



VA TMS Domain Manager and Learning Manager Training

Session 2 of 4

Virtual Instructor-Led Training

Participant Guide

November 2020

Table of Contents

1.0 Training Overview	3
1.1 About the Training.....	3
1.2 Participant Guide	3
1.3 Participant Preparation and Guidelines.....	4
1.4 Demonstrations and System Practice Activities in VA TMS TRAIN Environment.....	4
1.5 Virtual Instructor-Led Training Guidelines	4
1.6 Course Length	5
2.0 Domain Manager and Learning Manager Training Session 2 of 4	6
2.1 Welcome and Introduction.....	6
2.2 Lesson 1: Online Content Overview.....	11
2.3 Lesson 2: Content Objects and Content Packages.....	19
2.4 Lesson 3: Items with Online Content	33
2.5 Lesson 4: Assessments Tool	50
3.0 Appendix.....	72
3.1 Appendix A: VA TMS Key Terms.....	72
3.2 Appendix B: VA TMS Records Naming Conventions.....	79
3.3 Appendix C: VA TMS Resources Naming Conventions.....	80
3.4 Appendix D VA TMS Functions and Associated Roles.....	81

1.0 Training Overview

1.1 About the Training

Introduction

Thank you for attending the Veterans Affairs (VA) Talent Management System (TMS) Domain Manager and Learning Manager Training: Session 2 of 4. Through discussions, demonstrations, and hands-on activities, this training teaches DM/LM responsibilities, including creating a content object, working with online and blended items, and using the Assessment tool.

Course Delivery Methods

The DM/LM Training is a blended learning experience comprised of a prerequisite course and four VILT sessions. The following course is a prerequisite and must be completed **prior to attending** the DM/LM VILT sessions:

- Introduction to VA TMS for Administrators (VILT or WBT)

The DM/LM VILT sessions will be presented as four separate live webinars. A Web conferencing software tool will be used to conduct the training sessions.

Course Goal

Domain Managers and Learning Managers play an important role in helping VA employees grow professionally. Therefore, it is imperative that they are familiar with their responsibilities within the VA TMS.

The goal of the DM/LM Training is to provide instruction and interactive practice on the core concepts and administrative functions of the VA TMS specific to DM and LM roles.




1.2 Participant Guide

There is a separate Participant Guide for each of the four DM/LM VILT sessions. This Participant Guide is for Session 2 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.

1.3 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.

1.4 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.

1.5 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 in to 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.

1.6 Course Length

The tables below include a list of all training lessons in the four DM/LM sessions, along with estimated times. Only Session 1 will be covered in today's training and Participant Guide.

Table 2: DM/LM Session 2 Lessons and Durations

Lessons	Estimated Time
Welcome and Introduction	15 minutes
Lesson 1: Online Content Overview	20 minutes
Lesson 2: Content Objects and Content Packages	50 Minutes
Lesson 3: Items with Online Content	45 minutes
Lesson 4: Assessments Tool	70 minutes

Total: 3 hours, 20 minutes

2.0 Domain Manager and Learning Manager Training Session 2 of 4

2.1 Welcome and Introduction

System Login

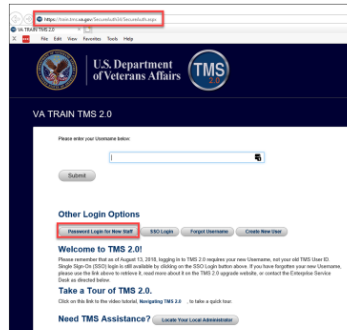
- In your browser, navigate to:
<https://train.tms.va.gov/SecureAuth34/>
- Select the **Password Login for New Staff** button.
- Enter your TRAIN Admin ID and Password.

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 the instructor 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 Domain Manager and Learning Manager Course:
Session 2 of 4

Welcome

Welcome to Session 2 of the VA TMS Domain Manager and Learning Manager 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



Participant Introductions

Introduce yourself by sharing your name, including any nicknames, and where you work in the chat area.

Slide 3: Participant Introduction

PARTICIPANT GUIDE

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



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 4: Participant Guide

LOGISTICS

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



Logistics

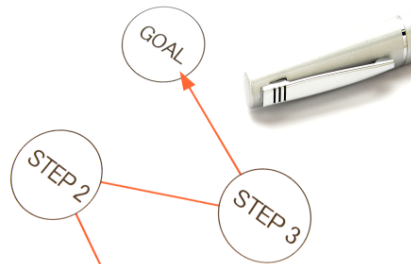
Please review the following training logistics:

- A 10-minute break will be provided roughly every hour.
- Feel free to ask questions at any time using the chat feature.
- Please mute your phone and do not put the call on hold at any time during the training.

Slide 5: Logistics

COURSE GOALS

Provide instruction and interactive practice of the core concepts and administrative functions of the VA TMS specific to Domain Manager and Learning Manager job functions.



Slide 6: Course Goal

COURSE STRUCTURE

- Four separate web conferencing sessions
- Each no longer than 4 hours in length
- Each session organized into lessons and topics



Slide 7: Course Structure

Course Goal

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 Domain Manager and Learning Manager job functions.

Course Structure

The DM/LM series consists of four sessions, each no longer than four hours. Each session is organized into lessons and topics.

TRAINING METHODS

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



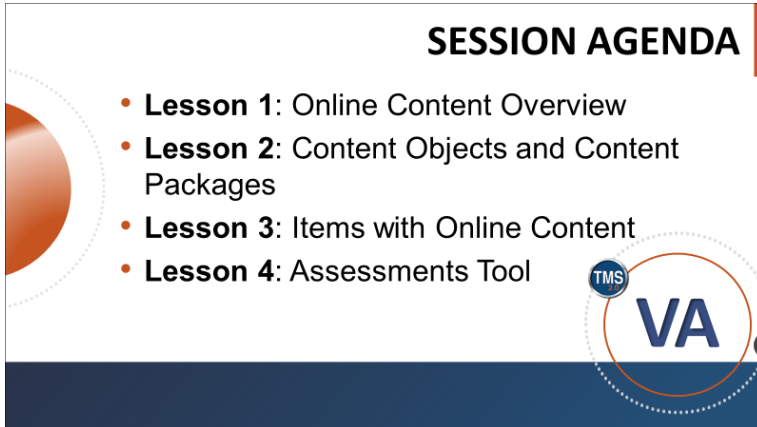
Slide 8: Training Methods

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 multiple choice/true-false knowledge checks.

The slide features a white background with a blue footer. On the left, there is a large orange circle with a dotted line around it. The title "SESSION AGENDA" is in bold black text. Below it, a bulleted list contains four items: Lesson 1: Online Content Overview, Lesson 2: Content Objects and Content Packages, Lesson 3: Items with Online Content, and Lesson 4: Assessments Tool. In the bottom right corner, there is a circular logo with "TMS" in a blue circle and "VA" in large blue letters.

SESSION AGENDA

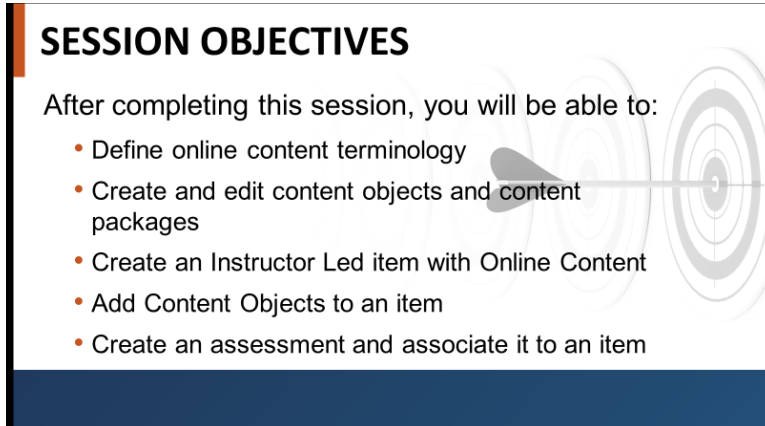
- **Lesson 1:** Online Content Overview
- **Lesson 2:** Content Objects and Content Packages
- **Lesson 3:** Items with Online Content
- **Lesson 4:** Assessments Tool

Slide 9: Session 2 Agenda

Session 2 Agenda

Session 2 is organized into the following lessons:

- Lesson 1: Online Content Overview
- Lesson 2: Content Objects and Content Packages
- Lesson 3: Items with Online Content
- Lesson 4: Assessments Tool

The slide features a white background with a blue footer. On the right, there is a target graphic with concentric circles. The title "SESSION OBJECTIVES" is in bold black text. Below it, a paragraph states "After completing this session, you will be able to:". This is followed by a bulleted list of five objectives: Define online content terminology, Create and edit content objects and content packages, Create an Instructor Led item with Online Content, Add Content Objects to an item, and Create an assessment and associate it to an item.

