



TMS  
2.0

VA

## Admin Job Aid

Add Location to a Class



## Admin Job Aid: Add Location 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 location to a class.

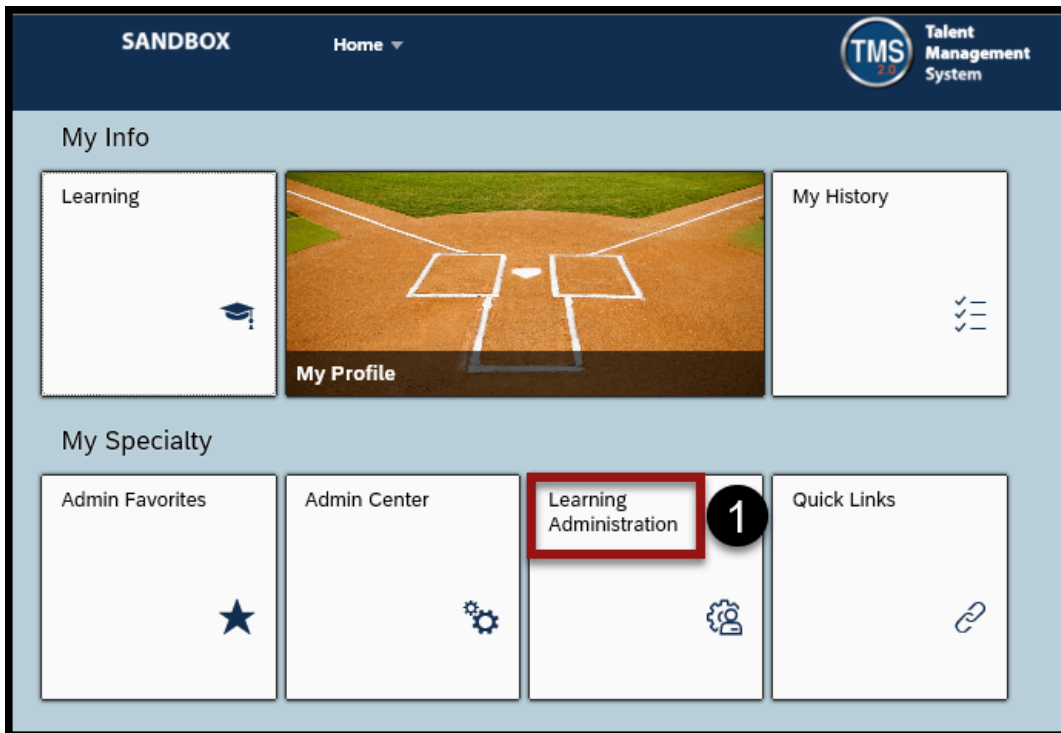
In this job aid, you will learn how to:

