



TMS  
2.0

VA

# Admin Job Aid

Create and Manage Curricula

## Admin Job Aid: Create and Manage Curricula

### Purpose

The purpose of this job aid is to guide you through the step-by-step processes of creating and managing a curriculum.

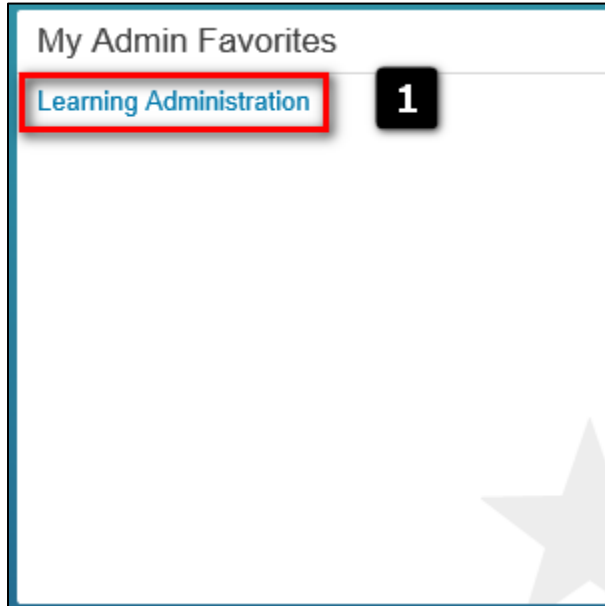
In this job aid, you will learn how to:

- Add a Curriculum
- Associate Items to a Curriculum
- Add a Sub-Curriculum

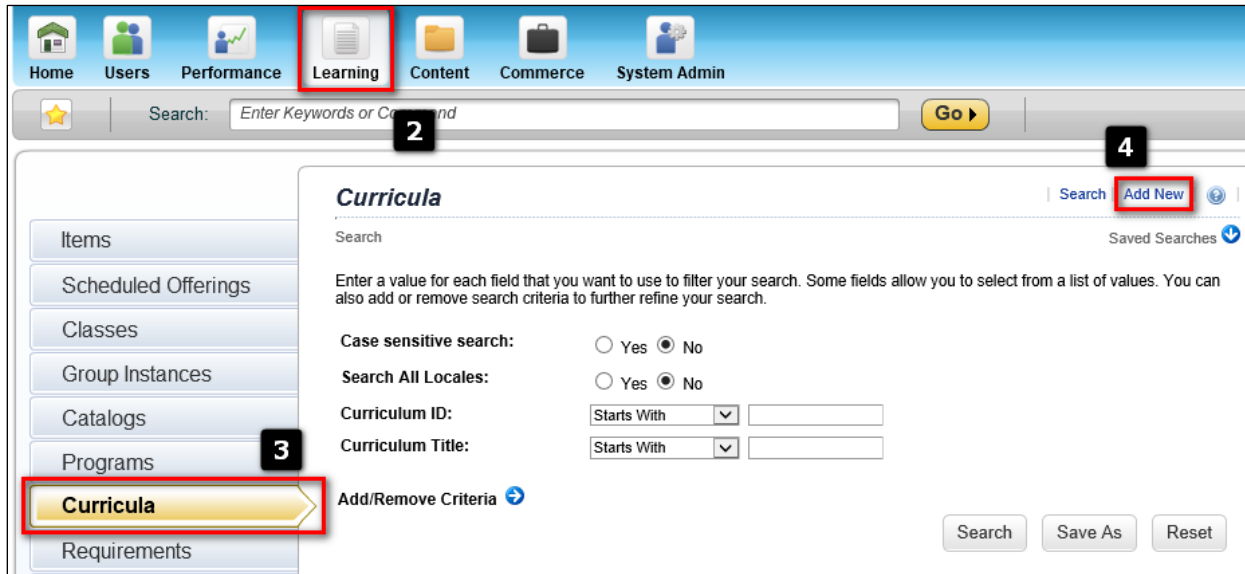


## Add a Curriculum

1. After logging in to TMS 2.0, select the **Learning Administration** link from the My Admin Favorites tile.



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





The screenshot shows the TMS 2.0 interface with the following elements highlighted:

- 2**: The 'Learning' menu item in the top navigation bar and the search bar.
- 3**: The 'Curricula' menu item in the left sidebar.
- 4**: The 'Add New' button in the top right of the Curricula section.