SESSION OBJECTIVES

After completing this session, you will be able to:

- Define online content terminology
- Create and edit content objects and content packages
- Create an Instructor Led item with Online Content
- Add Content Objects to an item
- Create an assessment and associate it to an item

Slide 10: Session 2 Objectives

Session 2 Objectives

After completing this session, you will be able to:

- Define online content terminology
- Create and edit content objects and content packages
- Create an Instructor Led item with Online Content
- Add Content Objects to an item
- Create an assessment and associate it to an item

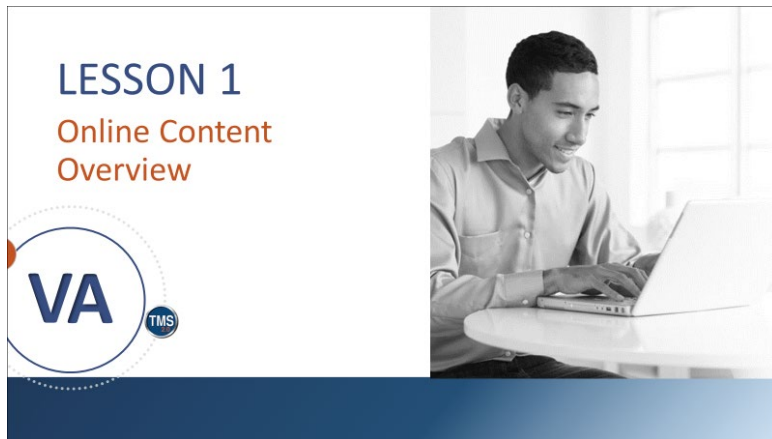


Slide 11: Questions?

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.

2.2 Lesson 1: Online Content Overview



Slide 12: Lesson 1: Online Content Overview

Lesson 1: Online Content Overview

The next few lessons will focus on online learning in the VA TMS 2.0. Domain Managers and Learning Managers need to understand how to create and configure online learning for adding self-certification links.

Lesson 1 provides an overview of the online content. Let's look at the learning objectives for Lesson 1.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Describe online learning
- Define online content management terminology
- Explain the SCORM and AICC industry standards and their differences
- List the steps to configure online content

Slide 13: Lesson 1 Objectives

Lesson 1 Objectives

After completing this lesson, you will be able to:

- Describe online learning
- Define online content management terminology
- Explain the SCORM and AICC industry standards and their differences
- List the steps to configure online content

Notes: _____

Online Learning

Online learning within VA TMS 2.0 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 (SOP) manual).

Slide 14: Online Learning

Content Objects

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

Item: Online MWB101 MS Word Basics	
Content	File Type
Creating, Saving, and Editing Word Documents (HTML)	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)

Slide 15: Content Objects

Online Learning

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

Content objects are the building blocks of an online item. A content object is a pointer to a single, launchable file. For example, the item Online MS Word Basics contains the three following content objects:

- Creating, Saving, and Editing Word Docs (HTML)
- Simulation of Saving a Word Doc
- Exam of Microsoft Word Basics

NOTE: These three examples represent three separate content objects in TMS. Users launch a content object from an online item or instructor-led item with online content in TMS user application.

It is important to note that the content object specifies the content location and launch method of communication with TMS (e.g., AICC, SCORM, etc.). It does not store the actual content.

Notes: _____

AICC/SCORM Standards

SCORM: Shareable
Content Object (SCO)
• Manifest XML file
(imsmanifest.xml)

AICC: Assignable Unit (AU)
• Course (.crs)
• Structure (.cst)
• Description (.des)
• Assignable Units (.au)

VA Talent Management System	SCORM	AICC
Content Object	Shareable Content Object (SCO)	Assignable Unit (AU)

Slide 16: AICC/SCORM Standards

AICC/SCORM Standards

AICC and SCORM 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 (a.k.a. SCORM 1.3).

The on-screen table translates VA TMS terminology into SCORM and AICC equivalents.

SCORM is derived from AICC standards. One difference between SCORM and AICC is the definition of content structure. AICC requires four text documents:

- Course (.crs)
- Structure (.cst)
- Description (.des)
- Assignable units (.au)

SCORM uses a single manifest XML file to describe the content structure (imsmanifest.xml). **This XML file includes greater detail about the content than the AICC text files.**

The SCORM 2004 standard provides the ability for content to contain advanced sequencing and navigation within a course. Because of this addition to the standard, special care must be taken to ensure the communication rules are imported into the system.

Notes: _____

Communication Between Content and TMS

JavaScript functions within the actual content records content object completion and sends examination data.

Content is provided in one of two ways:

- Created using “in-house” courseware development tools, such as Adobe Dreamweaver, Articulate Presenter, and Trivantis Lectora
- Purchased AICC/SCORM compliant content from third-party vendor

Slide 17: Communication between Content and TMS

Communication Between Content and TMS

The TMS 2.0 system provides a set of specific JavaScript functions for additional tracking functionality. JavaScript functions within the actual content to record content object completion and send examination data.

Some organizations create “in-house” content using courseware development tools, such as Adobe Dreamweaver, Articulate Presenter, and Trivantis Lectora. The VA TMS provides the ability to include content objects created with any authoring system within the same item.

Another option is purchasing AICC/SCORM compliant content from third-party vendors. Administrators can “mix and match” in-house development with third-party vendor courses, incorporate a combination of these technologies in their program, and combine various technologies within the same item.

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 or identify an item to be associated with the content
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 to the user’s To-Do List

Slide 18: Online Content Process

Online Content Process

Users do not create content directly within the VA TMS.

To successfully create and implement an item with online content in the VA TMS, you will want to:

1. Create the content (using any development tool).
2. Upload the content to a public location (e.g., content server).
3. Identify the content type and its location.

Notes: _____

4. Add content objects/content packages in the VA TMS.
5. Add or identify an item to be associated with the online content.
6. Assign the online content to the item under the Online Content tab from the Related area of the item record.
7. Test the online item from the VA TMS 2.0 user application.
8. Assign the item to a library and/or to the user's To-Do List.

It's good practice to use a development instance of the VA TMS to test online content. After sufficient testing, export the item structure from the development environment using AICC Export under the Online Content tab from the Related area of the item record.



Job Aid: Available on the TMS Resource site.

Which of the following best describes online learning?



- a) Accessing materials in electronic form that were also available during face-to-face instruction
- b) Gaining skills and knowledge through electronic access to training content, such as Web-based exams or documents
- c) Participating in a live lecture at a distance
- d) Receiving and completing assignments at a distance

KNOWLEDGE CHECK

Knowledge Check

Please answer the following question using the chat feature.

Which of the following best describes online learning?

- a) Accessing materials in electronic form that were also available during face-to-face instruction
- b) Gaining skills and knowledge through electronic access to

Slide 19: Knowledge Check

Notes: _____

training content, such as Web-based exams or documents

- c) Participating in a live lecture at a distance
- d) Receiving and completing assignments at a distance

An online content object consists of _____.



- a) a group of objectives and content objects
- b) a record containing a hyperlink that points to a single launchable file
- c) a record that includes what the learner will accomplish from the training
- d) training content, such as a Web-based training, PowerPoint presentation, audio/video presentation, or e-book

KNOWLEDGE CHECK

Knowledge Check

Please answer the following question using the chat feature.

An online content object consists of:

- a) a group of objectives and content objects
- b) a record containing a hyperlink that points to a single launchable file
- c) a record that includes what the learner will accomplish from the training
- d) training content, such as Web-based training, PowerPoint presentation, audio/video presentation, or e-book

Slide 20: Knowledge Check

Notes: _____

The purpose of AICC and SCORM is to:



KNOWLEDGE CHECK

- a) control spam
- b) prevent unauthorized access to online content
- c) provide standardization for the transfer of information to and from Web-based learning content
- d) allow non-administrative access to online content

Slide 21: Knowledge Check

Knowledge Check

Please answer the following question using the chat feature.

The purpose of AICC and SCORM is to:

- a) control spam
- b) prevent unauthorized access to online content
- c) provide standardization for the transfer of information to and from Web-based learning content.
- d) allow non-administrative access to online content

The SCORM XML file includes greater detail about the content than the four AICC text files.



KNOWLEDGE CHECK

- a) True
- b) False

Slide 22: Knowledge Check

Knowledge Check

Please answer the following question using the chat feature.

The SCORM XML file includes greater detail about the content than the four AICC text files.

- a) True
- b) False

Notes: _____



Slide 23: Questions?

Questions?

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

Notes: _____

2.3 Lesson 2: Content Objects and Content Packages



Slide 24: Lesson 2: Content Objects and Content Packages

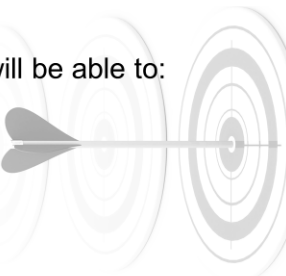
Lesson 2: Online Content and Packages

Lesson 2 introduces content objects and content packages. Let's look at the learning objectives for Lesson 2.

LESSON OBJECTIVES

After completing this lesson, you will be able to:

- Define basic terminology regarding content objects
- Create a content object
- Create a content package



Slide 25: Lesson 2 Objectives

Lesson 2 Objectives

After completing this lesson, you will be able to:

- Define basic terminology regarding content objects
- Create a content object
- Create a content package

Notes: _____

Content Objects

- The building blocks of online items
- Specify location of content via URL address and how to communicate user interaction
- Records that include launch method and location
- Content does not reside within the TMS (besides assessments)
- Content is typically stored on a server

Slide 26: Content Objects

Content Objects

Content objects are the building blocks in each online item. A content object specifies the location of the online content (file or URL address). The actual content does not reside within the VA TMS (besides assessments); content is typically stored on a content server. In other words, a content object is a record that includes 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
- A Web page (Dreamweaver)

Content Object Record

The content object record is organized into functional areas by tabs. These tabs include:

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

The screenshot shows the 'Content Object Record' interface for 'TRA-JMW-1027'. It features a tabbed interface with 'Summary', 'Launch Method', 'Objectives', 'AICC Support', and 'Cross Security Domain'. The 'Summary' tab is active, displaying fields for 'Title', 'Security Domain' (set to 'TRAX'), 'Build User', 'Build Location', 'Build Date', and 'Build Company'. There are also checkboxes for 'Content Object is active' and 'Content Object is online', and a 'Developer Tool' field. At the bottom, there are buttons for 'Apply Changes', 'Reset', 'Copy Content Object...', and 'Delete'.

