



TMS
2.0

VA

Admin Job Aid

Add an Exam to an Item

Admin Job Aid: Add an Exam to an Item

(Revision date: September 15, 2020)

Purpose

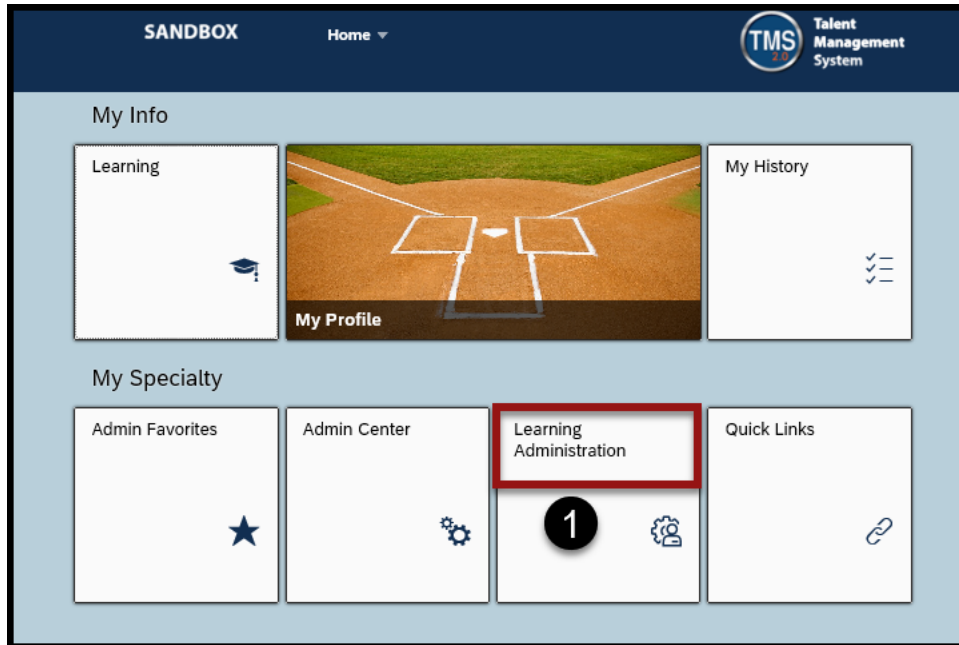
The purpose of this job aid is to guide you through the step-by-step process of adding an Exam to an item.

In this job aid, you will learn how to:

- Task A. Access Learning Administration
- Task B. Searching for an Item
- Task C. Add an Exam to an Item

 **Task A. Access Learning Administration**

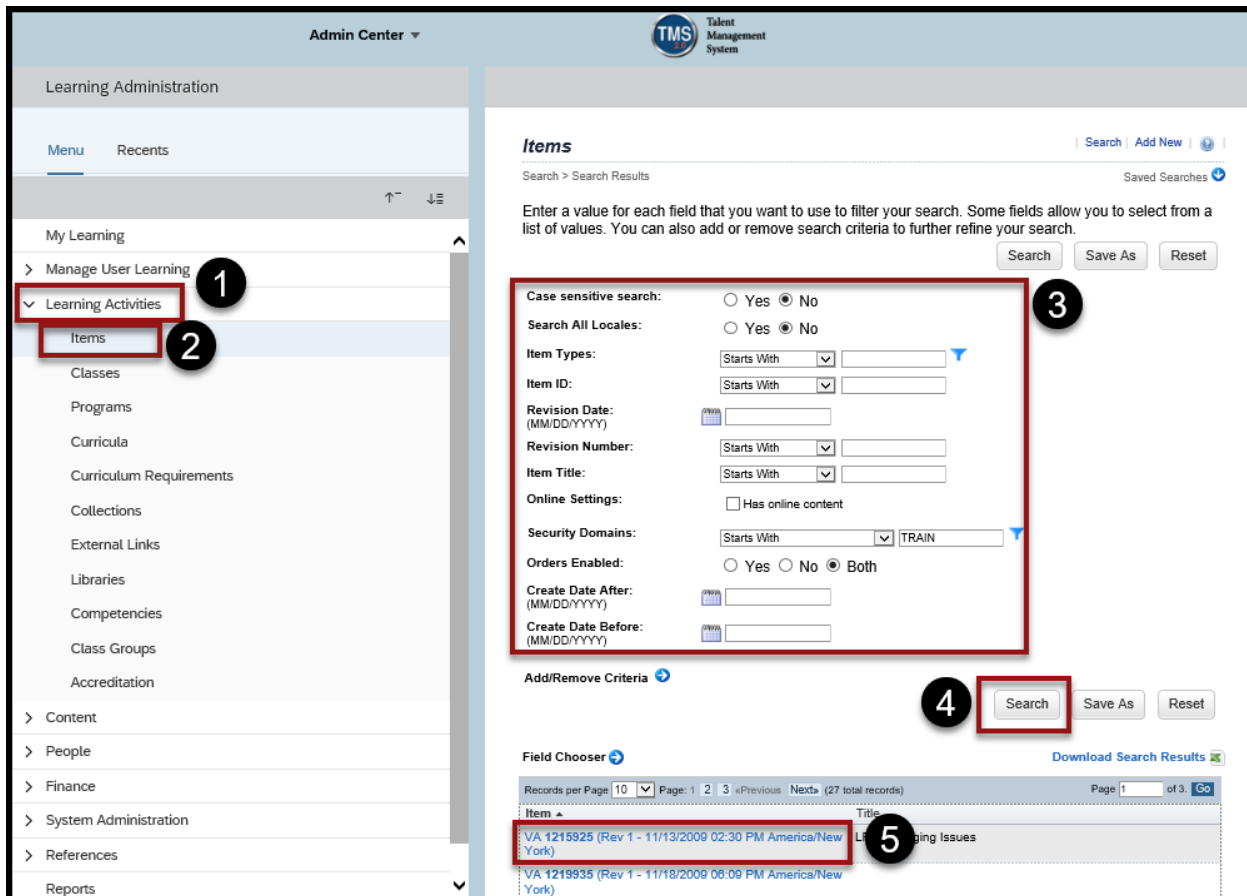
1. Select the **Learning Administration** link.





