



VA TMS Domain Manager and Learning Manager Administrator Course

Training Overview and Session 1 of 3

Virtual Instructor-Led Training
Participant Guide

May 2015

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1.0 About This Training

1.1 Introduction

Thank you for attending the VA TMS Domain Manager and Learning Manager Administrator Course. DMs and LMs play an important role in helping VA employees grow professionally. Therefore, it is imperative that you are familiar with your responsibilities within the VA TMS.

This portion of the course will be presented as three separate live webinars referred to as Virtual Instructor-Led Trainings (VILTs). A Web conferencing software tool will be used to conduct the training sessions.

1.2 Course Goal

The goal of the DM/LM Administrator Course is to provide instruction and interactive practice on the core concepts and administrative functions of the VA TMS specific to DM and LM roles.

Upon successful completion of the entire DM/LM training (including prerequisites and VILT sessions), you will be able to:

- Navigate and utilize VA TMS functionality
- Create and configure items and curricula
- Create and configure online learning
- Create and configure scheduled offerings
- Create learning evaluations
- Assign learning, register participants, and record learning events
- Run, schedule, and save reports

1.3 Target Audience

The participants of the VA TMS DM/LM Administrator Course are new Domain Managers and Learning Managers at the VA.

1.4 Participant Guide

There is a separate Participant Guide for each DM/LM training session. This Participant Guide is divided into three sections:

- 1.0: About This Training
- 2.0: Training Content
- 3.0: Appendix – VA TMS Functions and Associated Roles

The remaining Participant Guides contain the training content for each sessions 2 and 3, including PowerPoint slides, demonstrations, and activities for each lesson.

NOTE: Print a hardcopy of the Participant Guides to use during training. You will need to reference the steps for all demonstrations and activities in these guides while completing steps in the VA TMS.

1.4.1 Participant Guide Icons

Icons	Description
	This icon indicates that there will be a demonstration conducted by the instructor within the VA TMS TRAIN environment.
	This icon indicates that participants will complete an activity in VA TMS TRAIN environment.
	This icon indicates that there is a job aid available for the task.

1.5 Participant Preparation and Guidelines

1.5.1 Requirements

Participants must complete the following for this training:

- Register for training through the VA TMS.
- Print a hardcopy of this Participant Guide for use during the training. It will be difficult to access it electronically during training.
- Complete all knowledge checks and a post-assessment exam.

1.5.2 Demonstrations and System Practice Activities in VA TMS TRAIN Environment

During this training, you will observe instructor demonstrations and complete system practice activities within the VA TMS TRAIN environment. These demos and activities will allow you to study and apply what you've learned about the features, functions, and processes critical to your role within the VA TMS. The steps for each demonstration and activity have been provided in this guide so you can follow-along. You may also want to reference these steps after the training.

1.5.3 Virtual Instructor-Led Training Guidelines

This training will be delivered as a Virtual Instructor-Led Training (VILT) using Web conferencing software. You will need a computer and phone with speakers or headset in order to participate in this training. Follow the guidelines below to ensure the best training experience:

- Print a hardcopy of the Participant Guide to use during training.
- Be sure to log in to the Web conferencing software and dial in to the conference line 5 – 10 minutes early.
- Mute your phone line for the duration of the training session unless otherwise instructed.
- Use the chat feature for any questions during the session.
- The instructor may be able to answer your questions immediately. Otherwise, they will answer at the end of the training, or send an e-mail afterward.

1.6 Course Length

The table below includes a list of all training sessions in the DM/LM series, along with estimated times.

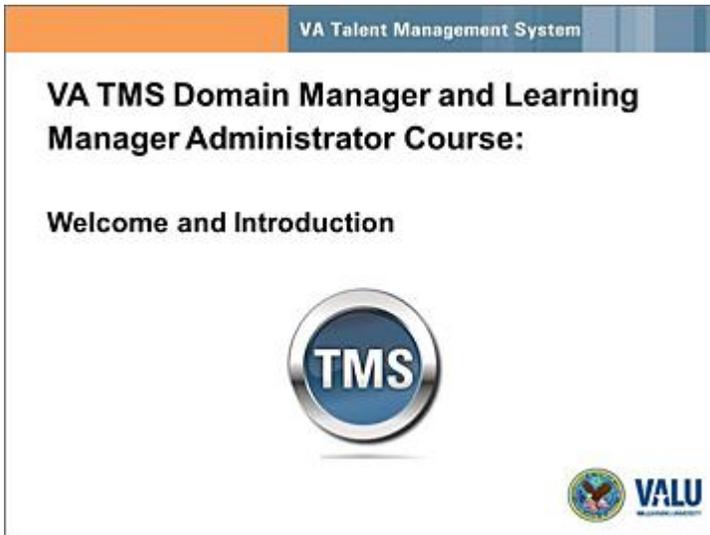
Table 1: DM/LM Administrator VILT Sessions

Session 1 of 3	
Lessons	Estimated Time
Welcome and Introductions	10 minutes
Lesson 1: User Records	20 minutes
Lesson 2: Event-Based Requirements	30 minutes
Lesson 3: Online Content Overview	15 minutes
Lesson 4: Online Content and Packages	30 minutes
Lesson 5: Items with Online Content	45 minutes
Lesson 6: Creating Classes	30 minutes
Total:	3 hours

Session 2 of 3	
Lessons	Estimated Time
Welcome and Introduction	5 minutes
Lesson 1: Online Exams Overview	10 minutes
Lesson 2: Question Editor	60 minutes
Lesson 3: Creating an Exam Object	60 minutes
Lesson 4: Assignment Profiles: Automatic Assignment Methods	45 minutes
Total:	3 hours
Session 3 of 3	
Lessons	Estimated Time
Welcome and Introduction	5 minutes
Lesson 1: The Evaluation Process	15 minutes
Lesson 2: Item Evaluation	30 minutes
Lesson 3: Learning Evaluation	20 minutes
Lesson 4: Follow-Up Evaluation	30 minutes
Lesson 5: User Survey Completion	15 minutes
Lesson 6: Evaluation Reports	20 minutes
Lesson 7: Running Reports	45 minutes
Total:	3 hours

2.0 Session 1 of 3

2.1 Welcome and Introduction



Notes:

Slide 1: VA TMS Domain Manager and Learning Manager Administrator Course: Welcome and Introduction



Notes:

Slide 2: Participant Introductions

Session 1 VA Talent Management System

Logistics

-  Scheduled breaks
-  Mute phone lines/don't put call on hold
-  Feel free to ask questions

3

Notes:

Slide 3: Logistics

Session 2 VA Talent Management System

Course Goal

Provide instruction and interactive practice on the core concepts and administrative functions of the VA TMS specific to DM and LM job functions.



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Notes:

Slide 4: Course Goal

Session 2 VA Talent Management System

Course Objectives

After completing this course, you will be able to:

- Navigate and utilize Veterans Administration (VA) Talent Management System (TMS) functionality
- Create and configure items and curricula
- Create and configure online learning
- Create and configure scheduled offerings
- Create learning evaluations
- Assign learning, register participants, and record learning events
- Run, schedule, and save reports

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Notes:

Slide 5: Course Objectives

Session 2 VA Talent Management System

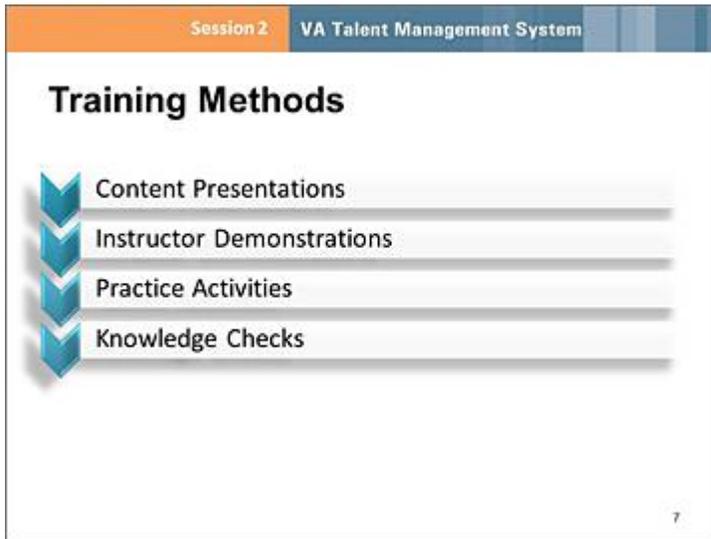
Course Structure

- Three separate web conferencing sessions
- Each no longer than 4 hours in length
- Each session organized into lessons and topics

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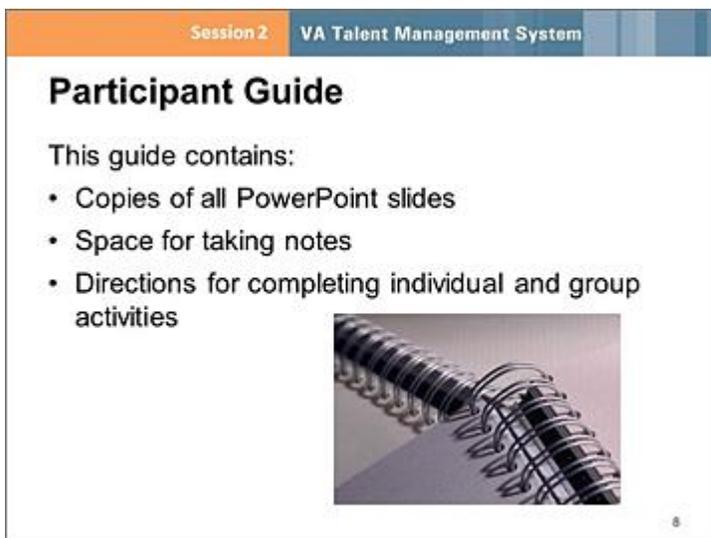
Notes:

