



TMS  
2.0

VA

## Admin Job Aid

Create and Configure Classes



## Admin Job Aid: Create and Configure Classes

### Purpose

The purpose of this job aid is to guide you through the step-by-step process of creating and configuring a class.

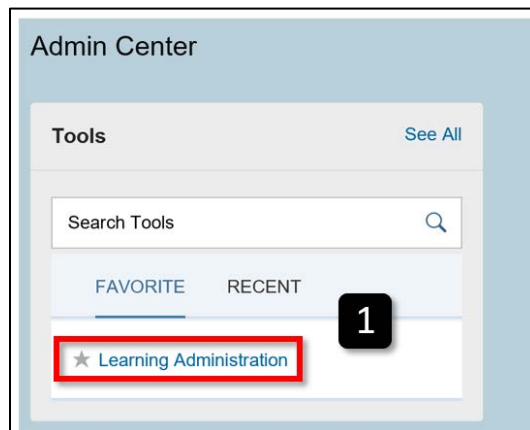
In this job aid, you will learn how to:

- Create a Class
- Configure a Class

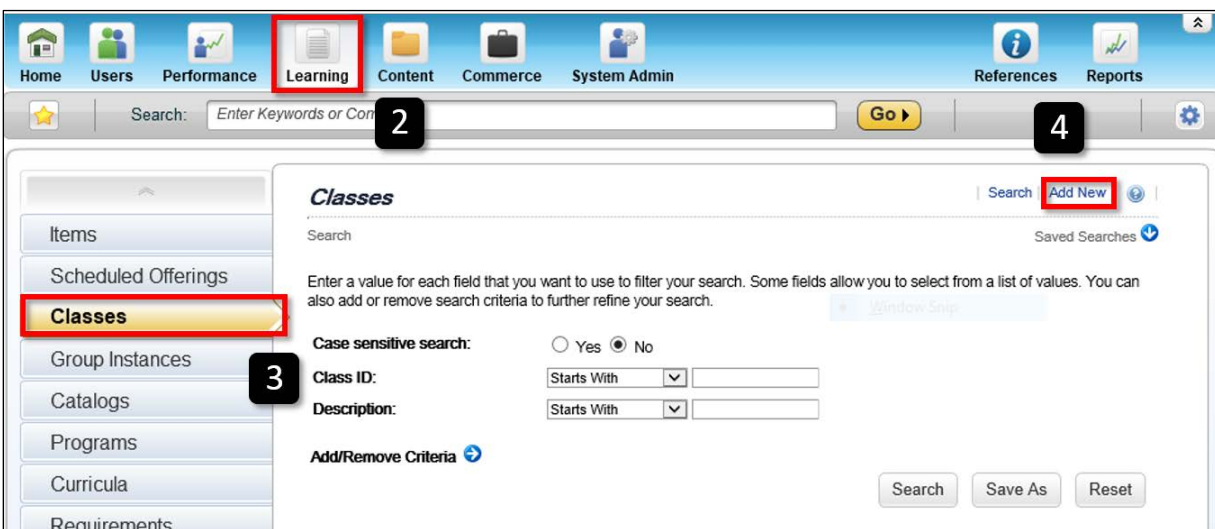


## Create a Class

1. After logging in to TMS 2.0, select the **Learning Administration** link from the Tools tile on the Admin Center page.



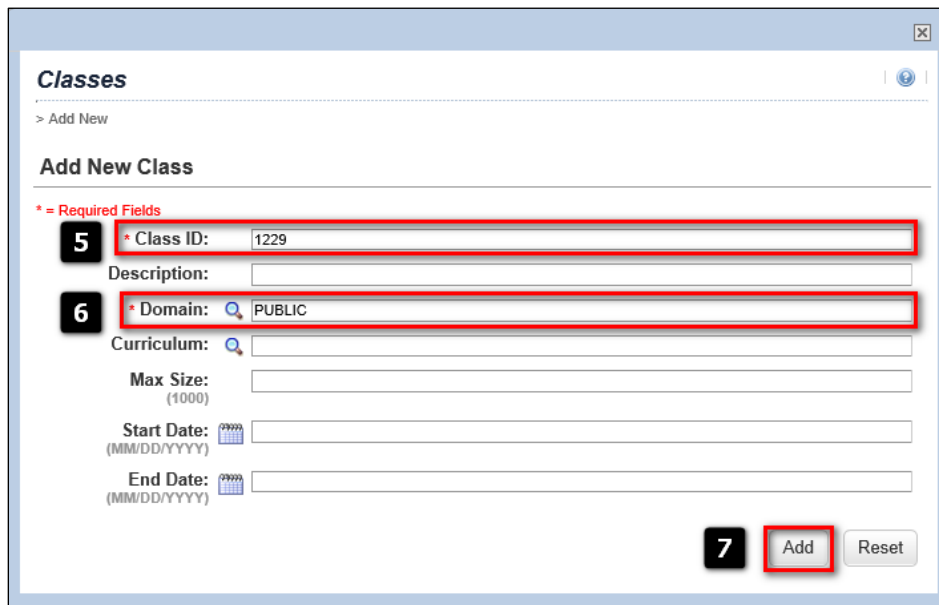
2. Select **Learning**.
3. Select **Classes**.
4. Select the **Add New** link.



