

VR&E 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 VR&E classes in TMS.

* In order obtain access to edit VR&E's classes, TMS Admins must ask their RO Training Manager to contact the VBA Domain Manager at Andreana.Bertani@VA.gov.

Section I: Add or remove employees to/from a VR&E 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-458** – VR&E New Officer NTC Class
 - **VBA-459** – VR&E Exp. Officer NTC Class
 - **VBA-460** – VR&E New Asst. Officer NTC Class
 - **VBA-461** – VR&E Exp. Asst. Officer NTC Class
 - **VBA-462** – VR&E New Supervisory VRC NTC Class
 - **VBA-463** – VR&E Exp. Supervisory VRC NTC Class
 - **VBA-464** – VR&E New VRC NTC Class
 - **VBA-466** – VR&E Exp. VRC NTC Class
 - **VBA-467** – VR&E New IDES NTC Class
 - **VBA-468** – VR&E Exp. IDES NTC Class
 - **VBA-469** – VR&E New VSOC NTC Class
 - **VBA-470** – VR&E Exp. VSOC NTC Class
 - **VBA-471** – VR&E New EC NTC Class
 - **VBA-472** – VR&E Exp. EC NTC Class
 - **VBA-473** – VR&E New PSS NTC Class
 - **VBA-474** – VR&E Exp. PSS NTC Class

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The screenshot shows the LMS interface with the following elements:

- Navigation Bar:** Home, Admin, Learning (highlighted), Content, Commerce, System Admin.
- Search Bar:** Search: Enter Keywords or Command (1. Go)
- Left-hand Menu:** Items, Scheduled Offerings, **Classes** (2. highlighted), Group Instances, Catalogs, Curricula, Requirements, Questionnaire Surveys, Instructors, Tasks, Accreditation, Tools.
- Classes Search Results:**
 - Search > Search Results
 - 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 (3.)
 - Class ID: Starts With [VBA-466] (3.)
 - Description: Starts With []
 - Domains: Starts With []
 - User ID: Starts With []
 - Curricula: Starts With []
 - Add/Remove Criteria +
 - Buttons: Search, Save As, Reset
- Field Chooser:** (4.)
- Search Results Table:**

Class ID	Domain	Description
VBA-466	OMGT	VR&E Exp. VRC NTC 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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Edit the Class

Add a User to the Class

Enter User ID or [add one or more from list](#).

User ID: **6.**

Update the Users for the Class

7.

5. **Users**

Records per Page: 10 Page: 1 2 3 4 5 «Previous Next» (407 total records) Page 1 of 41. [Select All / Deselect All](#)

User ID	Name	Status			
XXXXXXXXXXXXXXXXXX	XXXXXXXX, XXXXXXXX	<input type="text"/>	Move to Another Class	Comments	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXX, XXXXXXXX	<input type="text"/>	Move to Another Class	Comments	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXX, XXXXXXXX	<input type="text"/>	Move to Another Class	Comments	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXX, XXXXXXXX	<input type="text"/>	Move to Another Class	Comments	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXX, XXXXXXXX	<input type="text"/>	Move to Another Class	Comments	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXX, XXXXXXXX	<input type="text"/>	Move to Another Class	Comments	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXX, XXXXXXXX	<input type="text"/>	Move to Another Class	Comments	<input type="checkbox"/>
XXXXXXXXXXXXXXXXXX	XXXXXXXX, XXXXXXXX	<input type="text"/>	Move to Another Class	Comments	<input type="checkbox"/>

For questions regarding this job aid, please contact the VBA Curriculum Support Team at VBACurriculumSupport@Camber.com. For policy-related questions, contact the VR&E Training Staff at dirvre@va.gov.