Admin Job Aid

Create and Configure Classes

Admin Job Aid: Create and Configure Classes

Purpose

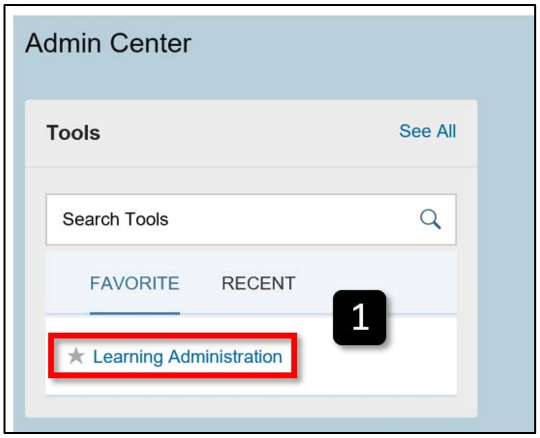
The purpose of this job aid is to guide you through the step-by-step process of creating and configuring a class.

In this job aid, you will learn how to:

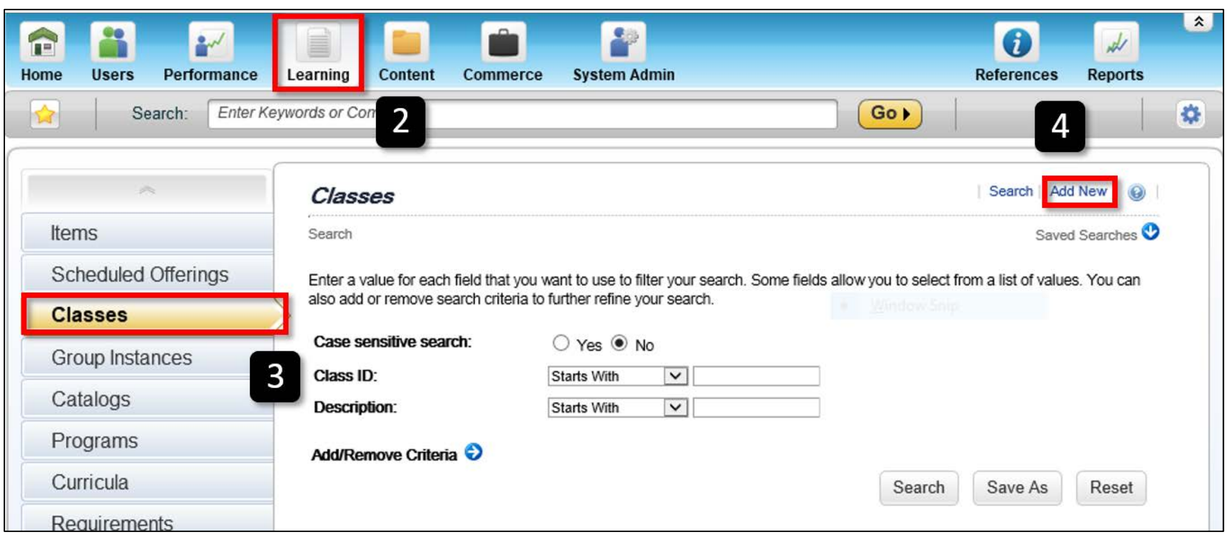
- Create a Class
- Configure a Class

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.