- Task A. Locate a Class
- Task B. Add Location

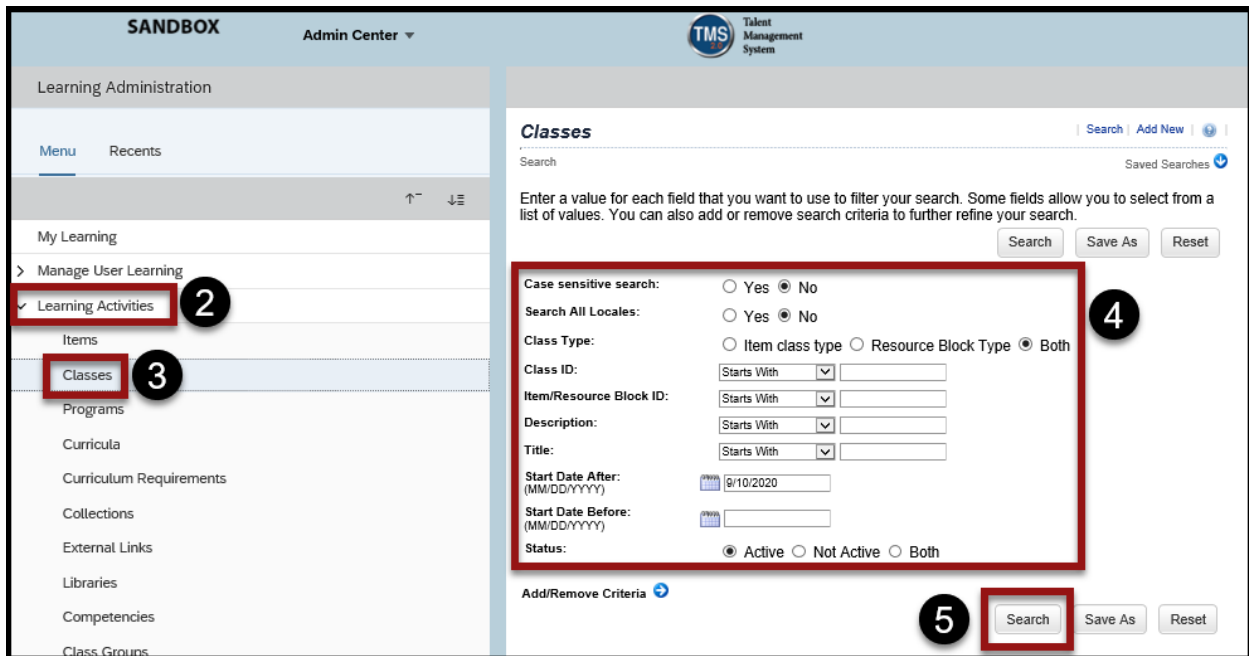


 **Task A. Locate a Class**

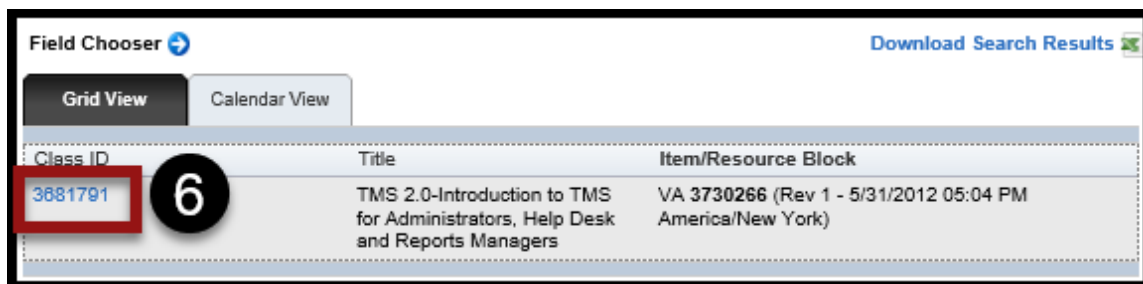
1. Select the **Learning Administration** link.



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.

