



# **VA TMS Domain Manager and Learning Manager Administrator Course**

## **Session 2 of 3**

Virtual Instructor-Led Training  
Participant Guide

May 2015

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## 1.0 Session 2 of 3

### 1.1 Welcome and Introduction



Notes:

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



Notes:

Slide 2: Participant Introductions

Session 2 VA Talent Management System

## Logistics

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

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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

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## 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

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## 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

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## Training Methods

- Content Presentations
- Instructor Demonstrations
- Practice Activities
- Knowledge Checks

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Notes:

Slide 7: Training Methods

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## Participant Guide

This guide contains:

- Copies of all PowerPoint slides
- Space for taking notes
- Directions for completing individual and group activities



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Notes:

Slide 8: Participant Guide

Session 2 VA Talent Management System

## Session 2 Overview

- Lesson 1: Online Exams Overview
- Lesson 2: Question Editor
- Lesson 3: Creating an Exam Object
- Lesson 4: Assignment Profiles: Automatic Assignment Methods

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Notes:

Slide 9: Session 2 Overview

Session 2 VA Talent Management System

## Session 2 Objectives

- Use the Question Editor
- Create an exam object
- Demonstrate how to use automatic assignment methods for assigning items and curricula to users

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Notes:

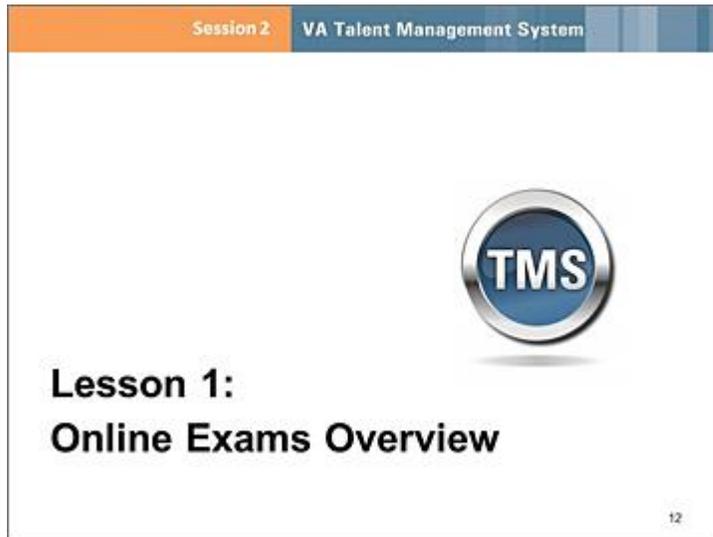
Slide 10: Session 2 Objectives



Notes:

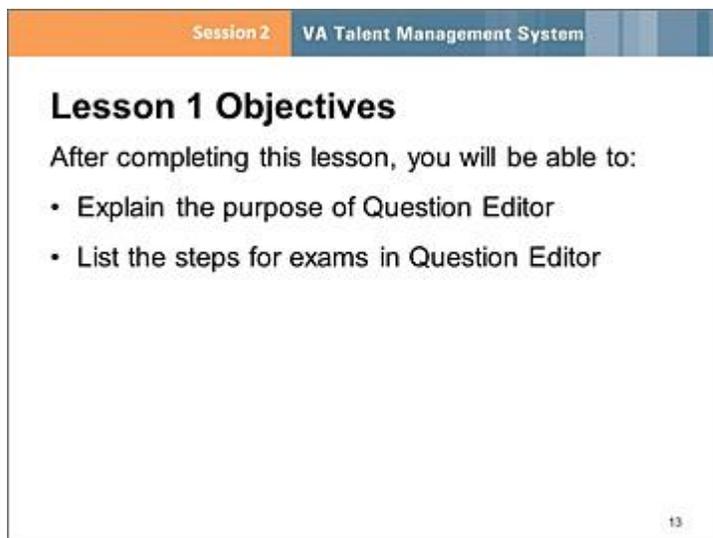
Slide 11: Questions?

## 1.2 Lesson 1: Online Exams Overview



Notes:

Slide 12: Lesson 1: Online Exams Overview



Notes:

Slide 13: Lesson 1 Objectives

Session 2 VA Talent Management System

## Online Exams Overview

The Question Editor or QE allows you to:

- Create questions
- Associate questions to an online exam
- Allow users to launch the exam from their To-Do Lists
- Track users' scores
- Allow users to review the questions they missed or all the questions

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Notes:

Slide 14: Online Exams Overview

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## Exam Process Flow

1. Create questions in Question Editor related to the objectives.
2. Identify and create the objectives (optional, but needed for question pooling on exams).
3. Create a new exam.
4. Add questions to the exam.
5. Create a new item or add exam to the item.
6. Define online settings for the item.
7. Test the item and exam in the user interface.

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Notes:

Slide 15: Exam Process Flow

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## Knowledge Check

The Question Editor allows you to create \_\_\_\_\_ inside the VA TMS and associate them to an online exam.

When an \_\_\_\_\_ is associated with an item, users can launch it from their To-Do Lists.

When pooling exam questions, you need to identify and create the \_\_\_\_\_.