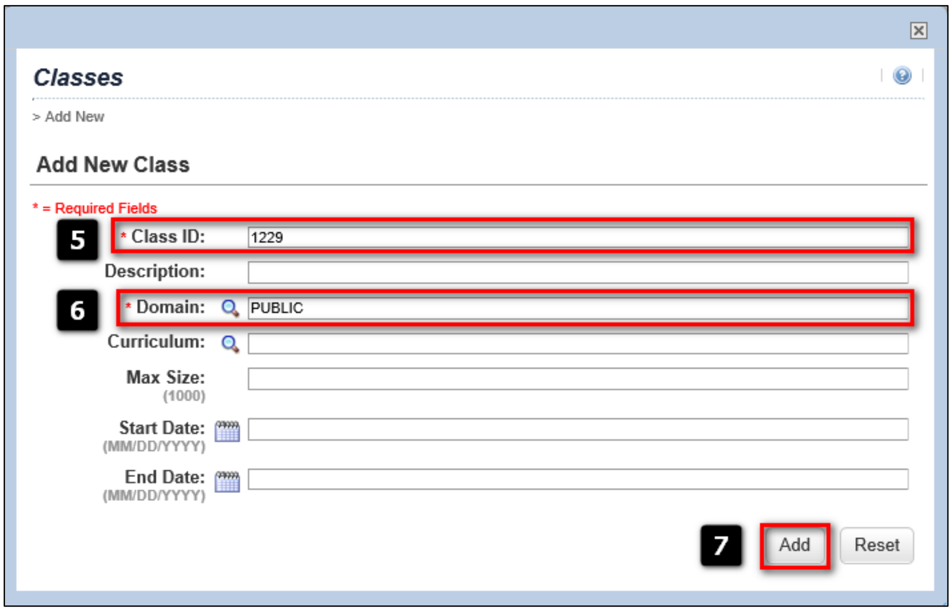


2. Select **Learning**.
3. Select **Classes**.
4. Select the **Add New** link.



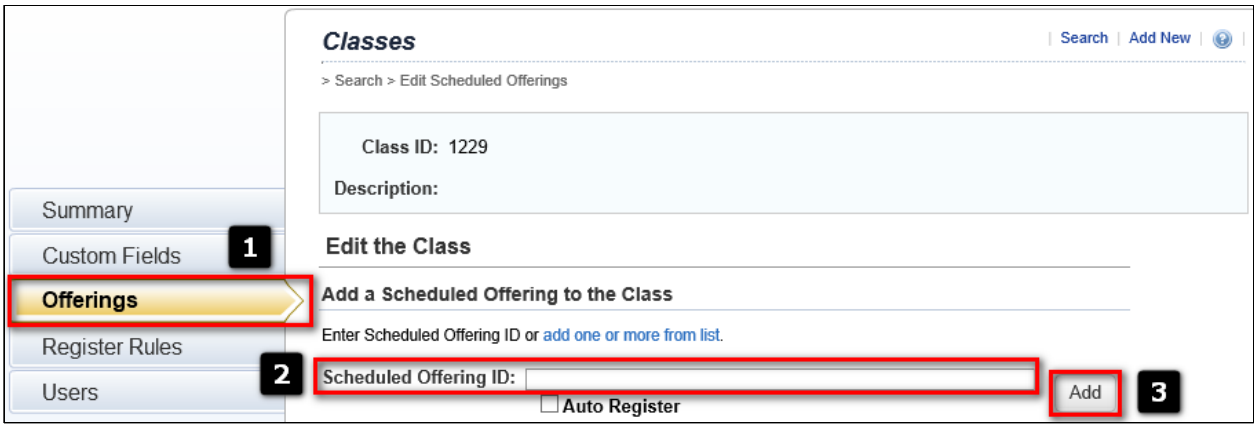
5. Enter a **Class ID**.
6. Enter a **Domain**. Select the **Search** icon to search for and select a domain if you do not know the domain.

   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.



