

TMS Assessment Unlock Instructions

While many TMS level II assessments (exams) allow users unlimited attempts, there may be some occasions where assessments are set to 'lock' after the user fails the assessment after a certain number of attempts (iterations). If approved by the service line, below are the instructions for unlocking these assessments for users in TMS.

Note: These instructions only apply to assessments that are built in TMS – it does not apply to assessments that are hosted in other systems, such as the Assessment Portal. Below are screenshots showing what to look for in the user's item Object Details to determine if the assessment is hosted in TMS or the Assessment Portal. The differences to check are the icon next to "Assessment" and if the "Type" is labeled as "Quiz" (TMS) or "Content" (Assessment Portal).

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			e
Туре	Completed	Needs Review	Has Access
	No	No	Yes
Content	Yes	No	Yes
Content	No	No	Yes
Quiz	No	No	Yes
Content	No	No	Yes
	Type Content Content Quiz Content	Type Completed Type Completed No Yes Content Yes Quiz No Content No Quiz No Content No	Type Completed Needs Review Type Completed No Content Yes No Content No No Quiz No No Content No No Quiz No No







View Object Details	=			
Item Type: VA Item ID: 4617614 Revision Date: 9/24/2021 03:38:00 PM America/New York Revision Number: 1	ork Assessment Porta Assessment			
View Item Objects				0
Number of Failed Attempts: 0 Objects	Туре	Completed	Needs Review	Has Access
RVSR CBTS — Ancillary Benefits		No	No	Yes
	Content	No	No	Yes
Assessment	Content	No	No	Yes
Evaluation	Content	No	No	Yes

TMS Assessment Unlock Instructions.

- 1. Open the employee's TMS account from the Learning Administration side of TMS and click on the **Assigned Items tab**.
- 2. Select the three dots (...) next to the item that needs to be unlocked and click View Object Details.

< <u>1</u>	Assigned Items	Curricula	Programs	Registration	Content Sta	tus Learning History	Surveys	Approvals	SF-182	Class	Requests	Assignm	ent F >
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ĺ) The Required Date timezone. Please r	is in Eastern S eload user enti	tandard Time ty to view up	timezone, Assigr dated preferences	nment Date is ir s for timezones	n Coordinated Universal Ti if any	me timezone :	and Completion	/Failure Date i	s in Ea	istern Standar	d Time	
A	ssigned Items (1	2)									۹ +	Ø ↑↓	∇
Filtered by: View Filter (Other Needs, Requirements) Total number for filtered result: 2								View Object	Details				
П	C		Item Title	- <u>-</u>		Assigned By				Ass	Remove	_	
4	619466		Military S Developi	iexual Trauma (M nent	ST): Claims	Jennifer Martin					1/26/2022	2	>

3. The Object Details window displays the user's attempts at the assessment. In the row with the assessment title, ensure the 'Has Access' column says 'No'. It should also say 'No' for each of the iterations as well. If it says 'Yes', then the user is not locked out of the assessment.







VICTI OBJECCI Details	Vi	ew	Obi	iect	De	tails
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Item Type:	VA				
Item ID:	4619466				
Revision Date:	11/15/2021 12:36:00 PM America/	/New York			
Revision Number:	2				
View Item Objects	i				0
Number of Failed Atter	mpts: 0				
Objects		Туре	Completed	Needs Review	Has Access
B Military Sexual Traun	na (MST): Claims Development		No	No	Yes
Presentation		Content	Yes	No	Yes
Slide Notes	Assessment title	Content	Yes	No	Yes
Assessment 👉		Quiz	No	No	No
Lteration 1	Each attempt the user has	Exam Iteration	No	No	No
Iteration 2	made at this assessment	Exam Iteration	No	No	No
Evaluation		Content	No	No	Yes

4. Select the assessment title.

Objects	Туре	Completed	Needs Review	Has Access
Military Sexual Trauma (MST): Claims Development		No	No	Yes
Presentation	Content	Yes	No	Yes
Slide Notes	Content	Yes	No	Yes
Assessment	Quiz	No	No	No
Literation 1	Exam Iteration	No	No	No
Iteration 2	Exam Iteration	No	No	No
Evaluation	Content	No	No	Yes





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- 5. Uncheck the Finished checkbox.
- 6. Check the Has Access checkbox.
- 7. Select Apply Changes.
- 8. Select Return to Item Objects.

View Object Det	tails			-	
Item Type:	VA				
Item ID:	461946	6 004 40:00:00 DMA America (New Yor	-la		
Revision Number:	2	021 12.36.00 PM America/New Yor	к		
Object Type:	Z Evam				
object type.	LXam				
Object litle:	Assessi	ment		Return to Item (Objects
Edit Exam					O
		Apply Changes Reset			
User Status					
Has Access:					
Finished:					
Needs Review:					
Complete:	as o	f Date:			
Initial Access:	1/26/20 York	22 01:09:29 PM America/New			
Last Access:	1/26/20 York	22 01:11:57 PM America/New			
Total Times:	2				
		Apply Changes Reset			
Exams					
Last Iteration:	2	No. Questions:	10	Pass Grade (%):	80





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9. Ensure the 'Has Access' column now says 'Yes' next to the assessment title.

View Object Details	-			
Item Type: VA				
Item ID: 4619466				
Revision Date: 11/15/2021 12:36:00 PM America/New York				
Revision Number: 2				
View Item Objects				0
Number of Failed Attempts: 0				
Objects	Туре	Completed	Needs Review	Has Access
Hilitary Sexual Trauma (MST): Claims Development		No	No	Yes
Presentation	Content	Yes	No	Yes
Slide Notes	Content	Yes	No	Yes
Assessment	Quiz	No	No	Yes
lteration 1	Exam Iteration	No	No	No
Iteration 2	Exam Iteration	No	No	No
Evaluation	Content	No	No	Yes
Global Objectives for this Course				
There are no global objectives for this Course.				

- 10. Close the Object Details window.
- 11. Let the employee know they may now access the assessment for another attempt.

NOTE: This process only unlocks the assessment for 1 more attempt, so each subsequent failure will require an administrator to unlock the assessment again.

For questions about this job aid, please contact the VBA Curriculum Support Team at VBATMSHELP.VBAVACO@va.gov