Slide 27: 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 (which is actually for both AICC and SCORM)
- Cross Security Domain

Notes: _____

Launch Methods

- Content Player
- Document Link Type
- AICC
- Browser
- SCORM 1.2, SCORM 2004 (a.k.a. SCORM 1.3), and SCORM 2004 4Ed

Slide 28: Launch Methods

Launch Methods

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

- **Content Player:** A content object that uses an application that is not installed on the client workstation requires a content player, e.g. Windows Media Player. The content player calls the application 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 to the content object and opens the appropriate application
- **AICC:** This content object is AICC compliant and communicates with the VA TMS using AICC standards
- **Enable Mobile Device:** Admins will use this 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.**
- **Browser:** A content object with Internet-based content that is

Notes: _____

reviewed within a browser. Use this launch method for VA TMS tracking functions

- **SCORM 1.2, SCORM 2004, and SCORM 2004 4Ed.:** 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.



Slide 29: Demonstration: Create a Content Object

Demonstration: Create a Content Object

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

Notes: _____



Demonstration: Content Object Record

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 **Browser** option.
12. Ensure the box is checked for **Launch https:// URLs in a new browser Window**.
13. Enter the **URL** address of the content in the **Content URL** field.
14. 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.

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.

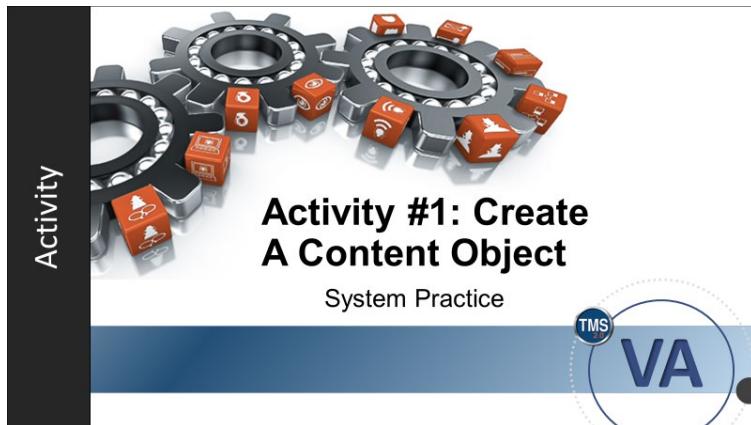
NOTE: Due to the advanced sequencing and navigation functions included in the SCORM 2004 standard, special care must be taken to ensure these functions work properly in the VA TMS. Content using this standard should be imported using the instructions listed in the “Content Notes:

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 30: Activity #1: Create a Content Object

Activity #1: Create a Content Object

- Now you will have an opportunity to practice creating a content object on your own.
- Complete the steps for this activity on the next page.
- 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. Select the **Content** icon.
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 **Browser** option.
13. Ensure the box is checked for **Launch https:// URLs in a new browser Window**.
14. Enter the **URL** address of the content in the **Content URL** field. **NOTE:** You can copy/paste any URL address to satisfy this step.
15. Select **Apply Changes**.




Job Aid: Available on the TMS Resource site.

Notes: _____

A content object is used to ____.

- a) add content to packages
- b) associate objectives with questions
- c) group objectives
- d) indicate where the online content is located on a server outside of the VA TMS



KNOWLEDGE CHECK

Slide 31: Knowledge Check

Knowledge Check


Answer the following question using the chat feature.

A content object is used to ____.

- a) add content to packages
- b) associate objectives with questions
- c) group objectives
- d) indicate where the online content is located on a server outside the VA TMS 2.0

Which option below is one of the five content object launch methods?

- a) Build location
- b) Content object record
- c) Content package
- d) Browser



KNOWLEDGE CHECK

Slide 32: Knowledge Check

Knowledge Check

Answer the following question using the chat feature.

Which option below is one of the five content object launch methods?

- a) Build location
- b) Content object record
- c) Content package
- d) Browser

Notes: _____

Content Packages

- Group of objectives and contents
- 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
- E.g.: After importing multiple modules of a SCORM 2004 course from a third party vendor, using a content package helps keep all the course objectives and content intact for each module

Slide 33: Content Packages

Content Packages

A content package is a group of objectives and contents. Content packages are a convenient way to categorize objectives for query, search, and reporting purposes.

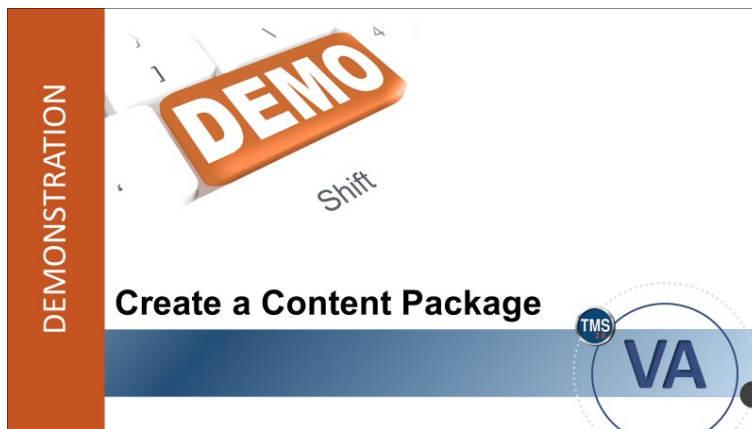
A single objective can be included in as many content packages as is necessary, and you are not required to create duplicate objective records just to include an objective in more than one content package.

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

After importing multiple modules of a SCORM 2004 course from a third-party vendor, using a content package 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 show you 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 #2: Create a Content Package

Activity #2: Create a Content Package

- Now you will have an opportunity to practice creating content packages on your own.
- Complete the steps for this activity on the next page.
- If you have any questions during the activity, send them to the instructor using the Chat feature.

Notes: _____



Activity #2: Create a Content Package

1. Navigate to **Content > Content Packages**.
2. Select the **Add New** link.
3. Enter a **Content Package ID** (TRA-your initials-today's date).
4. Enter the **Title** for the content package: VA Home.
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 as the Object Type.
16. Enter or search for your **Content Object ID**.
17. Select **Add**.

Notes: _____

The same objective can only be included in one content package.

- a) True
- b) False



KNOWLEDGE CHECK

Knowledge Check

Answer the following question using the chat feature.

The same objective can only be included in one content package.

- a) True
- b) False

Slide 36: Knowledge Check

QUESTIONS?



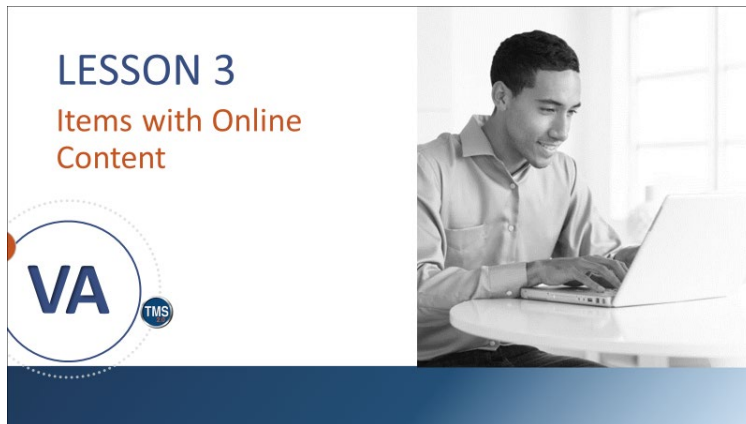
Slide 37: Questions?

Questions?

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

Notes: _____

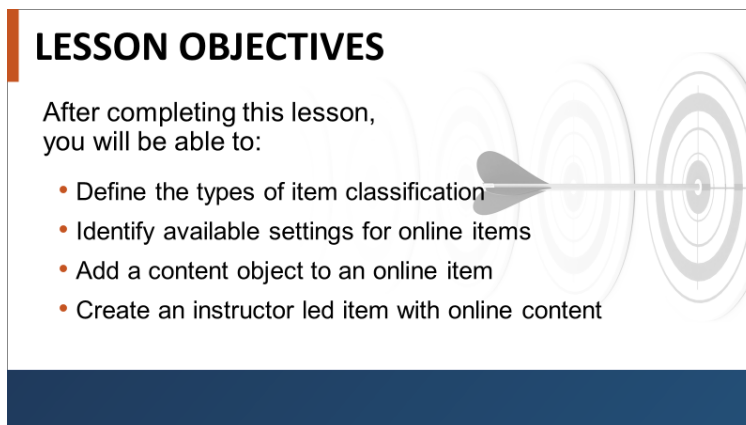
2.4 Lesson 3: Items with Online Content



Slide 38: Lesson 3: Items with Online Content

Lesson 3: Items with Online Content

Lesson 3 reviews items with online content. Let's look at the learning objectives for Lesson 3.