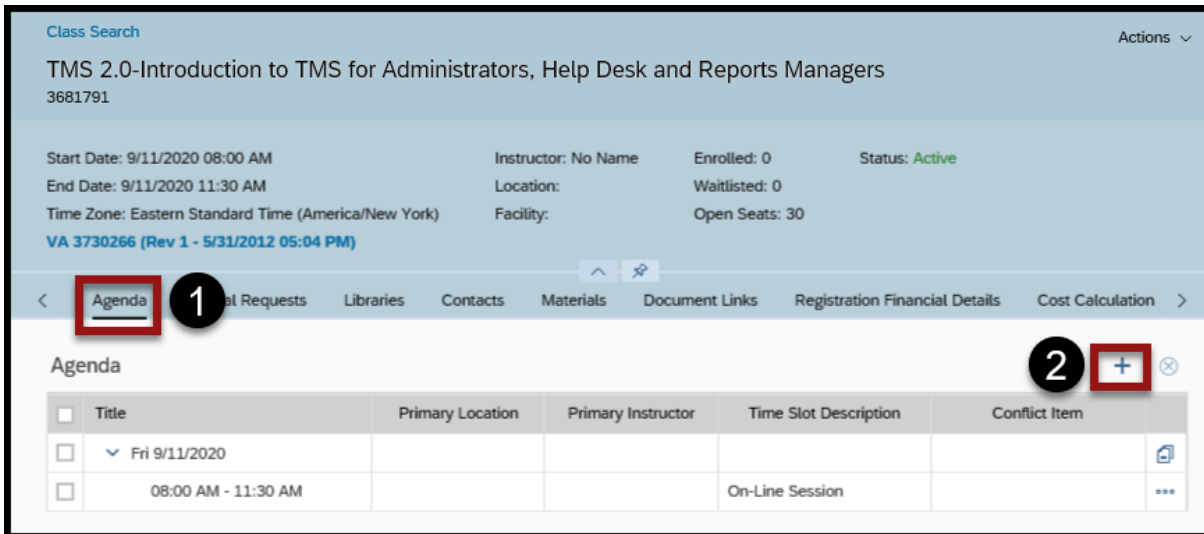


Class ID	Title	Item/Resource Block
<a href="#">3681791</a>	TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers	VA 3730266 (Rev 1 - 5/31/2012 05:04 PM America/New York)



## Task B. Add Location

1. Select the **Agenda** tab.
2. Select the **Create Group** icon.



Class Search Actions ▾

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3681791

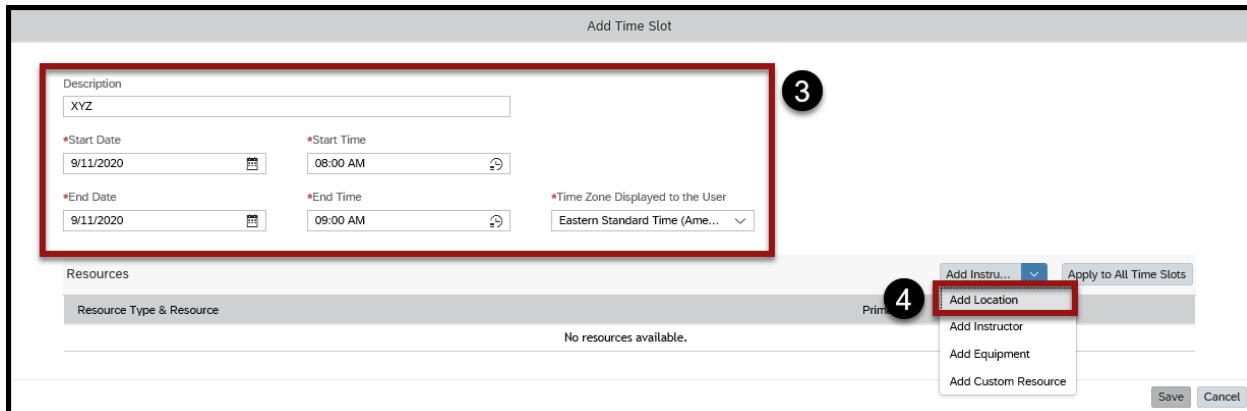
Start Date: 9/11/2020 08:00 AM    Instructor: No Name    Enrolled: 0    Status: **Active**  
 End Date: 9/11/2020 11:30 AM    Location:    Waitlisted: 0  
 Time Zone: Eastern Standard Time (America/New York)    Facility:    Open Seats: 30  
 VA 3730266 (Rev 1 - 5/31/2012 05:04 PM)

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		<span style="color: blue;">⋮</span>

3. Enter the **Time Slot** information.
4. Select **Add Location** from the Resources drop-down list.



Add Time Slot

Description **3**

XYZ

\*Start Date: 9/11/2020    \*Start Time: 08:00 AM

\*End Date: 9/11/2020    \*End Time: 09:00 AM    \*Time Zone Displayed to the User: Eastern Standard Time (Ame... ▾)

