesson 2:** Content Objects and Content Packages
- **Lesson 3:** Items with Online Content
- **Lesson 4:** Content Status



Slide 8: Session Agenda

Session Agenda

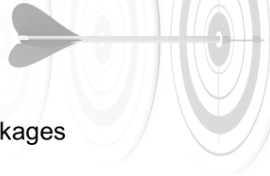
This training session is 2 hours and 20 minutes long and is organized as follows:

- Lesson 1: Online Learning Overview
- Lesson 2: Content Objects and Content Packages
- Lesson 3: Items with Online Content
- Lesson 4: Content Status

SESSION OBJECTIVES

In this session, you will learn how to:

- Create and configure content objects
- Add a self-certification object to an item
- Create and configure content packages
- Create items with online content
- View a user's content status



Slide 9: Session Objectives

Session Objectives

After completing this session, you will be able to:

- Create and configure content objects
- Add a self-certification object to an item
- Create and configure content packages
- Create items with online content
- View a user's content status

QUESTIONS?

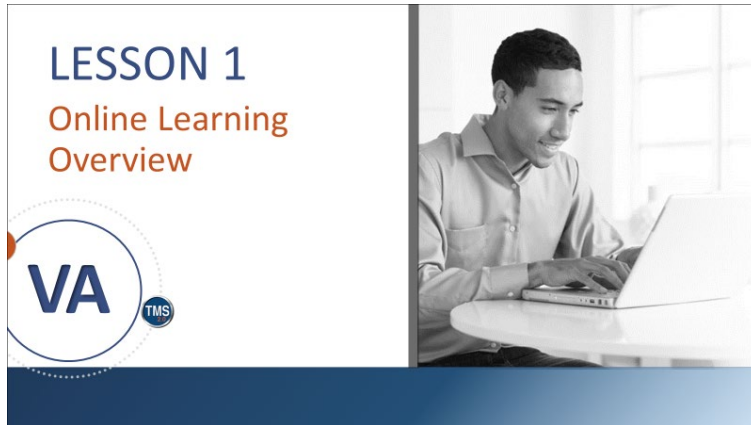


Slide 10: Questions?

Questions?

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

2.2 Lesson 1: Online Learning Overview



Slide 11: Lesson 1: Online Learning Overview

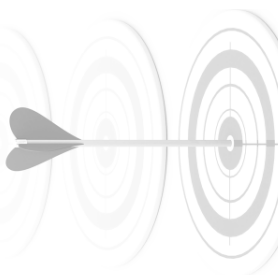
Lesson 1: Online Learning Overview

Online learning is a convenient and cost-saving approach to delivering training to users. Before we integrate content into the VA TMS, we need to discuss associated online content terminology, the creation process, and industry standards.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Define Online Learning
- Understand content objects
- Define SCORM and AICC Standards
- Describe the Online Content Process



Slide 12: Lesson 1 Objectives

Lesson 1 Objectives

After completing this lesson, you will be able to:

- Define Online Learning
- Understand content objects
- Define SCORM and AICC Standards
- Describe the Online Content Process

Notes: _____

Table 1. Online Content Terminology

Term	Definition
AICC	<p>Aviation Industry Computer-Based Training Committee. AICC was an international association of technology-based training professionals that existed from 1988 to 2014. They developed guidelines for the aviation industry in the development, delivery, and evaluation of Computer-based and Web-based Training (CBT, WBT), as well as related training technologies.</p> <p>The AICC standard is still utilized within the electronic training industry and is commonly supported by a learning management system (LMS).</p>
Cohort	Users who are tracked as a group and perhaps complete a series of scheduled training requirements.
Content Object	A pointer to a launchable file or URL containing online content. The actual content does not reside within the VA TMS and is typically stored on a content server.
Content Package	A grouping of content objects. This is an easy and convenient way to organize content for multiple item assignments.
JavaScript (JS)	An object-oriented computer programming language commonly used to create interactive effects within web browsers.
Online Learning	The electronic access of asynchronous training, such as a slide show presentation, an audio or video presentation, a web-based exam, or a document (e.g., a Standard Operating Procedure (SOP) manual) from VA TMS.
SCORM	Sharable Content Object Reference Model. “Shareable Content Object” indicates that SCORM is all about creating units of online training materials that can be shared across systems. A collection of standards and specifics for web-based educational technology. SCORM defines a specific way of constructing Learning Management Systems (LMS) and training content so that they work well with other SCORM conformant systems.
Class	Item that has been scheduled and placed on the training calendar with a start date and start time.
Time Slot	Unit of time within a class. A class must have at least one time slot. They are used primarily for resource management.

Notes: _____

Online Learning

Online learning within the VA TMS is the electronic access of asynchronous training, such as a slide show presentation, an audio or video presentation, a web-based exam, or a document (e.g. a Standard Operating Procedure manual).

Slide 13: Online Learning

Online Learning

As we just learned, Online learning refers to the electronic access of asynchronous training, such as a slide show presentation, an audio or video presentation, a web-based exam, or a document (e.g., a Standard Operating Procedure (SOP) manual).

The VA TMS enables users to launch online content directly from their To-Do Lists and can automatically record learning events for completed online items.

Content Objects

- A content object is a pointer to a single, launchable file
- Items are made up of multiple content objects

Item: MS Word Basics	
Content	File Type
Creating, Saving, and Editing Word Documents	Web page (HTML)
Simulation of Saving a Word Doc	Web page (HTML) with and Adobe Flash Movie (SWF)
Exam of Microsoft Word Basics	Web page with JavaScript (HTML)

Slide 14: Content Objects

Content Objects

Content objects are the building blocks of online items. A content object is a set of commands used as a pointer to a single, launchable file. As you can see in this example, the *Item* Online MS Word Basics contains these three *Content Objects*:

- Creating, Saving, and Editing Word Docs (Web page HTML)
- Simulation of Saving a Word Doc (Web page HTML with Adobe Flash Movie SWF)
- Exam of Microsoft Word Basics (Web page with JavaScript HTML)

These three examples represent three separate content objects in the VA TMS.

Notes: _____

Users launch a content object from an online item or an instructor-led item with online content in the TMS user application.

