

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 Education Service's classes, TMS Admins must obtain OMGT domain access by contacting the VBA Domain Manager at Arthur.Edmonds@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 shows the TMS Admin interface. The top navigation bar has 'Home' and 'Admin' tabs. The 'Admin' tab is active, and the 'Learning' icon is highlighted in the top navigation bar. The left-hand menu has 'Classes' highlighted. The main content area shows the 'Classes' search results page. The search bar is labeled 'Enter Keywords or Command' and has a 'Go' button. The search results table has columns 'Class ID' and 'Description'. The first row is 'VBA-262' with the description 'Compensation Service NTC FY15 VSR Primary Class'. The 'Edit' icon is highlighted in the first row of the 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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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**.

The screenshot displays the 'Edit the Class' interface. On the left, a sidebar contains navigation links: 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 of users with columns for 'User ID', 'Name', 'Status', and 'Remove'. The table contains 8 rows of user data. The 'Remove' column has checkboxes for each user, and the entire table area is enclosed in a green box. The table also includes pagination controls at the top: 'Records per Page' (set to 10), 'Page: 1 2 3 4 5 <Previous Next> (407 total records)', and 'Page 1 of 41. Go'.

User ID	Name	Status	Remove
12345678901234567890	12345678901234567890	<input type="checkbox"/>	<input type="checkbox"/>
12345678901234567890	12345678901234567890	<input type="checkbox"/>	<input type="checkbox"/>
12345678901234567890	12345678901234567890	<input type="checkbox"/>	<input type="checkbox"/>
12345678901234567890	12345678901234567890	<input type="checkbox"/>	<input type="checkbox"/>
12345678901234567890	12345678901234567890	<input type="checkbox"/>	<input type="checkbox"/>
12345678901234567890	12345678901234567890	<input type="checkbox"/>	<input type="checkbox"/>
12345678901234567890	12345678901234567890	<input type="checkbox"/>	<input type="checkbox"/>
12345678901234567890	12345678901234567890	<input type="checkbox"/>	<input type="checkbox"/>

For questions regarding this job aid, please contact the VBA Curriculum Support Team at VBACurriculumSupport@Camber.com.