TMS 2.0

VA

Admin Job Aid

Add Time Slot to a Class

Talent Management System

Admin Job Aid: Add Time Slot to a Class

(Revision date: September 10, 2020)

Purpose

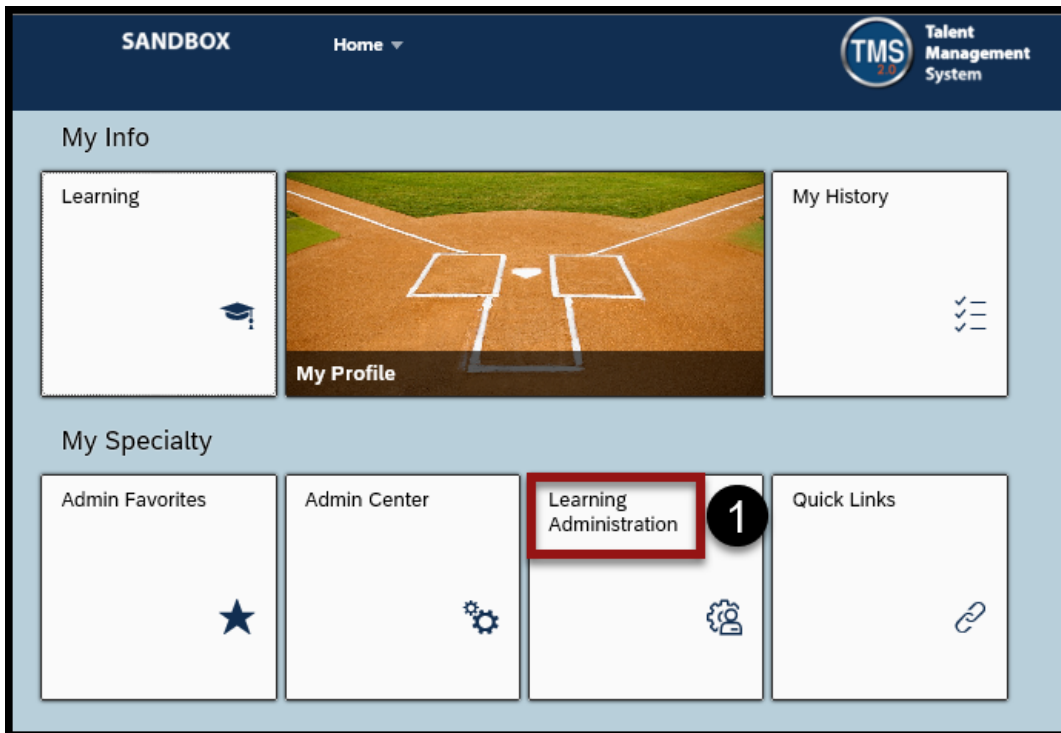The purpose of this job aid is to guide you through the step-by-step process of adding a time slot to a class.

In this job aid, you will learn how to:

- Task A. Locate a Class
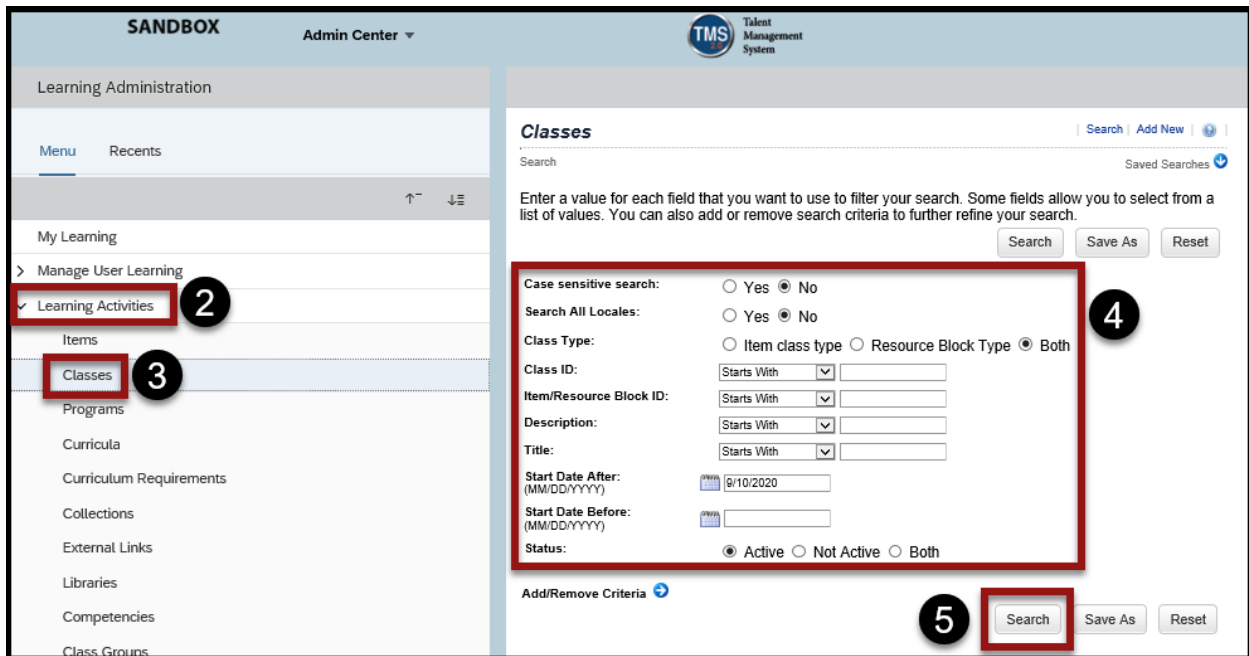- Task B. Add Additional Time Slots

