



TMS  
2.0

VA

## Admin Job Aid

Remove an Item from a Curriculum



## 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.

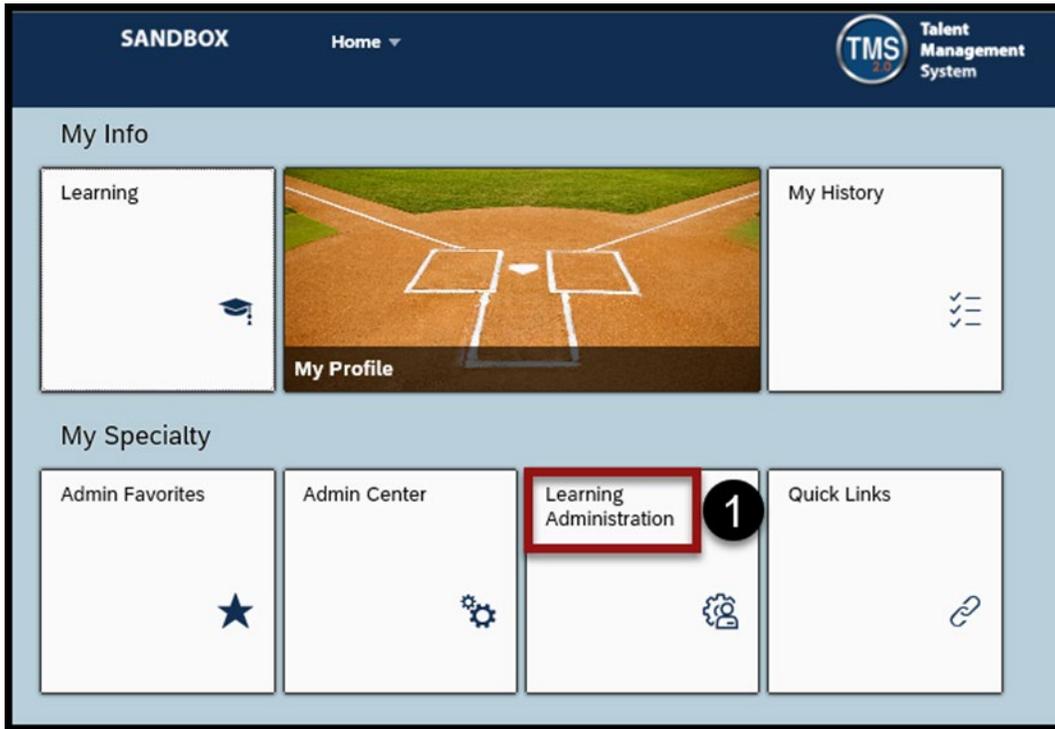
In this job aid, you will learn how to:

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

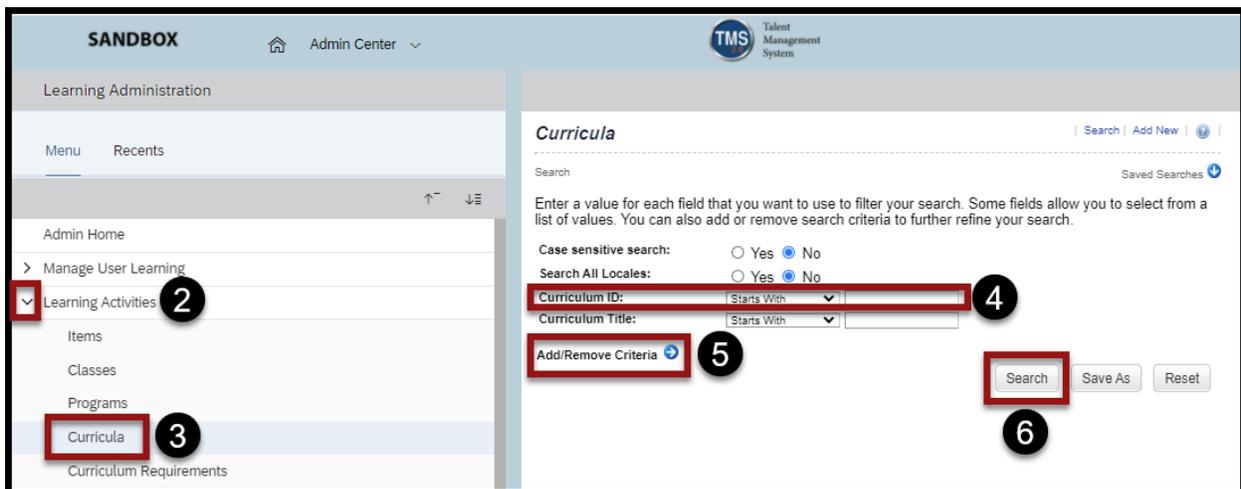


 Task A. Access Curriculum Record

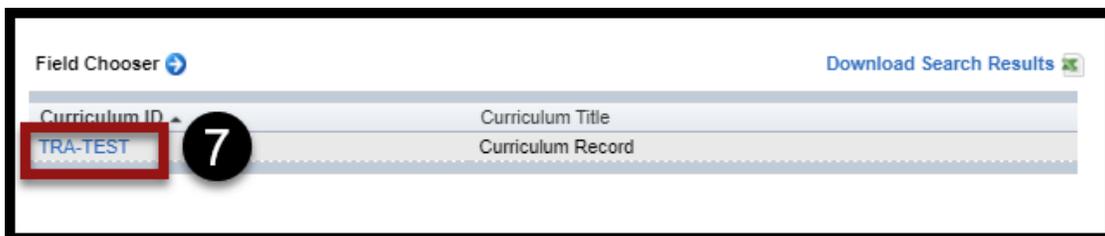
1. Select the **Learning Administration** link.



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**.