Resources **4**

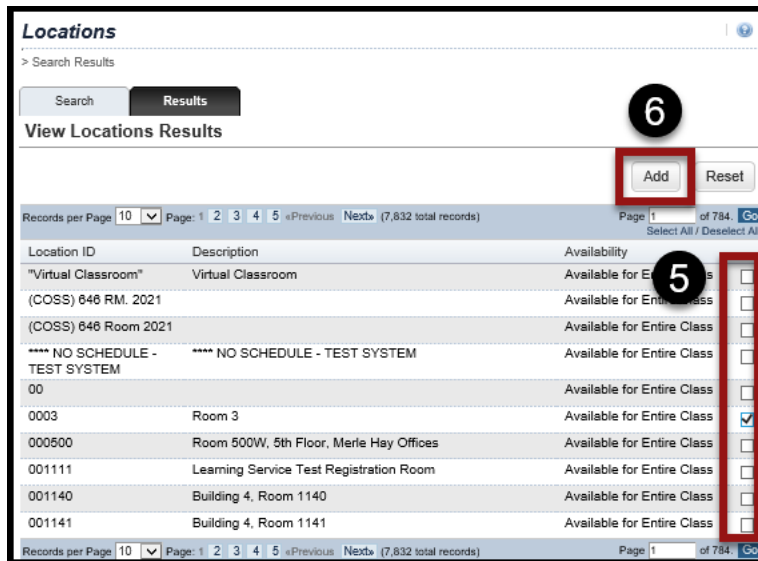
Resource Type & Resource	Prim
No resources available.	