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Notes:

Slide 16: Knowledge Check

Session 2 VA Talent Management System

## Questions?

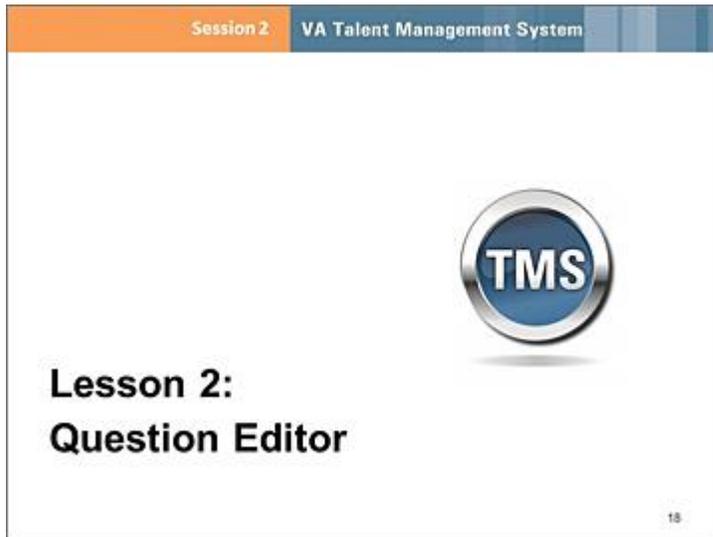


17

Notes:

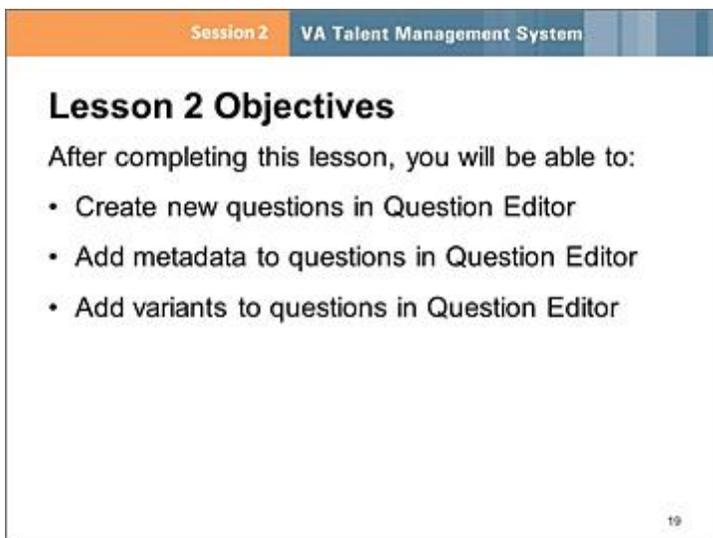
Slide 17: Questions?

### 1.3 Lesson 2: Question Editor



Notes:

Slide 18: Lesson 2: Question Editor



Notes:

Slide 19: Lesson 2 Objectives

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## Understanding the Screen Layout

The Question Editor interface is different from the other features and tools in the VA TMS.



Header: Question Name: TQM\_0001\_01 (Draft)

Menu: [Icons]

Question settings: Number: 1, Type: Multiple Choice, Randomize

Menu: [Icons]

Editing and formatting: [Icons]

Question stem: China is on the continent:

Correct answer (radio button is selected):  Asia

Distractors (one or more incorrect answers):  Antarctica,  Africa

Palette: Question work space

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Notes:

Slide 20: Understanding the Screen Layout

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## Question Types

- True/False
- Multiple Choice/Single Answer (MCSA)
- Multiple Choice/Multiple Answer (MCMA)
- External: Questions imported from another application outside the VA TMS



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Notes:

Slide 21: Question Types



Notes:

Slide 22: Demonstration: Creating a New Question



### **Demonstration: Create a New Question**

As previously described, a question is made up of the question text (question stem) with optional supporting graphics, and one or more correct responses and additional incorrect responses (distractors). For the basic exam question, you do not need to associate any objectives.

To create a new basic question in the Question Editor:

1. Log in to the VA TMS as an admin.
2. Navigate to **Content > Questions**. The Questions Search screen displays.
3. Select **Add New**. The Add New Question pop-up window displays.
4. Enter the **Question Name** and **Domain**. **NOTE:** Avoid using spaces in the question name. If you do not know the domain, select the Search icon to search for and select the domain.
5. Select a question type from the Question Type drop-down menu.
6. Select the **magnifying glass** to search for an objective.
7. Enter search criteria in the Objective Search window.
8. Select **Search**.
9. Select the desired objective. **NOTE:** We will discuss more details for associating objectives to an exam question later.
10. Select **Add**. You are taken to the Questions Add New screen.
11. Select in the **top box** and enter the question stem.
12. Select in each of the boxes with the radio buttons and enter the answer choices for the question. **NOTE:** Enter the correct answer in the textbox with the selected radio button.
13. When you have finished entering your question stem and answer choices, select the **Available for Exams checkbox** and select **Activate** to make the question active in the database.
14. Select **Save Question** to save the question.

