



TMS
2.0

VA

Admin Job Aid

Add Equipment to a Class



Admin Job Aid: Add Equipment to a Class

(Revision date: September 10, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of adding equipment to a class.

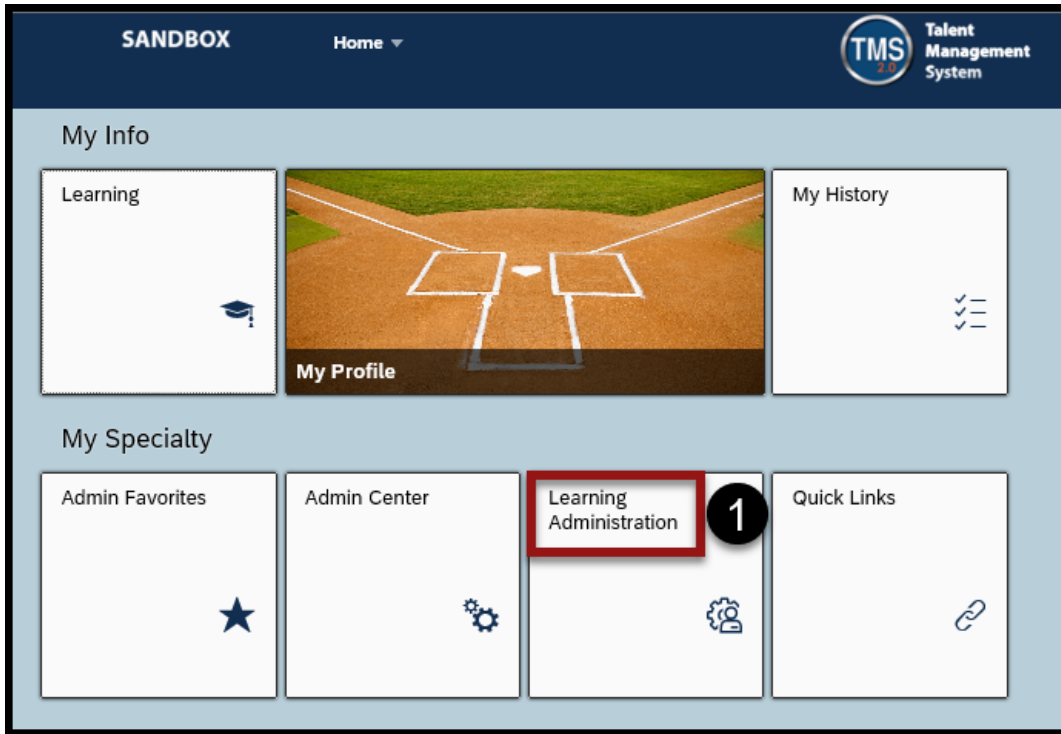
In this job aid, you will learn how to:

