



TMS  
2.0

VA

# Admin Job Aid

Add a Course Feedback Survey to an Item



## Admin Job Aid: Add a Course Feedback Survey to an Item

(Revision date: July 16, 2020)

### Purpose

The purpose of this job aid is to guide you through the step-by-step process of associating a Course Feedback Survey with an Item Record. There is a separate job aid for adding a Follow-up Survey to an Item Record.

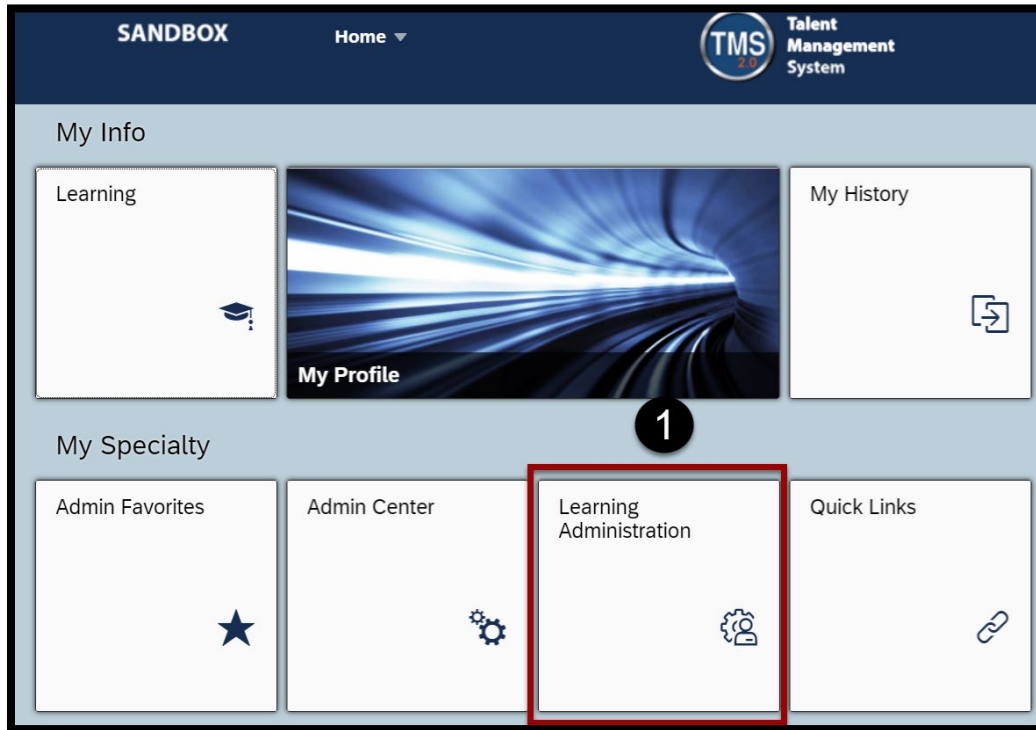
In this job aid, you will learn how to:

- Task A. Access an Item Record
- Task C. Add a Course Feedback Survey to an Item