Slide 6: Course Structure



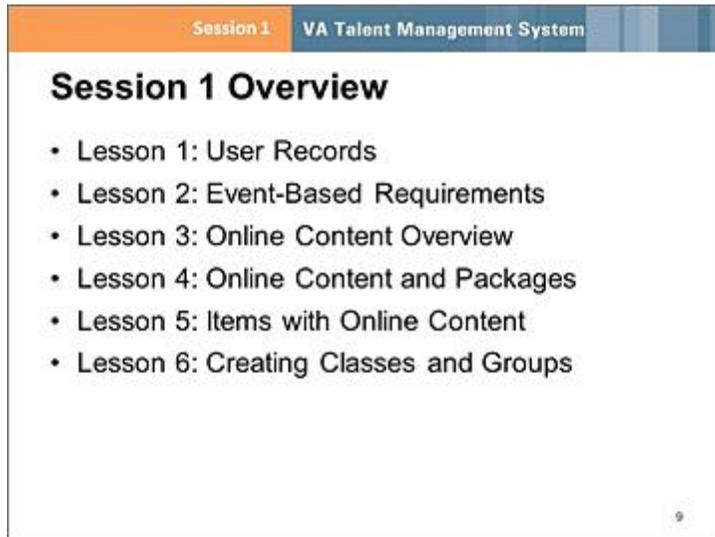
Notes:

Slide 7: Training Methods



Notes:

Slide 8: Participant Guide



Session 1 VA Talent Management System

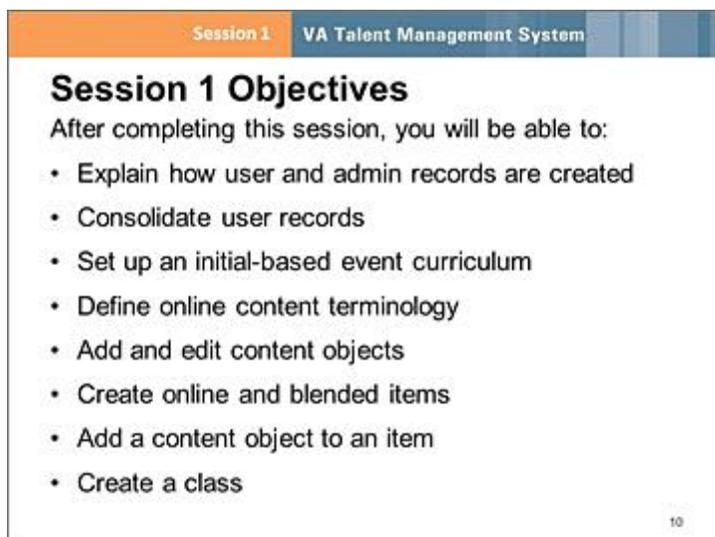
Session 1 Overview

- Lesson 1: User Records
- Lesson 2: Event-Based Requirements
- Lesson 3: Online Content Overview
- Lesson 4: Online Content and Packages
- Lesson 5: Items with Online Content
- Lesson 6: Creating Classes and Groups

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Notes:

Slide 9: Session 1 Overview



Session 1 VA Talent Management System

Session 1 Objectives

After completing this session, you will be able to:

- Explain how user and admin records are created
- Consolidate user records
- Set up an initial-based event curriculum
- Define online content terminology
- Add and edit content objects
- Create online and blended items
- Add a content object to an item
- Create a class

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Notes:

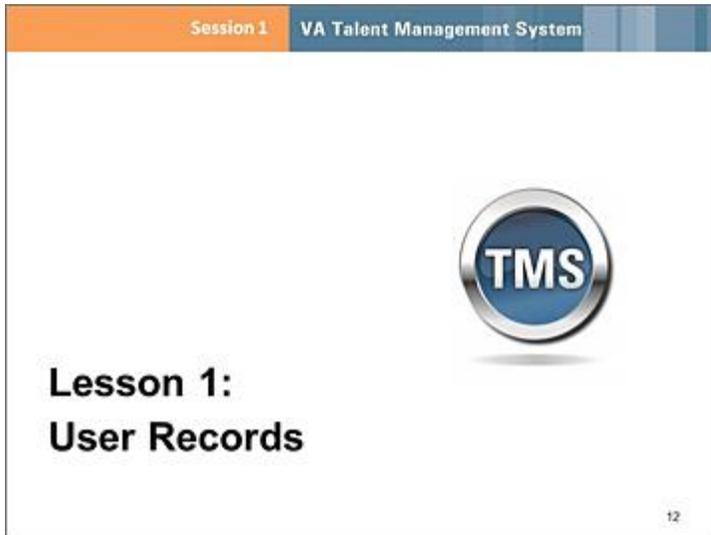
Slide 10: Session 1 Objectives



Notes:

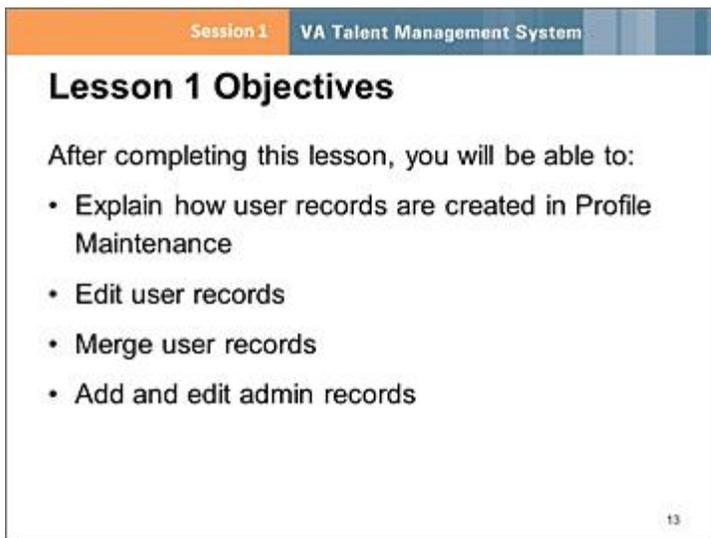
Slide 11: Questions?

2.2 Lesson 1: User Records



Notes:

Slide 12: Lesson 1: User Records



Notes:

Slide 13: Lesson 1 Objectives

Session 1 VA Talent Management System

How User Records are Created in Profile Maintenance

Profile Maintenance:

- Is a utility used to temporarily add users
- Exists in VA's Intranet for security purposes



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Notes:

Slide 14: How User Records are Created in Profile Maintenance

Session 1 VA Talent Management System

The Educational Data Repository

The Educational Data Repository (EDR):

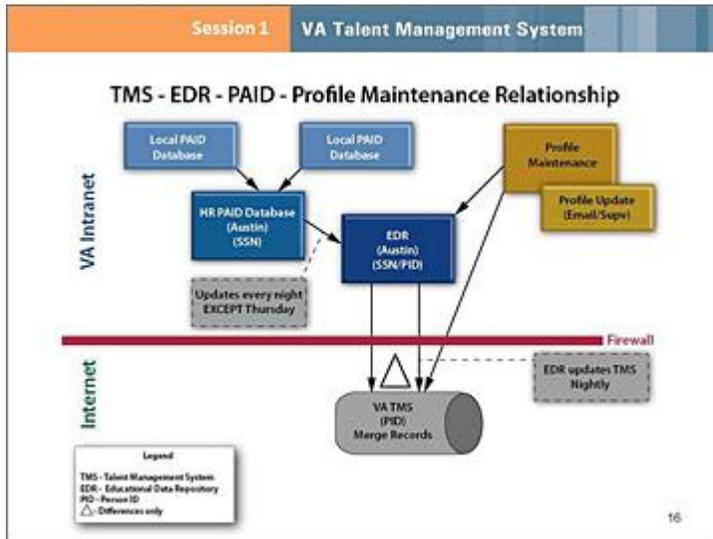
- Replaces critical information, such as SSNs, with a unique code or identifier
- Supplies educational data to the VA TMS
- Updates the VA TMS every **3 minutes**, ensuring it is working with the most current data

Note: Personnel and Accounting Integrated Data (PAID) is VA's database for payroll records.

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Notes:

Slide 15: The Educational Data Repository



Notes:

Slide 16: Educational Data Repository

The slide is titled 'Working with User Records' and lists three tasks:

- Setting inactive user records
- Resetting user passwords
- Unlocking user accounts

The slide number '17' is in the bottom right corner.

Notes:

Slide 17: Working with User Records

Session 1 VA Talent Management System



**Demonstration:
Working with User Records**

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Notes:

Slide 18: Demonstration: Working with User Records



Demonstration: Editing User Records

To locate and view a user record:

1. Navigate to **Users > Users**.
2. Enter your search criteria in the appropriate textboxes.
3. Select **Search**.
4. Locate your user from the search results list.
5. Select a **user ID** to open the record.

Show how to do each of the listed tasks in the Edit view of a user's record:

- Set inactive user records

An inactive user will keep the records intact. For example, if a user takes extended leave but is expected to return, you can make the user inactive. When you make users inactive, the system does not send, and users do not receive, automated notifications. Inactive users cannot log in to the user interface.

- Reset a user password

To do this, search for the user record, go to the Core area, change the Locked dropdown from Yes to No, and then enter (and verify) the new password. You will need to communicate the new password to the user as there is not automated process in the TMS to do this. The next time the user logs in with the administrator-provided password, he/she will be prompted to change the password. This is a security measure to ensure only the user knows the password associated with his/her account.



