



TMS  
2.0

VA

# Admin Job Aid

Create Online Items



## 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:

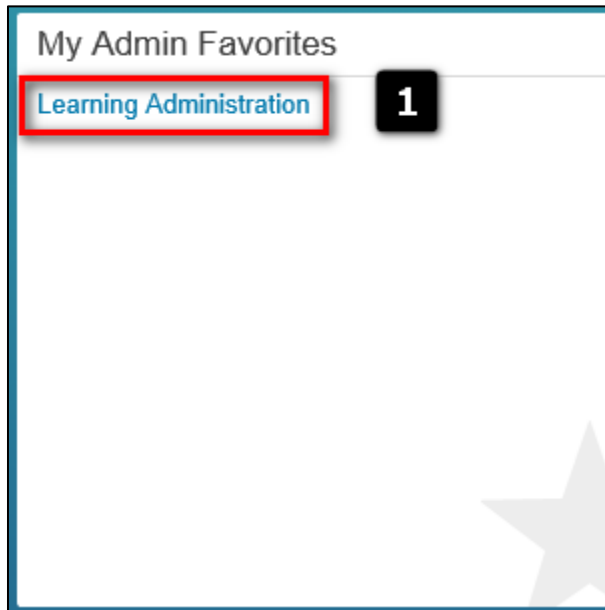
- Create an Online Item



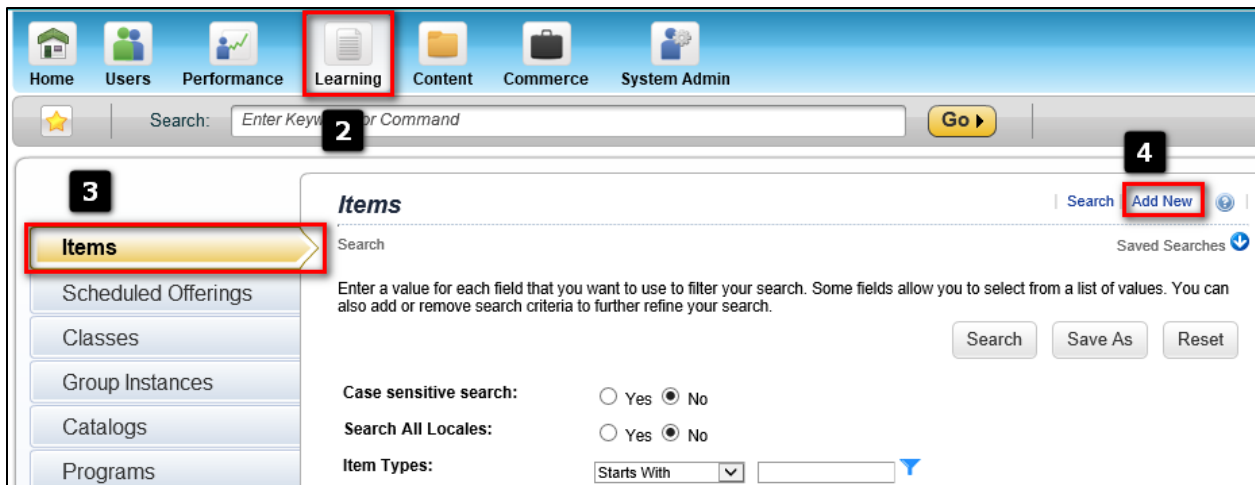


## Create an Online Item

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**.

Add New Item ✕

Please select the type of item you would like to add:

<p> <b>Scheduled Only</b> This item will be scheduled at specific dates and times, with the option to assign instructors and locations.</p>	<p> <b>Online Only</b> This item will have associated online content that can be launched and completed at any time. <b>Example:</b> Web-based tutorial</p>
<p> <b>Scheduled and Online</b> This item will contain both <b>scheduled</b> and <b>online</b> components.</p>	<p> <b>Other</b> This item will be neither <b>scheduled</b> nor <b>online</b>, and actions must be taken outside of the system to complete it.</p>

Please select a locale associated with the new item:  
Item attributes entered as text will be saved in this locale. After the item has been created, you can view values in all locales by clicking the globe icon.