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## System Login

- Go to <https://va-train2.plateau.com/learning/admin/login.do>
- Enter your TRAIN Admin Username
- Enter your TRAIN Admin Password



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Notes:

Slide 23: System Login

Session 2 VA Talent Management System

## Activity #1: Create a New Question

### System Practice



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Notes:

Slide 24: Activity #1: Create a New Question



### Activity #1: Create a New Question

1. Log in to the **admin interface** of the VA TMS.
2. Navigate to **Content > Questions**. The Questions Search screen displays.
3. Select **Add New**. The Add New Question pop-up window displays.
4. Enter the **Question Name** and **Domain**. **NOTE:** Avoid using spaces in the question name. If you do not know the domain, select the search icon to search for and select the domain.
5. Select a question type from the Question Type drop-down menu.
6. Select the **magnifying glass** to search for an objective.
7. Enter search criteria in the Objective Search window.
8. Select **Search**.
9. Select the desired objective. **NOTE:** We will discuss more details for associating objectives to an exam question later.
10. Select **Add**. You are taken to the Questions Add New screen.
11. Select in the **top box** and enter the question stem.
12. Select in each of the boxes with the radio buttons and enter the answer choices for the question. **NOTE:** Enter the correct answer in the textbox with the selected radio button.
13. When you have finished entering your question stem and answer choices, select the **Available for Exams checkbox** and select **Activate** to make the question active in the database.
14. Select **Save Question** to save the question.
15. You can choose to keep this question open as you will be building from this in the next activity.



The Job Aid: Question Editor is available in the VA TMS.

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## Question Metadata

- Metadata is used to uniquely identify each question. When you create a new question, you enter the question name and domain.
- In the Question Editor workspace, you can add a description and relevant keywords for the question in the Question Metadata section.

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Notes:

Slide 25: Question Metadata

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## Demonstration: Adding Question Metadata

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Notes:

Slide 26: Demonstration: Adding Question Metadata



### Demonstration: Adding Question Metadata

To add question metadata:

1. Using the question created in Activity #1, select the arrows on the Question Metadata section to expand the section. **NOTE:** If you already navigated away from the question, search for the question and access it in edit mode (see “Searching for Questions” for details on how to search for questions in Question Editor).
2. Enter a domain (administrative group that controls the question record).
3. Enter a description of the question.
4. Enter keywords that can be used to locate the question when conducting a search. The format is keyword one, keyword two, keyword three, etc.
5. If custom columns have been defined, enter/select the applicable data.
6. Save the question by selecting the **Save** button on the toolbar.



Notes:

Slide 27: Activity #2: Create Metadata



## Activity #2: Create Metadata

1. Using the question created in Activity #1, select the arrows on the Question Metadata section to expand the section. **NOTE:** If you already navigated away from the question, search for the question and access it in edit mode (see “Searching for Questions” for details on how to search for questions in Question Editor).
2. Enter a domain (administrative group that controls the question record).
3. Enter a description of the question.
4. Enter keywords that can be used to locate the question when conducting a search. The format is keyword one, keyword two, keyword three, etc.
5. If custom columns have been defined, enter/select the applicable data.
6. Save the question by selecting the **Save** button on the toolbar.

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## Variant

- A variant is a different way to ask the same question.
- All questions have one or more variants, and each variant of a question can use a different question type.
- All variants share the same question name.

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Notes:

Slide 28: Variant

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## Variant Table

The variant table contains all variations of a question. Select the **expand arrow** to see all variants of a question.

You can navigate between variants using the question menu

Click the **expand arrow** to show all variants of this question

Trash can icon = you can edit or delete the variant  
It is not in use in an exam

Exam icon = you cannot edit or delete the variant  
It is in use in an exam (even if exam is not active)  
Refer to notes on revising variants for more information

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Notes:

Slide 29: Variant Table



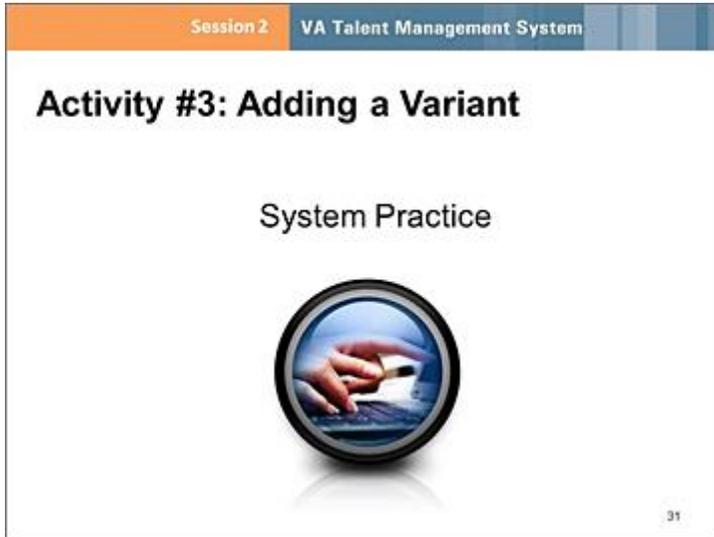
Notes:

Slide 30: Demonstration: Adding Variants



### Demonstration: Adding Variants

1. Use the question from the previous demonstrations. The Edit Question screen displays. **NOTE:** See “Searching for Questions” section for details on searching.
2. Select **Actions** on the toolbar.
3. Select **Add New Variant** from the drop-down menu. A new variant is added to the list and the workspace is ready for you to enter your question variant.
4. Select the **Type** drop-down in the variant Type column to select a new question type if desired. If you change the type, a warning box displays.
5. Select **OK** to proceed.
6. Select in the top textbox and enter the question stem.
7. Select in each textbox below the question stem to enter the distractors (remember to indicate the correct response(s)).
8. Enter question metadata as necessary.
9. If necessary, check the **Available for Exams** checkbox to make the variant available and active.
10. Select **Activate** if the warning message displays.
11. Select **Save** to save the question variant.