Notes:

Slide 19: System Login



Notes:

Slide 20: Activity #1: Working with User Records



Activity #1: Working with User Records

1. Navigate to **Users Menu** tab.
2. Search for a user.
3. Select a user by selecting on the **user ID** link.
4. Make the user record inactive.
5. Reset the user password.



The Job Aid: Add and Edit User Records is available in the VA TMS.

Session 1 VA Talent Management System

Merging User Records

- Sometimes two records representing the same user with different content can exist at the same time
- These records need to be merged into one

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Notes:

Slide 21: Merging User Records

Session 1 VA Talent Management System



Demonstration: Merging User Records

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Notes:

Slide 22: Demonstration: Merging User Records



Demonstration: Merging User Records

When there is more than one report for the same user, DMs will need to consolidate the reports into one. The primary and secondary user records are known as **Merge Into** and **Merge From**, respectively. In other words, the primary user record is the one that will receive the content from the secondary user record.

WARNING: If the secondary user record has an account, this action will remove the user's association with any content that has been added. This cannot be undone.

How to merge two user records:

1. Navigate to **Users**.
2. Select **Tools**.
3. Select **Merge Users**.
4. Enter search criteria for duplicate users in VA TMS.
5. Select the primary, or "Merge Into," record, and the secondary, or "Merge From," record.
6. Select **Merge**.
7. Review the merge.
8. Select the **Details** icon in each row for additional information about the merge.



Notes:

Slide 23: Activity #2: Merging User Records



Activity #2: Merging User Records

1. Navigate to **Users**.
2. Select **Tools**.
3. Select **Merge Users**.
4. Enter search criteria for duplicate users in VA TMS.
5. Select the primary, or “Merge Into,” record, and the secondary, or “Merge From,” record.
6. Select **Merge**.
7. Review the merge.
8. Select the **Details** icon in each row for additional information about the merge.

Session 1 VA Talent Management System

Adding New Admin Accounts

- When creating new admin accounts, identify an individual's administrative role(s). The assigned roles will determine the different permissions in the VA TMS.
- There are seven primary VA TMS administrator roles and five additional, or secondary, administrator roles.

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Notes:

Slide 24: Adding New Admin Accounts

Session 1 VA Talent Management System

Considerations When Granting Permissions

- Only DMs have the privilege to create new admin records.
- There should rarely be more than two DMs for any domain.
- LMs have almost all the permissions of DMs, and there should be a limited number of LMs for any domain.

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Notes:

Slide 25: Considerations When Granting Permissions

Session 1 VA Talent Management System

Naming Conventions for Admin IDs

LASTNAME.FIRSTNAMEmmddt

- mm = two-digit month of birth
- dd = two-digit date of birth
- t = tie breaker character, if necessary

Example: EDMONDS.BLAKE0416

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Notes:

Slide 26: Naming Conventions for Admin IDs

Session 1 VA Talent Management System



Demonstration: Admin Records

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Notes:

Slide 27: Demonstration: Admin Records



Demonstration: Admin Records

To add a new admin record:

1. Navigate to the **Admin** screen.
2. Select **System Admin**.
3. Select the Admin Management tab.
4. Select **Add New**.
5. Create an admin ID.
6. Select a domain.

NOTE: All records are assigned to a domain. The domain is a way to show administrative ownership and determines which admin(s) will manage the record. When adding admin records, always specify the domain to which the record should belong.

7. In the **New Password** textbox, enter the default password, “Password#001”.
8. In the **Verify Password** textbox, enter the password again.
9. Select the **Add** button.

All fields indicated with a red asterisk (*) are required and must be completed when adding records to the VA TMS.

Although there is no red asterisk (*) for Last Name, First Name, and E-mail Address, these fields are required by VA business policy.

The new administrator will be prompted to change the password when he or she logs in for the first time.

10. After you create an admin record, you will be taken to the **Summary** view, which allows you to edit the record, unlock accounts, and reset passwords.
11. On the **Summary** tab you may edit information about the administrator, and you may delete the account as required.

Once an administrator’s record has been deleted, it can be reinstated by reentering his or her admin ID as a new account. The VA TMS will warn you that the old record exists and give you the option of recovering the old account.

Admin record: main tabs

After an admin record has been identified, new tabs appear: **Summary**, **Assigned Roles**, and **Preferences**.

For each tab of an admin record, the following tasks can occur:

- The **Summary** tab allows you to set an administrator's personal information, lock an admin account to remove login privileges without changing the administrator's information, and reset passwords.
- The **Assigned Roles** tab allows you to set the administrator's role(s), which determine(s) the functions the admin will be able to perform.
- The **Preferences** tab allows you to set locale preferences of the administrator (such as locale and time zone). The only Active Locale ID available is English.

Editing admin records:

To edit admin records, follow these steps:

1. Navigate to the **System Admin** screen.
2. Select **Application Admin**.
3. Select the Admin Management tab. Find the admin record using the **Search** wizard.
4. Select the **Edit** icon.
5. From this page, you can edit the following characteristics of the administrator's record:
 - Last name
 - First name
 - Middle initial (MI)
 - E-mail address: This field is completed with the new administrator's e-mail address
 - Reply to address: This is the e-mail address used when a user replies to a notification. Leave the **Reply to Address** blank
 - E-mail nickname: This name will appear in e-mail notifications. The e-mail nickname can be completed with the new administrator's first name or some other nickname
 - Domain
 - Related user: The related user is an end user ID. When you add a user ID in the **Related User** box, you create a relationship between the two IDs. The relationship allows the admin to switch quickly between user and administrator roles without logging in again, but the two IDs are still treated separately by the VA TMS
 - Unlock or lock accounts
 - Reset passwords

Locking admin accounts:

If the administrator has unsuccessfully attempted to log in five times, his or her account will be locked and the **Locked** checkbox will be checked on the **Summary** tab. To unlock the admin account, it will then be necessary to uncheck the box and reset the admin's password to the

default “Password#001”. If you reset the password without unchecking the box, the account will remain locked.

You have to select **Apply Changes** in the section with the Locked checkboxes as well as in the section where you reset the password.

Assigning roles

In order to receive permissions for different admin roles in the VA TMS, the creator of the record has to assign the Role IDs.

To assign administrator roles to an admin record:

1. Identify the administrator’s record you want to edit.
NOTE: To learn more about the roles, see the chart in the appendix of this document: VA TMS Functions and Associated Roles.
2. Select the **Assigned Roles** tab.
3. Enter the exact **Role ID**. (If you do not know the Role ID, select the **add one or more from list** link. Select the **Search** button, which will give you all the Role IDs available. Check the role(s) you want to assign to the admin).
4. Select **Add**.
5. Repeat steps 2 and 3 until all the required roles appear at the bottom of the content frame.

Setting the Preferences:

For every admin record, the **Preferences** tab has two required fields: the **Active Locale ID** and the **Time Zone ID**. The first is the Active Locale ID field, and “English” is the only available option for this field.

The Time Zone ID field is very important and must be set to the administrator’s local time zone. If this field is left blank, the system will default to Eastern Standard Time. The checkbox to the right of the **Time Zone ID** field should be checked, as the system uses the Time Zone ID to compute start times in scheduled offerings. When checked, the scheduled offerings will always display according to the Time Zone ID.

The **Currency ID** appears as a third required field. However, VA does not use the system’s commerce capabilities so this field does not need to be completed. The Currency ID has been disabled.



Notes:

Slide 28: Activity #3: Working with Admin Records



Activity #3: Working with Admin Records

Locate and view an admin record:

1. Navigate to the **Admin** screen.
2. Select **System Admin**.
3. Enter your search criteria in the appropriate text boxes.
4. Select **Search**.
5. Locate your user from the search results list.
6. Do one of the two things:
To access the record in view only mode, select the **View** icon.

OR

To access the record in edit mode, select the **Edit** icon.

Add an admin record:

1. Navigate to the **Admin** screen.
2. Select **System Admin**.
3. Select **Add New**.
4. Enter an admin ID.
5. Enter the admin's last name, first name, and middle initial (MI).
6. Select a domain for the admin.
7. Enter the related user.
8. Enter the admin's e-mail address, reply-to address, and add a nickname for the e-mail.
9. Enter a new password then verify it.
10. Select **Add**.
11. Record the admin ID.
12. Assign the role of the admin as an Item Manager and Scheduling Manager. (If you do not know the ID, select the **add one or more from list** link.)

Session 1 VA Talent Management System

Knowledge Check

What utility can be used to temporarily create user records to the VA TMS?

- a) Educational Data Repository
- b) Profile Maintenance
- c) Personnel Accounting Integrated Data
- d) None of the above



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Notes:

Slide 29: Knowledge Check

Session 1 VA Talent Management System

Knowledge Check

When merging user records, if the secondary user record has an account, this action will remove the user's association with any content that has been added.

- a) True
- b) False



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Notes:

Slide 30: Knowledge Check



Notes:

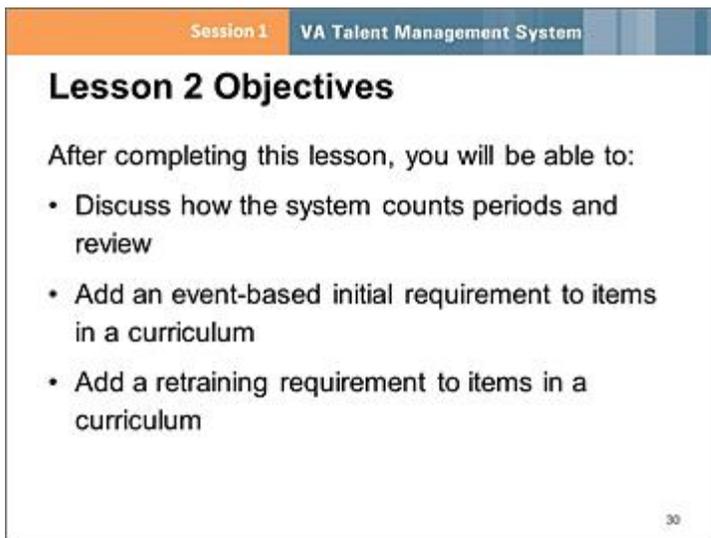
Slide 31: Questions?