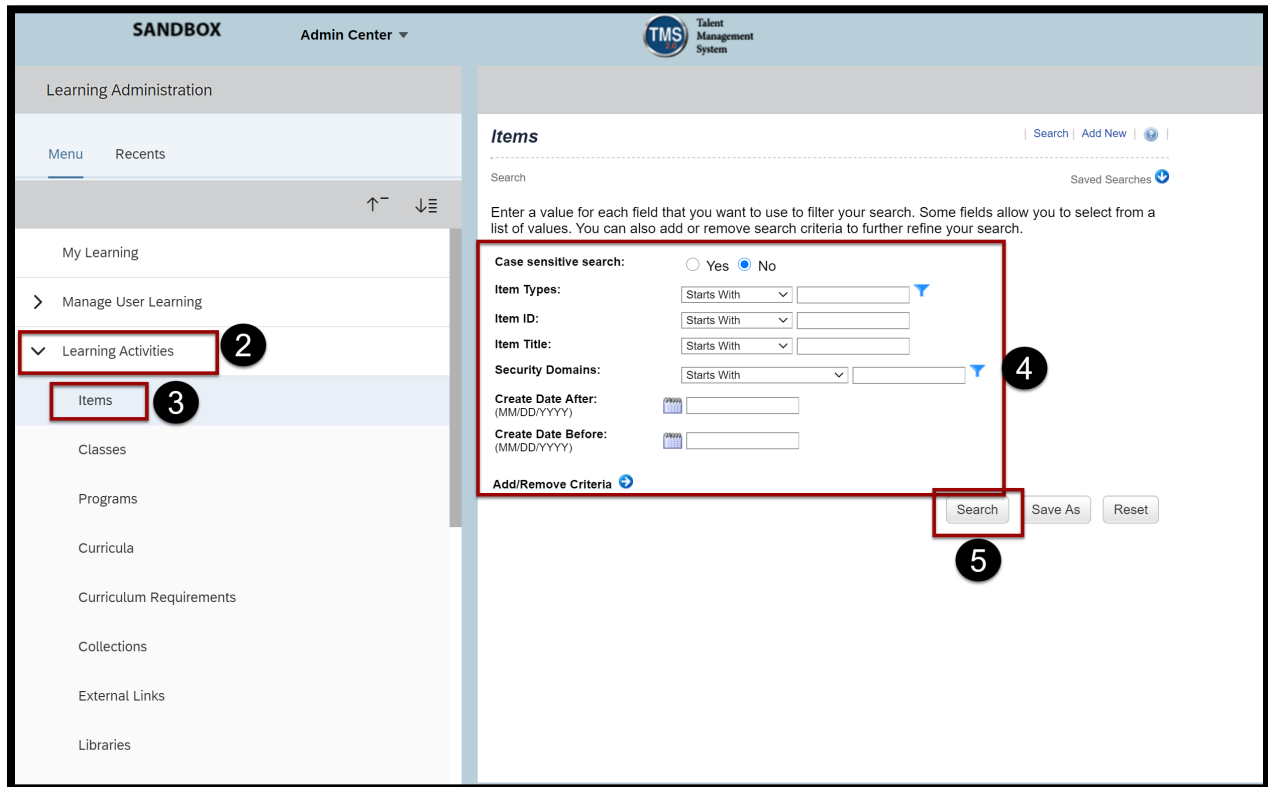


 **Task A. Access an Item Record**

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



2. Select **Learning Activities**.
3. Select **Items**.
4. Enter **search criteria** for an item.
5. Select **Search**.



The screenshot displays the TMS Admin Center interface. On the left sidebar, under 'Learning Administration', the 'Learning Activities' menu item is highlighted with a red box and a circled '2'. Below it, the 'Items' menu item is also highlighted with a red box and a circled '3'. The main content area is titled 'Items' and contains a search form. The search form includes a 'Case sensitive search' section with radio buttons for 'Yes' and 'No' (selected). Below this are search criteria for 'Item Types', 'Item ID', 'Item Title', and 'Security Domains', each with a 'Starts With' dropdown and an input field. There are also date pickers for 'Create Date After' and 'Create Date Before'. A red box highlights the search criteria section, with a circled '4' next to it. At the bottom of the search form, there is an 'Add/Remove Criteria' link and a 'Search' button highlighted with a red box and a circled '5'. Other buttons include 'Save As' and 'Reset'.

6. Select the **item** from the search results.

**Items** | Search | Add New |

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Search > Search Results Saved Searches