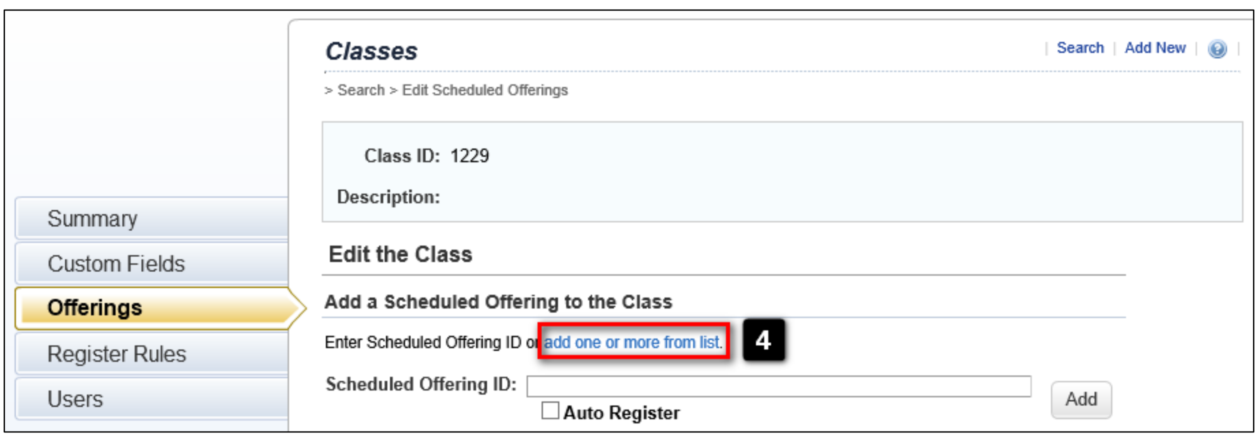
Configure a Class

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**.

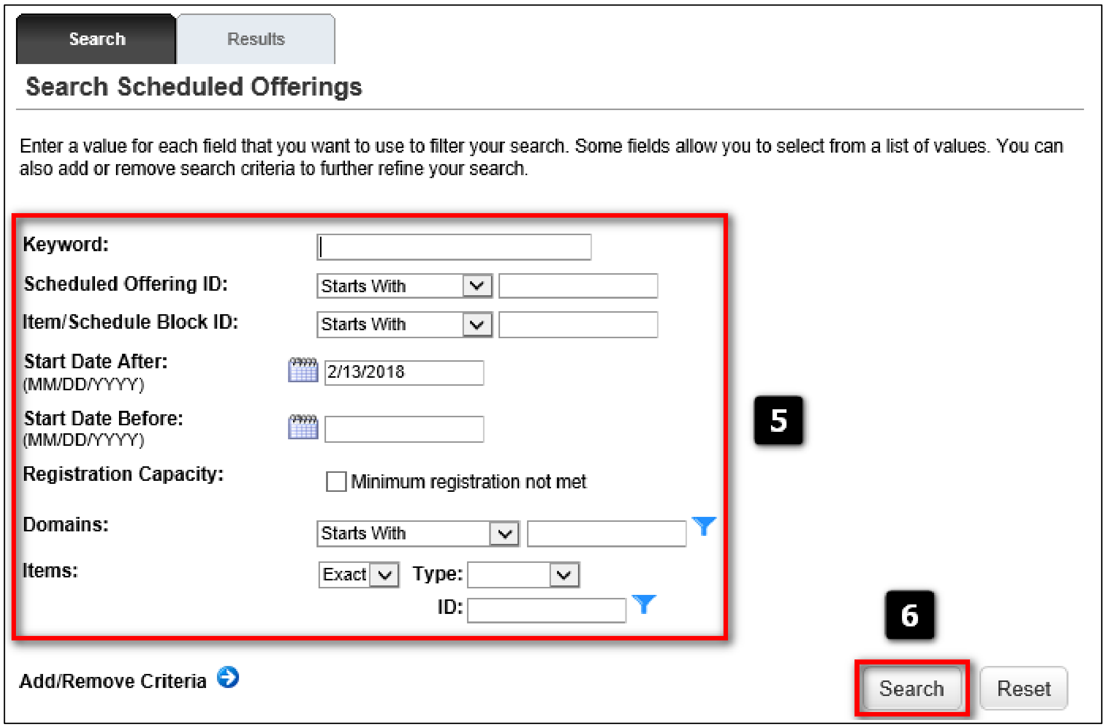


OR

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.