2.3 Lesson 2: Event-Based Requirements



Notes:

Slide 32: Lesson 2: Event-Based Requirements



Notes:

Slide 33: Lesson 2 Objectives

Session 1 VA Talent Management System

Period-Based Curricula

- A set amount of time in which the user must complete the training
- There are different periods and requirements that can be required of the user for completion

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Notes:

Slide 34: Period-Based Curricula

Session 1 VA Talent Management System

Retraining

- Items that must be repeated on recurring intervals will have a Retraining assignment
- Once the item is complete and recorded, it is flagged as complete
- The next Required-By date will be calculated by the Retraining assignment

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Notes:

Slide 35: Retraining

Session 1 VA Talent Management System

Item Settings

Each item in a curriculum has the following settings:

- Initial Assignment
- Retraining Assignment
- Effective Date
- Assignment Type



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Notes:

Slide 36: Item Settings

Session 1 VA Talent Management System

Event vs. Calendar Basis

Admins have two options available when setting initial and retraining assignments:

- Event Basis: Hire date or assignment date only
- Calendar Basis: A particular date on the calendar

Note: You will see Calendar Basis on your screen, but the VA does not use Calendar Basis requirements.

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Notes:

Slide 37: Event vs. Calendar Basis

Session 1 VA Talent Management System

Event Basis

Using event basis, the TMS calculates the required date by completing the current period and then adding the initial/retraining assignment.

Triggers for required date calculation to begin:

- Assignment Date (initial assignment)
- Learning History completion date (retraining basis event)

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Notes:

Slide 38: Event Basis

Session 1 VA Talent Management System

Period Start Date

Always remember:

- The system has to complete the current period (day, month, year, quarter) before it can begin counting a new one

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Notes:

Slide 39: Period Start Date

Session 1 VA Talent Management System

Configuring Retraining Assignments

- The VA TMS calculates the required-by date upon completion of the initial item and the period
- The number of times it will occur will depend on the retraining number

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Notes:

Slide 40: Configuring Retraining Assignments

Session 1 VA Talent Management System

Required Dates Practice

Assignment	Date Period	Number	Due Date
03/15/2013	Years	1	12/31/2014
03/15/2013	Days	365	03/15/2014
03/15/2013	Months	6	09/30/2013
03/15/2013	Days	183	09/15/2013
03/15/2013	Quarters	1	06/30/2013
03/15/2013	Months	3	06/30/2013
03/15/2013	Days	90	06/15/2013

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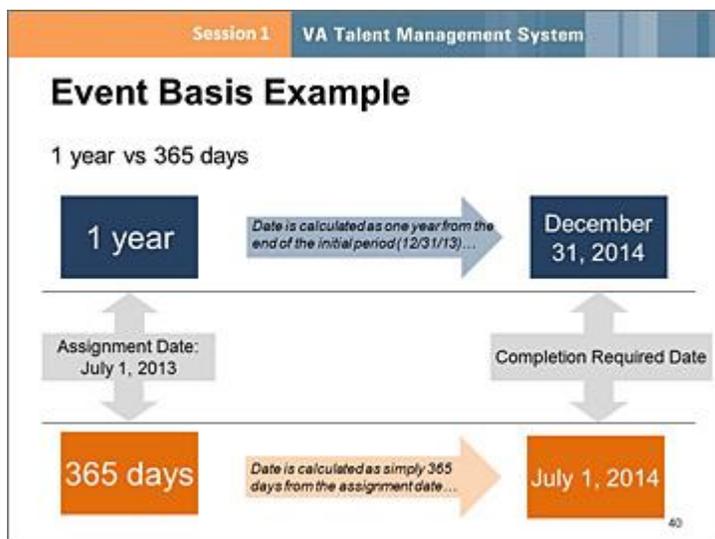
Notes:

Slide 41: Required Dates Practice



Notes:

Slide 42: Event Basis Example



Notes:

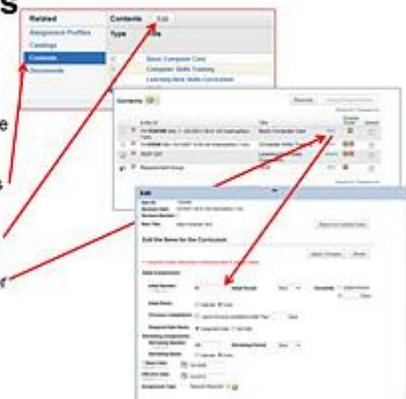
Slide 43: Event Basis Example

Session 1 VA Talent Management System

Setting and Editing Initial and Retraining Dates

Remember **CCEE**:

- C** Curriculum - navigate to the Curriculum record
- C** Contents - select Contents from the Related area
- E** Edit - click the Edit button
- E** Edit - select the Edit link for the Item you want to set Required Dates for



Notes:

Slide 44: Setting and Editing Initial and Retraining Dates

Session 1 VA Talent Management System

Effective Date

- A user must complete a required item before the effective date to avoid a curriculum status of Incomplete
- If an effective date is in the future, it will not affect the overall completion status of the curriculum
- Effective dates only affect Incomplete and Complete curricula status and do not change required dates

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Notes:

Slide 45: Effective Date

Session 1 VA Talent Management System

Assignment Type

The assignment type is a status assigned to an item that indicates the level of importance to the user, such as:

- Required
- Optional

A user must complete all required items to obtain a Complete curriculum status.

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Notes:

Slide 46: Assignment Type

Session 1 VA Talent Management System



Demonstration: Setting Required-By Dates in a Curriculum

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Notes:

Slide 47: Demonstration: Setting Required-By Dates in
a Curriculum



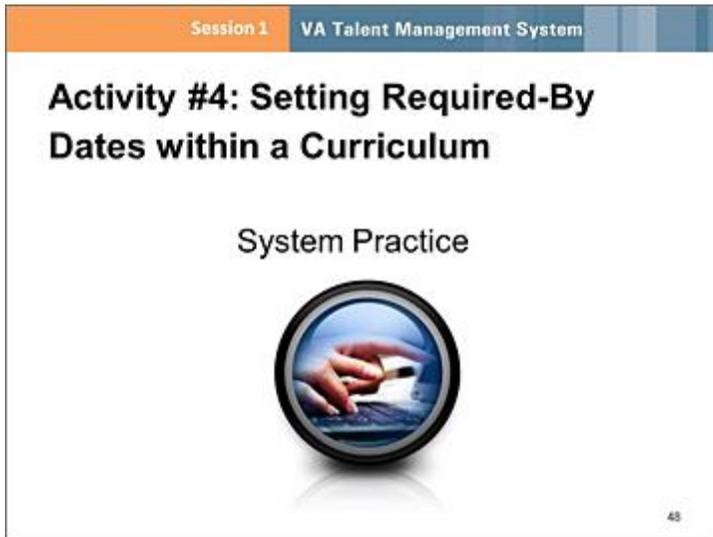
Demonstration: Setting Required-By Dates in a Curriculum

Add a Curriculum:

1. Navigate to **Learning > Curricula**.
2. Select **Add New**. **NOTE:** You can also enter **Add Curriculum** into the Search field below the button bar and select **Go**.
3. Enter a curriculum ID. **NOTE:** The standard ID naming convention for curricula is LLL-XXXX, where L equals either your Location or Domain, followed by up to four alpha numeric characters as represented by the Xs.
4. Enter a title for the curriculum.
5. Enter a description of the curriculum, if desired.
6. Leave the creation date set to the default.
7. Select a domain.
8. Select a curriculum type from the drop-down menu.
9. Leave the **Force Incomplete checkbox** unchecked. **NOTE:** When you select the **Force Incomplete checkbox**, the system calculates whether the status should be complete or incomplete based on the user's latest attempt at completing the item. If the user's latest attempt is incomplete, the system calculates the expiration and required dates based on the date and time of the last unsuccessful attempt.
10. Select **Add**.

Set Required-by Dates:

1. Search for and find the curriculum you just created and select **Contents** from the **Related** area of the record.
2. Select the **Edit** button (do not select the item title; this will navigate you to the item entity).
3. Locate the item to modify and select the **Edit** link.
4. In the **Initial Assignments** section, enter an initial number.
5. Select **days** as initial period.
6. Select **event** as initial basis.
7. In the **Retraining Assignments** section, enter a retraining number.
8. Select **days** as the retraining period.



Notes:

Slide 48: Activity #4: Setting Required-By Dates within a Curriculum



Activity #4: Setting Required-By Dates within a Curriculum

Add a Curriculum:

1. Navigate to **Learning > Curricula**.
2. Select **Add New**. **NOTE:** You can also enter **Add Curriculum** into the Search field below the button bar and select **Go**.
3. Enter a curriculum ID. **NOTE:** The standard ID naming convention for curricula is LLL-XXXX, where L equals either your Location or Domain, followed by up to four alpha numeric characters as represented by the Xs.
4. Enter a title for the curriculum.
5. Enter a description of the curriculum, if desired.
6. Leave the creation date set to the default.
7. Select a domain.
8. Select a curriculum type from the drop-down menu.
9. Leave the **Force Incomplete checkbox** unchecked. **NOTE:** When you select the **Force Incomplete checkbox**, the system calculates whether the status should be complete or incomplete based on the user's latest attempt at completing the item. If the user's latest attempt is incomplete, the system calculates the expiration and required dates based on the date and time of the last unsuccessful attempt.
10. Select **Add**.