It's important to note that a content object specifies the content's location and launch method used (e.g., AICC, SCORM, etc.).

It does not store the actual content.

SCORM/AICC Standards

Methods for online content to communicate with a learning management system (LMS)

- SCORM
- AICC

Slide 15: SCORM/AICC Standards

SCORM/AICC Standards

SCORM and AICC are standard methods for online content to communicate with a learning management system (LMS). The VA TMS supports AICC, SCORM 1.2, and SCORM 2004 (sometimes referred to as SCORM 1.3).

There are multiple websites to learn more about AICC and SCORM like <https://adlnet.gov/>

As a TMS administrator, what you need to know about SCORM and AICC is that you will be given a path to use and associate with a content object.

Most current web-based training is saved in a SCORM format. Because SCORM has more than one version of the standard (1.2, 2004 or 2004 4Ed), it's important to identify the proper version when creating a content object.

Notes: _____

Communication: Content and TMS

JavaScript functions within the content to:

- Record content object completions
- Sends examination data

Content is provided by:

- Creating “in-house” courseware with development tools such as Adobe Dreamweaver, Articulate Presenter, and Trivantis Lectora
- Purchasing AICC/SCORM-compliant content from third-party vendors

Slide 16: Communication: Content and TMS

Communication between Content and TMS

The VA TMS provides a set of specific JavaScript functions for additional tracking functionality. JavaScript functions within the actual content are used to *record* content object completion and *send* examination data.

The actual content can be created using courseware development tools, such as Adobe Dreamweaver, Articulate Presenter, and Trivantis Lectora. The VA TMS can include content objects that call content created with any authoring system.

Content can also be purchased from third-party vendors. This means Administrators can “mix and match” in-house development with third-party vendor courses. Keep in mind that for tracking purposes, all third-party content should be AICC or SCORM compliant.

Notes: _____

Online Content Process

1. Create the content
2. Upload the content to a public location
3. Identify the content type and its location
4. Add content objects/content packages in the VA TMS
5. Add an item in the VA TMS
6. Assign the online content to the item
7. Test the online item from the VA TMS user application
8. Assign the item to a library and/or the user's To-Do List

Slide 17: Online Content Process

Online Content Process

Content is **NOT** created within the VA TMS.

Follow these steps to successfully create and implement an item with online content in the VA TMS:

1. Create the content (completed by a developer using a development/authoring tool)
2. Upload the content to a public location, such as a content server
3. Identify the content type (i.e.: AICC, SCORM v1.2, or SCORM 2004 package) and its location
4. Add content objects/content packages to the VA TMS
5. Add an item in the TMS
6. Assign the online content to the item
7. Test the online item from the VA TMS user application.
8. Assign the item to a library and/or the user's To-Do List.

It's good practice to use a development instance (like a testing environment) of the VA TMS to test online content. After sufficient testing, the item structure must be exported from the development

Notes: _____

environment to the live TMS environment.

Knowledge Check

Answer this question by entering your response in the chat window.

A content object contains all files within an online course.

- a) True
- b) False



KNOWLEDGE CHECK

A content object contains all files within an online course.

- a) True
- b) False

Slide 18: Knowledge Check

Knowledge Check

Answer this question by entering your response in the chat window.

Before creating an object within the online content, you must first know the type of launch method. These types include:

- a) AICC
- b) SCORM 1.2
- c) SCORM 2004
- d) SCORM 2004 4Ed
- e) All of the Above



KNOWLEDGE CHECK

Before creating an object within the online content, you must first know the type of launch method. These types include:

- a) AICC
- b) SCORM 1.2
- c) SCORM 2004
- d) SCORM 2004 4Ed
- e) All of the Above

Slide 19: Knowledge Check

Notes: _____



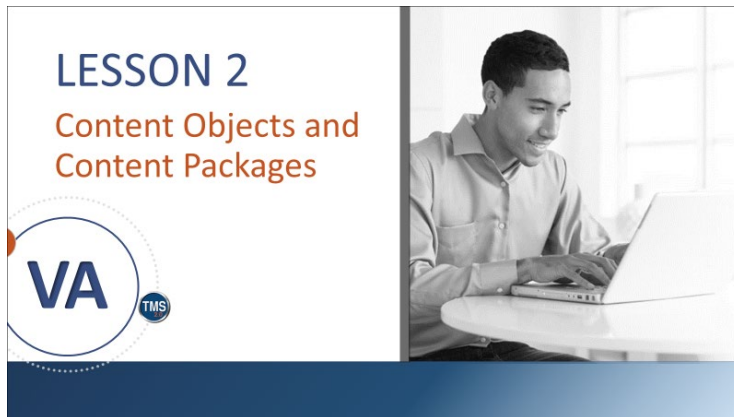
Slide 20: Questions?

Questions?

If you have any questions about the material in Lesson 1, please ask them using the chat feature at this time.

Notes: _____

2.3 Lesson 2: Content Objects and Content Packages



Slide 21: Lesson 2: Content Objects and Content Packages

Lesson 2: Content Objects and Content Packages

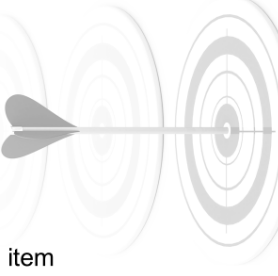
Content objects are the “building blocks” to each online item. They specify the location of the content and how to communicate user interaction to the VA TMS.

Content Packages are simply groups of content objects.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Create and configure content objects
- List the various launch methods
- Add an AICC Wrapper
- Add a self-certification object to an item
- Create a content package



Slide 22: Lesson 2 Objectives

Lesson 2 Objectives

After completing this lesson you will be able to:

- Create and configure content objects
- List the various launch methods
- Add an AICC Wrapper
- Add a self-certification object to an item
- Create a content package

Notes: _____

Content Objects

- Specifies the location of the online content (file or URL address)
- Actual content does not reside within the VA TMS
- Content is typically stored on a content server

Slide 23: Content Objects

Content Objects

- A record that includes a launch method and location.
- Administrators assign content objects with one or more items. Examples include:
 - A presentation of course content (PowerPoint)
 - An interactive tutorial (Captivate)
 - An online publication or article (PDF)
 - A quiz, exam, or survey (Flash)
 - A Web page (Dreamweaver)

Slide 24: Content Objects

Content Objects

A content object specifies the location of the online content (which is either a file or URL address). The actual content does not reside within the VA TMS. It is typically stored on a content server.