- Task A. Locate a Class
- Task B. Add Equipment

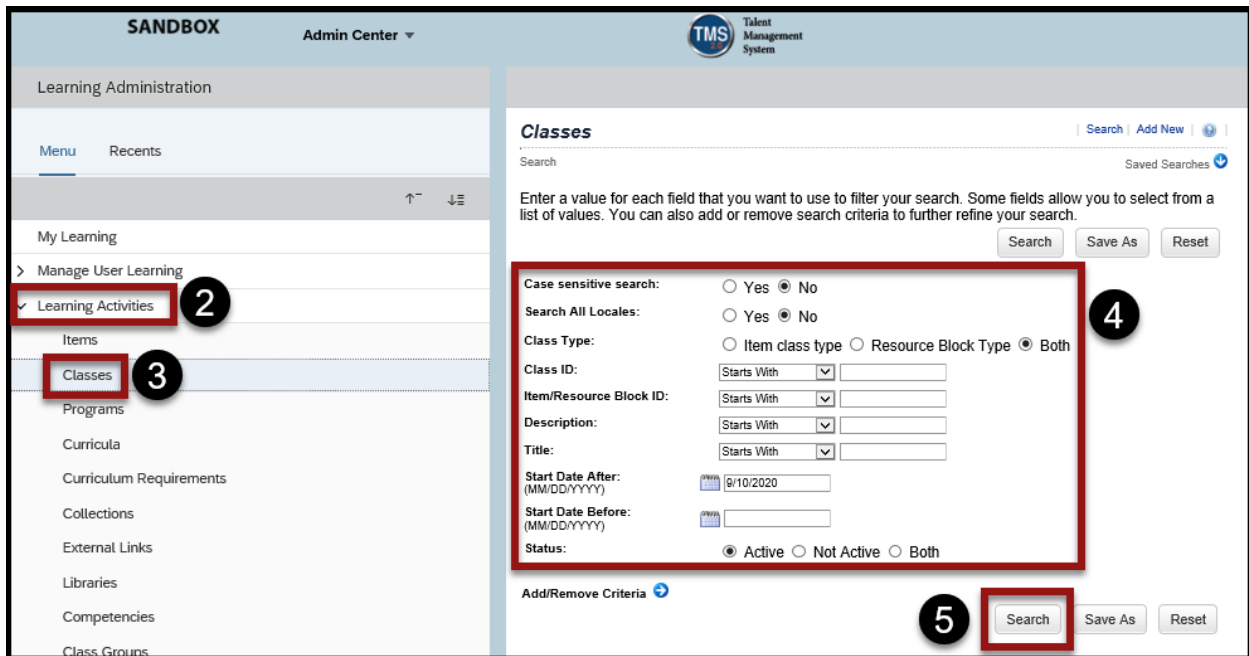


 Task A. Locate a Class

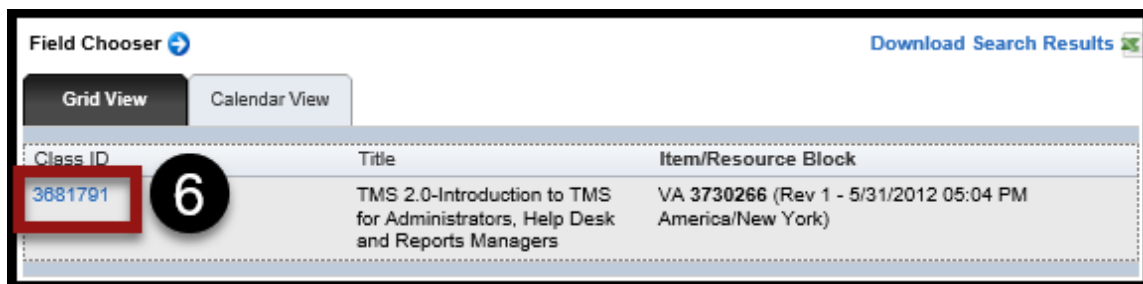
1. Select the **Learning Administration** link.



2. Select **Learning Activities** to expand the menu of options.
3. Select **Classes**.
4. Enter **Search Criteria** for the class.
5. Select **Search**.



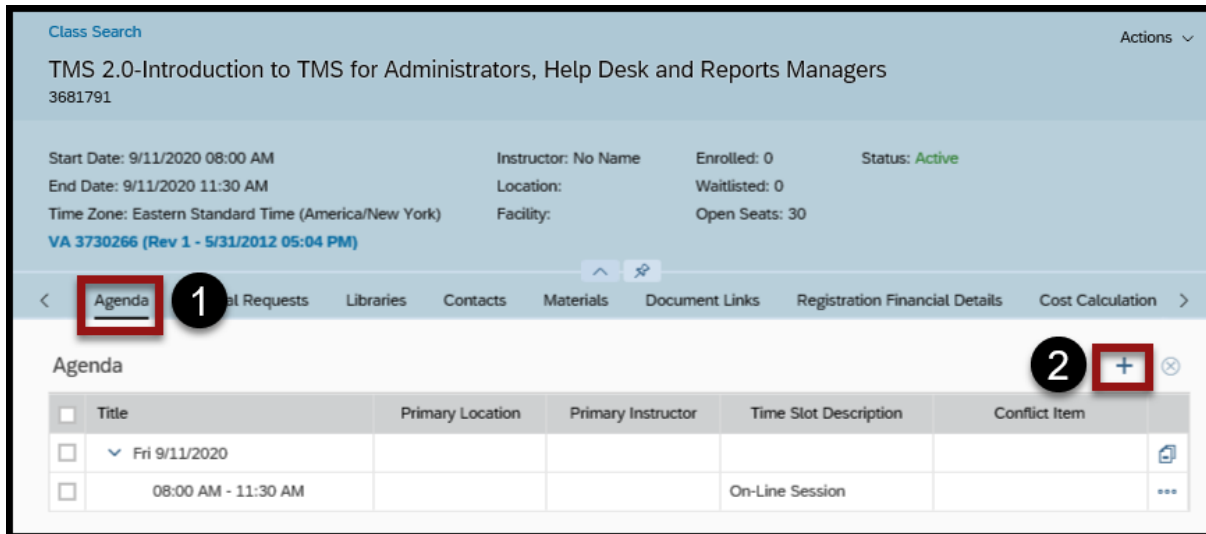
6. When the search results display, select the **Class ID** hyperlink to open the class record.