Set Required-by Dates:

1. Search for and find the curriculum you just created and select **Contents** from the **Related** area of the record.
2. Select the **Edit** button (do not select the item title; this will navigate you to the item entity).
3. Locate the item to modify and select the **Edit** link.
4. In the **Initial Assignments** section, enter an initial number.
5. Select **days** as initial period.
6. Select **event** as initial basis.
7. In the **Retraining Assignments** section, enter a retraining number.
 1. Select **days** as the retraining period.

Session 1 VA Talent Management System

Knowledge Check

The VA TMS does not use Calendar Basis requirements.

- a) True
- b) False



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Notes:

Slide 49: Knowledge Check

Session 1 VA Talent Management System

Knowledge Check

If a user needs to complete an item on a recurring basis, you can forgo placing the item in a curriculum and just have a retraining period assigned.

- a) True
- b) False



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Notes:

Slide 50: Knowledge Check

Session 1 VA Talent Management System

Knowledge Check

The assignment type is a status assigned to an item that indicates the level of importance to a user. Which of the following is NOT a VA TMS assignment type?

- a) Alternative
- b) Required
- c) Recommended
- d) Optional



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Notes:

Slide 51: Knowledge Check

Session 1 VA Talent Management System

Questions?

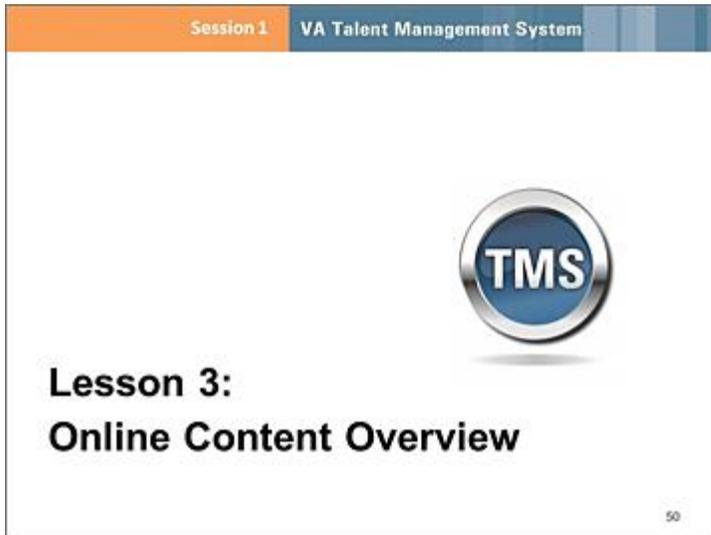


49

Notes:

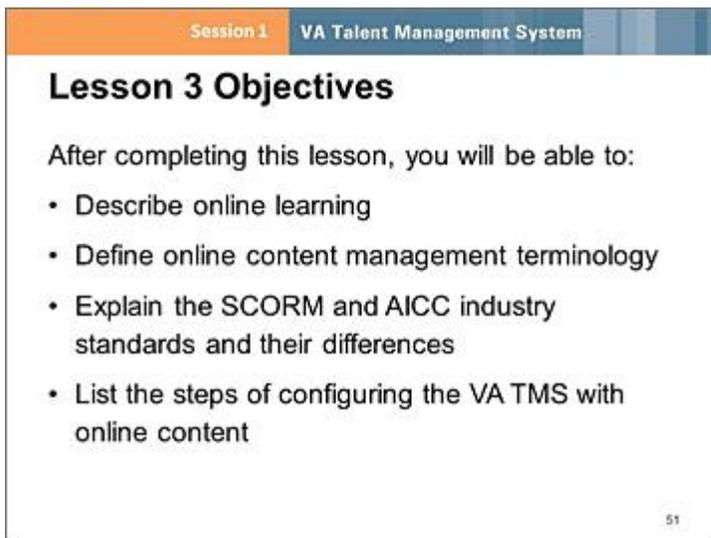
Slide 52: Questions?

2.4 Lesson 3: Online Content Overview



Notes:

Slide 53: Lesson 3: Online Content Overview



Notes:

Slide 54: Lesson 3 Objectives

Session 1 VA Talent Management System

Online Learning

Online learning within VA TMS is the electronic access of asynchronous training, such as a slide show presentation, an audio or video presentation, a Web-based exam, or a document (e.g., a Standard Operating Procedure (SOP) manual).

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Notes:

Slide 55: Online Learning

Session 1 VA Talent Management System

Content Objects

- A content object is a pointer to a single, launchable file
- Items are made up of multiple content objects

Item: Online MWB101 MS Word Basics

Content	File Type
Creating, Saving, and Editing Word Documents (HTML)	Web page (HTML)
Simulation of Saving a Word Doc	Web page (HTML) with Adobe Flash Movie (SWF)
Exam of Microsoft Word Basics	Web page with JavaScript (HTML)

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Notes:

Slide 56: Content Objects

Session 1 VA Talent Management System

AICC/SCORM Standards

- SCORM: Shareable Content Object (SCO)
- AICC: Assignable Unit (AU)

VA Talent Management System	SCORM	AICC
Content Object	Shareable Content Object (SCO)	Assignable Unit (AU)

54

Notes:

Slide 57: AICC/SCORM Standards

Session 1 VA Talent Management System

Communication between Content and the VA TMS

JavaScript functions within the actual content set bookmarks, records content object completion, and sends examination data.

Content is provided in one of two ways:

- Created using "in-house" courseware development tools, such as Adobe Dreamweaver, Articulate Presenter, and Trivantis Lectora
- Purchased AICC/SCORM compliant content from third-party vendor

55

Notes:

Slide 58: Communication between Content and the VA TMS

Session 1 VA Talent Management System

Online Content Process

1. Create the content
2. Upload the content to a public location
3. Identify the content type and its location
4. Add content objects/content packages in the VA TMS
5. Add an item in the VA TMS
6. Assign the online content to the item
7. Test the online item from the VA TMS user application
8. Assign the item to a catalog and/or to the user's To-Do List

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Notes:

Slide 59: Online Content Process

Session 1 VA Talent Management System

Knowledge Check

Choose the option below that best describes online learning.

- a) Accessing materials in electronic form that were also available during face-to-face instruction
- b) Gaining skills and knowledge through electronic access or training content, such as Web-based exams or documents
- c) Participating in a live lecture at a distance
- d) Receiving and completing assignments at a distance



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Notes:

Slide 60: Knowledge Check

Session 1 VA Talent Management System

Knowledge Check

An online content object consists of _____.

- a) a group of objectives and content objects
- b) a record containing a hyperlink that points to a single launchable file
- c) a record that includes what the learner will accomplish from the training
- d) training content, such as a Web-based training, PowerPoint presentation, audio/video presentation, or e-book



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Notes:

Slide 61: Knowledge Check

Session 1 VA Talent Management System

Knowledge Check

The purpose of AICC and SCORM is to:

- a) prevent unauthorized access to online content
- b) provide standardization for the transfer of information to and from Web-based learning content
- c) control spam
- d) allow non-administrative access to online content



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Notes:

Slide 62: Knowledge Check

Session 1 VA Talent Management System

Knowledge Check

Identify a difference between SCORM and AICC:

- a) SCORM is an updated, more advanced version of AICC.
- b) SCORM is a standard method for online content to communicate with a learning management system, whereas AICC is not.
- c) The AICC standard provides the ability for content to contain advanced sequencing and navigation within a course, whereas SCORM does not.
- d) The SCORM XML file includes greater detail about the content than the four AICC test files.

60

Notes:

Slide 63: Knowledge Check

Session 1 VA Talent Management System

Knowledge Check

List the four file types that AICC requires:

- a) AICC 2004, AICC 1.2, AICC 2004Ed, and AIFF
- b) Course, Structure, Description, and Assignable
- c) AML, CSV, MP4, and XLS
- d) XML, HTML, Assignable, and Structure



61

Notes:

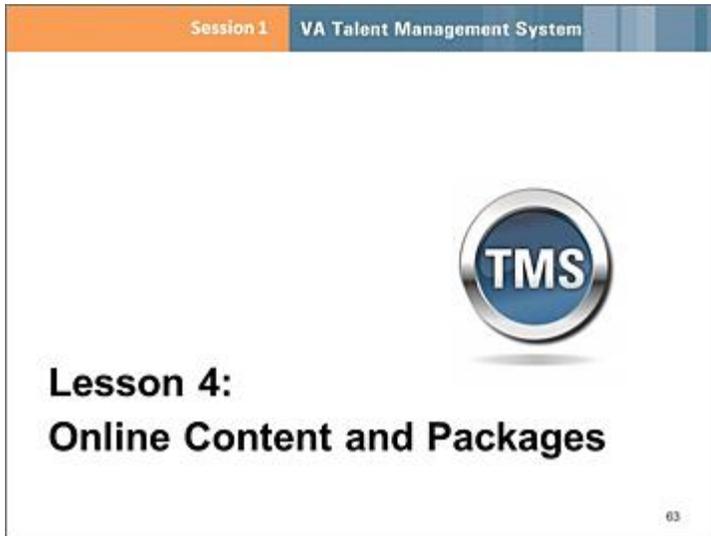
Slide 64: Knowledge Check



Notes:

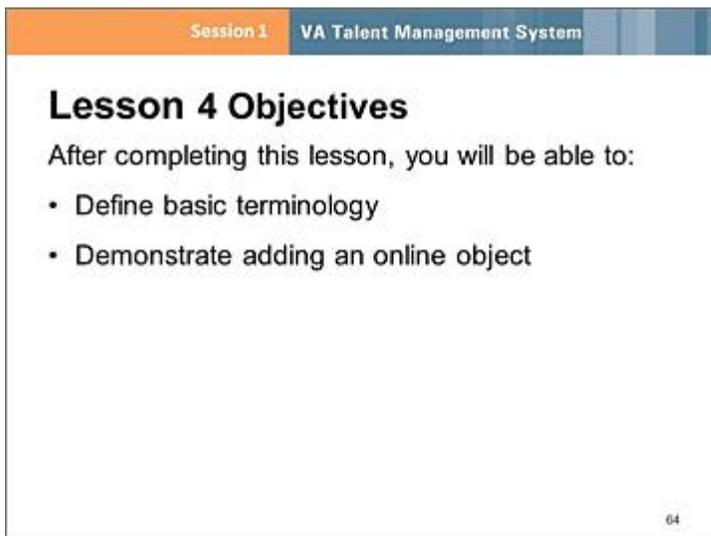
Slide 65: Questions?