5. Select a **Locale** from the drop-down list.
6. Create and enter a **Curriculum ID**.
7. Enter a **Domain**. If you do not know the domain name, select the **Magnifying Glass** icon to search for and select a domain from the list.

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


8. Leave the **Force Incomplete** checkbox unchecked.
9. Select **Add**. You have successfully added a new curricula.

**Curricula** |  | 

> Add New


**Add New Curriculum**


\* = Required Fields



**5** \* Locale: English (English) 


\* Curriculum ID: TEST123

**6** Title:   
Description:

Creation Date:  1/24/2018  
(MM/DD/YYYY)

**7** Active:   
\* Domain:  TEST

Curriculum Type:   

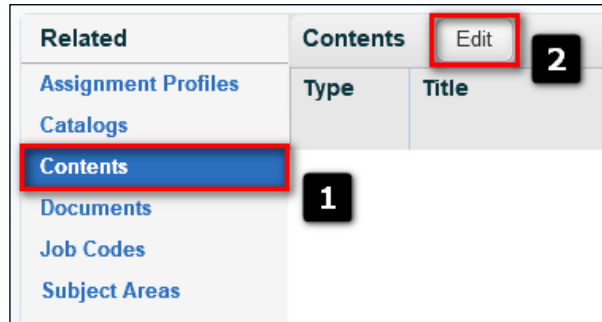
Priority:  

**8** Force Incomplete:

**9** Add Reset

## Associate Items to a Curriculum

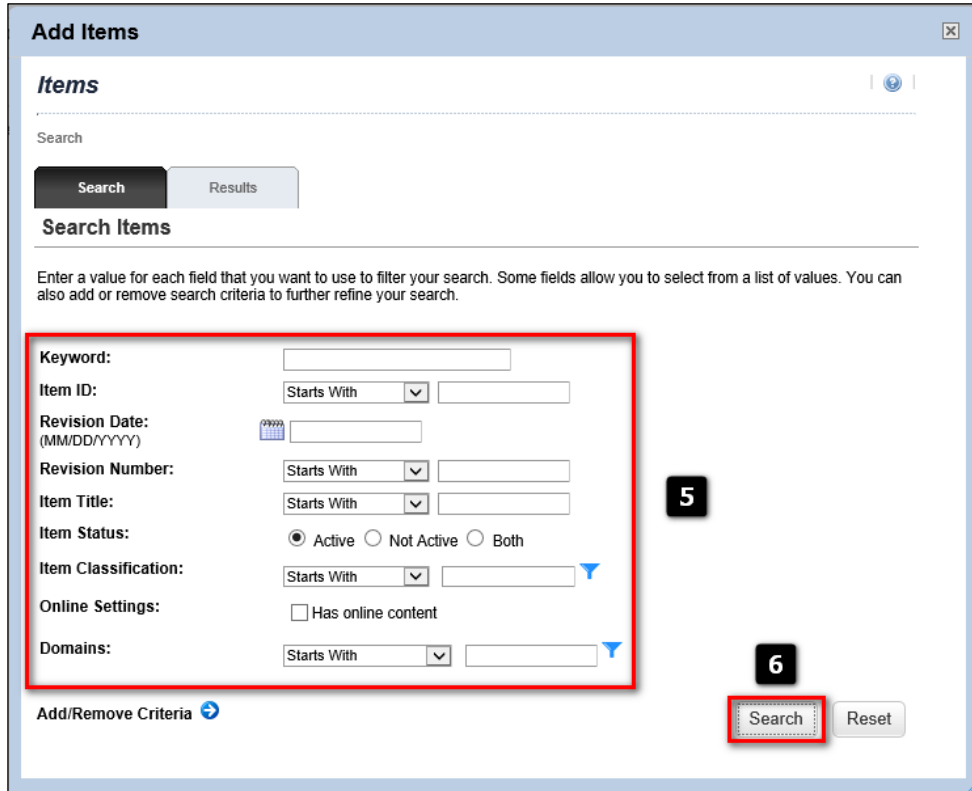
1. Select **Contents** (located on the lower portion of the screen) of the new curriculum you just added.
2. Select the **Edit** link.