Content Objects

A content object is a record that includes a launch method and location.

Administrators assign content objects with one or more items. Examples of content objects include:

- A presentation of course content (PowerPoint)
- An interactive tutorial (Captivate)
- An online publication or article (PDF)
- A quiz, exam, or survey (Flash)
- A web page (Dreamweaver)

Notes: _____

Content Object Record

Organized into functional areas by tabs.
These tabs include:

- Summary
- Launch Method
- Objectives
- AICC Support
- Cross Security Domain

Slide 25: Content Object Record

Content Object Record

The content object record is organized into functional areas by tabs, which contain fundamental information regarding the content object, including the location path. These tabs include:

- Summary
- Launch Method
- Objectives
- AICC Support
- Cross Security Domain

Notes: _____

Launch Methods

- Content Player
- Document
- AICC
- Browser (HTML)
- SCORM
 - SCORM 1.2
 - SCORM 2004 (a.k.a. SCORM 1.3)
 - SCORM 2004 4Ed

Slide 26: Launch Methods

Launch Methods

The Launch Method tab identifies the type and path of the content. The VA TMS offers the following five launch methods:

- **Content Player:** A content object that requires an application that is not installed on the client workstation requires a content player. The content player calls the applications from a network location to enable the user to view the content (the admin must specify the content player).
- **Document:** The client workstation recognizes the file extension associated with the content object and opens the appropriate application.
- **AICC:** Select AICC when you are informed that the content object is AICC compliant and communicates with the VA TMS using AICC standards.
- **Browser:** Use this launch method for Internet-based content that is reviewed within a browser.
- **SCORM 1.2, SCORM 2004 (a.k.a. SCORM 1.3), and SCORM 2004 4Ed.:** When this launch method is selected, the VA TMS initializes the SCORM processes when the user launches the content.

Notes: _____

AICC Wrapper

Admins can add an AICC wrapper to content that does not pass completion information (like a .PDF) to the VA TMS

Slide 27: AICC Wrapper

AICC Wrapper

The AICC wrapper allows admins to take content that does not pass completion information to the VA TMS, such as a .pdf document, and package it in a format that passes completion information to the VA TMS. This packaging is referred to as a ‘wrapper.’



Slide 28: Demonstration: Create a Content Object

Create a Content Object

Now the instructor will demonstrate how to create a content object.

Notes: _____



Demonstration: Create a Content Object

Creating a Content Object

1. From Learning Administration, select **Content**.
2. Select the **Content Objects** tab.
3. Select the **Add New** link.
4. Enter a **Content Object ID** and **Title** for the content object.
5. Select a **Security Domain** (TRAIN).
6. Leave the Build User, Build Company, Build Location, Build Date, and Developer Tool fields blank.
7. Ensure the boxes are checked for **Content Object is Active** and **Content Object is Online**.
8. Enter a **Description** for the content object.
9. Select **Add**.
10. Select the **Launch Method** tab.
11. Select the **AICC** option.
12. Ensure the box is checked for **Launch https:// URLs in a new browser Window**.
13. Check the box for **Use AICC Wrapper**.
14. Enter the URL address of the content in the **Content URL** field.
15. Select **Apply Changes**.

Review each tab:

- **Summary Tab:** The **Summary** tab contains basic information about the content object record, including the content object title, the security domain in which it belongs, the name of the user who built the object, the build date, a description of the content object, and the developer tools used to build the object.
- **Launch Method Tab:** The **Launch Method** tab identifies the type and path of the content.

Notes: _____

The VA TMS initializes the SCORM APIs when the user launches the content. Content objects of one of these three types must conform to the appropriate version of SCORM and communicate with the VA TMS using SCORM standards.

NOTE: Due to the advanced sequencing and navigation functions included in the SCORM 2004 standard, special care must be taken to ensure these functions work properly in the VA TMS. Content using this standard should be imported using the instructions listed in the “Content Package” section of this session. Individual content objects should not be manually created when using SCORM 2004 compliant courseware.

Select the **Enable Mobile Device** checkbox to enable content to be launched from a mobile device. This is a similar function to the **Content is Online** checkbox, but specifically for mobile devices. If you have a version specifically designed for mobile devices, the content path goes into the **Mobile Filename** field; otherwise, it can be left blank. The **Content Launch** method must be set to AICC.

- **Objectives Tab:** The **Objectives** tab establishes an objective-content relationship. Objectives are associated with multiple content objects, items, competencies, questions, and exams. Administrators use objectives for adaptive learning within the VA TMS online exams.
- **AICC Support Tab:** The **AICC Support** tab automatically passes AICC support data to content under AICC core vendor or SCORM launch data. This data is typically used to send information that is critical to the content launch.
- **Cross Security Domain Tab:** The **Cross Security Domain** tab is used for SCORM content located on a different security domain name than the VA TMS. This tab requires activation in system configuration. Please consult with your Project Manager and the VA TMS Support team for the best approach for supporting cross security domain.

Notes: _____



Slide 29: Activity #1: Create a Content Object

Activity #1: Create a Content Object

- Now you will have an opportunity to practice creating a content object in the VA TMS.
- Complete the steps for Activity #1 in your Participant Guide.
- If you have any questions during the activity, send them to the instructor using the chat feature.

Notes: _____



Activity #1: Create a Content Object

1. Expand **Content** section on the Main Menu.
2. Navigate to the **Content Objects** tab.
3. Select the **Add New** link.
4. Enter a **Content Object ID** (TRA-YourInitials-Today'sDate).
5. Enter a **Title** for the content object.
6. Select a **Security Domain** (TRAIN).
7. Leave the Build User, Build Company, Build Location, Build Date, and Developer Tool fields blank.
8. Ensure the boxes are checked for **Content Object is Active** and **Content Object is Online**.
9. Enter a **Description** for the content object.
10. Select **Add**.
11. Select the **Launch Method** tab.
12. Select the **AICC** option for launch method.
13. Ensure the box is checked for **Launch https:// URLs in a new browser Window**.
14. Check the box for **Use AICC Wrapper**.
15. Enter the **URL** address of the content in the **Content URL** field. **NOTE:** You can copy/paste any URL address to satisfy this step.
16. Select **Apply Changes**.