2.5 Lesson 4: Online Content and Packages



Notes:

Slide 66: Lesson 4: Online Content and Packages



Notes:

Slide 67: Lesson 4 Objectives

Session 1 VA Talent Management System

Content Objects

- Content objects=Building blocks in online items
- Specify location of content via URL address and how to communicate user interaction
- Record that includes launch method and location
- Content does not reside with the TMS
- Content is typically stored on a server

65

Notes:

Slide 68: Content Objects

Session 1 VA Talent Management System

Content Object Record

The content object record is organized into functional areas by tabs. These tabs include:

- Summary
- AICC Support
- Cross Domain
- Launch Method
- Objectives



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Notes:

Slide 69: Content Object Records

Session 1 VA Talent Management System

Launch Methods

- Content Player
- Document
- AICC
- Browser
- SCORM 1.2, SCORM 2004 (a.k.a. SCORM 1.3), and SCORM 2004 4Ed.

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Notes:

Slide 70: Launch Methods

Session 1 VA Talent Management System



Demonstration: Content Object Record

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Notes:

Slide 71: Demonstration: Content Object Record



Demonstration: Content Object Record

Log in to the VA TMS and demonstrate the following Content Object Record tabs:

- **Summary Tab:** The **Summary** tab contains basic information about the content object record, including the content object title, the domain in which it belongs, the name of the user who built the object, the build date, a description of the content object, and the developer tools used to build the object
- **AICC Support Tab:** The **AICC Support** tab automatically passes AICC support data to content under AICC core vendor or SCORM launch data. These data are typically used to send information that is critical to the content launch
- **Cross-Domain Tab:** The **Cross-Domain** tab is used for SCORM content located on a different domain name than the VA TMS. This tab requires activation in system configuration. Please consult with your Project Manager and the VA TMS Support team for the best approach for supporting cross domains
- **Launch Method Tab:** The **Launch Method** tab identifies the type and path of the content.

The VA TMS initializes the SCORM APIs when the user launches the content. Content objects of one of these three types must conform to the appropriate version of SCORM and communicate with the VA TMS using SCORM standards.

NOTE: Owing to the advanced sequencing and navigation functions included in the SCORM 2004 standard, special care must be taken to ensure these functions work properly in the VA TMS. Content using this standard should be imported using the instructions listed in the “Content Package” section of this session. Individual content objects should not be manually created when using SCORM 2004 compliant courseware.

Select the **Enable Mobile Device** checkbox to enable content to be launched from a mobile device. This is a similar function to the **Content is Online** checkbox, but specifically for mobile devices. If you have a version specifically designed for mobile devices, the content path goes into **Mobile Filename** field otherwise it can be left blank. The **Content Must Launch** method must be set to AICC.

- **Objectives Tab:** The **Objectives** tab establishes an objective-content relationship. Objectives are associated with multiple content objects, items, competencies, questions, and exams. Administrators use objectives for adaptive learning within the VA TMS online exams
NOTE: Please refer to the VA TMS: Online Exams course for additional information.



Notes:

Slide 72: Activity #5: Create a Content Object



Activity #5: Create a Content Object

1. Select the **Content Object** tab. Navigate to **Content**.
2. Select the **Add New** link.
3. Enter a **content object ID** and **title** for the content object.
4. Select a **domain**.
5. Leave the **Build User, Company, Location, Date,** and **Developer Tool** fields blank.
6. Check the **Content Object is Active** and **Content Object is Online** checkboxes (if necessary).
7. Enter a **description** for the content object.
8. Select **Add**.
9. Select the **Launch Method** tab.
10. Select the **Browser** option.
11. Enter the **URL** address of the content in the **Filename** field.
12. Select **Apply Changes**.



The Job Aid: Create a Content Object is available in the VA TMS.

Session 1 VA Talent Management System

Content Packages

- Group of objectives and contents. Objectives are associated with questions in online exams.
- A convenient way to categorize objectives for query, search, and reporting purposes
- A single objective can be included in as many content packages as is necessary
- Example: Importing multiple modules of a SCORM 2004 course from a third party vendor. This would help to keep all the course objectives and content intact for each module in the course

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Notes:

Slide 73: Content Packages

Session 1 VA Talent Management System



Demonstration: Create a Content Package

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Notes:

Slide 74: Demonstration: Create a Content Package



Demonstration: Create a Content Package

To create a content package:

1. Navigate to **Content > Content Packages**.
2. Select the **Add New** link.
3. Enter a content package ID. **Note:** Tell participants that according to the VA TMS naming convention, the first part of the content package ID is generally the 3 or 4 character domain.
4. Enter the title for the content package VA Home.
5. Select a domain.
6. Enter a description for the content package.
7. Select **Add**.
8. Select the **Objectives** tab to add objectives.
9. Select the **Content** tab.
10. Enter an object label. This is a title and is visible to the users.
11. Select the **Folder**, **Content**, or **Exam** radio button (in this example, select the **Content** button).
12. Enter or search for your content object ID.
13. Select **Add**.
14. Select **Return to Content Structure**.



Notes:

Slide 75: Activity #6: Create a Content Package



Activity #6: Create a Content Package

1. Navigate to **Content > Content Packages**.
2. Select the **Add New** link.
3. Enter a content package ID.
4. Enter the title for the content package *VA Home*.
5. Select a domain.
6. Enter a description for the content package.
7. Select **Add**.
8. Select the **Objectives** tab to add objectives.
9. Select the **Content** tab.
10. Enter an object label. This is a title and is visible to the users.
11. Select the **Folder**, **Content**, or **Exam** radio button (in this example, select the **Content** button).
12. Enter or search for your content object ID.
13. Select **Add**.
14. Select **Return to Content Structure**.

Session 1 VA Talent Management System

Knowledge Check

A content object is used to ____.

- a) add content to packages
- b) associate objectives with questions
- c) group objectives
- d) indicate where the online content is located on a server outside of the VA TMS



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Notes:

Slide 76: Knowledge Check

Session 1 VA Talent Management System

Knowledge Check

To successfully create and implement an item with online content in the VA TMS, begin by:

- a) creating the content using any development tool
- b) uploading the content to a public location
- c) integrating content into the VA TMS
- d) testing the online item from the user application



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Notes:

Slide 77: Knowledge Check

Session 1 VA Talent Management System

Knowledge Check

In the structure of the naming convention in the VA TMS, the first part is the three- or four-character _____.

- a) catalog
- b) competency
- c) domain
- d) item ID



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Notes:

Slide 78: Knowledge Check

Session 1 VA Talent Management System

Knowledge Check

Which option below is one of the five content object launch methods?

- a) Build location
- b) Content object record
- c) Content package
- d) Browser



76

Notes:

Slide 79: Knowledge Check



Notes:

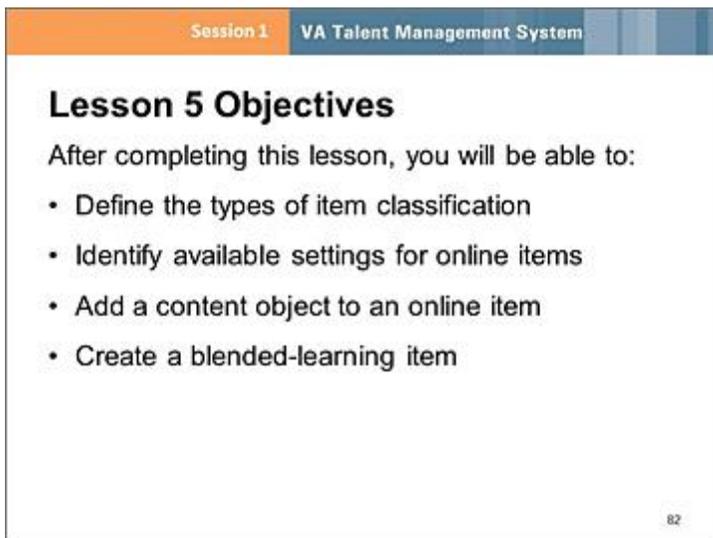
Slide 80: Questions

2.6 Lesson 5: Items with Online Content



Notes:

Slide 81: Lesson 5: Items with Online Content



Notes:

Slide 82: Lesson 5 Objectives

Session 1 VA Talent Management System

Review of Item Classifications

- Scheduled Only
- Online Only
- Scheduled and Online
- Other

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Notes:

Slide 83: Review of Item Classifications

Session 1 VA Talent Management System

Items with Online Content

- Items with online content can be either Online Only or Blended Items, a mix of Instructor-Led and Online Content
- Online items are also known as asynchronous learning since there is no instructor or time associated with the item
- Users can access online items at their own convenience
- Administrators are responsible for assigning items to user Learning Plans and catalogs after creating the content

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Notes:

Slide 84: Items with Online Content

Session 1 VA Talent Management System

Creating an Item with Online Content

Content is selected from the following choices:

- **Add Folder:** Organize complex content by grouping and sequencing assigned content objects
- **Add Content Object:** Administrators assign individual content objects
- **Add Exam Object:** TMS exam
- **Add Content Package:** Add multiple objects to the item content structure



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Notes:

Slide 85: Creating an Item with Online Content

Session 1 VA Talent Management System

Edit Online Settings

- Once the online structure is determined, you must configure the item settings
- For example, a learning event may be recorded for the item after a user successfully completes all online content objects (and/or exams, if applicable)

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Notes:

Slide 86: Edit Online Settings



Notes:

Slide 87: Demonstration: Items with Online Content



Demonstration: Items with Online Content

1. Create an item with the type of **Online Only**.
2. After entering the information on the initial screen, select **Continue** instead of **Save and Exit**.
3. Select **Settings** in the header.
4. Select **Modify Settings** from the drop-down menu.
5. Check the **Content is available for launch** (available for users) checkbox.
6. Check the **Record learning event when all content is complete** checkbox.
7. Select a completion status from the **Completion Status** drop-down menu.
8. Select the **Allow users to review content from Completed Works** checkbox if desired.
9. Select **OK**.
10. Select the plus sign (Associate content to item icon) in the table header.
11. Select **Add Content Object** from the drop-down menu.
12. Search for and select the content object.
13. Enter the object name (e.g., “Select to Start Content,” or what you want the user to see if there are multiple objects in this item).
14. If the content does not send completion information to the VA TMS, check **Mark this object complete when launched**.
15. If you are creating a folder structure to organize content within this item, you could create a new folder or add this object to an existing one. Otherwise, leave **Save in Folder: Root Level** as it is.



Notes:

Slide 88: Activity #7: Create an Item with Online Content



Activity #7: Create an Item with Online Content

1. Create an item with the type of **Online Only**.
2. After entering the information on the initial screen, select **Continue** instead of **Save and Exit**.
3. Select **Settings** in the header.
4. Select **Modify Settings** from the drop-down menu.
5. Check the **Content is available for launch** (available for users) checkbox.
6. Check the **Record learning event when all content is complete** checkbox.
7. Select a completion status from the **Completion Status** drop-down menu.
8. Select the **Allow users to review content from Completed Works** checkbox if desired.
9. Select **OK**.
10. Select the plus sign (Associate content to item icon) in the table header.
11. Select **Add Content Object** from the drop-down menu.
12. Search for and select the content object.
13. Enter the object name (e.g., “Select to Start Content,” or what you want the user to see if there are multiple objects in this item).
14. If the content does not send completion information to the VA TMS, check **Mark this object complete when launched**.
15. If you are creating a folder structure to organize content within this item, you could create a new folder or add this object to an existing one. Otherwise, leave **Save in Folder: Root Level** as it is.



The Job Aid: Create Online Items is available in the VA TMS.

Session 1 VA Talent Management System

Blended Items

- Blended learning courses are typically a "blend" of instructor-led and Web-based training
- The item's Segment tab in the Related area includes one or more segments which enable the item to be scheduled
- The item's Online Content tab includes one or more content or exam objects

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Notes:

Slide 89: Blended Items

Session 1 VA Talent Management System



Demonstration: Create a Blended Item

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Notes:

Slide 90: Demonstration: Create a Blended Item



Demonstration: Create a Blended Item

To create a blended item:

1. Navigate to **Learning Administration**.
2. Enter *Add Item* into the **Search** field below the **Button** bar.
3. Select **Go**.
4. Select **Scheduled and Online**. The plus sign changes to a checkmark.
5. Select **OK**.
6. Select an item type and enter the item ID.
7. Enter a title and the description of the item.
8. Select a domain ID for the item (you may need to scroll down using the inner window's scrollbar on the right).
9. Select the **Go to Advanced Schedule** button to change or add additional segments.
10. Enter a description and duration for each segment.
11. To add more segments, select the **Add New** icon in the table header. Enter day number, description, duration, delay start, and location type for each segment. Select the **Add** button.
12. Once you finish adding segments, select **Continue**.
13. Select the **Associate content to item** icon in the table header.
14. Select **Add Content Object** from the drop-down menu.
15. Search for and select the content object to add.
16. Enter the object name (e.g., "Select to Start Content" or what you want the user to see if there are multiple objects in this item).
17. If the content does not send completion information to the VA TMS, check the **Mark this object complete when launched** checkbox.
18. If you are creating a folder structure to organize content within this item, create a new folder or add this object to an existing one. Otherwise, leave **Save in Folder: Root Level** as it is.
19. Select **OK**.
20. Repeat steps 13–19 to add more content objects.

21. Select **Settings** in the table header.
22. Select **Modify Settings** from the drop-down menu.
23. Select a completion status from the **Online Completion Status** drop-down menu.
24. Check the **Content is available for launch** (available for users) checkbox.
25. Check the **Record learning event when all content is complete** checkbox.
26. Select **Allow users to review content from Completed Works** checkbox if desired.
27. Select **OK**.
28. Select **Save & Exit**.



The Job Aid: Create Blended Items is available in the VA TMS.



Notes:

Slide 91: Activity #8: Create a Blended Item



Activity #8: Create a Blended Item

1. Navigate to **Learning Administration**.
2. Enter *Add Item* into the **Search** field below the **Button** bar.
3. Select **Go**.
4. Select **Scheduled and Online**. The plus sign changes to a checkmark.
5. Select **OK**.
6. Select an item type and enter the item ID.
7. Enter a title and the description of the item.
8. Select a domain ID for the item (you may need to scroll down using the inner window's scrollbar on the right).
9. Select the **Go to Advanced Schedule** button to change or add additional segments.
10. Enter a description and duration for each segment.
11. To add more segments, select the **Add New** icon in the table header. Enter day number, description, duration, delay start, and location type for each segment. Select the **Add** button.
12. Once you finish adding segments, select **Continue**.
13. Select the **Associate content to item** icon in the table header.
14. Select **Add Content Object** from the drop-down menu.
15. Search for and select the content object to add.
16. Enter the object name (e.g., "Select to Start Content" or what you want the user to see if there are multiple objects in this item).
17. If the content does not send completion information to the VA TMS, check the **Mark this object complete when launched** checkbox.
18. If you are creating a folder structure to organize content within this item, create a new folder or add this object to an existing one. Otherwise, leave **Save in Folder: Root Level** as it is.
19. Select **OK**.
20. Repeat steps 13–19 to add more content objects.

21. Select **Settings** in the table header.
22. Select **Modify Settings** from the drop-down menu.
23. Select a completion status from the **Online Completion Status** drop-down menu.
24. Check the **Content is available for launch** (available for users) checkbox.
25. Check the **Record learning event when all content is complete** checkbox.
26. Select **Allow users to review content from Completed Works** checkbox if desired.
27. Select **OK**.
28. Select **Save & Exit**.



The Job Aid: Create Blended Items is available in the VA TMS.

Session 1 VA Talent Management System

Knowledge Check

Under the Online Settings button, administrators can _____.

- a) assign content objects to items
- b) edit the online settings but not the status for the item
- c) filter a search for an item
- d) publish reports on items



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Notes:

Slide 92: Knowledge Check

Session 1 VA Talent Management System

Knowledge Check

The _____ icon represents the master folder where you can link existing online content to an item.

- a) file cabinet (or folder)
- b) magnifying glass
- c) manila folder
- d) page



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Notes:

Slide 93: Knowledge Check

Session 1 VA Talent Management System

Knowledge Check

A/An _____ item combines both online and instructor-led items.

- a) blended
- b) online
- c) other
- d) scheduled offering



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Notes:

Slide 94: Knowledge Check

Session 1 VA Talent Management System

Questions?

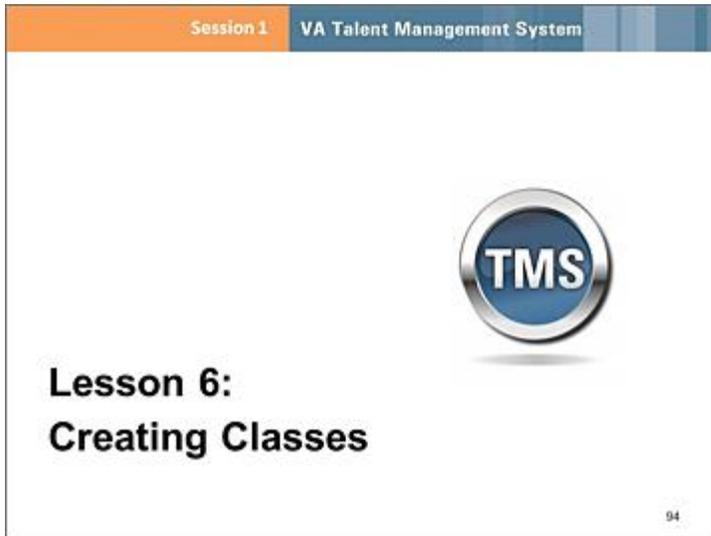


93

Notes:

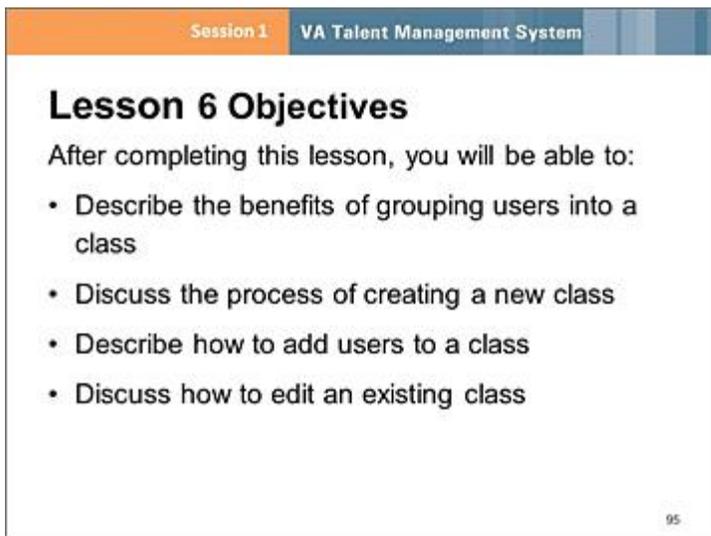
Slide 95: Questions?