Slide 39: Lesson 3 Objectives

Lesson 3 Objectives

After completing this lesson, you will be able to:

- Define the types of item classification
- Identify available settings for online items
- Add a content object to an online item
- Create an instructor led item with online content

Notes: _____

Item Classifications

- **Instructor-Led:** Item is put on a learning calendar, featuring resources and instructor
- **Online:** 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

Slide 40: Item Classifications

Review of Item Classifications

The VA TMS automatically classifies each item according to the following rules:

- **Instructor-Led:** Item is put on a learning calendar, featuring resources and an instructor
- **Online:** 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 of TMS

Items with Online Content

- Items with online content will either be classified as Online or Instructor-Led with Online Content
- 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
- Administrators are responsible for assigning items to user Learning Plans and libraries after creating the content

Slide 41: Items with Online Content

Items with Online Content

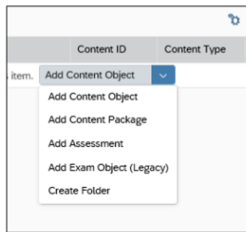
An online item consists entirely of content objects. Online items are also known as asynchronous learning since there is no instructor or time associated with the item. Users can access online items at their own convenience.

Instructor-led items with online content blend instructor-led, or synchronous, training with content objects (i.e., asynchronous training). Administrators schedule these items for a specific date and time. A class's time slot can restrict the date/time that a user can access content objects.

In the next lesson, we will discuss instructor-led items with online content.

Notes: _____

Creating an Item with Online Content



- **Add Content Object:** Add individual content objects to the item
- **Add Content Package:** Add multiple objects to the item content structure
- **Add Assessment:** Add exam or quiz created with the Assessments Tool
- **Add Exam Object (Legacy):** Add exam created in the old version of TMS
- **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

An administrator may choose to create a new online-only item or an item that will be both instructor-led and online.

Once the basic information is entered for creating the new item, the content for this item may be selected from among the following choices:

- **Add Content Object:** Add individual content objects to the item
- **Add Content Package:** Add multiple objects to the item content structure (content package is a grouping of content objects and/or exams/surveys)
- **Add Assessment:** Add an exam or quiz created in the Assessments Tool.
- **Add Exam Object (Legacy):** References a TMS exam created in the old version of TMS
- **Create Folder:** Folders organize complex content by grouping and sequencing assigned content objects

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

Notes: _____

Modify Online Settings

- Once the online structure is determined, you must configure the item settings from the Settings menu
- Content must be set to “Available for Launch” so that users may access it
- If configured, a learning event may be recorded for the item after a user successfully completes all online content objects (and/or exams, if applicable)

Slide 43: Modify Online Settings

Modify Online Settings

Once the online structure is determined, you must configure the item settings from the Settings menu. 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 must also set content to be available for launch for it to be accessed by the user.



Slide 44: Demonstration: Create an Item with Online Content

Demonstration: Create an Item with Online Content

Now the instructor will create an item with online content in the VA TMS.

Notes: _____



Demonstration: Create an Item with Online Content

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.
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.
9. Select the **Online Content** tab of the related area.
10. Select **Add Content Object**. **NOTE**: Display the drop-down list of options besides adding a content object.
11. Enter or Search for the **Content Object ID** you created in the Content Object field.
12. Enter an **Object Title** which will be visible to users (Select to Start Content).
13. Select **OK**.
14. Select the **Settings** icon (gears), which opens the Completion tab.
15. Turn ON **Add to History on Completion of All Content**.
16. Select a **Completion Status** of VA-COMPLETE
17. Select the **Course Progression** tab.
18. Check the box for **Complete Content in Sequence**.

Notes: _____

19. Select the **Launch** tab.
20. Turn ON **Content is available for launch**.
21. Select **OK**.
22. 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 #3: Create an Item with Online Content

Activity #3: Create an Item with Online Content

- Now you will have an opportunity to practice creating an item with online content on your own.
- Complete the steps for this activity on the next page.
- If you have any questions during the activity, send them to the instructor using the Chat feature.

Notes: _____



Activity #3: Create an Item with Online Content

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.
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.
9. Select the **Online Content** tab of the related area.
10. Select **Add Content Object**.
11. Enter or Search for the **Content Object ID** you created in the Content Object field.
12. Enter an **Object Title** which will be visible to users (Select to Start Content).
13. Select **OK**.
14. Select the **Settings** icon (gears), which opens the Completion tab.
15. Turn ON **Add to History on Completion of All Content**.
16. Select a **Completion Status** of VA-COMPLETE
17. Select the **Course Progression** tab.
18. Check the box for **Complete Content in Sequence**.

Notes: _____

19. Select the **Launch** tab.
20. Turn ON **Content is available for launch**.
21. Select **OK**.
22. 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.



The Job Aid: Create Online Items is available in the VA TMS.

Notes: _____

By selecting the Settings icon in the Online Content tab, administrators can ____.



- a) assign content objects to items
- b) make online content available for launch
- c) filter a search for an item
- d) publish reports on items

KNOWLEDGE CHECK

Knowledge Check

Answer the following question in the chat room.

By selecting the Settings icon in the Online Content tab, administrators can ____.

- a) assign content objects to items
- b) make online content available for launch
- c) filter a search for an item
- d) publish reports on items

Slide 46: Knowledge Check

Instructor-Led Item with Online Content

- Instructor-Led Items with Online Content are typically a “blend” of Instructor-led and Web-based training
- The item’s 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 one or more content or assessments

Instructor-Led Item with Online Content

Instructor-led items with online content are typically a “blend” of instructor-led and Web-based training. The item’s **Agenda Template** tab in the Related area can include one or more time slots, which enables the item to be scheduled, and the item’s **Online Content** tab includes one or more pieces of content or assessments.

Slide 47: Instructor-Led Item with Online Content

Notes: _____



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 to 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.

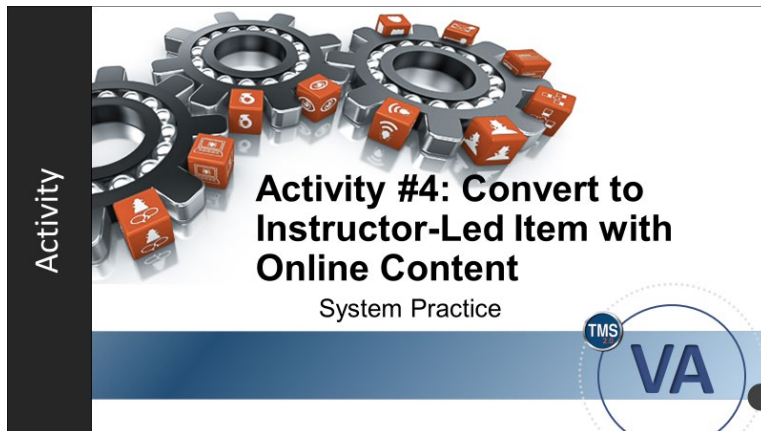
To make an online item most restrictive:

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).
6. From the **Launch** tab, turn ON the “Content available only during specified time slot of a class” slider.
7. Select **OK**.

Notes: _____

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 #4: Convert to Instructor-Led Item with Online Content

Activity #4: Convert to Instructor-Led Item with Online Content

- Now you will have an opportunity to practice converting your online item into an instructor-led item with online content.
- Complete the steps for this activity on the next page.
- If you have any questions during the activity, send them to the instructor using the Chat feature.

Notes: _____



Activity #4: 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).
6. From the **Launch** tab, turn ON the “Content available only during specified time slot of a class” slider.
7. Select **OK**.

Notes: _____

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: _____

An item has a ____ classification by default until time slots or online content is added.

- a) Instructor-Led
- b) Online
- c) Instructor-Led with Online Content
- d) Other



KNOWLEDGE CHECK

Slide 50: Knowledge Check

Knowledge Check

Answer the following question using the chat feature.

An item has a ____ classification by default until time slots or online content is added.

- a) Instructor-Led
- b) Online
- c) Instructor-Led with Online Content
- d) Other

QUESTIONS?



Slide 51: Questions?

Questions?

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

Notes: _____

2.5 Lesson 4: Assessments Tool



Slide 52: Lesson 4: Assessments Tool

Lesson 4: Assessments Tool

The goal of this lesson is to establish a general understanding of the concepts and terminology associated with online exams and quizzes created with the Assessments tool.

LESSON OBJECTIVES

After completing this session, you will be able to:

- Understand and use the Assessments tool
- Create an exam/quiz
- Add questions and variants
- Associate assessments to items
- Configure assessments
- Run related reports

Slide 53: Lesson 4 Objectives

Lesson 4 Objectives

After completing this lesson, you will be able to:

- Understand and use the Assessments tool
- Create an exam/quiz
- Add questions and variants
- Associate assessments to items
- Configure assessments
- Run related reports

Notes: _____

Online Assessments Overview

The Assessments tool allows you to:

- Create an exam/quiz
- Associate questions (new or existing) to an online assessment
- Enable users the ability to launch the assessment from their My Learning
- Track users' scores
- Provide users the ability to review the questions they missed or all the questions

Slide 54: Online Assessments Overview

Online Assessments Overview

The Assessments tool allows you to create online exams or quizzes within the VA TMS. When an exam is associated with an item, users can launch it from their My Learning, and upon successful completion of the exam, receive credit for that item.

When enabled, users can review the questions they missed on the exam, or they can be given access to review all questions. The user's score is only available to administrators unless it is made available through a custom report once a user exits the exam. Users and managers can view the item completion status but cannot see the score as part of the user's history record.