Notes: _____

Self-Certification Object

- A previously-created and configured object
- Gives users the ability to self-certify after completing an item
- The object ID is based on the security domain where you work, formatted as (Security Domain)-SelfCert

Examples:

- TRAIN-SelfCert
- OHRA-SelfCert

Slide 30: Self-Certification Object

Self-Certification Object

Another type of content object is the SelfCert object. Each security domain has a previously created and configured self-certification object, which gives the users the ability to self-certify after completing an item.

The object ID is based on your security domain, formatted as (Security Domain)-SelfCert.

For example, for the TRAIN security domain, the self-certification object would be named TRAIN-SelfCert. OHRA's object would be named OHRA-SelfCert.

Demonstration: Search for Self-Certification Object

Now the instructor will demonstrate how to search for a self-certification object.



Slide 31: Demonstration: Search for Self-Certification Object

Notes: _____



Demonstration: Search for Self-Certification Object

From the admin home page:

1. Navigate to **Content > Content Objects**.
2. For the Content Object ID, select **Contains** as the search option from the drop-down menu.
3. Type **selfcert** in the Content Object ID field.
4. Select **Search**.
5. View the search results. In a future lesson, you will add the content object titled **DVA-SelfCert_Train** to an item.

Notes: _____



Slide 32: Activity #2: Search for Self-Certification Object

Activity #2: Search for Self-Certification Object

- Now you will have an opportunity to practice searching for a self-certification object.
- Complete the steps for Activity #2 in your Participant Guide.
- If you have any questions during the activity, send them to the instructor using the chat feature.

Notes: _____



Activity #2: Search for Self-Certification Object

From the admin home page:

1. Navigate to **Content > Content Objects**.
2. For the Content Object ID, select **Contains** from the drop-down menu.
3. Type **selfcert** in the Content Object ID field.
4. Select **Search**.
5. View the search results. In a future lesson, you will add the content object titled **DVA-SelfCert_Train** to an item.

Notes: _____

Content Packages

- A grouping of content objects, objectives, and exams
- A convenient way to categorize objectives for query, search, and reporting purposes
- A single objective can be included in as many content packages as is necessary

Example: Importing multiple modules of a SCORM 2004 course from a third-party vendor. This would help to keep all the course objectives and content intact for each module in the course

Slide 33 Content Packages

Content Packages

A content package is a group of content objects. It can also include objectives and exams. Content packages are a convenient way to categorize objectives for query, search, and reporting purposes.

A single objective can be included in as many content packages as is necessary, and you are not required to create duplicate objective records just to include an objective in more than one content package.

The example below illustrates when a TMS administrator will consider creating content packages:

Importing multiple modules of a SCORM 2004 course from a third-party vendor. This would help to keep all the course objectives and content intact for each module in the course.

Demonstration: Create a Content Package

Now the instructor will demonstrate how to create a content package in the VA TMS.



Slide 34: Demonstration: Create a Content Package

Notes: _____



Demonstration: Create a Content Package

To create a content package:

1. Navigate to **Content > Content Packages**.
2. Select the **Add New** link.
3. Enter a **Content Package ID**. **NOTE:** Tell participants that according to the VA TMS naming convention, the first part of the content package ID is generally the 3 or 4-character security domain.
4. Enter the **Title** for the content package.
5. Select a **Security Domain** (TRAIN).
6. Enter a **Description** for the content package.
7. Select **Add**.
8. Select the **Objectives** tab to add objectives.
9. Select **add one or more from list** link.
10. Select **Search**.
11. Select the **Add checkbox** for a random objective.
12. Select the **Add** button.
13. Select the **Content** tab.
14. Enter an **Object Label** (Click here to start). This is a title that is visible to the users.
15. Select the **Content radio button**.
16. Enter or search for your **Content Object ID**.
17. Select **Add**. **NOTE:** You may repeat steps 13-17 to add multiple content objects to the content package.

Notes: _____



Slide 35: Activity #3: Create a Content Package

Activity #3: Create a Content Package

- Now you will have an opportunity to practice creating a content package.
- Complete the steps for Activity #3 in your Participant Guide.
- If you have any questions during the activity, send them to the instructor using the chat feature.

Notes: _____



Activity #3: Create a Content Package

To create a content package:

1. Navigate to **Content > Content Packages**.
2. Select the **Add New** link.
3. Enter a **Content Package ID** (TRA-YourInitials-Today'sDate-CP).
4. Enter the **Title** for the content package.
5. Select a **Security Domain** (TRAIN).
6. Enter a **Description** for the content package.
7. Select **Add**.
8. Select the **Objectives** tab to add objectives.
9. Select **add one or more from list** link.
10. Select **Search** without entering any search criteria.
11. Select the **Add checkbox** for a random objective.
12. Select the **Add** button.
13. Select the **Content** tab.
14. Enter an **Object Label** (e.g., Click here to start). This is a title that is visible to the users.
15. Select the **Content radio button**.
16. Enter or search for your **Content Object ID**.
17. Select **Add**. **NOTE:** You may repeat steps 13-17 to add multiple content objects to the content package.

Notes: _____

As an admin, you need to identify a content object as AICC when:



- a) The content communicates to the VA TMS using AICC standards
- b) Users are restricted from the content
- c) There is a time limit for accessing the item
- d) All of the above.

KNOWLEDGE CHECK

Slide 36: Knowledge Check

Knowledge Check

Answer this question by entering your response in the chat window.

As an admin, you need to identify a content object as AICC when:

- a) The content communicates to the VA TMS using AICC standards
- b) Users are restricted from the content
- c) There is a time limit for accessing the item
- d) All of the above.

A content package may include:



- a) A group of objectives
- b) A group of content objects
- c) Exam(s)
- d) All of the above.

KNOWLEDGE CHECK

Slide 37: Knowledge Check

Knowledge Check

Answer this question by entering your response in the chat window.