2.7 Lesson 6: Creating Classes



Notes:

Slide 96: Lesson 6: Creating Classes



Notes:

Slide 97: Lesson 6 Objectives

Session 1 VA Talent Management System

Classes Defined

Classes are generally used as a grouping tool for users who go through a common set of scheduled offerings. Creating, maintaining, and deleting classes are **manual** (not automatic) processes.

Creating a class makes it easier to:

- Generate group reports
- Schedule groups

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Notes:

Slide 98: Classes Defined

Session 1 VA Talent Management System



Demonstration: Creating a Class

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Notes:

Slide 99: Demonstration: Creating a Class



Demonstration: Creating a Class

Create a Class:

1. Go to **Learning > Classes > Add New**.
2. Enter **Train-102** as the **Class ID**. **Note:** Based on current VA business policy, there is a specified naming convention for classes. The first part is the three or four character domain ID followed by a hyphen. The second part is a three digit number. This number is sequential. You must perform a search each time to find the next number to use.
3. Enter **Training for VBA timekeepers** as the **Description**.
4. Select the magnifying glass in the **Domain** field. Enter **Train** in the **Domain ID** field. Select **Search**. Select **TRAIN**.
5. Explain that Curriculum is not mandatory. Typically, admins will build a curriculum for the class first and then search for it on this page.
6. Leave **Max Size** blank.
7. Select a **Start Date** and **End Date**. Use today's date for the start date and one year out for the end date.
8. Select **Add**. You have successfully added a class. Now you will add users to the class.

Add Users to a Class:

1. Select the **Users** tab.
2. Select **Add one or more from list**.
3. Enter search criteria and select **search**.
4. Select the Users you want to add to the class.
5. Select **Add**.
6. Select **Apply Changes**. You have successfully added users to a class.

Edit a Class:

1. Navigate to **Learning > Classes**.
2. Enter search criteria for the class you just created (e.g., Train-102). Select **Search**.
3. Select the **edit icon (e.g., pencil)** next to the class you are searching for.
4. Change the **Start Date**.
5. Select **Apply Changes**. You have successfully edited a class.



Notes:

Slide 100: Activity #9: Creating a Class



Activity #9: Creating a Class

Complete the activities below. Be sure to follow VA business policy naming conventions when creating your Class ID.

Create a Class:

1. Go to **Learning > Classes > Add New**.
2. Enter the **Class ID**. **Note:** Based on current VA business policy, there is a specified naming convention for classes. The first part is the three or four character domain ID followed by a hyphen. The second part is a three digit number. This number is sequential. You must perform a search each time to find the next number to use.
3. Enter the **Description**.
4. Select the **Domain**.
5. Leave **Curriculum** blank as it is not mandatory. Typically, admins will build a curriculum for the class first and then search for it on this page.
6. Leave **Max Size** blank.
7. Select a **Start Date** and **End Date**.
8. Select **Add**. You have successfully added a class. Now you will add users to the class.

Add Users to a Class:

1. Select the **Users** tab.
2. Select **Add one or more from list**.
3. Enter search criteria and select **search**.
4. Select the Users you want to add to the class.
5. Select **Add**.
6. Select **Apply Changes**. You have successfully added users to a class.

Edit a Class:

1. Navigate to **Learning > Classes**.
2. Enter search criteria for the class you just created. Select **Search**.
3. Select the **edit icon (e.g., pencil)** next to the class you are searching for.
4. Change the **Start Date**.
5. Select **Apply Changes**. You have successfully edited a class.

Session 1 VA Talent Management System

Knowledge Check

To successfully add a new class you must:

- a) remove the previous class
- b) input a Class ID
- c) complete the Custom Fields tab
- d) select the Auto Register checkbox



99

Notes:

Slide 101: Knowledge Check

Session 1 VA Talent Management System

Knowledge Check

The VA TMS feature that allows for group reporting and group scheduling is:

- a) assigning resources
- b) copying resources
- c) copying scheduled offerings
- d) creating a class



100

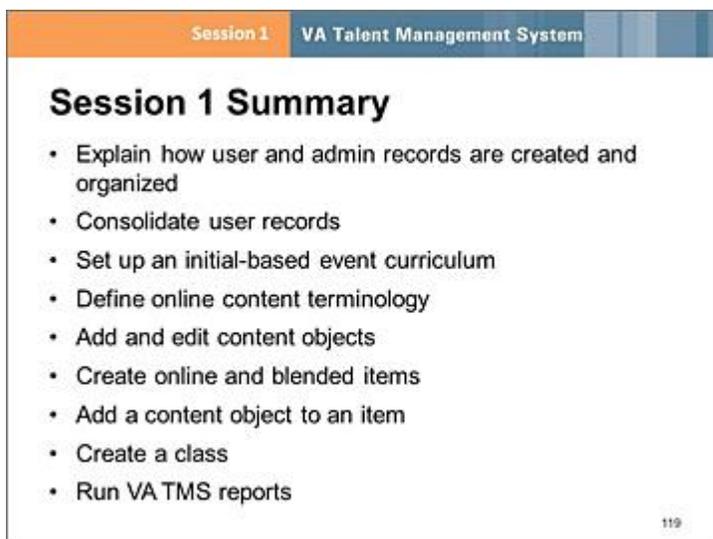
Notes:

Slide 102: Knowledge Check



Notes:

Slide 103: Questions?



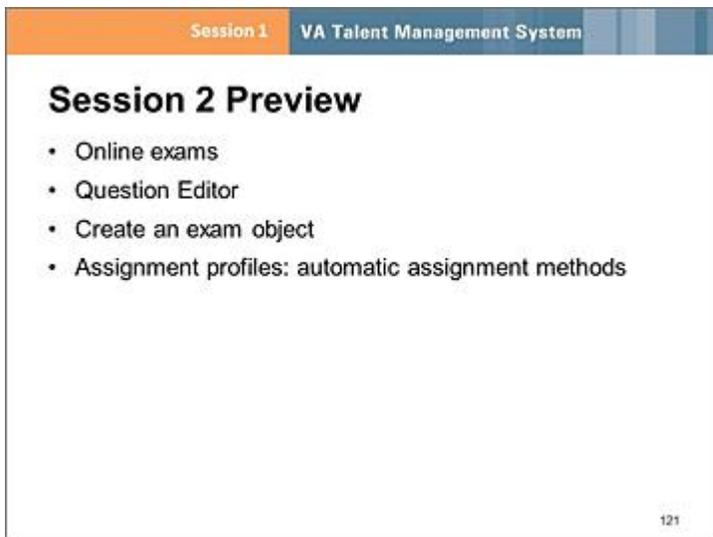
Notes:

Slide 104: Session 1 Summary



Notes:

Slide 105: Questions?



Notes:

Slide 105: Session 2 Preview

3.0 Appendix – VA TMS Functions and Associated Roles

NOTE: Gray columns indicate add-on roles; white columns indicate stand-alone roles.

Table 2: VA TMS Functions and Associated Roles

VA TMS Admin Function	LM	DM	IM	RM	SM	AM	APM	HD	PR	QEM	CM	CIM	HR	RPT	AHN	PM	COM	ACM	ACIM	MSE	MSEHD	
Unlock User Accounts	X							X	X													
Reset User Passwords	X							X	X													
Change Supervisors for a group of Users	X																					
Proxy into Users accounts	X							X														
Add/Remove Items to/from Learning Plan	X					X																
Add/Remove Curricula Assignments	X					X																
Record Item/External Event/Scheduled Offerings	X			X																		
Edit/Delete Recorded Learning Events	X			X																		
Merge User Records		X																				
Add/Edit Items	X		X																			
Add/Edit Curricula	X		X																			
Send Notifications	X														X							
Add/Edit Scheduled Offerings	X				X																	
Register Users into a Scheduled Offerings	X			X	X																	
Edit User's Registration in Scheduled Offering	X			X	X																	
Assign/Remove Competency Profiles to/from Users											X											
Assign/Remove Competencies to/from Users											X											
Manage Administrator Accounts		X																				
Add/Edit/Copy/Delete Assignment Profiles							X															
Edit User Preferred Accreditations	X							X										X				
Edit User Occupational Categories	X							X										X				
Add/Edit/Delete Competencies											X											
Add/Remove Competencies from Items												X										
Add/Edit/Delete Competency Profiles											X											
Enter/Delete Competency Assessments for Users	X			X		X					X											
Add/Edit/Delete Questions										X												
Add/Edit/Delete Exam Objects										X												
Assign/Remove Questions to/from Exam Objects										X												
Add Questionnaire/Surveys										X												
Unassign a Survey from Users	X																					
Edit Organization Dashboard Ownership		X																				
Add/Edit Accreditations																		X				
Apply Accreditations to Items																		X	X			
View sensitive information on Users Records													X									
Create and Manage Communities																	X					
Run various Standard and Custom Reports	X		X	X	X	X							X	X								
View Self Enrolled User	X					X		X													X	X
Validate Self Enrolled User																					X	
Bookmark Available Entities	X		X	X	X	X		X														
Download Search Results	X		X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X