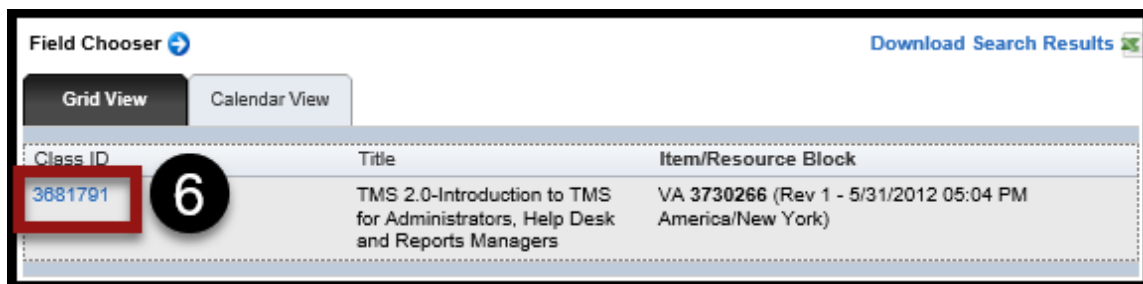U.S. Department of Veterans Affairs

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.
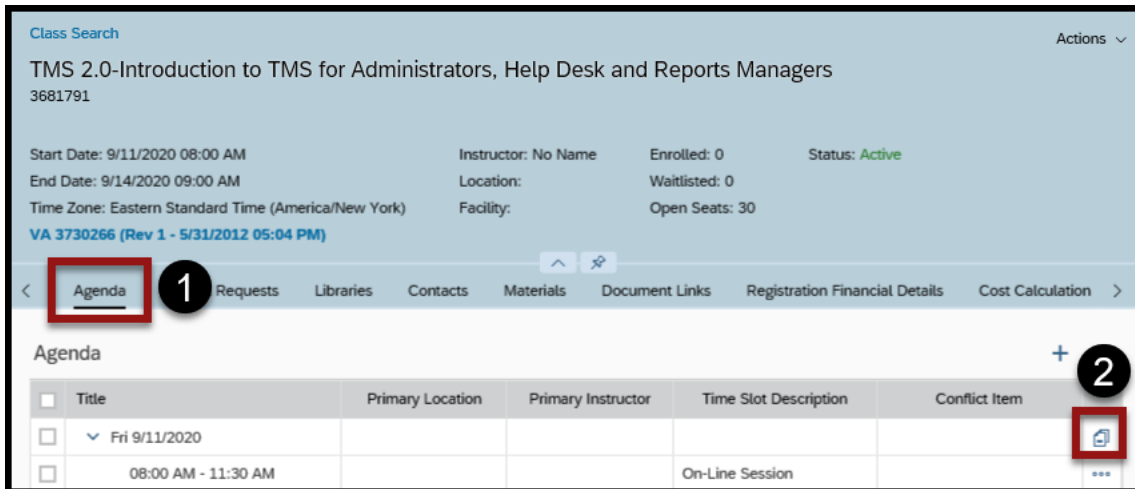
Talent Management System

Task B. Add Additional Time Slots

1. Select the **Agenda** tab.
2. Select the **Copy icon**.

3. Enter the **number of times** to copy the time slot.
4. Select **Copy**.