English (English) ▾

**6** 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**.



**Add New Item**

Summary Add Content Change type of item or primary locale

Enter Basic Information

\*Required Fields

7 \*Item Type: Course (COURSE) \*ID:  Auto Generate ID

9 \*Title: Leadership Basics

10 Description: Basic leadership skills

11 \*Domain: Test Domain (TEST)

12 Approval Process: First Level Supervisor (FIRST\_LVL\_)

13 Approval Required: Yes

14 Credit Hours: 3.00

15 Additional Options

16 \*Revision Date: 2/1/2018

17 CPE Hours: 0.00

18 Contact Hours: 3.00

19 Revision Number: 2

20 \*Revision Time: 02:28 PM

21 Continue

22. Select the **Associate Content to Item** icon (green plus sign).

23. The Add New Item window appears. Select **Add Content Object**.

**Add New Item - Leadership Basics**

Summary Add Content Change type of item or

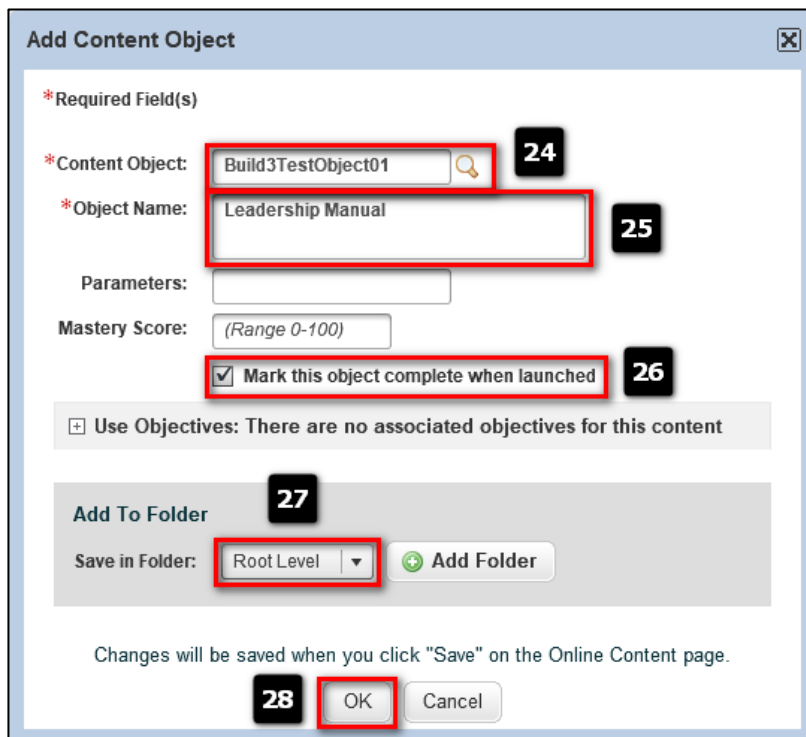
Online Content 22

Title

23 Add Content Object

- Add Folder
- Add Content Object
- Add Exam
- Add Content Package
- Add Quiz

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**.



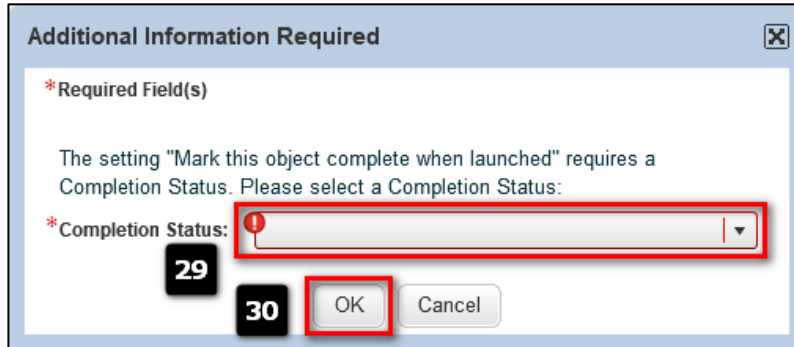
The screenshot shows the 'Add Content Object' dialog box with the following fields and callouts:

- 24**: Callout pointing to the 'Content Object' search field containing 'Build3TestObject01'.
- 25**: Callout pointing to the 'Object Name' text field containing 'Leadership Manual'.
- 26**: Callout pointing to the checked checkbox 'Mark this object complete when launched'.
- 27**: Callout pointing to the 'Add To Folder' section, specifically the 'Save in Folder' dropdown menu which is set to 'Root Level'.
- 28**: Callout pointing to the 'OK' button at the bottom of the dialog.

Other visible elements include: 'Parameters:' field, 'Mastery Score:' field with '(Range 0-100)', 'Use Objectives: There are no associated objectives for this content', and 'Cancel' button.

29. Selecting **Mark this object complete when launched** requires a Completion Status. Select a **Completion Status** from the drop-down list.

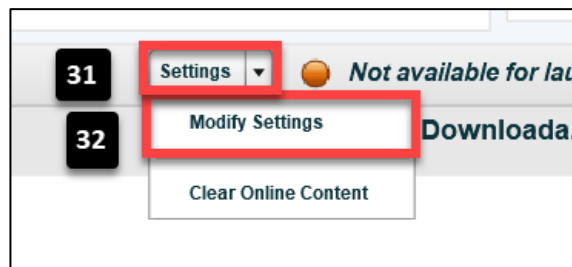
30. Select **OK**.