5. Enter a **Class ID**.
6. Enter a **Domain**. Select the **Search** icon to search for and select a domain if you do not know the domain.

**NOTE:** You may complete the other fields on this page as necessary, but they are not required.

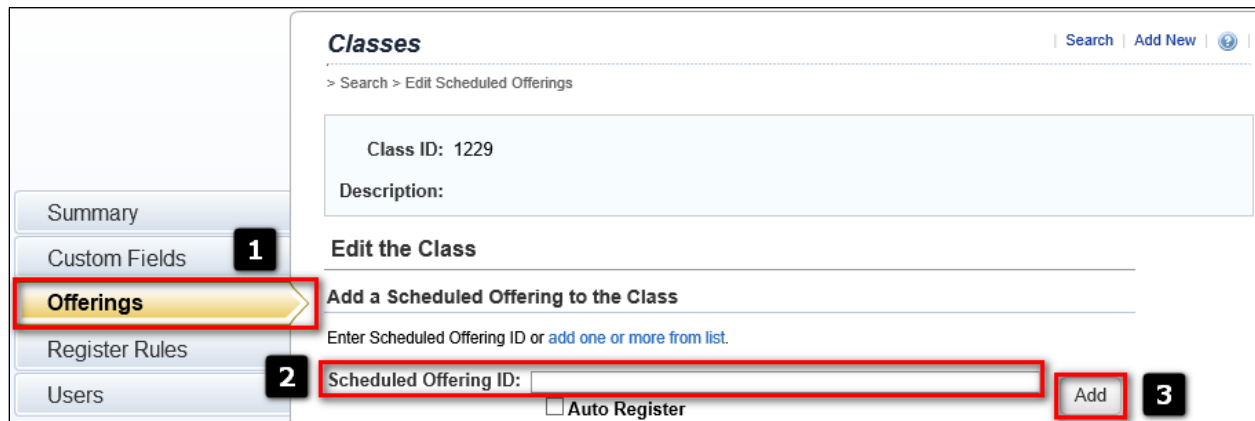
7. Select **Add**. You have successfully added a new class.



The screenshot shows the 'Classes' management interface. At the top, there is a 'Classes' header with a search icon and a '> Add New' link. Below this is the 'Add New Class' section. A red asterisk indicates required fields. The 'Class ID' field is highlighted with a red box and contains the value '1229'. The 'Domain' field is also highlighted with a red box and contains the value 'PUBLIC'. The 'Add' button at the bottom right is highlighted with a red box. Other fields include 'Description', 'Curriculum', 'Max Size (1000)', 'Start Date (MM/DD/YYYY)', and 'End Date (MM/DD/YYYY)'. A 'Reset' button is also visible.

## Configure a Class

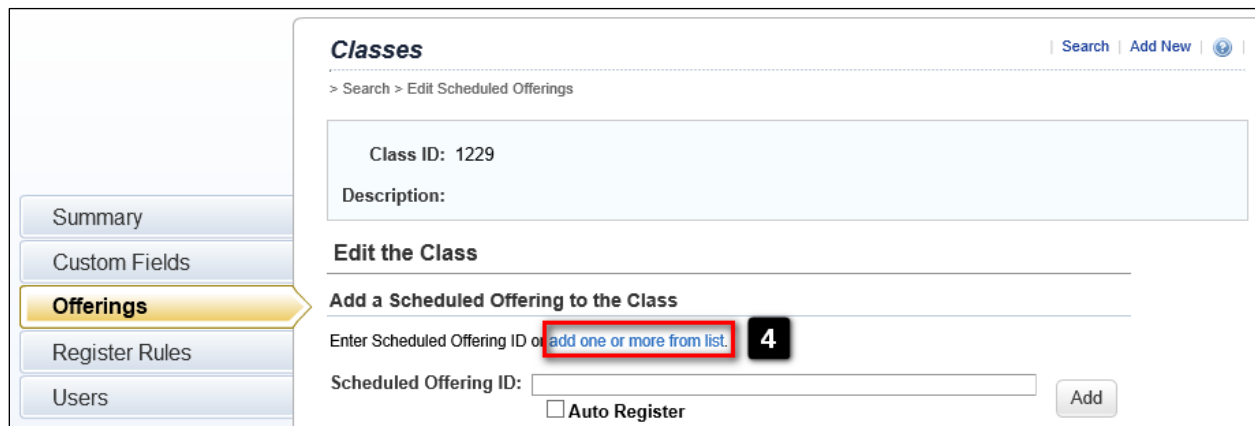
1. After logging in to TMS 2.0, select **Offerings** of the new class you just added.
2. Enter the **Scheduled Offering ID** if you know what it is.
3. Select **Add**.



