Admin Job Aid: Create Online Items

Purpose

The purpose of this job aid is to guide you through the step-by-step process of creating an online item.

In this job aid, you will learn how to:

- Create an Online Item
Create an Online Item

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

2. Select Learning.
3. Select Items.
4. Select the Add New link.
5. Select Online Only.
6. Select **OK**.
7. Select the **Item Type** from the drop-down list.
8. Verify **Auto Generate ID** is checked for Item ID.
9. Enter an item **Title**.
10. Enter a **Description**.
11. Enter a **Domain** or use the search icon (magnifying glass) to search for and select an existing domain.
12. Enter an **Approval Process** from the drop-down list.
13. Select an option from the **Approval Required** from the drop-down list.
14. Enter **Credit Hours**.
15. Expand **Additional Options**.

   **NOTE:** Revision Time and Revision Date default to current date and time.

16. Enter the **Revision Date**.
17. Enter **CPE Hours**.
18. Enter **Contact Hours**.
19. Enter the **Revision Number**.
20. Enter **Revision Time**.
21. Select **Continue**.
22. Select the **Associate Content to Item** icon (green plus sign).
23. The Add New Item window appears. Select **Add Content Object**.
24. In the Add Content Object window, search for and select the **Content Object**.
25. Enter the **Object Name** (e.g., the title name for the user to see).
26. Select **Mark this object complete when launched** if this content does not send completion to the LMS.
27. Leave **Save in Folder**: as the Root Level unless you are creating a folder to organize content within this item, or adding content to an existing folder.
28. Select **OK**.
29. Selecting **Mark this object complete when launched** requires a Completion Status. Select a **Completion Status** from the drop-down list.

30. Select **OK**.

31. Select **Settings**.

32. Select **Modify Settings**.
33. The Edit Settings and Status window appears. Check the **Content is available for launch (available for users)** checkbox.

34. Check the **Record learning event when all content is complete** checkbox.

**NOTE:** The Completion Status autopopulates with your previous selection.

35. Check **Allow users to review content from Completed Works**, if appropriate.

36. Select **OK**.

Changes will be saved when you click "Save" on the Online Content page.
37. Select **Save & Exit**. You have successfully created an online item.