A content package may include:

- a) A group of objectives
- b) A group of content objects
- c) Exam(s)
- d) All of the above.

Notes: _____



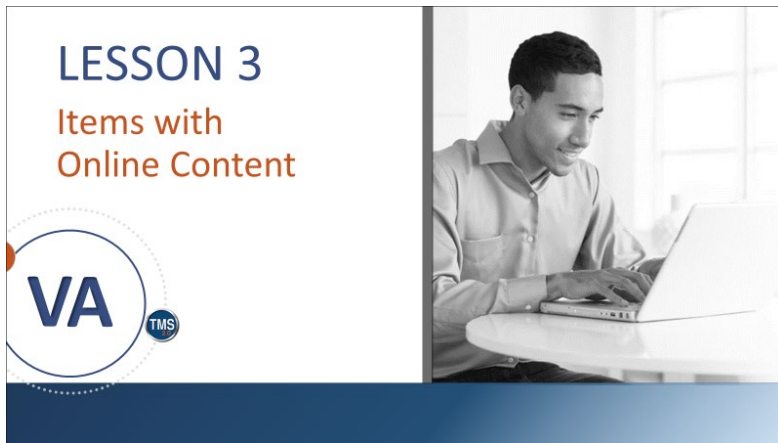
Slide 38: Questions?

Questions?

What questions do you have about the material covered in Lesson 2?

Notes: _____

2.4 Lesson 3: Items with Online Content



Slide 39: Lesson 3: Items with Online Content

Lesson 3: Items with Online Content

Administrators assign items, not content objects, to the user's To-Do List and library; therefore, after the admin creates the content objects, he or she must associate the objects to an item.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Create an online item
- Convert to an instructor-led item with online content
- Edit online settings of an item

Slide 40: Lesson 3 Objectives

Lesson 3 Objectives

After completing this lesson, you will be able to:

- Create an online item
- Convert to an instructor-led item with online content
- Edit online settings of an item

Notes: _____

Items with Online Content

- **Item Classification:** Online or Instructor-Led with Online Content
- **Known as asynchronous learning** since there is no instructor or time associated with the item
- **Once assigned to a user's Assigned Items,** online items can be accessed at any time

Slide 41: Items with Online Content

Items with Online Content

An online item consists entirely of content objects. Online items are also known as asynchronous learning since there is no instructor or time associated with the item. Users can access online items at their own convenience.

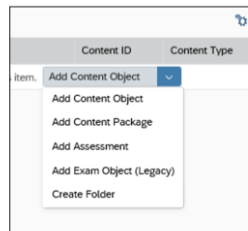
Instructor-led items with online content combine instructor-led (synchronous) learning with online (asynchronous) training.

Administrators schedule the instructor-led portion of the item for a specific date and time. Once assigned to a user's To-Do list, online content can be accessed at any time.

Creating an Item with Online Content

Content is selected from the following choices:

- **Add Content Object:** Assign existing content objects
- **Add Content Package:** Add existing content package(s) to include multiple objects to the item content structure
- **Add Assessment:** Add an exam or quiz created within VA TMS 2.0
- **Add Exam Object:** Add an existing exam object from the TMS legacy system
- **Create Folder:** Organize complex content by grouping and sequencing assigned content objects



Slide 42: Creating an Item with Online Content

Creating an Item with Online Content

Once the basic information is entered for the new item, the content can be selected and organized from the following choices in the Online Content tab of the related area:

- **Add Content Object:** Assign existing content objects
- **Add Content Package:** Add existing content package(s) to include multiple objects to the item content structure
- **Add Assessment:** Add an exam or quiz created within VA TMS

Notes: _____

- **Add Exam Object:** Add an existing exam object from the TMS legacy system
- **Create Folder:** Create folders to organize complex content by grouping and sequencing assigned content objects

Multiple folders and objects may be added depending on the complexity of the required item (s). Typically, an item will have a single content object or an exam object but may contain any number of both.

Edit Online Settings

Once the online structure is determined, you must configure the item settings

- Example 1: a learning event may be recorded for the item after a user successfully completes all online content objects (and/or exams, if applicable)
- Example 2: choose to mark the object complete when launched

Slide 43: Edit Online Settings

Edit Online Settings

Once the online structure is determined, you must configure the item settings.

For example, a learning event may be recorded for the item after a user successfully completes all online content objects (and/or exams, if applicable).

You can also edit online settings by choosing to mark the object as complete when the learner launches the item.

Notes: _____



Slide 44: Demonstration: Create Item with Online Content

Demonstration: Create Item with Online Content

Now the instructor will demonstrate how to create an item with online content.

Notes: _____



Demonstration: Create Items with Online Content

Creating an Item:

1. Navigate to **Learning Activities > Items**.
2. Select the **Add New** link.
3. Select an **Item Type**: Department of Veteran Affairs (VA).
4. Ensure the **Auto Generate** box is checked for the Item ID field.
5. Enter the **Security Domain ID**: TRAIN.
6. Select **Add**.
7. There are several required fields to address in the Item Details tab of the related area:
 - **Title**: Test
 - **Delivery Method**: Conference/Workshop
 - **Source**: AdobeConnect
 - **Credit Hours**: 0
 - **Learning Hours**: 4
 - **Description**: Sample Description (select the Translate icon to type description)
 - **Contact's Email**: jon.doe@va.gov
 - **Assignment Type**: Required (This is under the Assignments section)
8. Select **Save** in the Item Details tab.

Adding Online Content to Item:

1. Select the **Online Content** tab of the related area.
2. Select **Add Content Object**. **NOTE**: Display the drop-down list of options besides adding a content object.
3. Enter or Search for the **Content Object ID** you created in the Content Object field.
4. Enter an **Object Title** which will be visible to users (Select to Start Content).
5. Select **OK**.

Notes: _____

6. Select the **More icon (...)** next to Root.
7. Select **Add Content Object**.
8. Enter or Search for **DVA-SelfCert_Train** in the Content Object ID field (select **Contains** as the search option and search for **selfcert**).
9. Enter an **Object Title** (Self-Certification).
10. Select **OK**.