Class ID	Title	Item/Resource Block
3681791	TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers	VA 3730266 (Rev 1 - 5/31/2012 05:04 PM America/New York)

Task B. Add Equipment

1. Select the **Agenda** tab.
2. Select the **Create Group** icon.



Class Search Actions ▾

TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers
3681791

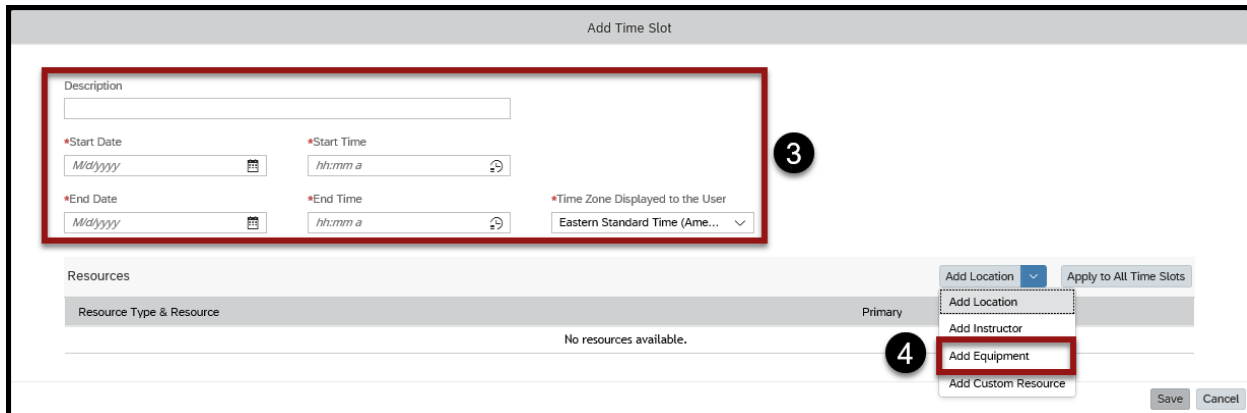
Start Date: 9/11/2020 08:00 AM Instructor: No Name Enrolled: 0 Status: **Active**
 End Date: 9/11/2020 11:30 AM Location: Waitlisted: 0
 Time Zone: Eastern Standard Time (America/New York) Facility: Open Seats: 30
 VA 3730266 (Rev 1 - 5/31/2012 05:04 PM)

Agenda **1**
Requests
Libraries
Contacts
Materials
Document Links
Registration Financial Details
Cost Calculation
>

Agenda **2** + ⊗

<input type="checkbox"/>	Title	Primary Location	Primary Instructor	Time Slot Description	Conflict Item
<input type="checkbox"/>	▼ Fri 9/11/2020				
<input type="checkbox"/>	08:00 AM - 11:30 AM			On-Line Session	...

