

Class Assignment Job Aid

This job aid provides training managers and VBA TMS administrators* with instructions on adding employees to (and removing them from) classes in TMS.

* In order to edit national classes, TMS Admins must obtain OMGT domain access by contacting the VBA Domain Manager at VBATMSHelp@VBAVACO@va.gov

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**.
4. Once the initial class record appears in the search results, select the **Edit** icon.

The screenshot displays the TMS Admin interface. The top navigation bar includes 'Home', 'Admin', 'Learning', 'Content', 'Commerce', and 'System Admin'. The 'Learning' menu item is highlighted. The left-hand menu includes 'Items', 'Scheduled Offerings', 'Classes', 'Group Instances', 'Catalogs', 'Curricula', 'Requirements', 'Questionnaire Surveys', 'Accreditation', 'Instructors', 'Tasks', and 'Tools'. The 'Classes' menu item is highlighted. The main content area shows the 'Classes' search results page. The search criteria are set to 'Case sensitive search: No' and 'Class ID: Starts With VBA-262'. The search results table shows one result: 'VBA-262 Compensation Service NTC FY15 VSR Primary Class'. The 'Edit' icon is highlighted in the search results table.

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'.

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- To remove an employee from the class, mark the 'Remove' check box next to the employee's TMS User ID and select **Apply Changes**.

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' (with a 'User ID' input field labeled '6.' and an 'Add' button) and 'Update the Users for the Class' (with an 'Apply Changes' button labeled '7.' and a 'Reset' button). Below these sections is a table with columns for 'User ID', 'Name', 'Status', and 'Remove'. The table contains several rows of user data, each with a 'Remove' checkbox. The 'Remove' column is highlighted with a green box. The table also includes links for 'Move to Another Class' and 'Comments' for each user.

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

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