



## Admin Job Aid: Remove an Item from a Curriculum

### (Revision date: March 5, 2021)

#### Purpose

The purpose of this job aid is to guide you through the step-by-step process of removing an item from an active curriculum.

In this job aid, you will learn how to:

- Task A. Access Curriculum Record •
- Task B. Remove Item from Curriculum Record





# Task A. Access Curriculum Record

1. Select the Learning Administration link.

SANDBOX	Home 🔻		TMS	Talent Management System
My Info				
Learning	My Profile	-17-	My History	\$=
My Specialty				
Admin Favorites	Admin Center	Learning Administration	Quick Links	ê





- 2. Select the **arrow** next to Learning Activities.
- 3. Select Curricula.
- 4. Enter **Search Criteria**. For example, you can enter the Curriculum ID in the Curriculum ID field.
- 5. (Optional) By selecting **Add/Remove Criteria**, you can add **Items** as a search criteria. You can search for the curriculum by searching for the Item ID that you are trying to delete.
- 6. Select Search.

SANDBOX	合 Admin Center	~		Talent Management System	
Learning Administration					
Menu Recents			Curricula		Search   Add New   🔞
			Search		Saved Searches 🔮
		^− ↓≣	Enter a value for each field list of values. You can also	I that you want to use to filter your sear add or remove search criteria to furthe	ch. Some fields allow you to select from a r refine your search.
Admin Home			Case sensitive search:	O Yes O No	-
> Manage User Learning			Search All Locales:	O Yes INO	
✓ Learning Activities 2			Curriculum ID:	Starts With 💙	-4
Items			Curriculum Title:	Starts With	
iterns			Add/Remove Criteria 😌	5	
Classes					Search Save As Reset
Programs					
Curricula 3					6
Curriculum Requirements					-

7. Select the **Curriculum ID** from the search results, which is a hyperlink that will take you to the curriculum record.

Field Chooser 😜	Download Search Results 🕿
Curriculum ID •	Curriculum Title
TRA-TEST	Curriculum Record



Talent Management System

#### Ø Task B. Remove Item from Curriculum Record

- 1. In the Curriculum record, select **Contents** in the Related Area.
- 2. Select Manage Content.

Curricula Search							Actions $ \smallsetminus $
Curriculum Reco TRA-TEST	ord						
	Status: / Cover Pi	Active age: Inactive		0			
Curriculum Details	Contents	ategories	Assignment Profiles	Libraries	Document Links	Job Codes	0
Contents (4)						Ма	anage Content 1.
ID	Туре		Title			Retraining	
DOD 1349048 (Rev 11/22/2010 08:57 AM	1 - Item /I)		COR Mission Focu	us CLC106 Sec	tion 893 8CLP	Yes	>
DOD 1349049 (Rev 11/22/2010 09:06 AM	1 - Item /I)		COR Overview: H	CAA CLC012 S	ection 888	Yes	>
DOD 1367377 (Rev 1/21/2011 02:59 PM	1 - Item )		Mission Performa	nce Assessmen	t CON112 Section 30	3 Yes	>
DOD 3733328 (Rev 6/12/2012 03:51 PM	1 - Item )		VHA Inventory Ma	inagement - (JA	AL FHCC)	Yes	>

- 3. Check the box of the Item that needs to be removed from the Curriculum record.
- 4. Select **Remove**.
- 5. Exit the Manage Content pop-up window.

Content	:					5 🛛
Curricu	ulum: Curriculum Record				Help	•
Contents	s 🕒 •	Remove Group Curriculum Requirements				
				Select All /	Deselect All	
	Entity ID	Title		Display Order	Select	
<b>•</b>	DOD 1349048 (Rev 1 - 11/22/2010 08:57 AM America/New York)	COR Mission Focus CLC106 Section 893 8CLP	Edit			3
₽ .	DOD 1349049 (Rev 1 - 11/22/2010 09:06 AM America/New York)	COR Overview: HCAA CLC012 Section 888	Edit			-
•	DOD 1367377 (Rev 1 - 1/21/2011 02:59 PM America/New York)	Mission Performance Assessme CON112 Section 303	nt Edit			
Image: A marked state in the	DOD 3733328 (Rev 1 - 6/12/2012 03:51 PM America/New York)	VHA Inventory Management - (JAL FHCC)	Edit	-		
		4 Remove Group Cu	ırriculun	Select All / n Require	Deselect All ements	