3. The **Edit** window appears. Select the **Add Contents** icon (green plus sign).
4. Select **Items** from the drop down list.



5. The **Add Items** window appears. Enter **search criteria** to locate items to include in the curriculum.
6. Select **Search**.



**Add Items**

*Items*

Search

Search Results

**Search Items**

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:**

**Item ID:** Starts With

**Revision Date:** (MM/DD/YYYY)

**Revision Number:** Starts With

**Item Title:** Starts With

**Item Status:**  Active  Not Active  Both

**Item Classification:** Starts With

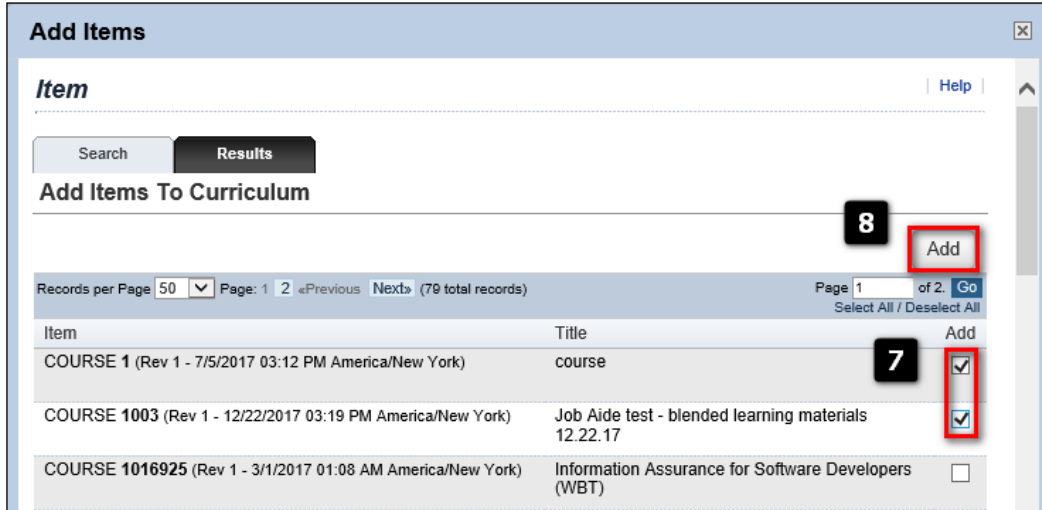
**Online Settings:**  Has online content

