

## BAS FY17 NTC Class Assignment Job Aid

This job aid provides Training Managers and VBA TMS Admins\* with instructions on adding employees to (and removing them from) FY17 BAS classes in TMS.

\* In order obtain access to edit BAS classes, TMS Admins must ask their RO Training Manager to contact the VBA Domain Manager at [Arthur.Edmonds@va.gov](mailto:Arthur.Edmonds@va.gov)

### Section I: Add or remove employees to/from a FY17 BAS class

1. Select **Learning** from the TMS Admin home screen.
2. Select **Classes** from the left-hand menu.
3. Input the desired Class ID in the **Class ID** field and select **Search**.
  - **VBA-478** – BAS Public Contact Representatives - New (NCC/NPCC) Class
  - **VBA-479** – BAS Public Contact Representatives - New (NIRC) Class
  - **VBA-480** – BAS Public Contact Representatives - Experienced Class
  - **VBA-481** – BAS PCR Manager and Coach - New Class
  - **VBA-482** – BAS PCR Manager and Coach - Experienced Class
  - **VBA-483** – BAS PCR Training Coordinator - New Class
  - **VBA-484** – BAS PCR Training Coordinator - Experienced Class
  - **VBA-485** – BAS PCR Lead Class
  - **VBA-486** – BAS PCR Management Analyst Class
  - **VBA-487** – BAS PCR Program Support Assistant Class
  - **VBA-488** – BAS Quality Review Specialist - New Class
  - **VBA-489** – BAS Quality Review Specialist - Experienced Class
  - **VBA-490** – BAS VACO Front Office (Non-Management) Class
  - **VBA-491** – BAS VACO Quality Staff Class
  - **VBA-492** – BAS VACO Training Staff Class
  - **VBA-493** – BAS VACO Site Visit Staff Class
  - **VBA-494** – BAS VACO Web Communications Staff Class
  - **VBA-495** – BAS VACO Access & Business Application Staff Class
  - **VBA-496** – BAS Field Outreach Coordinator Class
  - **VBA-497** – BAS VACO Outreach Staff Class
  - **VBA-498** – BAS PCT LAS/PCT Class
  - **VBA-499** – BAS PCT Coach Class

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The screenshot shows the LMS interface with the following elements:

- Navigation Menu:** Home, Users, Performance, **Learning** (highlighted with a red box), Content, Commerce, System Admin.
- Search Bar:** Search: Enter Keywords or Command (1), Go.
- Left-hand Menu:** Items, Scheduled Offerings, **Classes** (highlighted with a red box and labeled 2), Group Instances, Catalogs, Curricula, Requirements, Questionnaire Surveys, Instructors, Tasks, Accreditation, Tools.
- Search Results:**
  - Classes:** Search > Search Results. Saved Searches.
  - 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.
  - Case sensitive search:**  Yes  No
  - Class ID:** Starts With [VBA-480] (3)
  - Description:** Starts With [ ]
  - Domains:** Starts With [ ]
  - User ID:** Starts With [ ]
  - Curricula:** Starts With [ ]
  - Add/Remove Criteria** (+)
  - Field Chooser** (4)
  - Buttons:** Search, Save As, Reset.
  - Download Search Results** (x)
- Search Results Table:**

Class ID	Domain	Description
VBA-480	OMGT	BAS Public Contact Representatives - Experienced Class

4. Once the initial class record appears in the search results, select the **Edit** icon.
5. Within the main class record, select **Users** from the left-hand menu.
6. To add an employee to the class, input the employee's TMS User ID and select **Add**. To add multiple employees, select 'add one or more from list'.
7. To remove an employee from the class, mark the 'Remove' check box next to the employee's TMS User ID and select **Apply Changes**.

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The screenshot displays the 'Edit the Class' interface. On the left, a sidebar contains navigation buttons: Summary, Custom Fields, Offerings, Register Rules, and **Users** (highlighted with a red box and labeled '5.'). The main content area is titled 'Edit the Class' and includes sections for 'Add a User to the Class' and 'Update the Users for the Class'. The 'Add a User to the Class' section has a 'User ID' input field (labeled '6.') and an 'Add' button. The 'Update the Users for the Class' section features an 'Apply Changes' button (labeled '7.') and a 'Reset' button. Below these sections is a table of users with columns for User ID, Name, Status, and Remove. The table includes pagination controls (Records per Page: 10, Page: 1 of 41) and a 'Select All / Deselect All' link. The 'Remove' column contains checkboxes for each user row.

User ID	Name	Status	Remove
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	<input type="checkbox"/>	<input type="checkbox"/>

For questions regarding this job aid, please contact the VBA Curriculum Support Team at [VBACurriculumSupport@Camber.com](mailto:VBACurriculumSupport@Camber.com). For policy-related questions, contact the BAS Training Staff at Regina Yount ([Regina.Yount@va.gov](mailto:Regina.Yount@va.gov)).