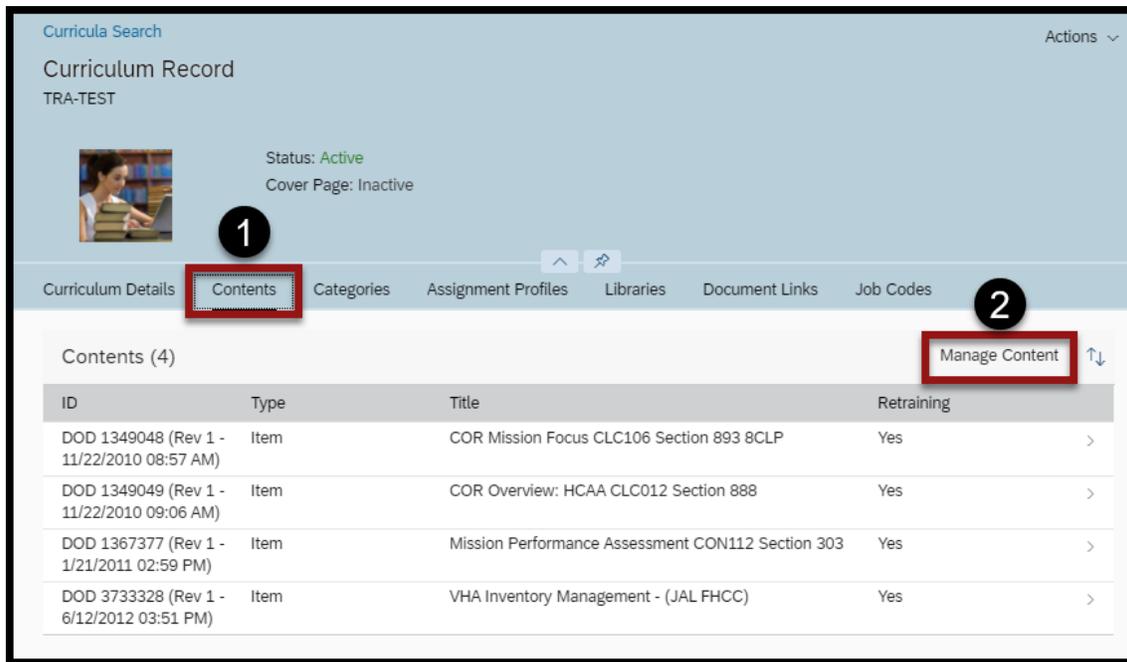


7. Select the **Curriculum ID** from the search results, which is a hyperlink that will take you to the curriculum record.



## Task B. Remove Item from Curriculum Record

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



Curricula Search

Curriculum Record  
TRA-TEST

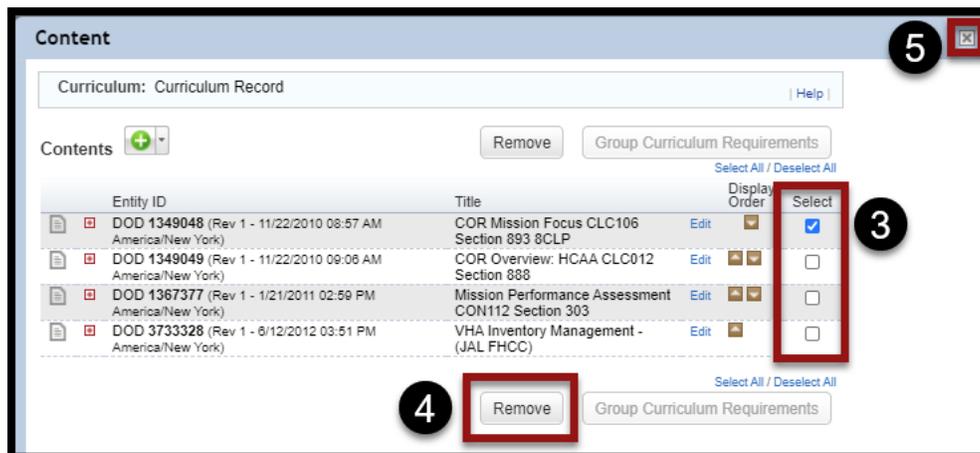
Status: Active  
Cover Page: Inactive

Curriculum Details **Contents** Categories Assignment Profiles Libraries Document Links Job Codes

Manage Content

ID	Type	Title	Retraining
DOD 1349048 (Rev 1 - 11/22/2010 08:57 AM)	Item	COR Mission Focus CLC106 Section 893 8CLP	Yes
DOD 1349049 (Rev 1 - 11/22/2010 09:06 AM)	Item	COR Overview: HCAA CLC012 Section 888	Yes
DOD 1367377 (Rev 1 - 1/21/2011 02:59 PM)	Item	Mission Performance Assessment CON112 Section 303	Yes
DOD 3733328 (Rev 1 - 6/12/2012 03:51 PM)	Item	VHA Inventory Management - (JAL 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

Curriculum: Curriculum Record

Contents

Entity ID	Title	Display Order	Select
DOD 1349048 (Rev 1 - 11/22/2010 08:57 AM) America/New York	COR Mission Focus CLC106 Section 893 8CLP	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DOD 1349049 (Rev 1 - 11/22/2010 09:06 AM) America/New York	COR Overview: HCAA CLC012 Section 888	<input type="checkbox"/>	<input type="checkbox"/>
DOD 1367377 (Rev 1 - 1/21/2011 02:59 PM) America/New York	Mission Performance Assessment CON112 Section 303	<input type="checkbox"/>	<input type="checkbox"/>
DOD 3733328 (Rev 1 - 6/12/2012 03:51 PM) America/New York	VHA Inventory Management - (JAL FHCC)	<input type="checkbox"/>	<input type="checkbox"/>