3. Enter the **Time Slot** information.
4. Select **Add Equipment** from the Resources drop-down list.



Add Time Slot

Description

*Start Date **3**

*End Date *Time Zone Displayed to the User Eastern Standard Time (Ame... ▾

Resources Add Location ▾ Apply to All Time Slots

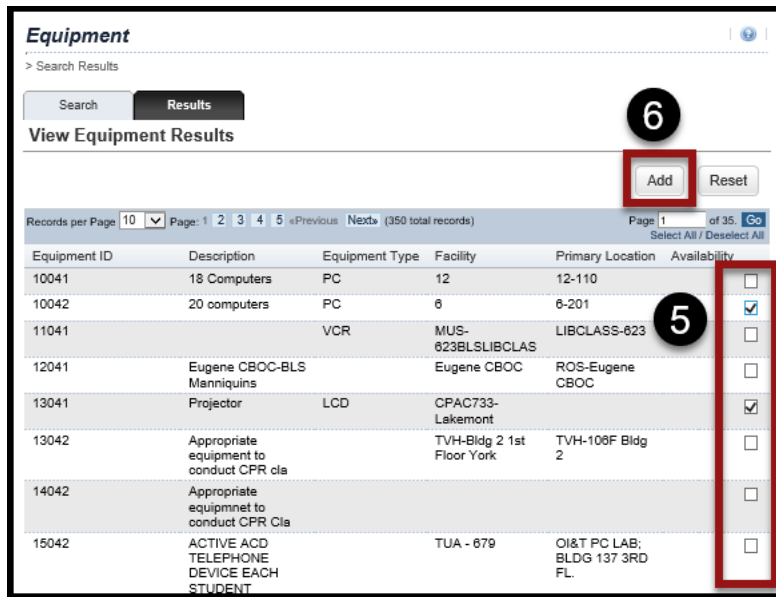
Resource Type & Resource	Primary
No resources available.	

4

- Add Location
- Add Instructor
- Add Equipment
- Add Custom Resource

Save Cancel

5. Check the box next to the equipment you want to add to the Time Slot.
6. Select Add.



Equipment

> Search Results

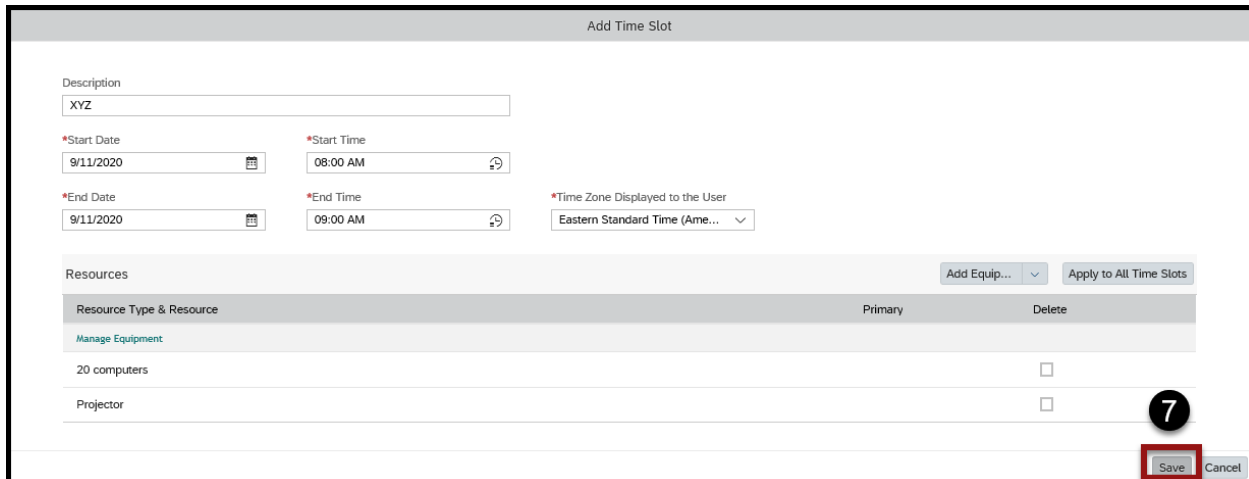
Search Results

View Equipment Results

Records per Page 10 Page: 1 2 3 4 5 «Previous Next» (350 total records) Page 1 of 35 Go