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

**Item Types:** Starts With

**Item ID:** Starts With

**Item Title:** Starts With

**Security Domains:** Starts With

**Create Date After:** (MM/DD/YYYY)

**Create Date Before:** (MM/DD/YYYY)

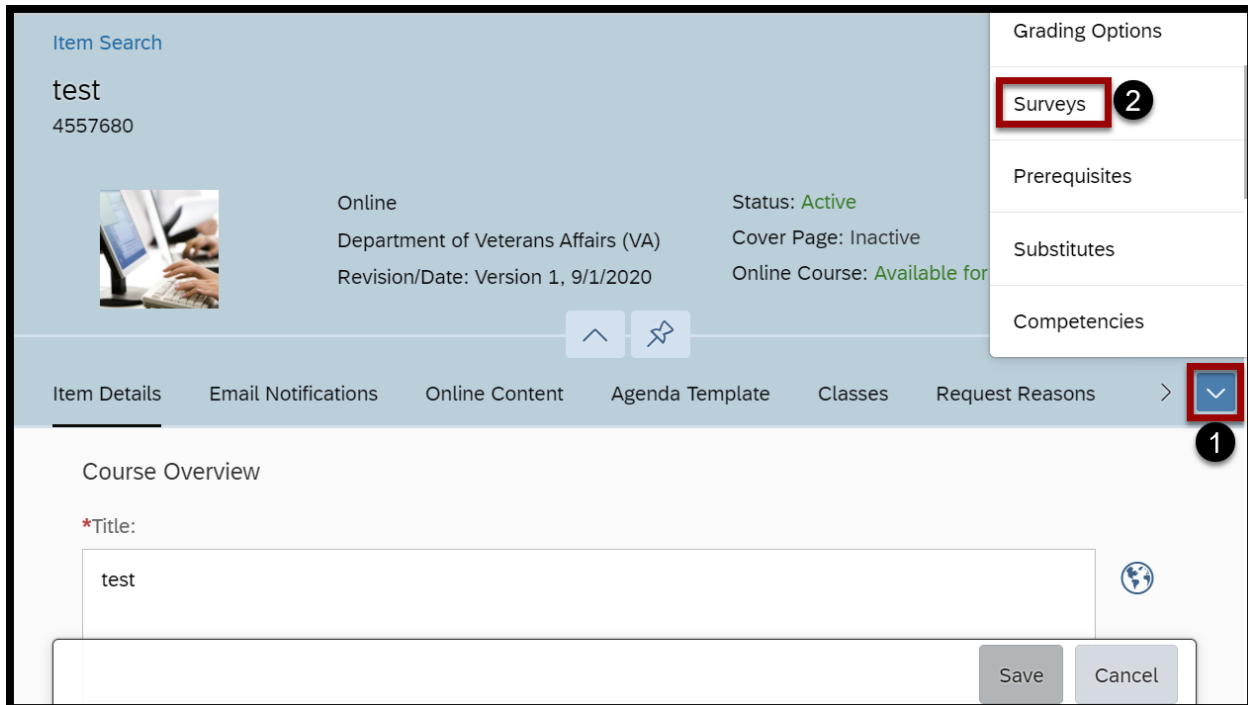
**Add/Remove Criteria**

**Field Chooser** [Download Search Results](#)

Item	Title
VA 4557680 (Rev 1 - 9/1/2020 01:07 PM America/Chicago)	test

 **Task B. Add a Course Feedback Survey to an Item**

1. Select the **More** button in the Related Area.
2. Select **Surveys** from the options.



The screenshot displays the 'Item Search' results for 'test' (ID: 4557680). The course details include: Online, Department of Veterans Affairs (VA), Revision/Date: Version 1, 9/1/2020, Status: Active, Cover Page: Inactive, and Online Course: Available for. A navigation bar at the bottom of the details section includes 'Item Details', 'Email Notifications', 'Online Content', 'Agenda Template', 'Classes', 'Request Reasons', and a 'More' button (indicated by a red box and a circled '1'). A dropdown menu is open from the 'More' button, showing options: 'Grading Options', 'Surveys' (highlighted with a red box and a circled '2'), 'Prerequisites', 'Substitutes', and 'Competencies'. Below the navigation bar is the 'Course Overview' section with a '\*Title:' label and a text input field containing 'test'. 'Save' and 'Cancel' buttons are visible at the bottom right of the overview section.



3. Within the Edit Surveys for Item page, select the **magnifying glass** icon to search for your Course Feedback survey.
4. Select **Apply Changes**.
5. The option settings for the Course Feedback survey will default in the **Days to Complete** and **Required for Item Completion**. If you would like to change the settings for this Item, you can do so manually. **Note:** This will only change the settings within the Item and not for the Survey. If you do change the settings here, don't forget to Apply Changes upon adjustment.

**Edit Surveys for Item**  
Sections that cannot be edited are not accessible. [Access all sections in view mode.](#)

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**Course Feedback Survey : User Satisfaction** 5

3 Survey:  Days to Complete:  Required for Item Completion:

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**Learning Evaluation : Mastery of Content**

Pre-Test:    
Post-Test:

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**Follow-up Survey : Application of Learning**

Survey:

Participants:  Manager  Employee  Both

Required by:  Manager  Employee

Configuration: Assign  days from Item completion  
Allow  days To complete

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