The screenshot shows the 'Classes' page in TMS 2.0. The left sidebar has a menu with 'Offerings' selected. The main content area shows 'Class ID: 1229' and 'Description:'. Below this is the 'Edit the Class' section with the heading 'Add a Scheduled Offering to the Class'. A text input field for 'Scheduled Offering ID' is highlighted with a red box, and an 'Add' button is also highlighted with a red box. A red arrow points to the 'Offerings' tab in the sidebar. A black box with the number '1' is next to the 'Offerings' tab, and a black box with the number '2' is next to the 'Scheduled Offering ID' field. A black box with the number '3' is next to the 'Add' button.

OR

4. If you do not know the Scheduled Offering ID, select the **add one or more from list** link to search for and select scheduled offerings to associate with the class.



The screenshot shows the 'Classes' page in TMS 2.0. The left sidebar has a menu with 'Offerings' selected. The main content area shows 'Class ID: 1229' and 'Description:'. Below this is the 'Edit the Class' section with the heading 'Add a Scheduled Offering to the Class'. A text input field for 'Scheduled Offering ID' is present, and a link 'add one or more from list' is highlighted with a red box. An 'Add' button is also visible. A black box with the number '4' is next to the 'add one or more from list' link.

5. Enter **Search Criteria** to locate scheduled offerings to associate with the class.
6. Select **Search**.

Search
Results

### Search Scheduled Offerings

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.

**Keyword:**

**Scheduled Offering ID:** Starts With

**Item/Schedule Block ID:** Starts With

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

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

**Registration Capacity:**  Minimum registration not met

**Domains:** Starts With

**Items:** Exact  Type:  ID:

**5**

**6**

[Add/Remove Criteria](#)

7. Select the **scheduled offering** you want to associate with the class from the search results.

**NOTE:** If you would like all users added to the class to be automatically enrolled in the offering, select the **Auto Register** checkbox.

8. Select **Add**.

### Add Scheduled Offerings to the Class

**8**

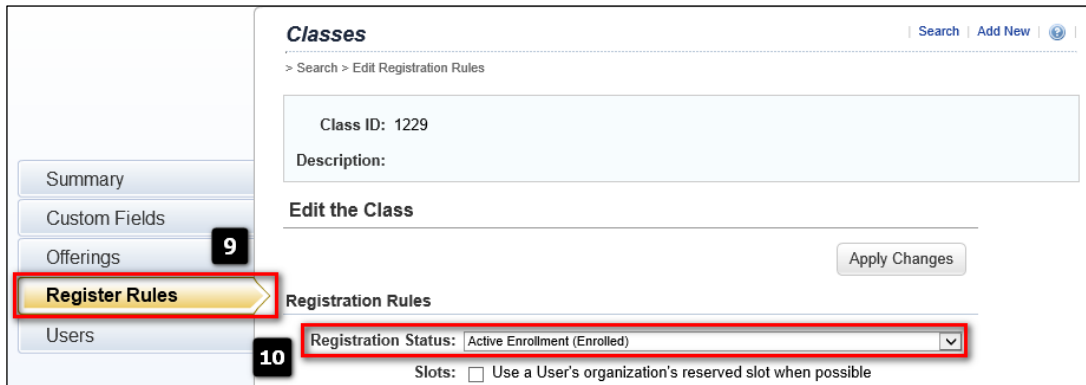
Records per Page  (10 total records)