Notes:

Slide 31: Activity #3: Adding a Variant



### Activity #3: Adding a Variant

To add a variant:

1. Using the question created in the previous activity, select **Actions** on the toolbar
2. Select **Add New Variant** from the drop-down menu. **NOTE:** If you already navigated away from the question, search for the question and access it in edit mode (see “Searching for Questions” for details on how to search for questions in Question Editor).
3. Change the question type.
4. Select **OK** to the alert message.
5. Enter the question stem.
6. Enter the distractors. Make sure to indicate the correct response(s).
7. Enter any appropriate metadata in the Question Metadata section.
8. Make the question variant available for all exams.
9. Save the question variant.



The Job Aid: Question Editor is available in the VA TMS.

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## Knowledge Check

The Question Editor allows:

- a) Images to be imported for use in questions
- b) Text editing features
- c) Question preview
- d) All of the above



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Notes:

Slide 32: Knowledge Check

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## Knowledge Check

Which of the following is not true regarding a question's appearance in Question Editor?

- a) Graphics can be imported
- b) Two questions can appear on the same page
- c) Answers can be randomized
- d) Questions can be randomized



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Notes:

Slide 33: Knowledge Check

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### Knowledge Check

While taking an exam, users see only one revision of a question variant on the exam.

- a) True
- b) False



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Notes:

Slide 34: Knowledge Check

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### Knowledge Check

The Question Editor allows the admin to:

- a) Create multiple versions of the same question
- b) Determine the number of distracters to use
- c) Make the individual questions active or inactive
- d) All of the above



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Notes:

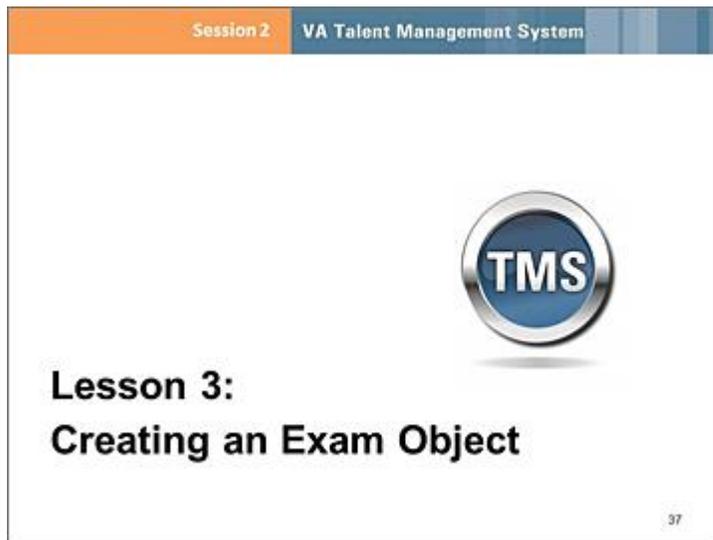
Slide 35: Knowledge Check



Notes:

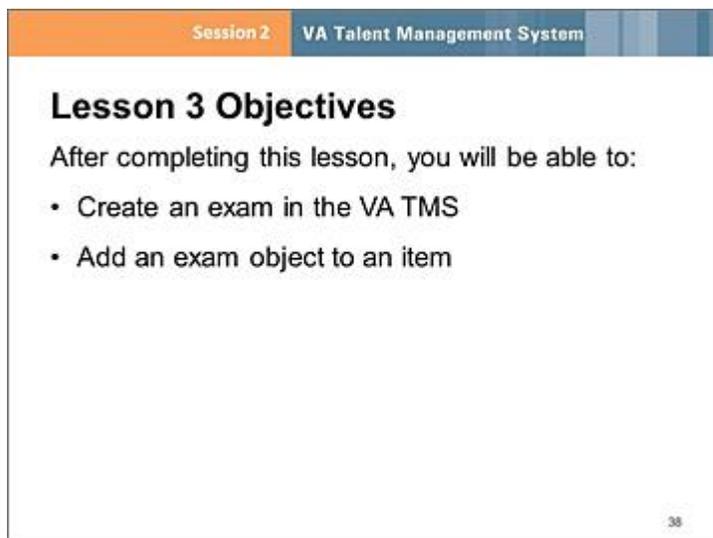
Slide 36: Questions

## 1.4 Lesson 3: Creating an Exam Object



Notes:

Slide 37: Lesson 3: Creating an Exam Object



Notes:

Slide 38: Lesson 3 Objectives

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## Exam Object

- An exam object consists of questions that display to users when they launch the item from their To-Do Lists.
- All exam objects are graded and the score is captured in the user's Learning History.