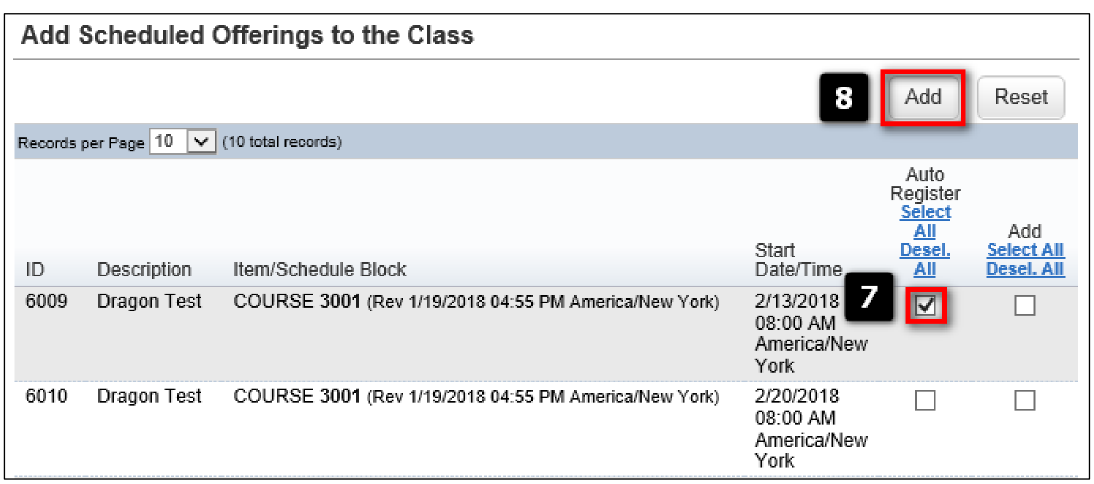


5. Enter **Search Criteria** to locate scheduled offerings to associate with the class.
6. Select **Search**.

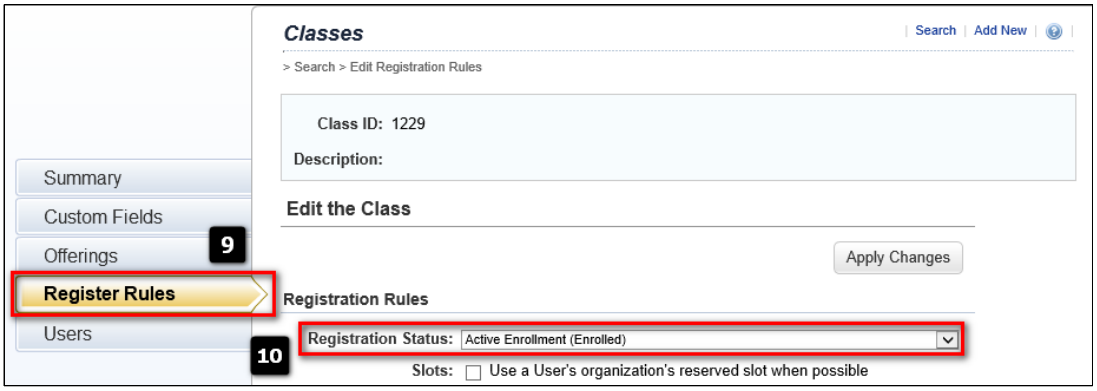


7. Select the **scheduled offering** you want to associate with the class from the search results.

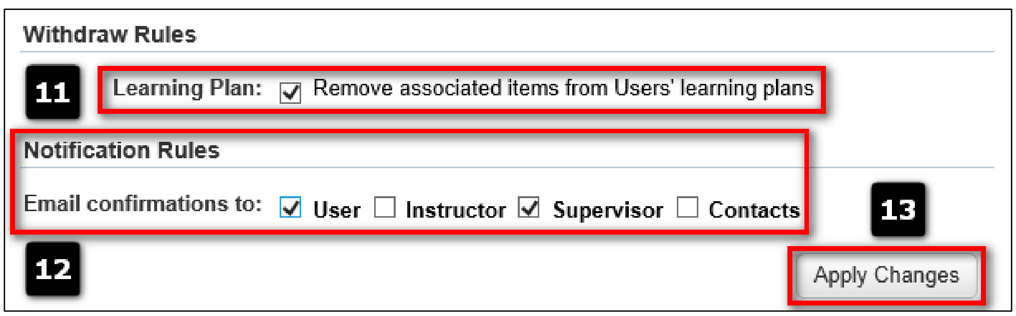
   NOTE: If you would like all users added to the class to be automatically enrolled in the offering, select the **Auto Register** checkbox.
8. Select **Add**.