ID	Description	Item/Schedule Block	Start Date/Time	Auto Register	Add
				Select All Desel. All	Select All Desel. All
6009	Dragon Test	COURSE 3001 (Rev 1/19/2018 04:55 PM America/New York)	2/13/2018 08:00 AM America/New York	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6010	Dragon Test	COURSE 3001 (Rev 1/19/2018 04:55 PM America/New York)	2/20/2018 08:00 AM America/New York	<input type="checkbox"/>	<input type="checkbox"/>

**7**

9. Select **Register Rules**.

10. Select the **Registration Status** from the drop-down list.



**Classes** | Search | Add New |

> Search > Edit Registration Rules

Class ID: 1229

Description:

**Edit the Class**

Apply Changes

Registration Rules

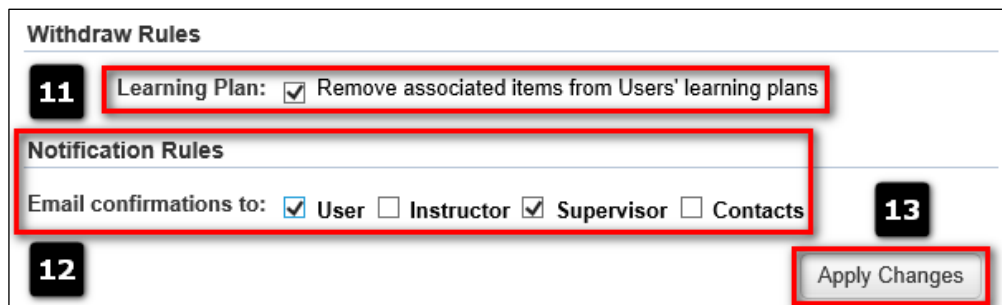
Registration Status: Active Enrollment (Enrolled)

Slots:  Use a User's organization's reserved slot when possible

11. Enable the **Withdraw Rules** by selecting the **Learning Plan** checkbox.

12. Select the **Notification Rules** to indicate who will get an e-mail confirmation when someone enrolls or withdraws from the class. This is typically the user and supervisor.