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Notes:

Slide 39: Exam Object

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## Key Points Regarding Question Editor

- **Messages:** Can be defined to display to users before, during, and after the exam
- **Object Settings:** Minimum score, number of attempts, required questions, in sequence, actions performed based on score, and whether a proctor must be used can all be defined within the object

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Notes:

Slide 40: Key Points Regarding Question Editor

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## Question Selection for Exams

There are two general methods for including questions on an exam:

1. Guarantee the inclusion of specific questions on the exam
2. Randomly select those questions that are related to specific objectives

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Notes:

Slide 41: Question Selection for Exams

Session 2 VA Talent Management System

## Exam Creation

When creating an exam in the VA TMS, you can:

- Define the exam type as sequential or free-form
- View the question count: this is defined on the Questions tab of the exam object record
- Define the pass percentage, maximum number of tries, and duration of the exam (if the exam is timed)

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Notes:

Slide 42: Exam Creation

Session 2 VA Talent Management System

## Exam Object Actions

After creating the item, you will want to determine the exam object actions including whether:

- A proctor code is needed
- To display a welcome message and whether the exam taker sees feedback
- To allow a user to start and stop the exam
- To display point values of each question or if they see exam scoring
- The exam results should be analyzed

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Notes:

Slide 43: Exam Object Actions

Session 2 VA Talent Management System



## Demonstration: Creating an Exam

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Notes:

Slide 44: Demonstration: Creating an Exam



## Demonstration: Creating an Exam

### Creating an Exam

Creating an exam in the VA TMS creates an exam object which can be added to online or blended items. When a user launches a VA TMS exam, the system tracks user's response to each question and grades the exam when the user submits his or her answers.

#### To create a simple exam:

1. Navigate to **Content > Exam Objects**.
2. Select **Add New**. Complete the required fields.
3. Check the **Is Active** checkbox to make this exam active. **NOTE:** If you are not ready to make the exam active, leave this checkbox blank. You can return to the exam object record later to make the exam object active.
4. Determine the pass percentage necessary for users to pass the exam for grading purposes. Also decide the number of attempts users can make before the system locks them out of the exam (an administrator must reset their access).
5. Enter the number of tries a user is able to take this exam in the Maximum Tries textbox.
6. Enter the duration of the exam in the Exam Duration textbox.
7. Select **Add** when you are done to add the exam record.
8. Select the **Questions** tab.
9. Enter keywords to search for questions and/or objectives to add to the exam object.
10. Select **Search**. The search results are displayed in a separate window.

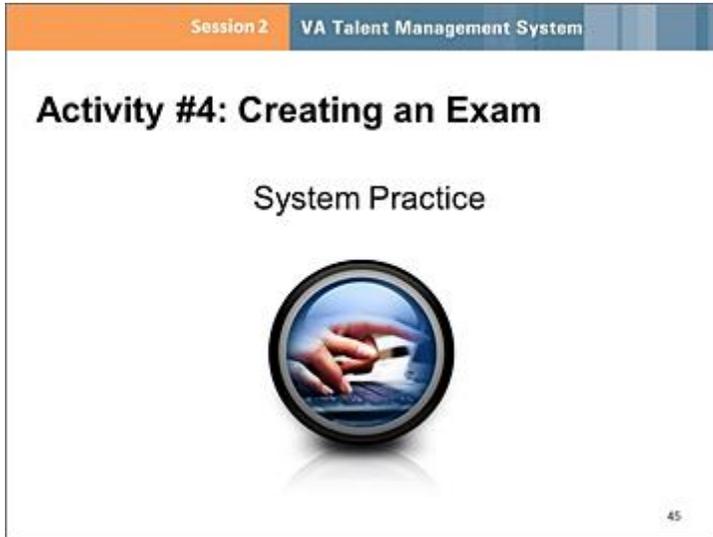
#### To select individual questions that must appear on every exam (this is also how to add a specific variant of a question to the exam):

1. Select the arrows to the left of the question name to expand each question.
2. Select the radio button for the questions you want to add. Note that you can only add one variant of a question to the exam.
3. Select **Select**.
4. Your selected questions are listed at the bottom of the Questions tab screen.
5. Select on the **Points field** and enter the points that the question is worth.
6. The system enforces order when you select the Display Questions and Objectives in Order checkbox.
7. Select the **Move Up** or **Move Down** buttons to change the display order, thereby controlling the order the questions appear in the user interface.
8. Select **Save**.

9. Select the **Preview Exam** link to view the exam as it appears at run time.
10. Select **Close** to return to your exam object record.
11. Select **Apply Changes** as you make changes to the exam. **NOTE:** Once questions are added to the exam, the administrator must still activate the exam and make it available for users to launch. Follow the steps below to perform these actions.
12. Select the **Summary** tab.
13. Check the **Is Online** and (if needed) **Is Active** checkboxes.
14. Select **Apply Changes**.



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



Notes:

Slide 45: Activity #4: Creating an Exam



## Activity #4: Creating an Exam

To create a simple exam:

1. Navigate to **Content > Exam Objects**.
2. Select **Add New**. Complete the required fields.
3. Check the **Is Active** checkbox to make this exam active.
4. Determine the pass percentage necessary for users to pass the exam for grading purposes. Also decide the number of attempts users can make before the system locks them out of the exam (an administrator must reset their access).
5. Enter the number of tries a user is able to take this exam in the Maximum Tries textbox.
6. Enter the duration of the exam in the Exam Duration textbox.
7. Determine the additional settings.
8. Select **Add** when you are done to add the exam record.
9. Select the **Questions** tab.
10. Enter keywords to search for questions and/or objectives to add to the exam object.
11. Select **Search**.