Task B. Searching for an Item

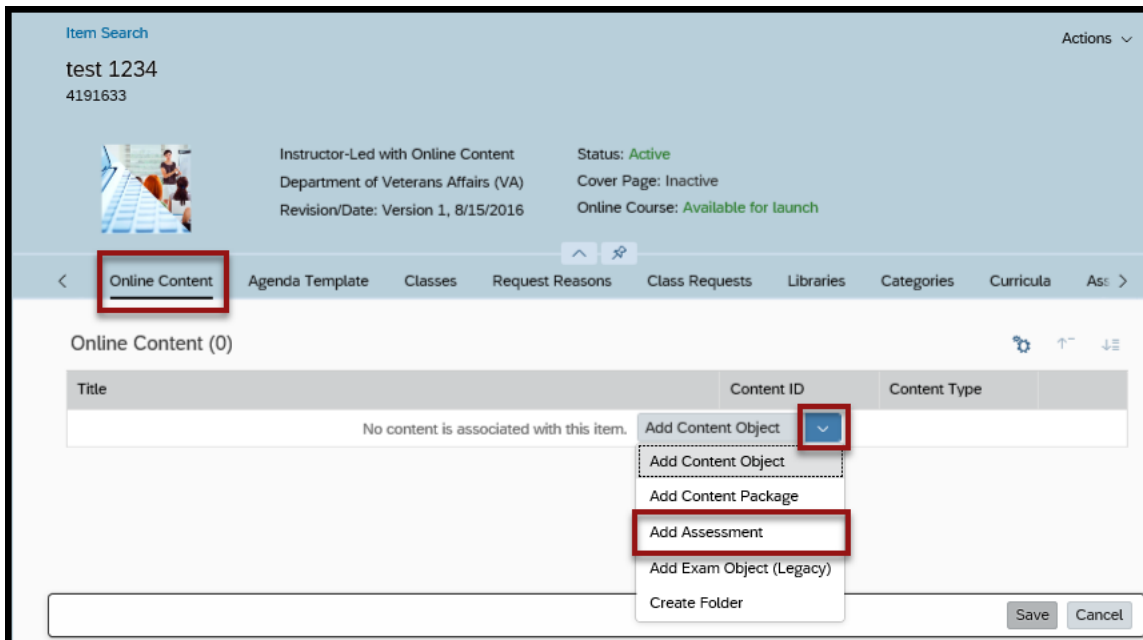
1. Select **Learning Activities** to expand the menu of options.
2. Select **Items**.
3. Enter **search criteria**.
4. Once you have entered the desired search criteria, select **Search**.
5. In the search results, select the desired **Item hyperlink**.



The screenshot displays the TMS Admin Center interface. On the left, the 'Learning Administration' menu is expanded to 'Learning Activities', with 'Items' selected. The main area shows the 'Items' search form with various criteria fields. The search results table at the bottom shows two items, with the first item, 'VA 1215925', highlighted.

