



TMS
2.0

VA

Admin Job Aid

Access, Search, and Edit the Question Library

Admin Job Aid: Access, Search, and Edit the Question Library

(Revision date: September 15, 2020)

Purpose

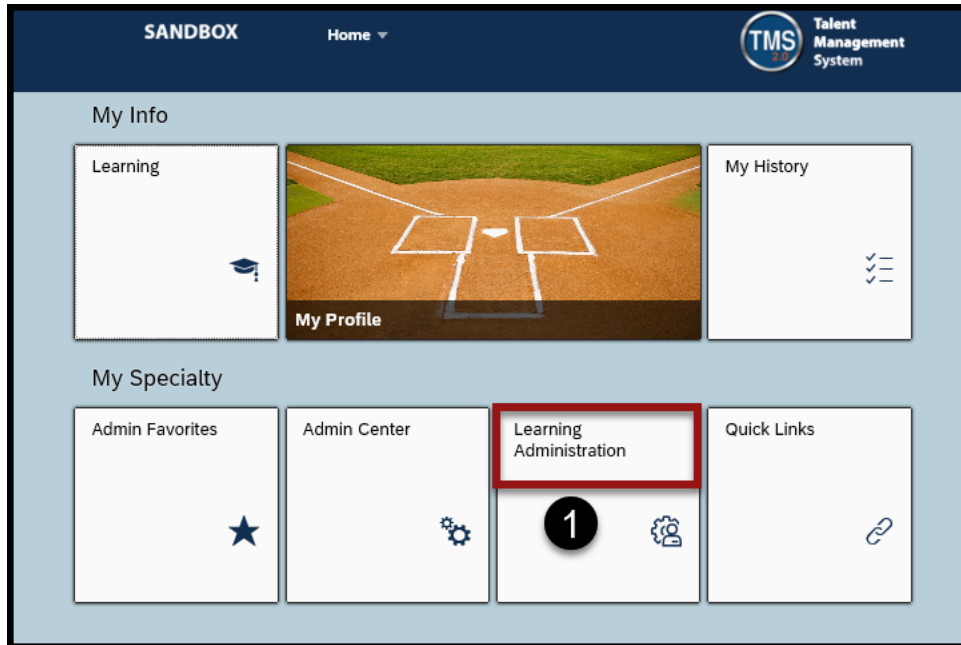
The purpose of this job aid is to guide you through the step-by-step process of accessing, searching, and editing the Question Library.

In this job aid, you will learn how to:

- Task A. Access Learning Administration
- Task B. Access and Search the Question Library
- Task C. View and Edit the Question Record

 **Task A. Access Learning Administration**

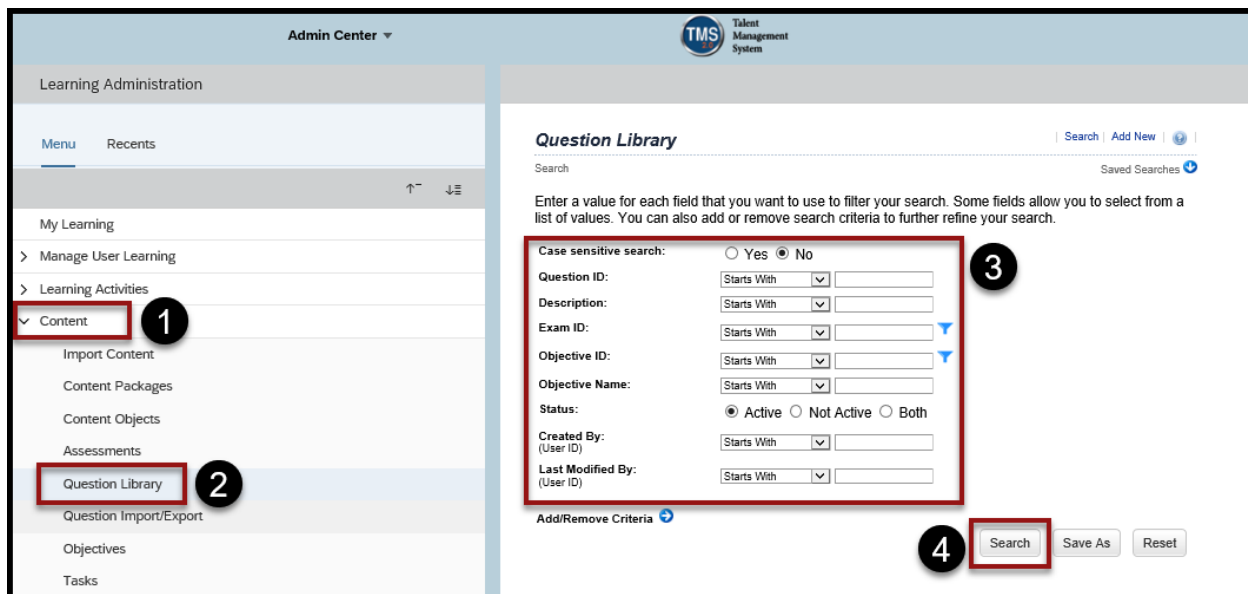
1. Select the **Learning Administration** link.