**Domains:** Starts With

Add/Remove Criteria

Search Reset

7. Select the **Add** checkbox next to the item(s) you want to add to the curriculum.
8. Select **Add**.



**Add Items**

Item | Help

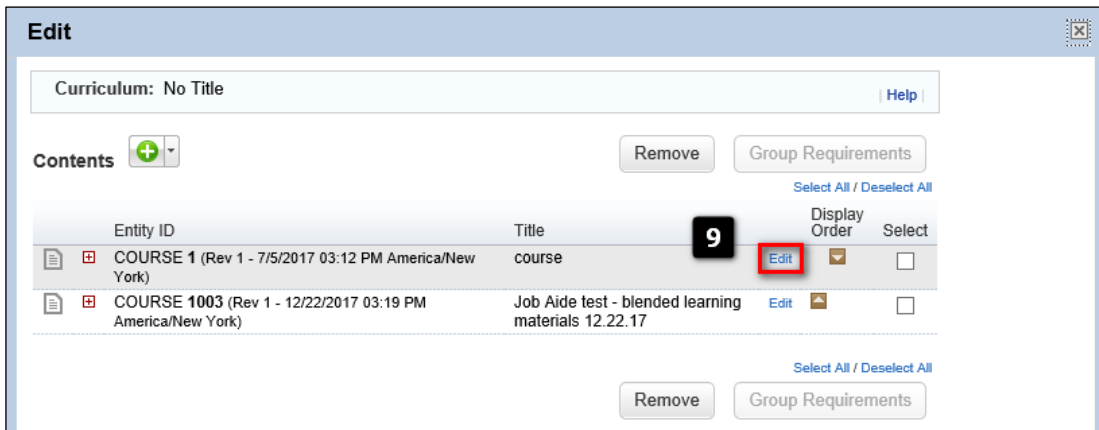
Search Results

**Add Items To Curriculum**

Records per Page: 50 Page: 1 2 «Previous Next» (79 total records) Page 1 of 2. Go Select All / Deselect All

Item	Title	Add
COURSE 1 (Rev 1 - 7/5/2017 03:12 PM America/New York)	course	<input checked="" type="checkbox"/>
COURSE 1003 (Rev 1 - 12/22/2017 03:19 PM America/New York)	Job Aide test - blended learning materials 12.22.17	<input checked="" type="checkbox"/>
COURSE 1016925 (Rev 1 - 3/1/2017 01:08 AM America/New York)	Information Assurance for Software Developers (WBT)	<input type="checkbox"/>

9. Select the **Edit** link next to the item.



**Edit**

Curriculum: No Title | Help

Contents +

Remove Group Requirements Select All / Deselect All

Entity ID	Title	Display Order	Select
COURSE 1 (Rev 1 - 7/5/2017 03:12 PM America/New York)	course	1	<input type="checkbox"/>
COURSE 1003 (Rev 1 - 12/22/2017 03:19 PM America/New York)	Job Aide test - blended learning materials 12.22.17	2	<input type="checkbox"/>

Remove Group Requirements Select All / Deselect All



10. Enter an **Initial Number (of days, weeks, months, quarters, or years)**.
11. Select an **Initial Period** from the drop-down list.
12. Enter a **Threshold**.
13. Select the **Event** radio button for **Initial Basis**.
14. Choose whether to ignore **Previous Completions** and if so, specify how many days past.
15. Select a **Required Date Basis** (assignment date or hire date).
16. Enter a **Retraining Number** and **Retraining Period**.
17. Select the **Event** radio button for **Retraining Basis**.
18. Enter a **Basis Date**.
19. Enter an **Effective Date**.
20. Select an **Assignment Type (Optional or Required)** from the drop-down list.
21. Select **Apply Changes**.

**NOTE:** Repeat steps 10-21 for each item in the curriculum. You have successfully associated items with a curriculum.

### Edit

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## Curricula

> Search > Edit Items

Curriculum ID: TEST123  
 Title:  
 Item Type: COURSE  
 Item ID: 1  
 Revision Date: 7/5/2017 03:12 PM America/New York  
 Revision Number: 1  
 Item Title: course

[Return to Content Data](#)

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### Edit the Items for the Curriculum

**21** [Apply Changes](#) [Reset](#)

\*\* = Required if either Initial Basis or Retraining Basis is calendar based.

**10** Initial Assignments:

**11** Initial Number:  **12** Initial Period: Days   Threshold:  Entire Period   Days

**13** Initial Basis:  Calendar  Event

**14** Previous Completions:  Ignore Previous Completions Older Than  Days

**15** Required Date Basis:  Assignment Date  Hire Date

**16** Retraining Assignments:

**17** Retraining Number:  Retraining Period: Days

**18** Retraining Basis:  Calendar  Event

**19** **18** \*\* Basis Date:  4/1/2016



**19** Effective Date:  01/25/2018

**20** Assignment Type: Required (REQ)



## Add a Sub-Curriculum


1. Select **Contents** (located on the lower portion of the screen) from the Related area of a curriculum.
2. Select the **Edit** link.