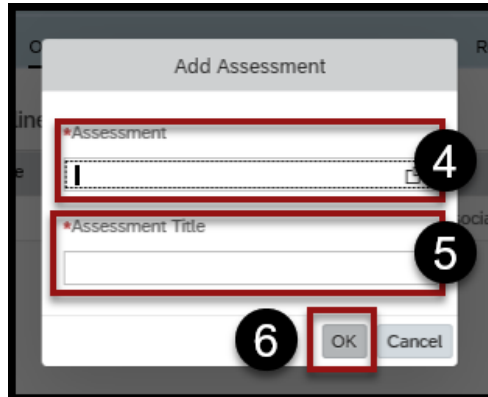
 **Task C. Add an Exam to an Item**

1. Once you have opened the item record, select the **Online Content** tab.
2. Select the **arrow** to view the drop down list of options.
3. Select **Add Assessment**.



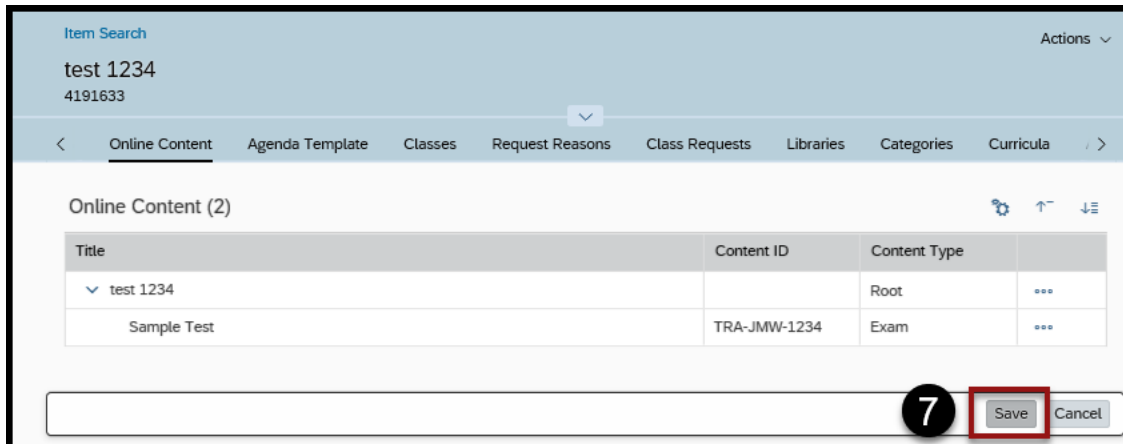
The screenshot shows the TMS interface for an item record. At the top, there is an 'Item Search' section with the text 'test 1234' and '4191633'. Below this, there is a small image of a person and some metadata: 'Instructor-Led with Online Content', 'Department of Veterans Affairs (VA)', 'Revision/Date: Version 1, 8/15/2016', 'Status: Active', 'Cover Page: Inactive', and 'Online Course: Available for launch'. A navigation bar contains several tabs: 'Online Content', 'Agenda Template', 'Classes', 'Request Reasons', 'Class Requests', 'Libraries', 'Categories', 'Curricula', and 'As:'. The 'Online Content' tab is highlighted with a red box. Below the navigation bar, there is a section titled 'Online Content (0)' with a table. The table has columns for 'Title', 'Content ID', and 'Content Type'. The table is empty, and a message says 'No content is associated with this item.' To the right of the table, there is a dropdown menu with a red box around the arrow. The dropdown menu is open, showing options: 'Add Content Object', 'Add Content Object', 'Add Content Package', 'Add Assessment', 'Add Exam Object (Legacy)', and 'Create Folder'. The 'Add Assessment' option is highlighted with a red box. At the bottom right of the table area, there are 'Save' and 'Cancel' buttons.

4. Enter the **Assessment ID**.
5. Enter the **Assessment Title**.
6. Select **OK**.



The screenshot shows a dialog box titled "Add Assessment". It contains two text input fields: "Assessment" and "Assessment Title". The "Assessment" field has a small icon on the right. Below the fields are "OK" and "Cancel" buttons. Red boxes highlight the "Assessment" field (labeled 4), the "Assessment Title" field (labeled 5), and the "OK" button (labeled 6).

7. Select **Save**.



The screenshot shows a web interface for "Online Content". At the top, there is a search bar with "test 1234" and "4191633". Below the search bar is a navigation menu with tabs: "Online Content", "Agenda Template", "Classes", "Request Reasons", "Class Requests", "Libraries", "Categories", and "Curricula". The "Online Content" tab is selected. Below the navigation menu is a table with the following data:

Title	Content ID	Content Type	
test 1234		Root	...
Sample Test	TRA-JMW-1234	Exam	...

At the bottom of the interface, there is a "Save" button highlighted with a red box and a circled "7", and a "Cancel" button next to it.