Task B. Access and Search the Question Library

1. Select **Content** to expand the menu of options.
2. Select the **Question Library**.
3. Enter the search criteria.
4. Select the **Search** button.



The screenshot shows the TMS Admin Center interface. On the left, the 'Learning Administration' sidebar is expanded to 'Content', and 'Question Library' is selected. The main area is titled 'Question Library' and contains search filters. A red box highlights the search criteria section, and a red box highlights the 'Search' button. Numbered callouts (1, 2, 3, 4) indicate the steps: 1. 'Content' in the sidebar, 2. 'Question Library' in the sidebar, 3. The search criteria section, and 4. The 'Search' button.

Admin Center ▾

TMS Talent Management System

Learning Administration

Menu Recents

My Learning

> Manage User Learning

> Learning Activities

Content 1

Import Content

Content Packages

Content Objects

Assessments

Question Library 2

Question Import/Export

Objectives

Tasks

Question Library Search Add New Saved Searches

Search

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search: Yes No

Question ID: Starts With [dropdown] [input] 3

Description: Starts With [dropdown] [input]

Exam ID: Starts With [dropdown] [input]

Objective ID: Starts With [dropdown] [input]

Objective Name: Starts With [dropdown] [input]

Status: Active Not Active Both

Created By: (User ID) Starts With [dropdown] [input]

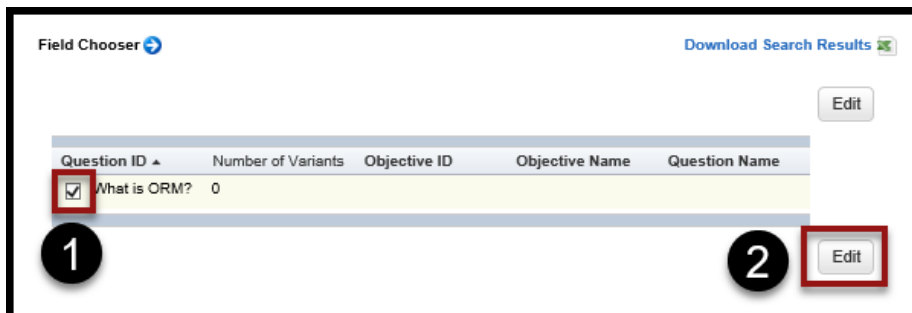
Last Modified By: (User ID) Starts With [dropdown] [input]

Add/Remove Criteria

4 Search Save As Reset

 **Task C. View and Edit the Question Record**

1. When you complete Task B, it will show your search results. In order to view a question, you must **check the box**.
2. Select the **Edit** button.



3. After editing the question, select the **Save** button. **Note:** If you edit the question record in the Question Library, the question will be altered for all administrators who utilize the Question Library.