Add Instru... ▾    Apply to All Time Slots

- Add Location
- Add Instructor
- Add Equipment
- Add Custom Resource

Save    Cancel

5. Check the box next to the location you want to add to the Time Slot.
6. Select Add.



**Locations**

> Search Results

Search Results

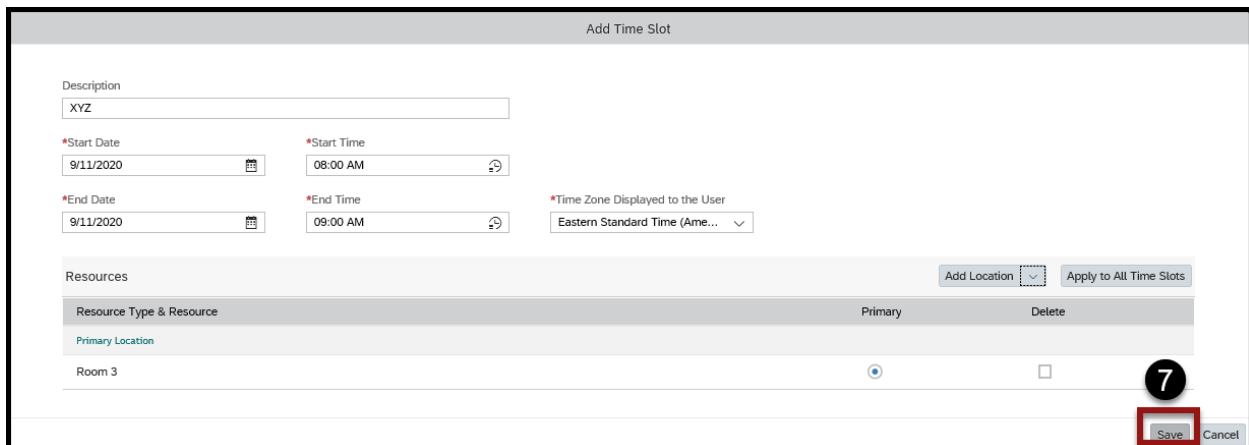
View Locations Results

Records per Page: 10 Page: 1 of 784

Location ID	Description	Availability	
"Virtual Classroom"	Virtual Classroom	Available for Entire Class	<input type="checkbox"/>
(COSS) 646 RM. 2021		Available for Entire Class	<input type="checkbox"/>
(COSS) 646 Room 2021		Available for Entire Class	<input type="checkbox"/>
**** NO SCHEDULE - TEST SYSTEM	**** NO SCHEDULE - TEST SYSTEM	Available for Entire Class	<input type="checkbox"/>
00		Available for Entire Class	<input type="checkbox"/>
0003	Room 3	Available for Entire Class	<input checked="" type="checkbox"/>
000500	Room 500W, 5th Floor, Merle Hay Offices	Available for Entire Class	<input type="checkbox"/>
001111	Learning Service Test Registration Room	Available for Entire Class	<input type="checkbox"/>
001140	Building 4, Room 1140	Available for Entire Class	<input type="checkbox"/>
001141	Building 4, Room 1141	Available for Entire Class	<input type="checkbox"/>

Records per Page: 10 Page: 1 of 784

7. Select Save.



Add Time Slot

Description: XYZ

\*Start Date: 9/11/2020 \*Start Time: 08:00 AM

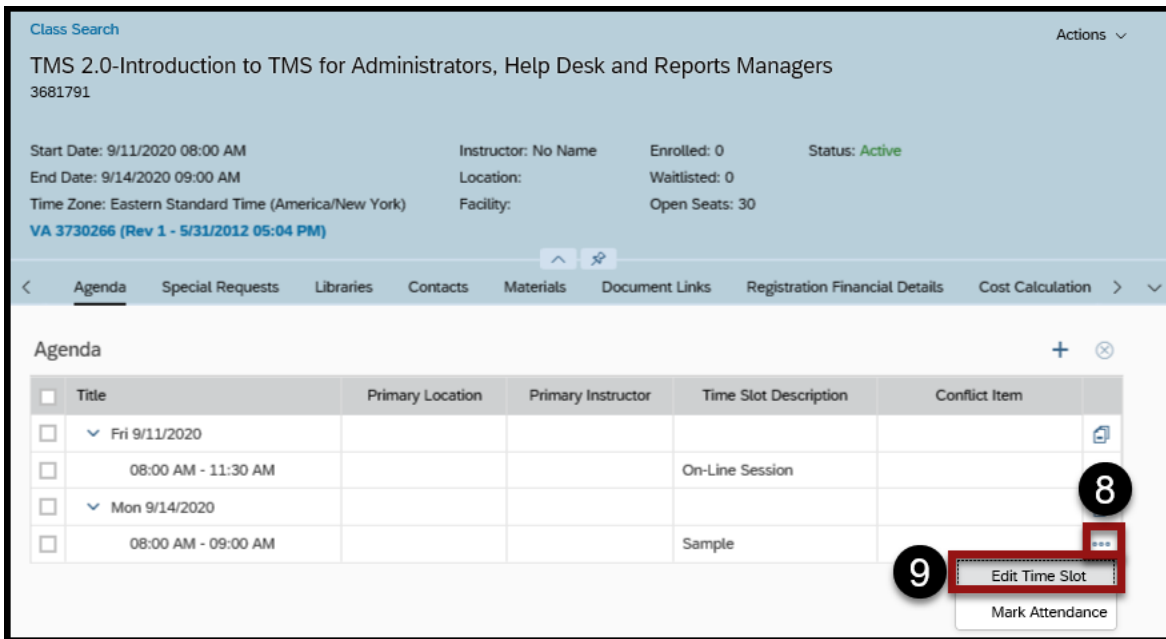
\*End Date: 9/11/2020 \*End Time: 09:00 AM \*Time Zone Displayed to the User: Eastern Standard Time (Ame...)

Resources: Add Location Apply to All Time Slots

Resource Type & Resource	Primary	Delete
Primary Location		
Room 3	<input checked="" type="radio"/>	<input type="checkbox"/>

Save Cancel

8. (Optional) Select the **More icon** next to the time slot.
9. (Optional) Select **Edit Time Slot**.