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

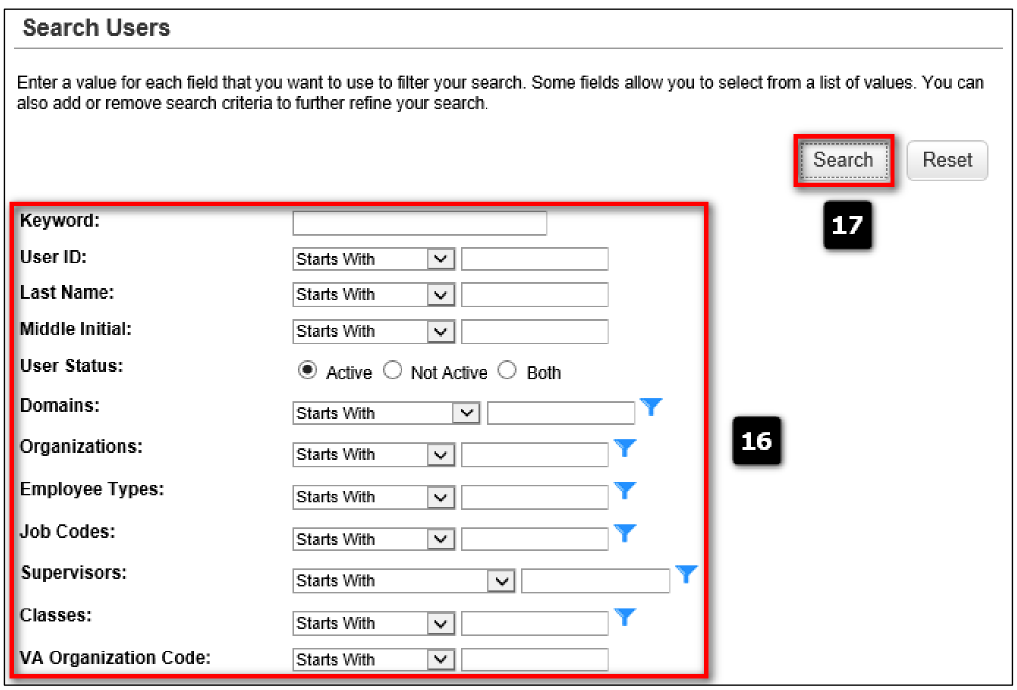


11. Enable the **Withdraw Rules** by selecting the **Learning Plan** checkbox.
12. Select the **Notification Rules** to indicate who will get an e-mail confirmation when someone enrolls or withdraws from the class. This is typically the user and supervisor.
13. Select **Apply Changes**.

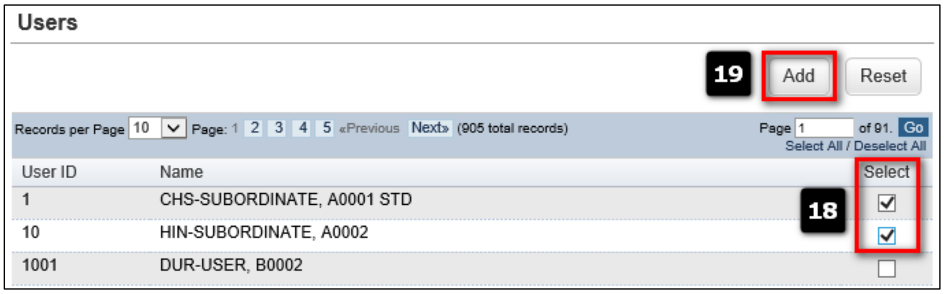


14. Select **Users.**
15. Select the **add one or more from list** link to search for and select users to add to the class.

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**.



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.