Edit Online Content Settings:

1. Select the **Settings** icon (gears), which opens the Completion tab.
2. Turn ON **Add to History on Completion of All Content**.
3. Select a **Completion Status** of VA-COMPLETE
4. Select the **Course Progression** tab.
5. Check the box for **Complete Content in Sequence**.
6. Select the **Launch** tab.
7. Turn ON **Content is available for launch**.
8. Select **OK**.
9. Select **Save** in the Online Content tab. **NOTE:** Once Online Content has been saved to the item record, the Other classification is updated to Online in the core area.

Notes: _____



Slide 45: Activity #4: Create Item with Online Content

Activity #4: Create Item with Online Content

- Now you will have an opportunity to practice creating an item with online content.
- Complete the steps for Activity #4 in your Participant Guide.
- If you have any questions during the activity, send them to the instructor using the chat feature.

Notes: _____



Activity #4: Create Item with Online Content

Creating an Item:

1. Navigate to **Learning Activities > Items**.
2. Select the **Add New** link.
3. Select an **Item Type**: Department of Veteran Affairs (VA).
4. Ensure the **Auto Generate** box is checked for the Item ID field.
5. Enter the **Security Domain ID**: TRAIN.
6. Select **Add**.
7. There are several required fields to address in the Item Details tab of the related area:
 - **Title**: Test
 - **Delivery Method**: Conference/Workshop
 - **Source**: AdobeConnect
 - **Credit Hours**: 0
 - **Learning Hours**: 4
 - **Description**: Sample Description (select the Translate icon to type description)
 - **Contact's Email**: jon.doe@va.gov
 - **Assignment Type**: Required (This is under the Assignments section)
8. Select **Save** in the Item Details tab.

Adding Online Content to Item:

1. Select the **Online Content** tab of the related area.
2. Select **Add Content Object**. **NOTE**: Display the drop-down list of options besides adding a content object.
3. Enter or Search for the **Content Object ID** you created in the Content Object field.
4. Enter an **Object Title** which will be visible to users (Select to Start Content).
5. Select **OK**.

Notes: _____

6. Select the **More icon (...)** next to Root.
7. Select **Add Content Object**.
8. Enter or Search for **DVA-SelfCert_Train** in the Content Object ID field (Select the **Contains** search option and enter **selfcert**).
9. Enter an **Object Title** (Self-Certification).
10. Select **OK**.

Edit Online Content Settings:

1. Select the **Settings** icon (gears), which opens the Completion tab.
2. Turn ON **Add to History on Completion of All Content**.
3. Select a **Completion Status** of VA-COMPLETE
4. Select the **Course Progression** tab.
5. Check the box for **Complete Content in Sequence**.
6. Select the **Launch** tab.
7. Turn ON **Content is available for launch**.
8. Select **OK**.
9. Select **Save** in the Online Content tab. **NOTE:** Once Online Content has been saved to the item record, the Other classification is updated to Online in the core area.

Notes: _____

Instructor-Led Item with Online Content

- Instructor-Led Items with Online Content are typically a combination of instructor-led and online training
- The Agenda Template tab in the Related area includes one or more time slots which enable the item to be scheduled on a learning calendar
- The item's Online Content tab includes associated content objects or assessments

Slide 46: Instructor-Led Item with Online Content

Restrictions on Access to Online Content

Restriction Level	Unregistered User can Access Online Content slider in Item Details tab of the related area	Description
Least	<ul style="list-style-type: none"> • Select Yes by activating the slider 	Any user who has access to this item via Assigned Items or library may launch the online content
Somewhat	<ul style="list-style-type: none"> • Select No by keeping the slider inactive 	Users must be registered in the class of the item in order to launch the online content
Most	<ul style="list-style-type: none"> • Select No by keeping the slider inactive • Activate slider <i>Content available only during specified time slot of a class</i> in the Online Content settings • Determine which time slots permit access to the online content 	Users can only access the content during specific times

Slide 47: Restrictions on Access to Online Content

Instructor-Led Item with Online Content

Instructor-led items with online content are typically a combination of instructor-led and online training. The **Agenda Template** tab in the related area includes one or more time slots, which enable the item to be scheduled on a learning calendar. The item's **Online Content** tab includes associated content objects or assessments.

Restrictions on Access to Online Content

Within an instructor-led item with online content, an admin can specify how restrictive access to the online content should be. There are three distinct restriction options:

- If you want to create a **least restrictive item**: **Yes** is selected in the **User can access online content** by activating the slider. This means that any user who has access to this item from their To-Do List or library may launch the online content.
- If you want to set up a **somewhat restrictive item**: **No** is selected in the **User can access online content** by keeping the slider inactive. Users must be registered into the class of the item to launch the online content.

Notes: _____

- Finally, to create a **most restrictive item**: **No** is selected for the **Content available only during specified time slot of a class** slider. Then, navigate to the **Agenda** tab from the Related area. Use the **Online Access** checkbox to determine which time slots permit access to the online content. Once selected and checked, users can only access the content during specific times.



Slide 48: Demonstration: Convert to Instructor-Led Item with Online Content

Demonstration: Convert to Instructor-Led Item with Online Content

Now the instructor will demonstrate how to convert an online item into an instructor-led item with online content.

Notes: _____



Demonstration: Convert to Instructor-Led Item with Online Content

To convert an online item into an instructor-led item with online content:

1. You should have the Online Item record that you created in Activity #3 open. **NOTE:** If you navigated away from the record, you can find it in Recents or search for it from Learning Activities > Items.
2. Navigate to the **Agenda Template** tab in the Related Area.
3. Select the **Add Time Slot** icon (plus sign):
 - Day: **1**
 - Description: **Orientation**
 - Duration: **2**
 - Location Type: **Auditorium**
4. Select **Save**.
5. Select the **Add Time Slot** icon (plus sign):
 - Day: **2**
 - Description: **Online Training**
 - Duration: **2**
6. Select **Save**. **NOTE:** Once a time slot has been added, the classification in the Core Area will change to Instructor-Led with Online Content.

To make an online item most restrictive:

1. Select the **Item Details** tab of the Related Area.
2. Scroll down to the Online Settings section. Change the “Unregistered User can Access Online Content” slider to **inactive**.
3. Select **Save**.
4. Select the **Online Content** tab in the Related Area.
5. Select the **Settings** icon (gears).

