



TMS
2.0

VA

Admin Job Aid

Add Time Slot to a Class



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.

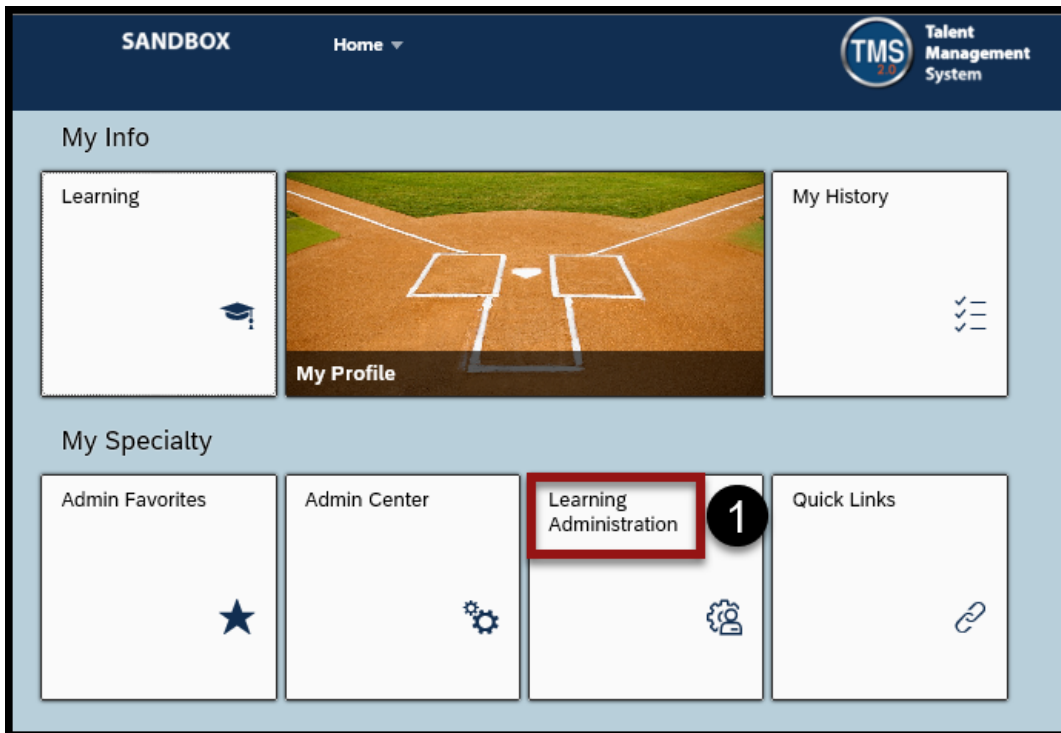
In this job aid, you will learn how to:

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

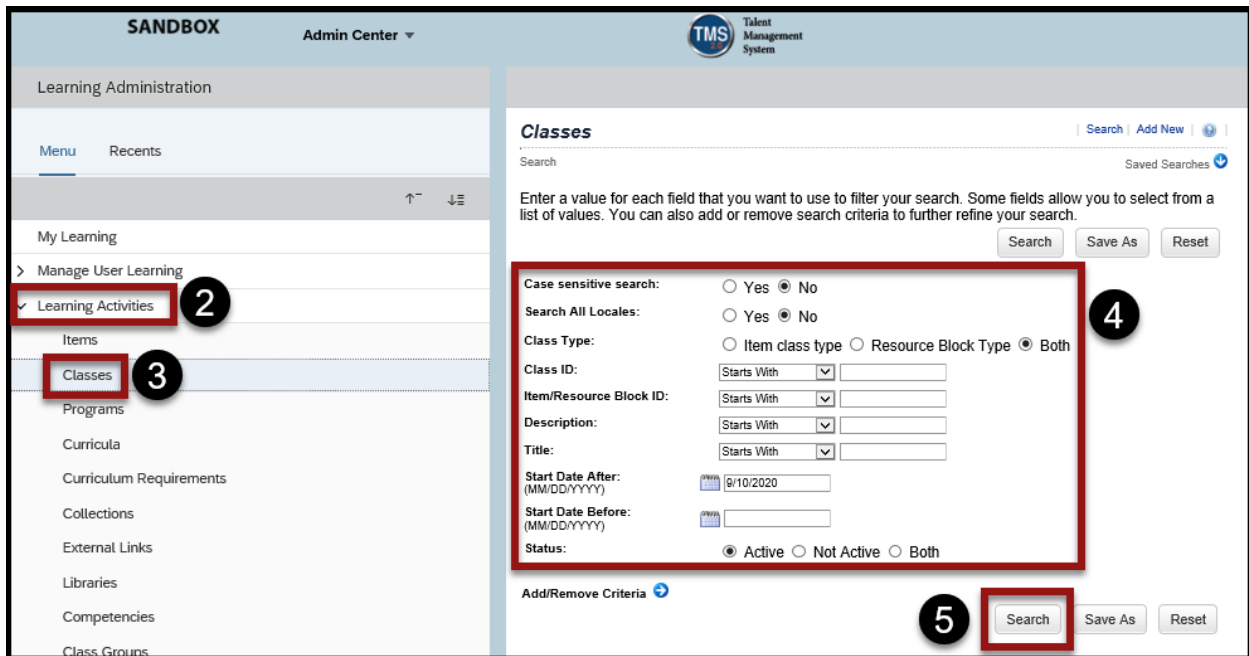


 **Task A. Locate a Class**

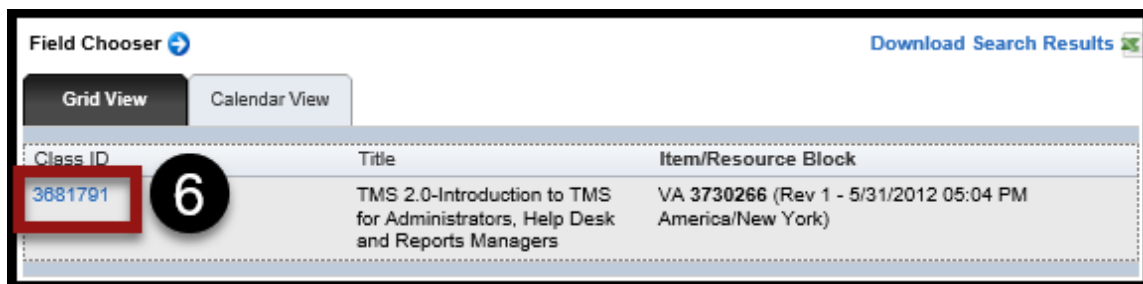
1. Select the **Learning Administration** link.



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.

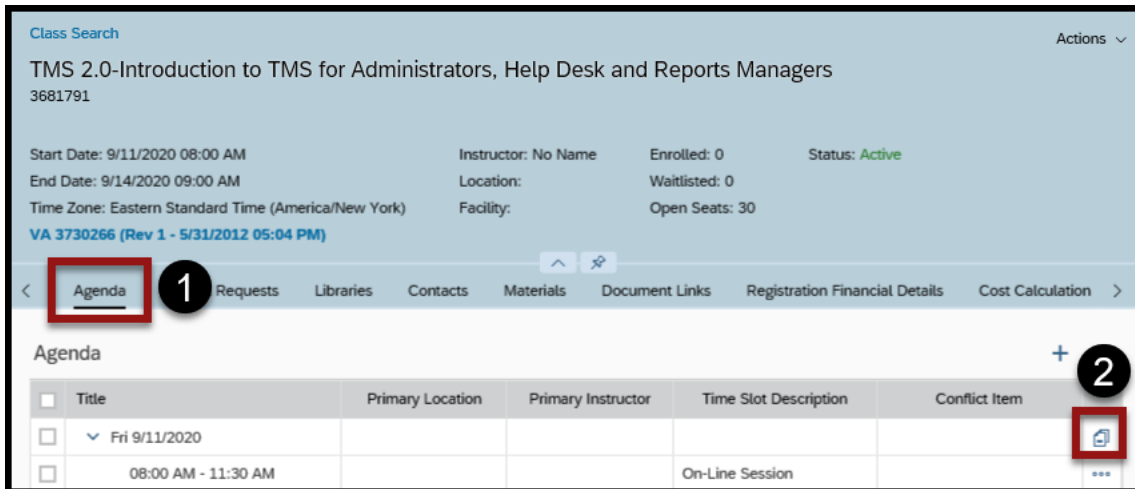


Class ID	Title	Item/Resource Block
3681791	TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers	VA 3730266 (Rev 1 - 5/31/2012 05:04 PM America/New York)



Task B. Add Additional Time Slots

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



Class Search Actions ▾

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

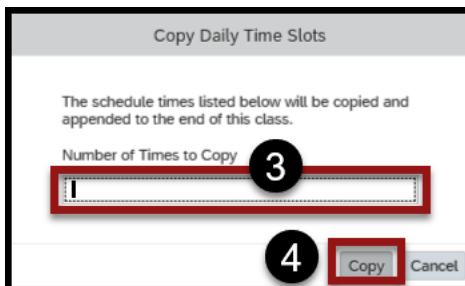
Start Date: 9/11/2020 08:00 AM Instructor: No Name Enrolled: 0 Status: Active
 End Date: 9/14/2020 09:00 AM Location: Waitlisted: 0
 Time Zone: Eastern Standard Time (America/New York) Facility: Open Seats: 30
[VA 3730266 \(Rev 1 - 5/31/2012 05:04 PM\)](#)

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



Copy Daily Time Slots

The schedule times listed below will be copied and appended to the end of this class.

Number of Times to Copy 3

4
Copy
Cancel