To select individual questions that must appear on every exam (this is also how to add a specific variant of a question to the exam):

1. Select the **arrows** to the left of the question name to expand each question.
2. Select the radio button for the questions you want to add. Note that you can only add one variant of a question to the exam.
3. Choose **Select**.
4. Your selected questions are listed at the bottom of the Questions tab screen.
5. Select on the **Points** field and enter the points that the question is worth.
6. The system enforces order when you select the Display Questions and Objectives in Order checkbox.
7. Select the **Move Up** or **Move Down** buttons to change the display order, thereby controlling the order the questions appear in the user interface.
8. Select **Save**.
9. Select **Preview Exam** link to view the exam as it appears at run time.

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## Add Exam Object to Existing Item

After an exam has been defined using questions that were created in Question Editor, the next steps to implement an exam are to:

1. Create an online item or add the exam object to an existing item
2. Define the online settings to include the exam

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Notes:

Slide 46: Add Exam Object to Existing Item

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## Demonstration: Adding an Exam Object to an Item

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Notes:

Slide 47: Demonstration: Adding an Exam Object to an Item



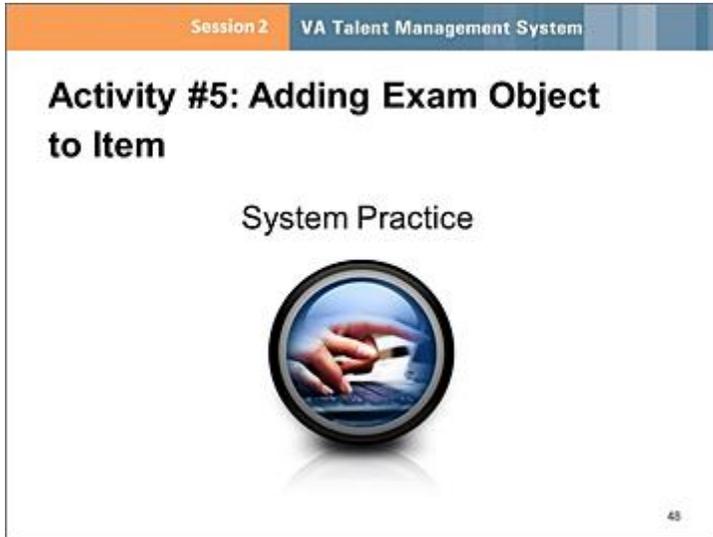
### **Demonstration: Adding an Exam Object to an Item**

1. Navigate to a previously created item and go to the **Online Content** tab in the related area.
2. Select the **Associate content to item** icon within the **Content** tab of the item record.
3. Select **Add Exam** from the drop-down menu.
4. Search for and select your exam.
5. Enter an exam name.
6. Select/enter other settings and enter appropriate options.
7. If necessary, select **Additional Information Required: Completion Status and Failure Status**.
8. Select **OK** to add the exam object to the item.
9. Within the **Online Content** tab, select the **Settings** drop-down menu.
10. Select **Modify Settings** to display the Edit Settings and Status window.
11. Select the **Content is available for launch** (available for users) checkbox.
12. Select the **Record learning event** checkbox when all content is complete.
13. Select **OK**.

**NOTE:** Exams and quizzes created outside of the VA TMS with AICC or SCORM 1.2 can be added to Items as well. The content can send pass/fail item completion information to the VA TMS. In Settings you would choose the options for **Record Learning event when content passed** or **Record learning event when content failed**.

In addition, you can choose an option in Configuration Settings that allows the VA TMS to capture a content object grade as an item grade.

**NOTE:** If an exam object is added to an Instructor-Led item, this results in the item classification being changed to Blended.



Notes:

Slide 48: Activity #5: Adding Exam Object to Item



### Activity #5: Adding Exam Object to Item

1. Navigate to **Learning > Items**.
2. Enter search criteria to search for the item and select **Search**.
3. Locate the item and select the item key to access the item in edit mode.
4. Select the **Online Content** tab from the Related area.
5. Select **Associate content to item**.
6. Select **Add Exam** from the drop-down menu.
7. Search for and select your exam.
8. Enter an exam name.
9. Check the **Restrict access to other online item objects when this exam is in progress** checkbox.
10. Check the **Record learning event when exam passed** checkbox.
11. Check the **Record a learning event when exam failed** checkbox.
12. Leave the **Exam Duration** blank.
13. Configure the **Review Options**.
14. Select **OK**. The exam is now associated with the item.
15. Within the **Online Content** tab, select **Settings** and select **Modify Settings** from the drop-down menu.
16. Check the **Content is available for launch** (available for users) checkbox.
17. Check the **Record learning event when all content is complete** checkbox.
18. Select a completion status and failure status.
19. Select **OK**.
20. Assign the item to a user.
21. Log in to the user interface, launch the item, and test the exam.