13. Select **Apply Changes**.



**Withdraw Rules**

11 Learning Plan:  Remove associated items from Users' learning plans

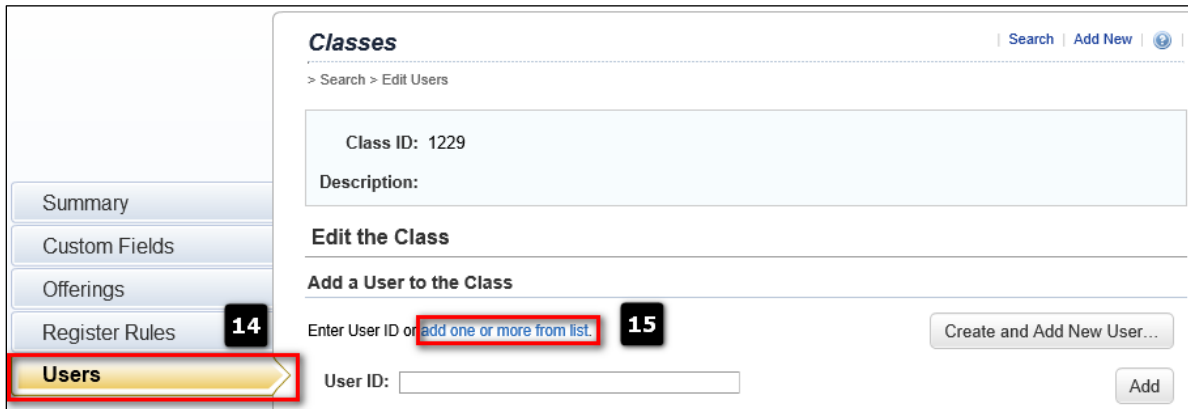
**Notification Rules**

12 Email confirmations to:  User  Instructor  Supervisor  Contacts

13 Apply Changes

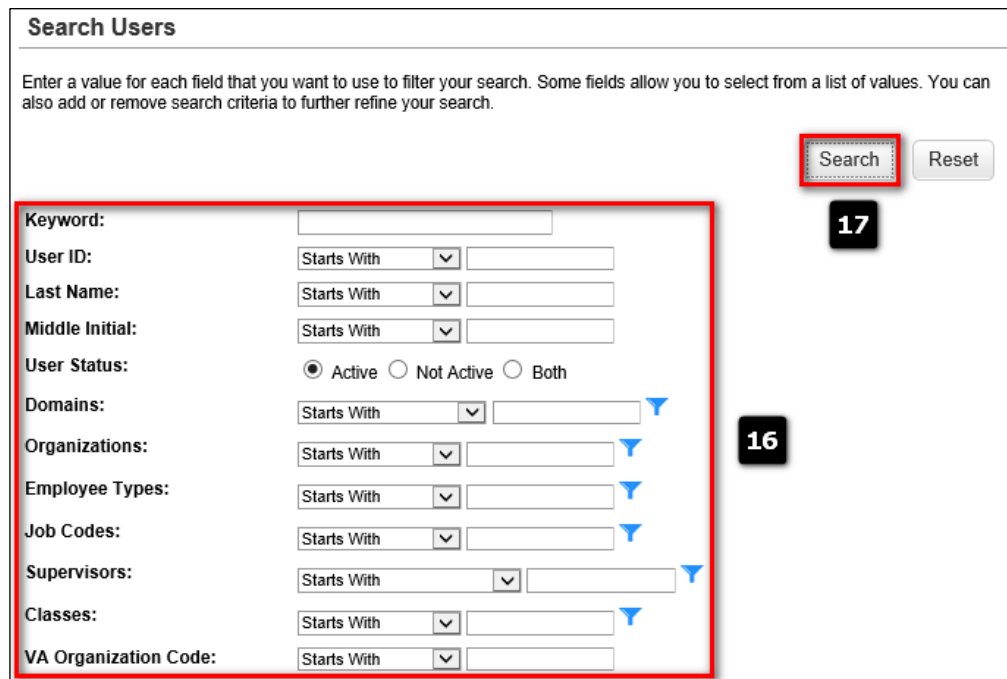
14. Select **Users**.

15. Select the **add one or more from list** link to search for and select users to add to the class.



16. Enter **Search Criteria** to locate users to add to the class.

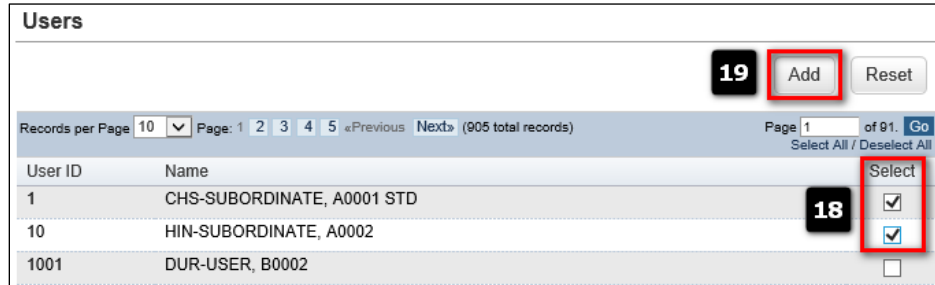
17. Select **Search**.





18. Select the **Users** you want to add to the class.

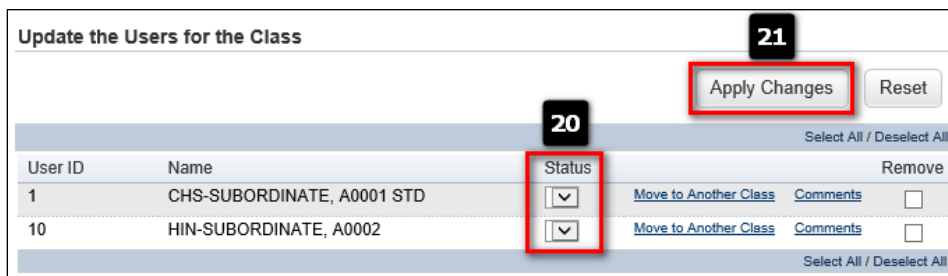
19. Select **Add**.



User ID	Name	Select
1	CHS-SUBORDINATE, A0001 STD	<input checked="" type="checkbox"/>
10	HIN-SUBORDINATE, A0002	<input checked="" type="checkbox"/>
1001	DUR-USER, B0002	<input type="checkbox"/>

20. Once User(s) have been added to the class, you may manage their **Status** by selecting the appropriate status from the drop-down list.

21. Select **Apply Changes**. You have successfully configured a class.



User ID	Name	Status	Remove
1	CHS-SUBORDINATE, A0001 STD	<input type="text" value="▼"/>	<a href="#">Move to Another Class</a> <a href="#">Comments</a> <input type="checkbox"/>
10	HIN-SUBORDINATE, A0002	<input type="text" value="▼"/>	<a href="#">Move to Another Class</a> <a href="#">Comments</a> <input type="checkbox"/>