Related	Contents		Edit	2
Assignment Profiles	Type	Title	ID	
Catalogs				
<b>Contents</b>		course	1	
Documents		Job Aide test - blended learning ...	1003	1
Job Codes				
Subject Areas				

3. The **Edit** window appears. Select the **Add Contents** icon (green plus sign).
4. Select **Subcurricula** from the drop down list.

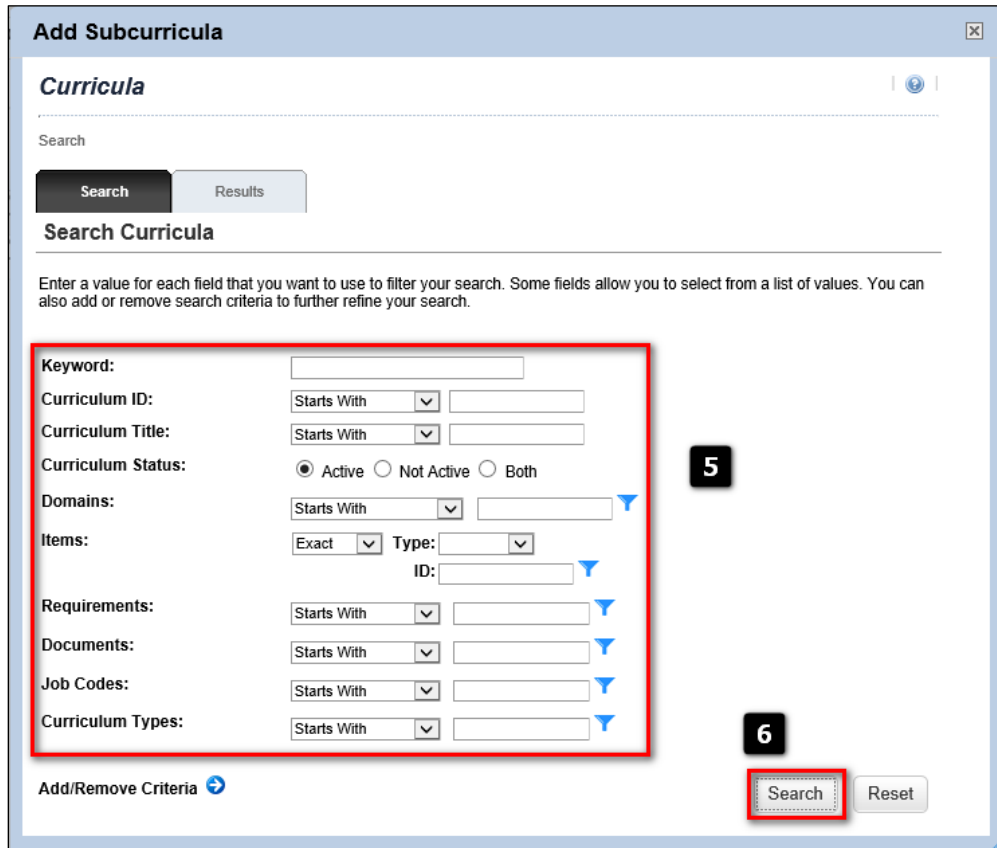
**Edit**

Curriculum: No Title

Contents  3

- Items
- Requirements
- Subcurricula** 4

5. The **Add Subcurricula** window appears. Enter **search criteria** to locate subcurricula to add.
6. Select **Search**.