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

Session 2 VA Talent Management System

## Related Reports

- Exam Item Analysis
- Exam Objects
- User Exam Data

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Notes:

Slide 49: Related Reports

Session 2 VA Talent Management System

## Knowledge Check

When creating an exam in the VA TMS, you can:

- a) Define the exam type as sequential or free-form
- b) View the question count
- c) Define the pass percentage
- d) All of the above



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Notes:

Slide 50: Knowledge Check

Session 2 VA Talent Management System

## Knowledge Check

Exams can be timed.

- a) True
- b) False



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Notes:

Slide 51: Knowledge Check

Session 2 VA Talent Management System

## Knowledge Check

An exam object can be directly assigned to users.

- a) True
- b) False



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Notes:

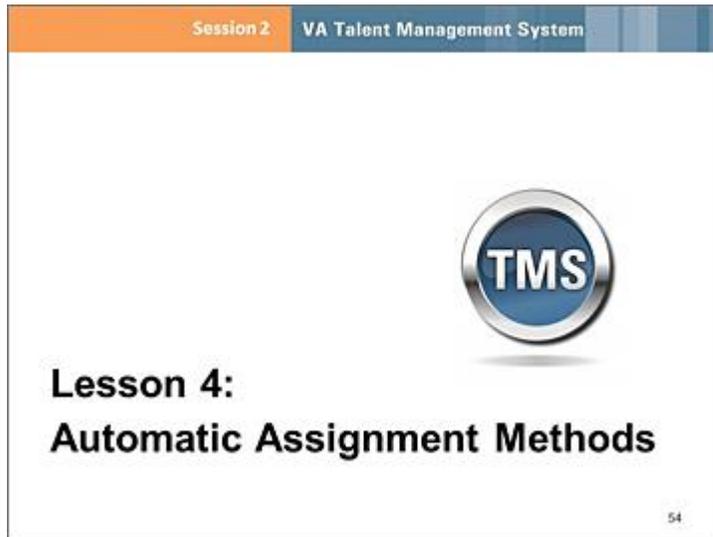
Slide 52: Knowledge Check



Notes:

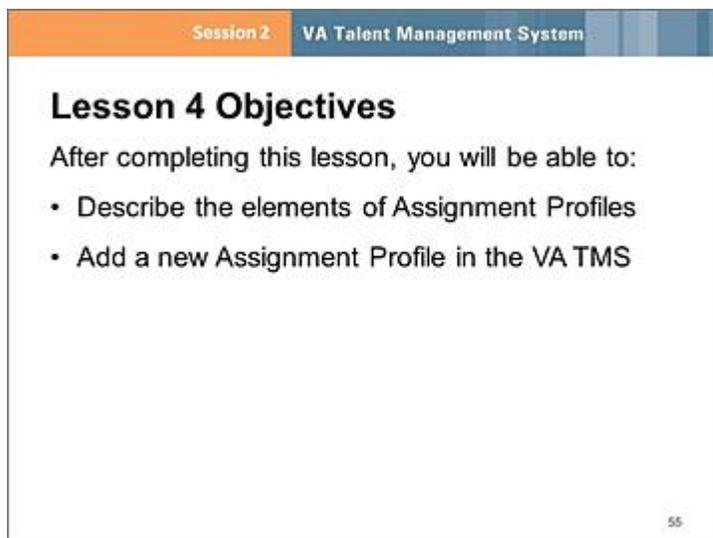
Slide 53: Questions?

## 1.5 Lesson 4: Assignment Profiles: Automatic Assignment Methods



Notes:

Slide 54: Lesson 4: Automatic Assignment Methods



Notes:

Slide 55: Lesson 4 Objectives

Session 2 VA Talent Management System

## Methods of Assigning Learning

|                       | Free-Floating Items                | Curricula                            | Batch Assign? | Automatic Assignment? |
|-----------------------|------------------------------------|--------------------------------------|---------------|-----------------------|
| User Record           | Yes (Learning Plan; no retraining) | Yes (Curricula tab or Learning Plan) | No            | No                    |
| User Needs Management | Yes                                | Yes                                  | Yes (1 time)  | No                    |
| Job Codes             | No                                 | Yes                                  | Yes           | Yes                   |
| Assignment Profiles   | Yes                                | Yes                                  | Yes           | Yes                   |

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Notes:

Slide 56: Methods of Assigning Learning

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## Attributes

Assignment Profiles are used to define, by attributes, groups of users for the purpose of making assignments. Attributes include:

- Job position
- Organization
- Employee type
- Supervisory level
- Hire date

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Notes:

Slide 57: Attributes

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## Assignment Profile

The Assignment Profile uses the common attributes of a group of users to assign curricula and items.