Notes: _____

6. From the **Launch** tab, turn ON the “Content available only during specified time slot of a class” slider.
7. Select **OK**.
8. Select **Save** in the Online Content area.
9. Select the **Agenda Template** tab in the Related Area.
10. Select the **Edit** icon (pencil).
11. Check the box in the **Online Access** column for the Day 2 time slot.
12. Select **Save** in the Agenda Template area. **NOTE:** Now, this instructor-led item with online content is set to **most restrictive**, so users can only access online content during specific time slots.

Notes: _____



Slide 49: Activity #5: Convert to Instructor-Led Item with Online Content

Activity #5: Convert to Instructor-Led Item with Online Content

- Now you will have an opportunity to convert an online item to an instructor-led item with online content.
- Complete the steps for Activity #5 in your Participant Guide.
- If you have any questions during the activity, send them to the instructor using the chat feature.

Notes: _____



Activity #5: Convert to Instructor-Led Item with Online Content

To convert an online item into an instructor-led item with online content:

1. You should have the Online Item record that you created in Activity #3 open. **NOTE:** If you navigated away from the record, you can find it in Recents or search for it from Learning Activities > Items.
2. Navigate to the **Agenda Template** tab in the Related Area.
3. Select the **Add Time Slot** icon (plus sign):
 - Day: **1**
 - Description: **Orientation**
 - Duration: **2**
 - Location Type: **Auditorium**
4. Select **Save**.
5. Select the **Add Time Slot** icon (plus sign):
 - Day: **2**
 - Description: **Online Training**
 - Duration: **2**
6. Select **Save**. **NOTE:** Once a time slot has been added, the classification in the Core Area will change to Instructor-Led with Online Content.

To make an online item most restrictive:

1. Select the **Item Details** tab of the Related Area.
2. Scroll down to the Online Settings section. Change the “Unregistered User can Access Online Content” slider to **inactive**.
3. Select **Save**.
4. Select the **Online Content** tab in the Related Area.
5. Select the **Settings** icon (gears), which opens the Completion tab.
6. Turn ON the “Content available only during specified time slot of a class” slider.

Notes: _____

7. Select **OK**.
8. Select **Save** in the Online Content area.
9. Select the **Agenda Template** tab in the Related Area.
10. Select the **Edit** icon (pencil).
11. Check the box in the **Online Access** column for the Day 2 segment.
12. Select **Save** in the Agenda Template area. **NOTE:** Now, this instructor-led item with online content is set to **most restrictive**, so users can only access online content during specific time slots.

Notes: _____

Which of these can **NOT** be added to the structure of an online item (from the Add Online Content menu)?

- a) Assessment
- b) Category
- c) Content Object
- d) Content Package



KNOWLEDGE CHECK

Knowledge Check

Answer this question by entering your response in the chat window.

Which of these can **NOT** be added to the structure of an online item (from the Add Online Content menu)?

- a) Assessment
- b) Category
- c) Content Object
- d) Content Package

Slide 50: Knowledge Check

There are three distinct restriction options for instructor-led items with online content: least, somewhat, and most.

- a) True
- b) False



KNOWLEDGE CHECK

Knowledge Check

Answer this question by entering your response in the chat window.

There are three distinct restriction options for instructor-led items with online content: least, somewhat, and most.

- a) True
- b) False

Slide 51: Knowledge Check

Notes: _____



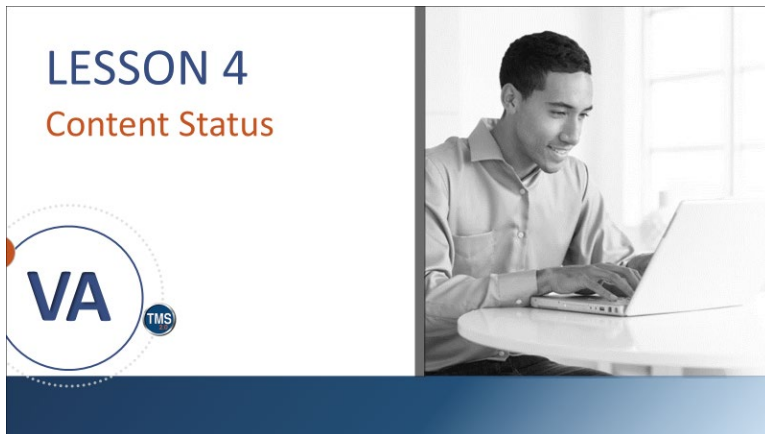
Slide 52: Questions?

Questions?

What questions do you have about the materials covered in Lesson 3?

Notes: _____

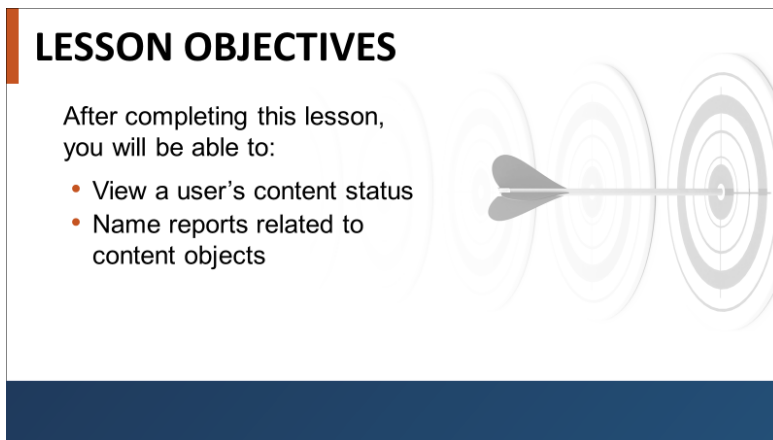
2.5 Lesson 4: Content Status



Slide 53: Lesson 4: Content Status

Lesson 4: Content Status

At times, you need to review user progress of an online item or an instructor-led item with online content before he or she completes the content. The **Content Status** tab from the Related area displays user progress of online activity.



