



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.

SANDBOX	Home 🔻			Talent Management System
My Info				
Learning	My Profile	-	My History	;= ;=
My Specialty				
Admin Favorites	Admin Center	Learning Administration	Quick Links	ê





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

SANDBOX	Admin Center 🔻	Talent Management System
Learning Administration		
Menu Recents		Classes Search Add New @ Search Search Saved Searches
My Learning	, ↓≣	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. Search Save As Reset
 Manage User Learning Learning Activities Items Classes Programs Curricula Curriculum Requirements Collections External Links 		Case sensitive search: Yes INO Search All Locales: Yes INO Class Type: Item class type Ice Resource Block Type Ice Block Type Ice Block Type Item/Resource Block ID: Starts With Ice
Libraries Competencies Class Groups		Add/Remove Criteria 🗘 5 Search Save As Reset

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

Field Chooser 😌				Download Search Results 🕿
Grid View Ca	alendar View			
Class ID		Title	Item/Resource Block	
3681791 6			VA 3730266 (Rev 1 - 5/ America/New York)	/31/2012 05:04 PM





Task B. Add Additional Time Slots

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

TMS	Class Search Actions ~ TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers 3681791						
End D Time 2	Date: 9/11/2020 08:00 AM Date: 9/14/2020 09:00 AM Zone: Eastern Standard Time (America/N 730266 (Rev 1 - 5/31/2012 05:04 PM)	Locatio	ion: W y: O	Enrolled: 0 Status: Ar Waitlisted: 0 Open Seats: 30	ctive		
<	Agenda 1 Requests Libr	raries Contacts I	∧ x ² Materials Docume	ent Links Registration Finan	ncial Details Cost Calcula	ation >	
Agenda + 2							
	Title	Primary Location	Primary Instructor	Time Slot Description	Conflict Item		
	 Fri 9/11/2020 						
	08:00 AM - 11:30 AM			On-Line Session			

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



