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.


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:
- Item/Schedule Block ID:
- 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:

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.