The VA TMS allows administrators to specify system behaviors and rules for recording users' completion and performance on exams.

Assessment Process Flow

This slide describes the assessment process flow and all the steps associated with it.

When executed properly, this process allows users to successfully access and complete exams associated with items in TMS 2.0.

1. Identify and create objectives (optional, but needed for question pooling on exams)
2. Create a new assessment
3. Add questions to the assessment
4. Configure the assessment
5. Add the assessment to an item
6. Define the online settings for the item
7. Test the item and exam in the user interface

Assessment Process Flow

1. Identify and create objectives (optional, but needed for question pooling on exams)
2. Create a new assessment
3. Add questions to the assessment
4. Configure the assessment
5. Add the assessment to an item
6. Define online settings for the item
7. Test the item and exam in the user interface

Slide 55: Assessment Process Flow

Notes: _____

Quizzes and Exams

Quiz:

- Lightweight, does not require centralized management of questions
- Questions must be created for each new quiz
- Quizzes have fewer available settings than exams

Exam:

- Formal assessment that allows advanced features such as:
- Randomization of questions
- Using question pools and question variants
- Versions and user responses are both trackable and reportable

Slide 56: Quizzes and Exams

Quizzes and Exams

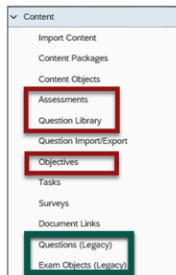
A **quiz** is an assessment that does not require question and answer tracking. Quizzes have fewer options than exams, and questions must be created within the quiz.

Think of quizzes as more Knowledge Checks than a formal exam.

An **exam** is a formal assessment that allows advanced features such as using question pools and question variants (more than one version of a question). Exam versions and user responses are both trackable and reportable.

Exams are formal and may be used for content object completion.

Content Menu



- Topics related to questions and assessments in TMS 2.0 (**Question Library, Assessments, Objectives**) are located within the Content tab on the Main Menu.
- The **Questions** and **Exam Objects** tabs allow you to search for questions and exams created in legacy TMS.

Slide 57: Content Menu

Content Menu

Topics related to questions and assessments in TMS 2.0 (**Question Library, Assessments, Objectives**) are located within the Content tab on the Main Menu.

The **Questions** and **Exam Objects** tabs allow you to search for questions and exams created in the legacy TMS. **Note:** questions and exams in legacy TMS are for read-only purposes and may not be edited in TMS 2.0.

Notes: _____

Creating A New Assessment

The screenshot shows the 'Assessments' tab with a search bar and an 'Add New' button highlighted in red. Below the search bar, there are fields for 'Case sensitive search', 'Assessment Type' (Quiz or Exam), 'Assessment ID', 'Assessment Title', 'Description', and 'Status'. The 'Add New Assessment' dialog is open, showing options to 'Add New Quiz' or 'Add New Exam'.

Slide 58: Creating A New Assessment

Adding Questions

The screenshot shows the 'TRN-KJR-110520 Details' page. It includes a search bar, a list of questions, and a 'Variant 1 - True or False' dropdown. The 'Add New...' button is highlighted in red. Below it, the 'Add Existing...' dialog is open, showing options to 'Add Question' or 'Add Objective'.

Slide 59: Adding Questions

Question Types

- True or False
- Single Answer
- Multiple Answer
- Ordering
- Fill-in-the-blank



Slide 60: Question Types

Creating a New Assessment

The VA TMS 2.0 has an upgraded quiz and exam feature, which can be accessed through the Assessment tab. You may search for existing assessments or add new ones.

When you elect to add a new assessment, you are prompted to choose between creating a quiz or an exam.

Adding Questions

Questions can be created within the Assessments tool (shown on slide) or added from the Question Library.

When creating a question, you must enter a Question ID, Question Type, Points worth, Locale, and a Security Domain. Objectives may also be added if you wish to associate the question with an objective.

As of the most recent TMS update, Question IDs are allotted a 100-character maximum (the same maximum for questions created in the Plateau Question Editor).

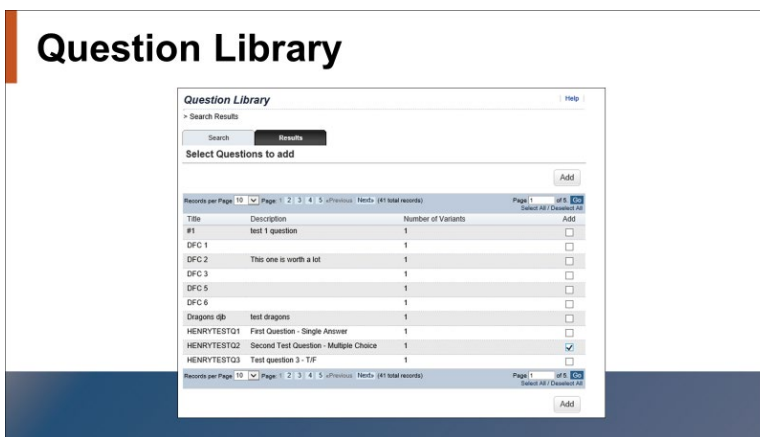
Question Types

To continue creating an exam, you must start with the questions. There are five (5) types of questions that can be added to an assessment:

- **True or False:** A statement question with a True or False answer.
- **Single Answer:** A question that has multiple answer options, but only one is correct.

Notes: _____

- **Multiple Answer:** A question with multiple answers where more than one answer choice may be correct.
- **Ordering:** This question type provides the user the opportunity to place answer choices in a correct order.
- **Fill-in-the-blank:** This question type requires the user to provide the correct missing word or phrases from a sentence.



Slide 61: Question Library

Question Library

The Question Library will contain questions created using the Assessments tool. Questions already existing in the Question Library may be added to exams. However, existing questions may not be added to quizzes using this tool.

Objectives and Question Pools

- To incorporate question pools into an exam, you can add pre-existing objectives
- Objectives must be created via the **Content > Objectives** menu option
- In order to pull data in reports, you must associate objectives to your questions.

Slide 62: Objectives and Question Pools

Objectives and Question Pools

To incorporate question pools into an exam, you can add pre-existing objectives (Objectives may be added to exams only, not quizzes).

Or you may elect to recreate an objective to use with the new question(s). Objectives must first be created via the Content > Objectives menu option.

Notes: _____

Variants

- A variant is a different way to ask the same question.
- All questions have at least one variant, and each variant of a question can use a different question type.
- All variants share the same Question ID.

Slide 63: Variants

Variants

Once a question is created in an exam, you can create variants of that question. Each question created in an exam is the first variant. Additional variants may be created to ask a user another version of the same question.

All exam questions have one or more variants, and each variant of a question may be created using a different question type.

Use the Add Variant option of the Question edit page to create a new variant.

While each is a separate variant, all variants share the same question name.

It is important to note that quizzes do not use variants.

In the Question editing interface, there is a dropdown menu to select which variant will be visible during the exam. An exam will only display one variant of a question when it is completed by a user.

Global and Localized Settings

An assessment's Global Settings allow an admin to adjust the number of attempts allowed, pass percentage, and assessment behavior, such as whether the assessment is free-flow or sequential.

An assessment's Local Settings allow an admin to create a welcome message and messages for success or failure.

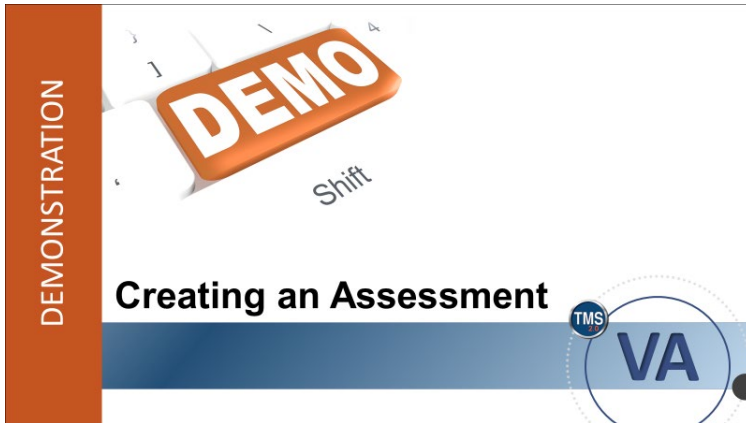
Global and Localized Settings

From the Assessment overview, navigate to **Menu > Settings**:

- An assessment's **Global Settings** allow an admin to adjust the number of attempts allowed, passing percentage, and assessment behavior, such as whether the assessment is free-form or sequential.
- An assessment's **Local Settings** allow an admin to create a welcome message and messages for success or failure.

Slide 64: Global and Localized Settings

Notes: _____



Slide 65: Demonstration: Creating an Assessment

Demonstration: Creating an Assessment

Now the instructor will demonstrate how to create an assessment.

Notes: _____



Demonstration: Creating an Assessment

To create a new quiz or exam:

1. Navigate to **Content > Assessments**. The Assessments search screen displays.
2. Select the **Add New** link.
3. Select **Add New Exam**.
4. Enter the **Exam ID**, **Exam Name**, **Description** (optional), **Primary Locale**, and **Security Domain**.
5. Ensure the **Active** slider is set to **Yes**. (Note: you can leave the slider to **No** if you wish to wait until the exam is completed before activating it.)
6. Select **Create**.