Equipment ID	Description	Equipment Type	Facility	Primary Location	Availability
10041	18 Computers	PC	12	12-110	<input type="checkbox"/>
10042	20 computers	PC	6	6-201	<input checked="" type="checkbox"/>
11041		VCR	MUS-623BLSLIBCLAS	LIBCLASS-623	<input type="checkbox"/>
12041	Eugene CBOC-BLS Manniquins		Eugene CBOC	ROS-Eugene CBOC	<input type="checkbox"/>
13041	Projector	LCD	CPAC733-Lakemont		<input checked="" type="checkbox"/>
13042	Appropriate equipment to conduct CPR cla		TVH-Bldg 2 1st Floor York	TVH-106F Bldg 2	<input type="checkbox"/>
14042	Appropriate equipmnet to conduct CPR Cla				<input type="checkbox"/>
15042	ACTIVE ACD TELEPHONE DEVICE EACH STUDENT		TUA - 679	OI&T PC LAB; BLDG 137 3RD FL.	<input type="checkbox"/>

7. Select Save.



Add Time Slot

Description: XYZ

*Start Date: 9/11/2020 *Start Time: 08:00 AM

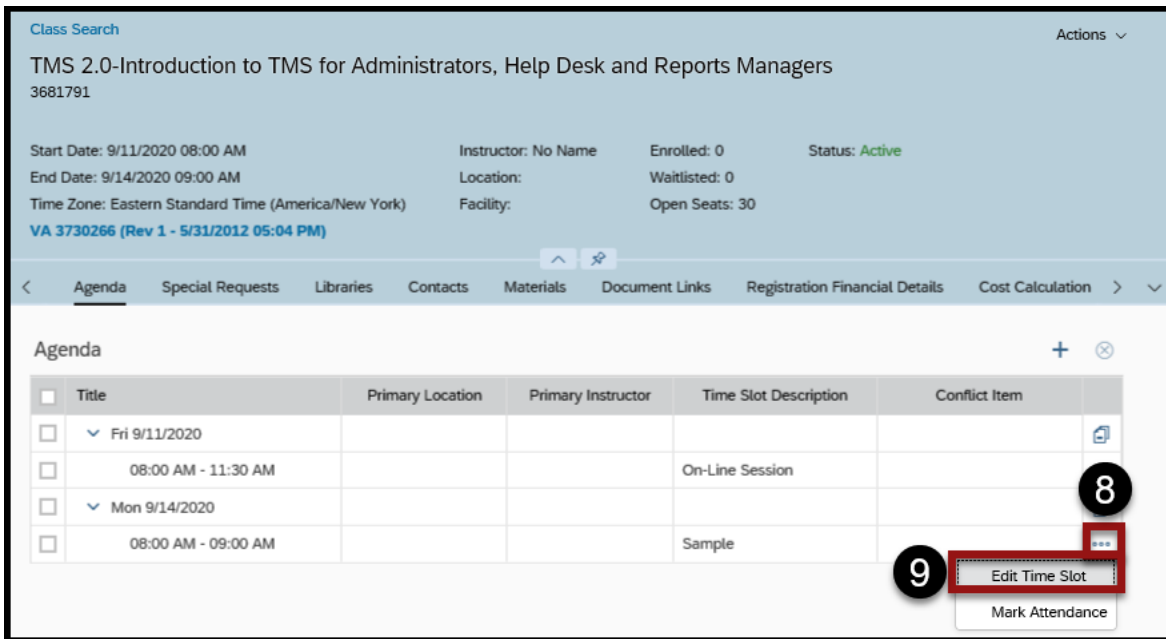
*End Date: 9/11/2020 *End Time: 09:00 AM *Time Zone Displayed to the User: Eastern Standard Time (Ame...)

Resources: Add Equip... Apply to All Time Slots

Resource Type & Resource	Primary	Delete
20 computers		<input type="checkbox"/>
Projector		<input type="checkbox"/>

Save Cancel

8. (Optional) Select the **More icon** next to the time slot.
9. (Optional) Select **Edit Time Slot**.