Slide 54: Lesson 4 Objectives

Lesson 4 Objectives

After completing this lesson, you will be able to:

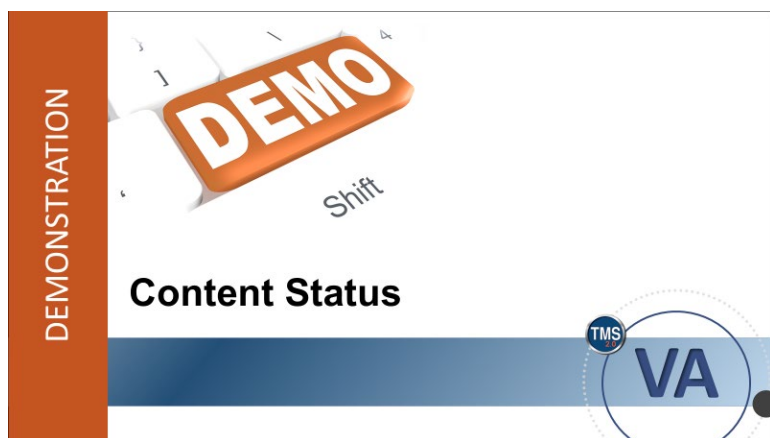
- View a user's content status
- Name reports related to content objects

Notes: _____

Content Status: User Record

The VA TMS lists all started online or instructor-led items with online content that are not complete under the Content Status tab from the Related area of the user record.

Slide 55: Content Status: User Record



Slide 56: Demonstration: Content Status

Content Status: User Record

Within the **Content Status** tab of the Related area, TMS lists all online or instructor-led items with online content that have been started but are incomplete

Demonstration: Content Status

Now the instructor will demonstrate how to view a user's content status.

Notes: _____

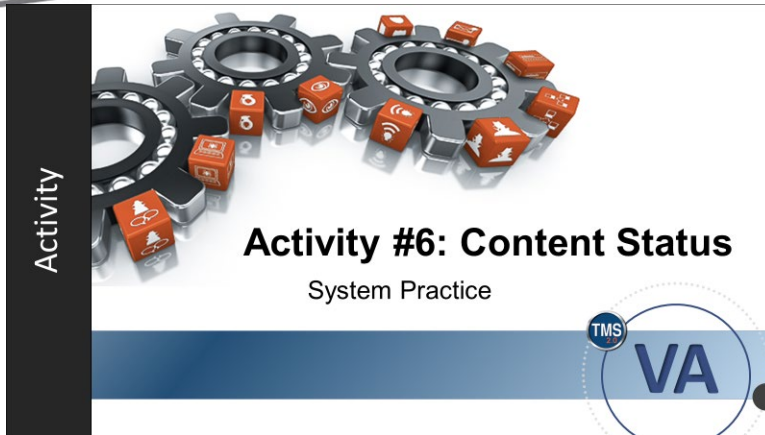


Demonstration: Content Status

From the admin home page:

1. Navigate to **People > Users**.
2. Enter **DMLMU** in the User ID field.
3. Select **Search**.
4. Choose a user by selecting the **User ID hyperlink**.
5. From the Related area of the User Record, select **Content Status**. **NOTE:** Here is where you can view a list of items, including the **Initial Activity Date** and **Last Activity Date**.
6. Select an item's **Object Details** link to see more information about specific items. This is where you can see the **Number of Failed Attempts**.
7. By selecting a specific content object (the title is a hyperlink), you can view and edit the following details by checking or unchecking the box then selecting **Apply Changes**:
 - Has Access
 - Finished
 - Needs Review
 - Complete, including the as of Date
8. Select **Content Status** to return to the previous page.

Notes: _____



Slide 57: Activity #6: Content Status

Activity #6: Content Status

- Now you will have an opportunity to view a user's content status.
- Complete the steps for Activity #6 in your Participant Guide.
- If you have any questions during the activity, send them to the instructor using the chat feature.

Notes: _____



Activity #6: Content Status

From the admin home page:

1. Navigate to **People > Users**.
2. Enter **DMLMU** in the User ID field.
3. Select **Search**.
4. Choose a user by selecting the **User ID hyperlink**.
5. From the Related area of the User Record, select **Content Status**. **NOTE:** Here is where you can view a list of items, including the **Initial Activity Date** and **Last Activity Date**.
6. Select an item's **Object Details** link to see more information about specific items. This is where you can see the **Number of Failed Attempts**.
7. By selecting a specific content object (the title is a hyperlink), you can view and edit the following details by checking or unchecking the box then selecting **Apply Changes**:
 - Has Access
 - Finished
 - Needs Review
 - Complete, including the as of Date
8. Select **Content Status** to return to the previous page.

Notes: _____

Related Reports

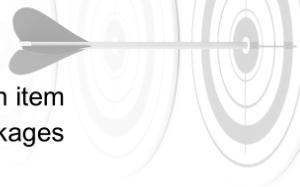
- Online Item Status
- Item Object Details

Slide 58: Related Reports

SESSION SUMMARY

In this session, you learned how to:

- Create and configure content objects
- Add a self-certification object to an item
- Create and configure content packages
- Create items with online content
- View a user's content status



Slide 59: Session Summary

Related Reports

The following are reports in the VA TMS that relate to online content:

- **Online Item Status:** This report filters user, item, dates, status, and needs review. It returns the information listed under the Content Status tab.
- **Item Object Details:** This report filters item and item status. It returns the basic item record information, all assigned content objects, and the item settings for each content object.

Session Summary

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

- Create and configure content objects
- Add a self-certification object to an item
- Create and configure content packages
- Create items with online content
- View a user's content status

Notes: _____



Slide 60: Questions?

Questions?

If you have any questions regarding today's training, please submit them through the chat window.

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. Bashshar: Clarence.Bashshar@va.gov

Slide 61: Additional Resources

Additional Resources

There are additional resources available to assist you with your duties as an administrator. They are:

- The TMS Resources site has copies of job aids, tutorials, and participant guides for all TMS 2.0 training sessions: <https://www.hcsc.va.gov/>
- Those same materials can also be found on the TMS Community of Practice. Use the email address to request access: VATMSCoP@va.gov
- Additional assistance can be requested by contacting the VA Enterprise Service Desk at 1-855-673-4357
- Clarence.Bashshar@va.gov

Notes: _____