Adding Questions to an Assessment:

1. From the Exam Overview page, select **Menu > Questions**.
2. From the Questions Details section, select the **Single Answer** button to create a new multiple-choice question with one correct answer. The **Create Question** window appears.
3. Enter a **Question ID**.
4. (Optional) Adjust the number of **Points** for this question.
5. Ensure the **Locale** is set to English.
6. (Optional) Enter a question **Description**.
7. Select the appropriate **Security Domain** (TRAIN). **NOTE:** The **Objective** is not editable, and the question defaults to **Active**.
8. Select the **Create** button.

The Question Details page is displayed:

1. Review the icons available at the top of the page. These include; Copy Question, Settings, Remove Question, Add Variant, Copy Variant, Preview Question, and Delete Variant.
2. Now let's create the question: enter your question in the text box.
3. Enter your correct answer in the text box that has the radio button selected
4. Enter your distractors in the remaining text boxes. **NOTE:** The default for the single answer question type is one correct answer and three distractors. If you would like to add additional distractors, use the **+Add Answer** button or use the Trashcan icon to remove any unwanted distractors.

Notes: _____

5. Ensure the **Randomize Answers** slide button is activated to randomize the order in which answers will display on the exam. **NOTE:** Feedback can be customized. The system default for **Correct Answer Feedback** is Correct. For **Incorrect Answer Feedback**, it is Incorrect. You can edit the feedback as desired by typing your new feedback in the text boxes.
6. Select **Save** to complete the process and add a new question. **NOTE:** To add another question, use the + **Add** button on the Questions/Objectives panel.

Add a variant for the question:

1. Select **Add Variant** in the question workspace. A new variant is added to the list, and the workspace is ready for you to enter your question variant.
2. Select a new question type of **True/False**, and enter the body of the question.
3. Select **Save** to save the question variant.
4. If necessary, activate the **Available** slider to make the variant available and active.
5. Choose **Preview Question** to preview the variant.

Configure Global Settings:

1. Select **Menu > Settings**.
2. Select the **Exam Type** from the drop-down list under Exam Behavior. The options are Sequential or Free-form.
3. Select **Show feedback only** from the **Feedback Display** drop-down.
4. Enter the number 3 in the **Exam Attempts Limit** window.
5. Leave the **Display Points to User** slide button set to **No**.
6. Set the **Randomize Questions** slide button to **Yes**.
7. Set the **Resumable** slide button to **Yes**. **NOTE:** If you leave it set to No, then you can set a Time Duration in the displayed field.
8. Set the **Results Summary** slide button to **Yes** in the Post Exam Behavior section.
9. Set the **Results Detail** slide button **Yes**.
10. Set the **Allow Exam Review** slide button to **Yes**.
11. Input 70% in the **Passing Percentage** field.
12. Place a checkmark in the **On Passing** checkbox for the **Lock exam**.
13. Place a checkmark in the **On Passing** checkbox for the **Lock and Exit Item**.
14. Place a checkmark in the **On Passing** checkbox for the **Set Flags for Passed Objectives**.
15. Select the **Save** button.

Notes: _____

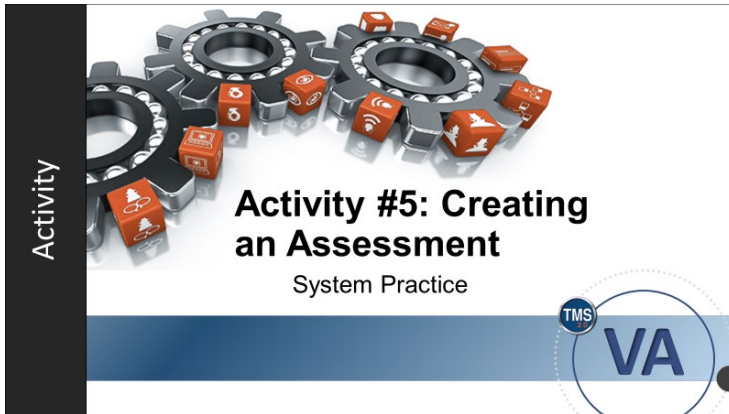
Configure Localized Settings:

1. Input a customized message in the **Additional information on welcome page** field.
2. Input a customized message in the **Success** field.
3. Input a customized message in the **Failure** field.
4. Select the **Save** button.

Preview and Publish the Assessment:

1. Select **Menu > Exam Overview**.
2. Select the **Preview** button.
3. Review the exam to ensure that the welcome instructions, questions, and answers are displayed properly.
4. Activate the **Published** slide button to publish the exam.
5. Select **Yes** in the pop-up window to continue.

Notes: _____



Slide 66: Activity #5: Creating an Assessment

Activity #5: Creating an Assessment

- Now you will have an opportunity to practice creating a new assessment in TMS 2.0.
- Complete the steps for Activity #5 on the next page.
- If you have any questions during the activity, send them to the instructor using the Chat feature.

Notes: _____



Activity #5: Creating an Assessment

To create a new exam:

1. Navigate to **Content > Assessments**.
2. Select the **Add New** link.
3. Choose the **Add New Exam** option.
4. Enter the **Exam ID** (TRA-your initials-today's date), **Exam Name** (Test), **Description** (optional), **Primary Locale**, and **Security Domain** (TRAIN).
5. Ensure the **Active** slider is set to **Yes**.
6. Select **Create**.

Adding Questions to an Assessment

1. From the Exam Overview page, select **Menu > Questions**.
2. From the Questions Details section, select the **Single Answer** button to create a new multiple-choice question with one correct answer. The **Create Question** window appears.
3. Enter a **Question ID**.
4. (Optional) Adjust the number of **Points** for this question.
5. Ensure the **Locale** is set to English.
6. (Optional) Enter a question **Description**.
7. Select the appropriate **Security Domain** (TRAIN). **NOTE:** The **Objective** is not editable, and the question defaults to **Active**.
8. Select the **Create** button.

The Question Details page is displayed:

1. Review the icons available at the top of the page. These include; Copy Question, Settings, Remove Question, Add Variant, Copy Variant, Preview Question, and Delete Variant.
2. Now let's create the question: enter your question in the text box.
3. Enter your correct answer in the text box that has the radio button selected
4. Enter your distractors in the remaining text boxes. **NOTE:** The default for the single answer question type is one correct answer and three distractors. If you would like to add additional distractors, use the **+Add Answer** button or use the Trashcan icon to remove any unwanted distractors.

Notes: _____

5. Ensure the **Randomize Answers** slide button is activated to randomize the order in which answers will display on the exam. **NOTE:** Feedback can be customized. The system default for **Correct Answer Feedback** is Correct. For **Incorrect Answer Feedback**, it is Incorrect. You can edit the feedback as desired by typing your new feedback in the text boxes.
6. Select **Save** to complete the process and add a new question. **NOTE:** To add another question, use the + **Add** button on the Questions/Objectives panel.

Add a variant for the question:

1. Select **Add Variant** in the question workspace. A new variant is added to the list, and the workspace is ready for you to enter your question variant.
2. Select a new question type of **True/False**, and enter the body of the question.
3. If necessary, activate the **Available** slider to make the variant available and active.
4. Select **Save** to save the question variant.
5. Choose **Preview Question** to preview the variant.

Configure Global Settings:

1. Select **Menu > Settings**.
2. Select the **Exam Type** from the drop-down list under Exam Behavior. The options are Sequential or Free-form.
3. Select **Show feedback only** from the **Feedback Display** drop-down.
4. Enter the number 3 in the **Exam Attempts Limit** window.
5. Leave the **Display Points to User** slide button set to **No**.
6. Set the **Randomize Questions** slide button to **Yes**.
7. Set the **Resumable** slide button to **Yes**. **NOTE:** If you leave it set to No, then you can set a Time Duration in the displayed field.
8. Set the **Results Summary** slide button to **Yes** under Post Exam Behavior.
9. Set the **Results Detail** slide button **Yes**.
10. Set the **Allow Exam Review** slide button to **Yes**.
11. Input 70% in the **Passing Percentage** field.
12. Place a checkmark in the **On Passing** checkbox for the **Lock exam**.
13. Place a checkmark in the **On Passing** checkbox for the **Lock and Exit Item**.
14. Place a checkmark in the **On Passing** checkbox for the **Set Flags for Passed Objectives**.
15. Select the **Save** button.

Notes: _____

Configure Localized Settings:

1. Input a customized message in the **Additional information on welcome page** field.
2. Input a customized message in the **Success** field.
3. Input a customized message in the **Failure** field.
4. Select the **Save** button.

Preview and Publish the Assessment:

1. Select **Menu > Exam Overview**.
2. Select the **Preview** button.
3. Review the exam to ensure that the welcome instructions, questions, and answers are displayed properly.
4. Activate the **Published** slide button to publish the exam.
5. Select **Yes** in the pop-up window to continue.

Notes: _____

When pooling exam questions, you need to identify and create _____.

- a) Content Object
- b) Objectives
- c) Content Package
- d) Variants



KNOWLEDGE CHECK

Slide 67: Knowledge Check

Which assessment type allows you to bring in pre-existing questions from the Question Library?

- a) Quiz
- b) Exam



KNOWLEDGE CHECK

Slide 68: Knowledge Check

Variants have different question IDs from their parent questions.

- a) True
- b) False



KNOWLEDGE CHECK

Slide 69: Knowledge Check

Knowledge Check

Answer the following questions using the chat feature.

When pooling exam questions, you need to identify and create _____.