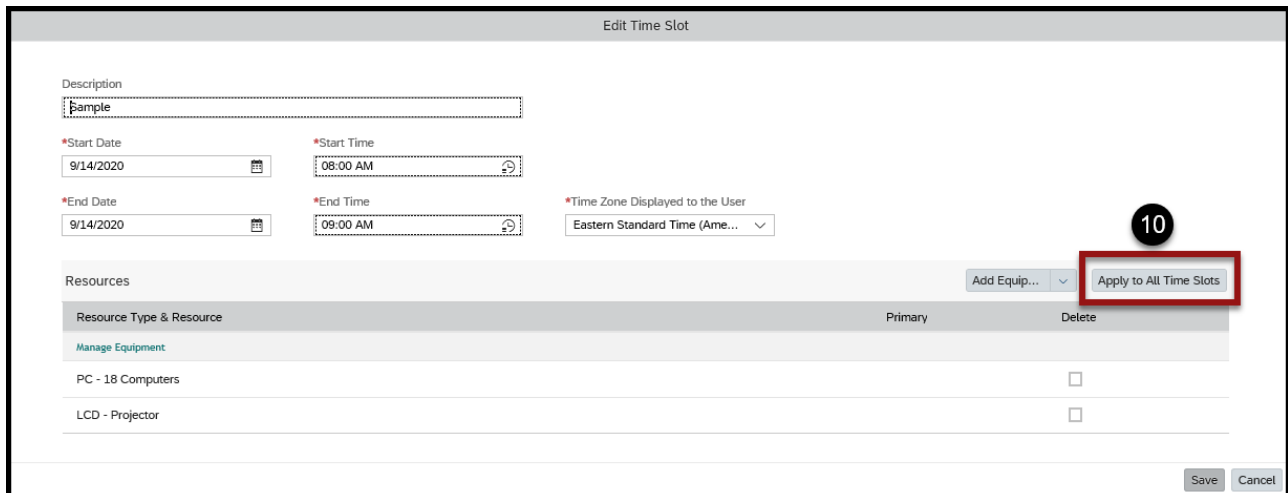


The screenshot shows the 'Class Search' interface for a class titled 'TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers'. The class ID is 3681791. The start date is 9/11/2020 08:00 AM and the end date is 9/14/2020 09:00 AM. The status is 'Active'. The agenda table below shows two time slots: 'On-Line Session' on Fri 9/11/2020 and 'Sample' on Mon 9/14/2020. Callout 8 points to the 'More icon' (three dots) next to the 'On-Line Session' row. Callout 9 points to the 'Edit Time Slot' button in the context menu that appears when the 'More icon' is clicked.

Title	Primary Location	Primary Instructor	Time Slot Description	Conflict Item
▼ Fri 9/11/2020				
08:00 AM - 11:30 AM			On-Line Session	
▼ Mon 9/14/2020				
08:00 AM - 09:00 AM			Sample	

10. (Optional) Select **Apply to All Time Slots** to copy the equipment to all the time slots of the class.

NOTE: You also have the option to add different types of equipment to each time slot if needed.

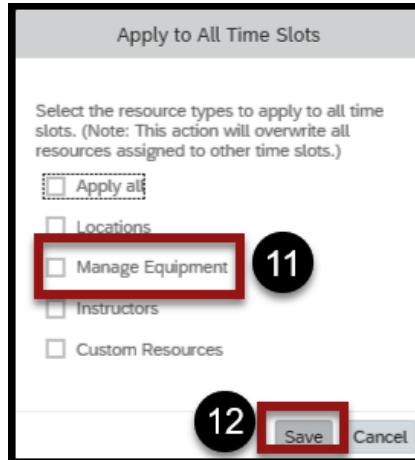


The screenshot shows the 'Edit Time Slot' form. The description is 'Sample'. The start date is 9/14/2020 and the start time is 08:00 AM. The end date is 9/14/2020 and the end time is 09:00 AM. The time zone is 'Eastern Standard Time (Ame...'. The 'Resources' section shows a table with columns for 'Resource Type & Resource', 'Primary', and 'Delete'. There are two resources listed: 'PC - 18 Computers' and 'LCD - Projector'. Callout 10 points to the 'Apply to All Time Slots' button in the top right corner of the Resources section.

Resource Type & Resource	Primary	Delete
Manage Equipment		
PC - 18 Computers		<input type="checkbox"/>
LCD - Projector		<input type="checkbox"/>

11. (Optional) **Check the box** next to Manage Equipment.

12. (Optional) Select **Save**.



Apply to All Time Slots

Select the resource types to apply to all time slots. (Note: This action will overwrite all resources assigned to other time slots.)

Apply all

Locations

Manage Equipment 11

Instructors

Custom Resources

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