The screenshot shows a dialog box titled "Additional Information Required" with a close button in the top right corner. Inside the dialog, there is a section labeled "\*Required Field(s)" with the text: "The setting 'Mark this object complete when launched' requires a Completion Status. Please select a Completion Status:". Below this text is a dropdown menu labeled "\*Completion Status:" with a red box around it. To the left of the dropdown are two black boxes with white numbers: "29" and "30". Below the dropdown are two buttons: "OK" and "Cancel", with a red box around the "OK" button.

31. Select **Settings**.

32. Select **Modify Settings**.



The screenshot shows a settings menu with a dropdown arrow next to the word "Settings". A red box highlights the "Settings" dropdown. Below it, another red box highlights the "Modify Settings" option. To the left of the menu are two black boxes with white numbers: "31" and "32". To the right of the menu, there is a status indicator (a yellow circle) and the text "Not available for lau" and "Downloada.".



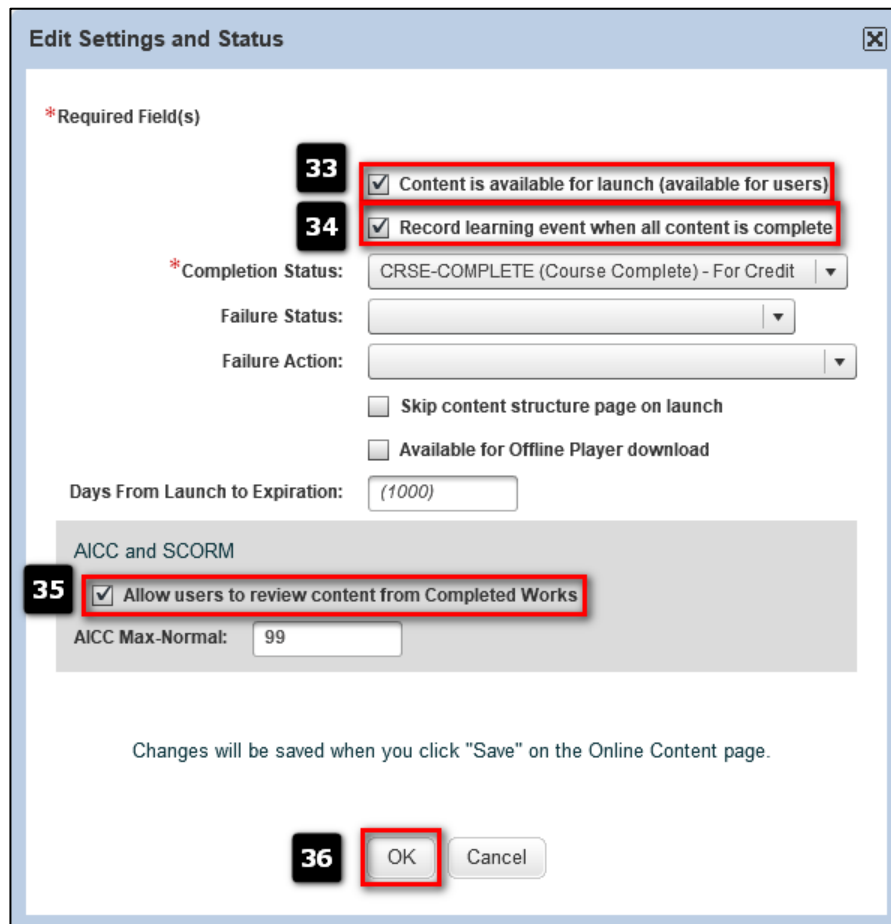
33. The Edit Settings and Status window appears. Check the **Content is available for launch (available for users)** checkbox.

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**.



**Edit Settings and Status**

\*Required Field(s)

**33**  Content is available for launch (available for users)

**34**  Record learning event when all content is complete

\*Completion Status: CRSE-COMPLETE (Course Complete) - For Credit

Failure Status:

Failure Action:

Skip content structure page on launch

Available for Offline Player download

Days From Launch to Expiration: (1000)

AICC and SCORM

**35**  Allow users to review content from Completed Works

AICC Max-Normal: 99

Changes will be saved when you click "Save" on the Online Content page.

**36**



37. Select **Save & Exit**. You have successfully created an online item.

The screenshot shows the 'Online Content' management interface. At the top, there is a 'Settings' dropdown and a status indicator 'Available for launch'. Below this is a table with the following columns: 'Title', 'Enforce Order', 'Downloadable', and 'Remove'. The table contains two rows: 'Leadership Basics' and 'Leadership Manual'. The 'Leadership Manual' row is highlighted in yellow. At the bottom of the interface, there is a 'Back' button and a 'Save & Exit' button, which is highlighted with a red border. A small black box with the number '37' is positioned to the left of the 'Save & Exit' button.

Title	Enforce Order	Downloadable	Remove
Leadership Basics	No	<input checked="" type="checkbox"/>	Remove All
Leadership Manual		<input checked="" type="checkbox"/>	