**Add Subcurricula**

*Curricula*

Search

Search Results

**Search Curricula**

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:**

**Curriculum ID:** Starts With

**Curriculum Title:** Starts With

**Curriculum Status:**  Active  Not Active  Both

**Domains:** Starts With

**Items:** Exact  Type:   
ID:

**Requirements:** Starts With

**Documents:** Starts With

**Job Codes:** Starts With

**Curriculum Types:** Starts With

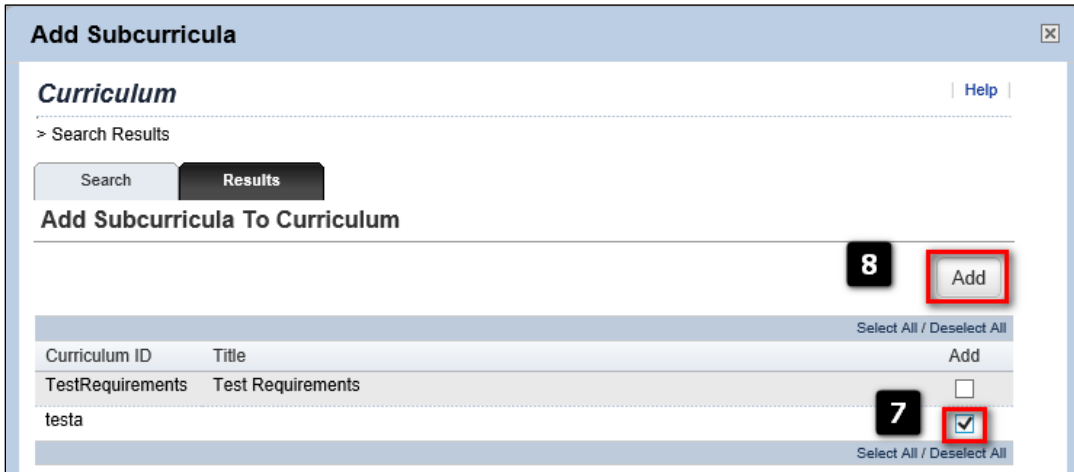
Add/Remove Criteria

5

6

Search Reset

7. Select the **Add** checkbox next to the curriculum to be added as a subcurriculum.
8. Select **Add**.



**Add Subcurricula**

Curriculum | Help

> Search Results

Search Results

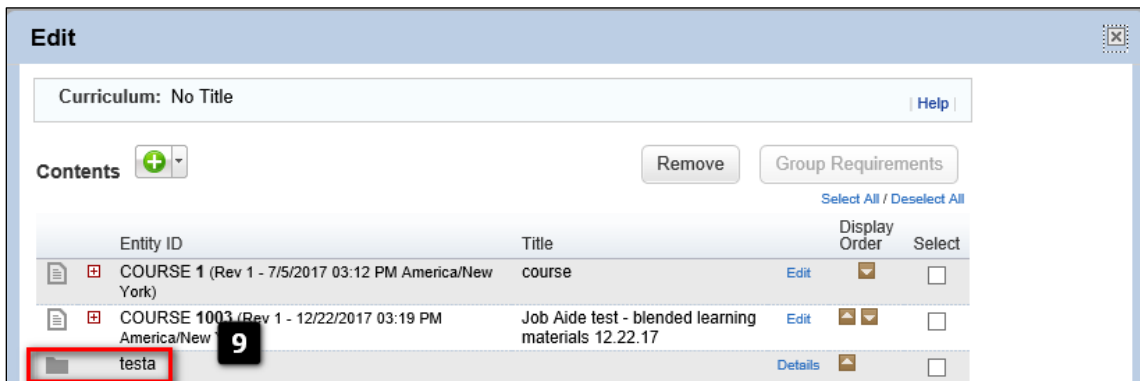
Add Subcurricula To Curriculum

Select All / Deselect All

Curriculum ID	Title	Add
TestRequirements	Test Requirements	<input type="checkbox"/>
testa		<input checked="" type="checkbox"/>

Select All / Deselect All

9. The subcurriculum is added to the bottom of the contents list. You have successfully added a subcurriculum to a curriculum.



**Edit**

Curriculum: No Title | Help

Contents +

Remove Group Requirements

Select All / Deselect All

Entity ID	Title	Display Order	Select
COURSE 1 (Rev 1 - 7/5/2017 03:12 PM America/New York)	course	1	<input type="checkbox"/>
COURSE 1003 (Rev 1 - 12/22/2017 03:19 PM America/New York)	Job Aide test - blended learning materials 12.22.17	2	<input type="checkbox"/>
testa			<input type="checkbox"/>