Class Search

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3681791

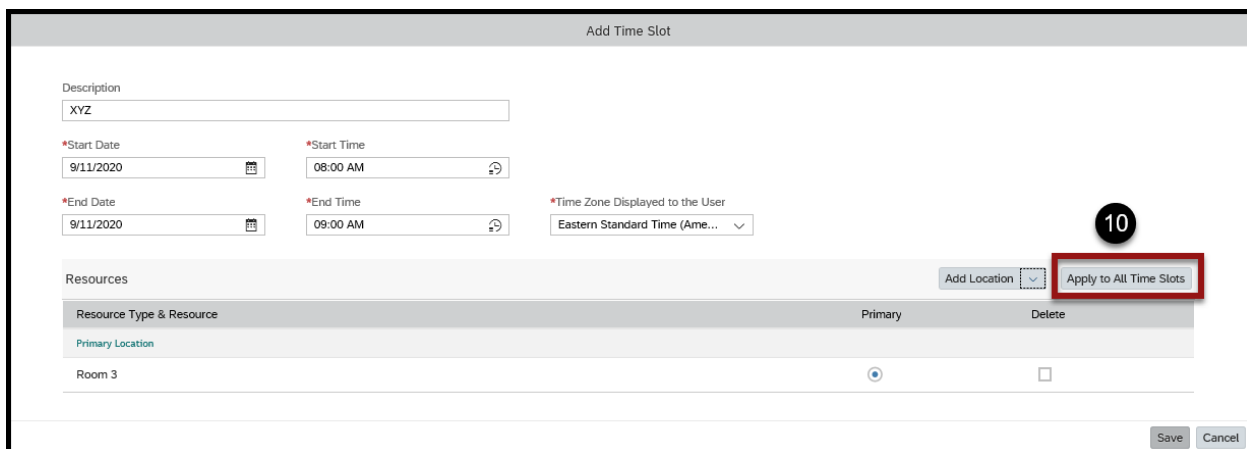
Start Date: 9/11/2020 08:00 AM    Instructor: No Name    Enrolled: 0    Status: Active  
End Date: 9/14/2020 09:00 AM    Location:    Waitlisted: 0  
Time Zone: Eastern Standard Time (America/New York)    Facility:    Open Seats: 30  
VA 3730266 (Rev 1 - 5/31/2012 05:04 PM)

Agenda

Title	Primary Location	Primary Instructor	Time Slot Description	Conflict Item
▼ Fri 9/11/2020				
08:00 AM - 11:30 AM			On-Line Session	
▼ Mon 9/14/2020				
08:00 AM - 09:00 AM			Sample	

10. (Optional) Select **Apply to All Time Slots** to copy the location to all the time slots of the class.

**NOTE:** You also have the option to add different locations to each time slot if needed.



Add Time Slot

Description  
XYZ

\*Start Date: 9/11/2020    \*Start Time: 08:00 AM  
\*End Date: 9/11/2020    \*End Time: 09:00 AM    \*Time Zone Displayed to the User: Eastern Standard Time (Ame...)

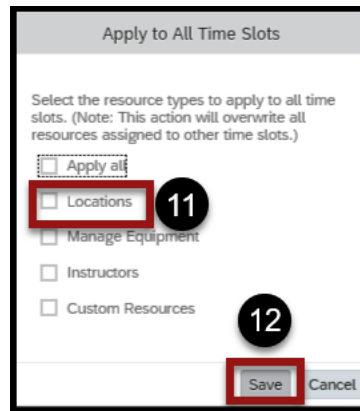
Resources

Resource Type & Resource	Primary	Delete
Primary Location		
Room 3	<input checked="" type="radio"/>	<input type="checkbox"/>

Save    Cancel

11. (Optional) **Check the box** next to Locations.

12. (Optional) Select **Save**.



Apply to All Time Slots

Select the resource types to apply to all time slots. (Note: This action will overwrite all resources assigned to other time slots.)

Apply all

Locations **11**

Manage Equipment

Instructors

Custom Resources **12**