- a) Content Object
- b) Objectives
- c) Content Package
- d) Variants

Knowledge Check

Answer the following questions using the chat feature.

Which assessment type allows you to add pre-existing questions from the Question Library?

- a) Quiz
- b) Exam

Knowledge Check

Variants have different question IDs from their parent questions.

- a) True
- b) False

Notes: _____

Associate an Assessment to an Item

An assessment cannot be directly assigned to users. Instead, it must be associated to an item that a user can access from their Assigned Items.

Slide 70: Associate an Assessment to an Item



Slide 71: Demonstration: Associating an Assessment to an Item

Associate an Assessment to Existing Item

An assessment cannot be directly assigned to users. Rather, it must be associated to an item that a user can access from their My Learning.

To make the assessment(s) available, it must be added to the item's online content.

Demonstration: Associating an Assessment to an item

Now the instructor will demonstrate how to associate an assessment to an item.

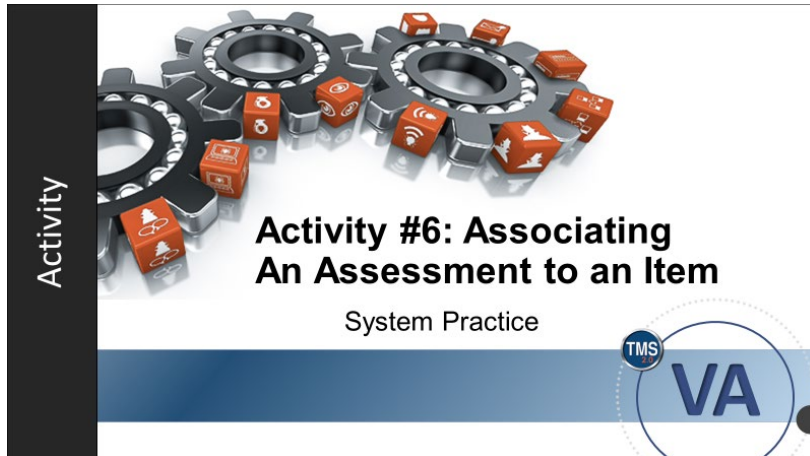
Notes: _____



Demonstration: Associating an Assessment to an Item

1. Navigate to a previously created item. You can find your item by quickly by selecting it from Recents.
2. Select the **Online Content** tab in the **Related** area.
3. Select the **More** icon (...) for the Root Content Type, then select **Add Assessment** from the drop-down menu.
4. Enter or search for your Exam ID in the **Assessment** field.
5. Name the **Assessment Title**.
6. Select **OK** to add the assessment to the item.
7. In the Online Content area, select **Save**.
8. Within the Online Content tab, select the **Settings** icon (gears).
9. Select the **Launch** tab.
10. Check the box to “Lock Other Content When in Progress” next to Exam Content Type.
11. Select **OK**.
12. Select **Save** in the Online Content area.

Notes: _____



Slide 72: Activity #6: Associating an Assessment to an Item

Activity #6: Associating an Assessment to an Item

- Now you will have an opportunity to practice associating an assessment to an item.
- Complete the steps for Activity #6 on the next page.
- If you have any questions during the activity, send them to the instructor using the Chat feature.

Notes: _____



Activity #6: Associating an Assessment to an Item

1. Navigate to a previously created item. You can find your item by quickly by selecting it from Recents.
2. Select the **Online Content** tab in the **Related** area.
3. Select the **More** icon (...) for the Root Content Type, then select **Add Assessment** from the drop-down menu.
4. Enter or search for your Exam ID in the **Assessment** field.
5. Name the **Assessment Title**.
6. Select **OK** to add the assessment to the item.
7. In the Online Content area, select **Save**.
8. Within the Online Content tab, select the **Settings** icon (gears).
9. Select the **Launch** tab.
10. Check the box to “Lock Other Content When in Progress” next to the Exam Content Type.
11. Select **OK**.
12. Select **Save** in the Online Content area.

Notes: _____

Related Reports

- Exam Item Analysis
- User Exam Data

Slide 73: Related Reports

Related Reports

There are several reports in the VA TMS that relate to topics presented in this module. They include:

- **Exam Item Analysis:** This report returns the questions that were associated with an exam at run time. Exams can be randomized; their questions drawn from a pool. The report accounts for randomization and pools.
- **User Exam Data:** This Report returns (for all selected users, exams, and surveys) the details of users' performance on exams and surveys, including external exams.

Knowledge Check

Answer the following questions using the chat feature.

An assessment can be directly assigned to users.

- a) True
- b) False

An assessment can be directly assigned to users.

- a) True
- b) False



KNOWLEDGE CHECK

Slide 74: Knowledge Check

Notes: _____



Slide 75: Questions?

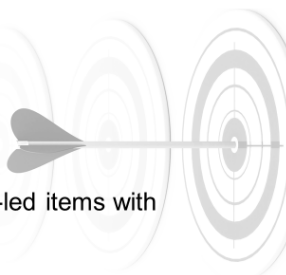
Questions?

If you have any questions, please send them through the chat room at this time.

SESSION SUMMARY

In this session, you learned how to:

- Define online content terminology
- Add and edit content objects and packages
- Create online items and instructor-led items with online content
- Add content objects to an item
- Create an assessment and associate it to an item



Slide 76: Session Summary


Session Summary:

In this session, you learned how to:

- Define online content terminology
- Add and edit content objects
- Create online items and instructor-led items with online content
- Add content objects to an item
- Create an assessment and associate it to an item

SESSION 3 PREVIEW

- Lesson 1: The Evaluation Process
- Lesson 2: Course Feedback
- Lesson 3: Adding Pre- and Post-Tests
- Lesson 4: Follow-Up Surveys
- Lesson 5: User Survey Completion
- Lesson 6: Evaluation Reports



Slide 77: Session 3 Preview

Session 3 Preview

In the next session, you will learn the following lessons.

- The Evaluation Process
- Course Feedback
- Adding Pre- and Post- Tests
- Follow-Up Surveys
- User Survey Completion
- Evaluation Reports

Notes: _____

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 78: Additional Resources

Additional Resources

Here are some additional TMS resources to use if needed.

- TMS Resource Site:
<https://www.hcsc.va.gov/>
- TMS Administrators Community of Practice (COP):
VATMSCoP@va.gov
- Help Desk: 1-855-673-4357
- 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. However, these roles will only be available after a TRAIN refresh is conducted. If you need your roles in TRAIN prior to the refresh, contact your Domain Manager to have those roles added.

Notes: _____

3.0 Appendix

3.1 Appendix A: VA TMS Key Terms

Term	Definition
Administrator	An administrator is a person that has been granted special privileges for and an account in the Admin URL of the VA TMS. While we use the same Admin ID for these administrative accounts as was used for the User ID on the User URL, the two accounts are not connected in any way.
Assessment	An Assessment is a portion of an online item that contains an examination or quiz. One or more assessments can be included in an online item, so that a single online item may be composed of several assessments. Assessments may be grouped, along with content objects, into one or more groups (called folders) within the same online item. Exams are a critical way to measure users' completion of learning content.
Content Object	Content objects are hyperlinks that point to online content that resides on a website outside of the TMS. They are the building blocks of online Items. Most of the material in the TMS is delivered to the user via a content object.
Curricula	<p>Curricula are building blocks for managing learning activities. Curricula allow groupings of all number of learning requirements together into one unit and track the completion of that required learning as a unit.</p> <p>Based on the learning history of the user, a curriculum shall have one of two statuses:</p> <ul style="list-style-type: none"> • Complete: indicating that all of the Items and sub-curricula of the Curriculum have been completed in the required by date has not been exceeded. • Incomplete: indicating that either one or more Items in this curriculum, or one of its sub-curricula, have not been completed and the required by date has been exceeded. <p>Each item within a curriculum shall have either no retraining interval associated with it (indicating that retraining on this item is not required) or shall have a number of days in the retraining interval, indicating a periodic retraining need for that particular Item.</p>

Term	Definition
	An Item can also be optional, which means that the completion status on an optional item may not affect the curriculum status of the User.
Custom Reports	Custom reports allow VA to create customized reports specific to VA. The reports the VA develops are then easily run in the TMS.
Days Remaining	Number of days remaining before the expiration of the required-by date for completing a specific item.
Delivery Method	The instructional method used to deliver learning. Examples might include instructor-led training, computer-based training, on-the-job training, and self-study. However, delivery methods are defined by the VA to suit our specific needs. The creation and assignment of delivery methods also helps to speed up searches and queries.
Document	Any type of media (manual, regulation, etc.) for which a record has been created, enabling it to be tracked by the TMS Administration. Documents are associated to Items, to curricula, and/or to tasks.
Document Type	Document types are categories the VA has set up for the printed materials used in training documents, based upon VA needs. The assignment of document types helps to speed up searches and queries. VA TMS provides the capability to associate documents such as regulations, policy/procedure documents, and reference materials with an Item. The Document Type field contains categories that allow all documents to be grouped into logical areas. VA will also use the Documents tab to attach hyperlinks to course detail information for some Items. The list of Document Types for the VA TMS is:

Term	Definition
	<ul style="list-style-type: none"> • Description: Specific VA Learning library document containing additional information • Link to Web: Hyperlink to supportive website • Link to Conference Site: Hyperlink to conference website • Link to Evaluation and Certificate: Hyperlink to website containing online evaluation and certificate • Link to Registration: Hyperlink registration website or form • Pocketcard: An electronic document of a pocketcard which typically contain reference information and are usually small. • Brochure: Document containing specific accreditation information and program information • Registration: Registration information and/or form • Announcement/Flyer: Promotional Material • Instructions for Travelers: Specific travel information for travelers • Instructions for Use: Implementation, information comma and suggestions for local use • Handout: Handouts that support the educational opportunity • Policy/Regulation: VA policy or regulation • Scantron Instructions: Instructions for completing Scantron form • Ordering Instructions • Evaluation Guide: Detailed information on how to evaluate program and can also include evaluation questions for scantron form.
Effective Date	<p>The effective date is the date when a new or revised Item will be used for the calculation of item completion statuses and curriculum statuses. It is set as part of the Item record that will be included in a curriculum; the default date is the current date; but a future date may be set so that a User's curriculum status does not change to “incomplete” when the item is added.</p>

Term	Definition
	By making the effective date a future date, a “grace period” is allowed for users to complete the new Item in the time allotted, without affecting their “complete” curriculum status. During the grace period before the effective day, the Item appears on the learning plans of all users to whom the curriculum has been a sign.
Facility	A facility is a grouping of training locations. Facilities maybe buildings, plants, branch locations, or some other way that makes sense for the VA to group locations.
Manager	A manager is a user that has been designated to oversee another user’s learning. A manager has the ability to log in to the TMS user access on behalf of their direct reports, and to view their direct reports’ learning information and assign learning to them. They can also record learning events for their users.
Reserved Seat	A reserved seat is a reservation made by an organization for registrations in a class. Names of specific users may not be available when the organization acquires reserved seats, but at some point, names of users who belong to the organization that acquired the reserved seats can be supplied. Reserved seat requests are recorded using the Seat Reservations tab in the class record or by using the Registration Assistant tool in the user record.
Security Domain	The VA TMS is organized in accordance with the current VA organizational chart. For example, each VACO staff and program office, VHA VAMC, VHA VISN, VBA regional office, NCA MSN is a separate entity in the TMS called a “ security domain.” In VA TMS, security domains are used to manage users, administrators, courses (Items), libraries, facilities and locations.

Term	Definition
	<p>Currently, there are over 300 security domains in VA TMS, grouped in accordance with the VA organizational chart. Within VACO, there are several security domains, each of which is a training management unit in the VA TMS.</p>
Time Slots	<p>Unit of division of a course offering based on duration that facilitates variable resource scheduling. For example, a 40-hour course can be scheduled in any of the following ways:</p> <ul style="list-style-type: none"> • Divide it into five 8-hour time slots, scheduled one time slot per day for five days • Divided into ten 4-hour time slots, scheduled two time slots per day for five days, or into four 10-hour time slots, scheduled one per day for four days • Divided into any number of time slots of uniform or varying duration, scheduled over a period of days in order to fit the particular circumstances <p>Thus, the TMS gives VA flexibility, which allows a course that meets first for a two- hour time slot in an auditorium to be scheduled, then for three-hour time slot in a classroom, even though the time slots may have completely different instructor and resource requirements.</p>
Sequence Number	<p>A sequence number indicates the order in which the items in the curriculum will be scheduled by the system. It is the order the User is expected to take the assigned items in the curriculum. For online items the system will not prevent a User from taking the items out of the scheduled order (i.e. the user can take the items in any order).</p>
Substitutes	<p>A feature of the TMS that allows VA to indicate that the successful completion of a particular item also provides credit for another Item. The substitute is automatically entered by the TMS as a separate learning event for a given user when a learning event for the originating item is entered.</p>

Term	Definition
Task	<p>A task is a discrete unit of work with a definite beginning and end, which can be performed in a relatively short period of time, and which results in one of the following: a finished product- a completed service- a change in the work environment. VA can create records for tasks, which can then be related to items, competences, to job positions, to job locations, and to documents. This results in greater visibility of the relationship between items and particular aspects of actual job performance (e.g., VA can keep track of the tasks that are covered by an on-the-job training (OJT) guide and its associated job performance measure (JPM).</p>
Time Slots	<p>Unit of division of a course offering based on duration that facilitates variable resource scheduling. For example, a 40-hour course can be scheduled in any of the following ways:</p> <ul style="list-style-type: none"> • Divide it into five 8-hour time slots, scheduled one time slot per day for five days • Divided into ten 4-hour time slots, scheduled two time slots per day for five days, or into four 10-hour time slots, scheduled one per day for four days • Divided into any number of time slots of uniform or varying duration, scheduled over a period of days in order to fit the particular circumstances <p>Thus, the TMS gives VA flexibility, which allows a course that meets first for a two- hour time slot in an auditorium to be scheduled, then for three-hour time slot in a classroom, even though the time slots may have completely different instructor and resource requirements.</p>
User	<p>A User of the VA TMS includes all VA employees and staff (residents, volunteers, WOCs, students, contractors, and federal non-VA employees).</p>

Term	Definition
	Training will prepare all VA employees and staff to use the VA TMS to register for, access, and record training assignments. This training is intended to be delivered at the local level.
Waitlist	A list of users for whom no space currently exists in a class. VA can set up the TMS administration such that users can be moved automatically from the waitlist to a request list using the Waitlist to Request tool in the Automatic Processes subsection of System Admin.
Web Based	A website, online training, CD-ROM or other computer-based training. If an online course, the link will be found in the library details, if a CD-ROM, the information for obtaining this will be found in the description document.

3.2 Appendix B: VA TMS Records Naming Conventions

Type of Record	How to Name Record
Item	ALWAYS let the system assign the number. “Auto Generate” check box is already checked by VA business policy.
Class	ALWAYS let the system “auto generate” this number.
Document	Domain ID (Hyphen) Number of the document (3 digits) Example: DVA-001
Content Object	Domain ID (Hyphen) Item Type Item ID (Hyphen) Sequential number of the content object (2 digits) Examples: DVA-VA54321-01 DVA-VA54321-02 301-VA3456-01
Curriculum	Domain (Hyphen) Next available number (3 digits) Must perform a search to find next number. Example: NCA-020
Requirement	Domain (Hyphen) Next available number (3 digits) Must perform a search to find next number. Examples: DVA-001
Assignment Profile	Domain (Hyphen) CURR (4- letter abbreviation) (Hyphen) A short description of attributes being used to define the AP Example: IND-CURR-HazMat for Police
Cohort	Domain (Hyphen) Next available number (3 digits) Must perform a search to find next number. Example: EES-103

3.3 Appendix C: VA TMS Resources Naming Conventions

Type of Resource	How to Name Resource
Instructor	ALWAYS let the system “auto generate” this number.
Equipment	ALWAYS let the system “auto generate” this number.
Materials	Domain (Hyphen) Description Example: TUC-Books for CREW
Facilities	Domain (Hyphen) Description Example: STL-John Cochran
Locations	Domain (Hyphen) Description Example: STL-Auditorium

3.4 Appendix D VA TMS Functions and Associated Roles

VA TMS Admin Function	LM	DM	UM	IM	RM	SM	AM	APM	PRGM	CTLGM	HD	PR	QEM	CM	CIM	RPT	AHN	ACM	ACIM	MSE	MSEHD	LHIM	ISO
Unlock User Accounts	X										X	X									X		
Reset User Passwords	X										X	X									X		
Change Managers for a group of Users	X																						
Proxy into Users accounts	X										X												
Add/Remove Items to/from Learning Plan	X						X																
Add/Remove Curricula Assignments	X						X																
Record Item/External Event/Classes	X				X																		
Edit/Delete Recorded Learning Events	X				X																		
Merge User Records			X																				
Add/Edit Items	X			X																			
Add/Edit Curricula	X			X																			
Add/Edit Programs									X														
Add/Edit Class	X				X	X	X																
Send Email Notifications	X																X						
Add/Edit Classes	X					X																	
Register/unregister Users into a Class	X				X	X																	
Assign/Remove Competency Profiles to/from Users														X									
Assign/Remove Competencies to/from Users														X									
Manage Administrator Accounts		X																					
Add/Edit/Copy/Delete Assignment Profiles								X															
Edit User Preferred Accreditations	X										X							X					
Edit User Occupational Categories	X										X							X					
Add/Edit/Delete Libraries			X																				
Set Tier and Relance in Libraries										X													
Edit User Approval Role			X																				
Add/Edit Instructor & Change Instructor Role	X																						
Add/Edit/Delete Competencies														X									
Add/Remove Competencies from Items														X	X								
Add/Edit/Delete Competency Profiles														X									
Add/Edit/Delete Questions													X										
Add/Edit/Delete Assessments													X										
Assign/Remove Questions to/from Assessments													X										
Add/Edit/Delete Surveys	X												X										
Unassign a Survey from Users	X																						
Add/Edit Accreditations																		X					
Apply Accreditations to Items																		X	X				
Create Deep Links			X	X		X														X			
Run various Standard and Custom Reports	X		X	X	X	X	X						X	X	X	X		X	X		X		
Import Learning History																						X	
View User Learning History	X				X		X				X										X		X
Add/Edit/Delete Resources (Equip., Locat., Fac.)	X																						
View Self Enrolled User																				X	X		
Validate Self Enrolled User																				X			
Download Search Results	X			X	X	X	X	X			X	X		X	X			X	X		X		X
Legend											X	Stand Alone Role					X	Add-On Role					

NOTE: Green columns indicate add-on roles; white columns indicate stand-alone roles

Figure 1: VA TMS Functions and Associated Roles