Key terms for assignment profiles:

- Groups
- Attributes
- Operator
- Value



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Notes:

Slide 58: Assignment Profile

Session 2 VA Talent Management System

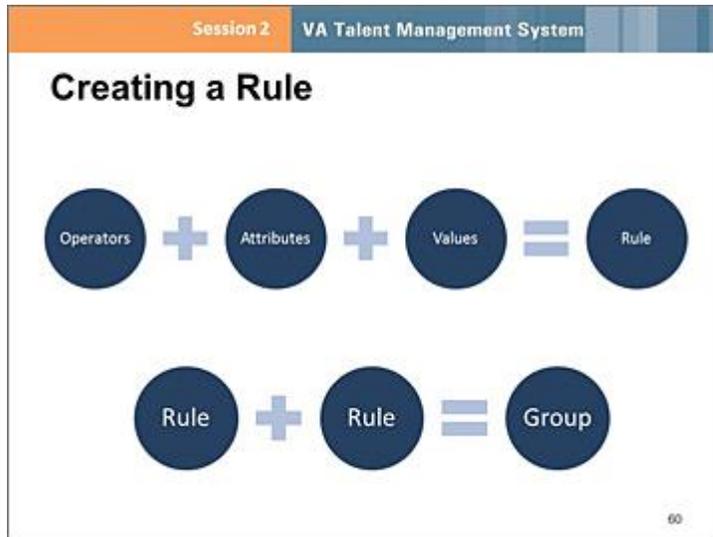
## Groups, Rules, and Attributes

- For each Assignment Profile, one or more groups of attributes may be created.
- A user's attributes must match one value from each of the attributes in any one group in order for the user to be assigned the curricula in the assignment profile.

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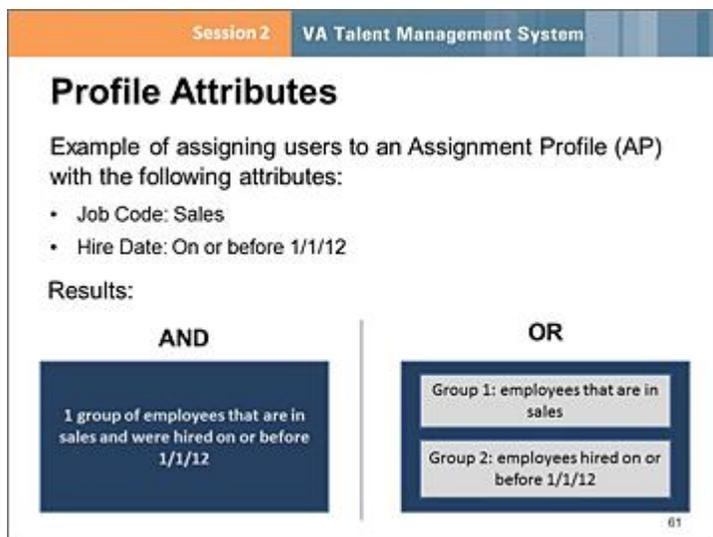
Notes:

Slide 59: Groups, Rules, and Attributes



Notes:

Slide 60: Creating a Rule



Notes:

Slide 61: Profile Attributes

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## Adding Rules to the AP



1. Use Advanced Search first to determine the correct number of users for the profile.
2. Create rules by adding attributes and values from the bottom of the screen up.
  - Rules in the same group create an AND relationship.
  - Adding a new group creates an OR relationship.
3. Add domains last.
4. Use Preview Users in Assignment Profile to check that number of users matches first search.

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Notes:

Slide 62: Adding Rules to the AP

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## Associating Learning

- Curricula and Items are added to the Assignment Profile from the Curricula tab or Items tab in the Related area.
- To “push” the curricula or items out to users who currently match the assignment profile criteria, click Propagate in the Actions area. Manual propagation only needs to be done when the Assignment Profile is initially created or if the domains or attributes change.

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Notes:

Slide 63: Associating Learning



Notes:

Slide 64: Demonstration: Assignment Profile



## Demonstration: Assignment Profile

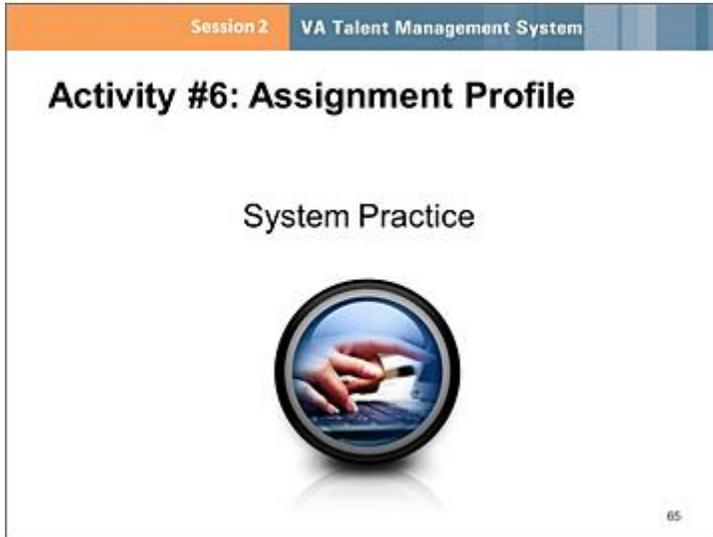
### To add a new Assignment Profile:

1. Navigate to **Users > Assignment Profile**.
2. Select **Add New**.  
**NOTE:** You can also enter *Add Assignment Profile* into the **Search** field below the **Button** bar and select **Go** or use the Add Assignment Profile quick link from the home screen.
3. Enter an Assignment Profile ID.
4. Enter a description.
5. Select a domain.
6. Enter an e-mail address for the person responsible for the Assignment Profile.
7. Enter the **Created For Information**. This identifies the person who requested the Assignment Profile to be created.
8. Enter any applicable notes.
9. Select **Add**.
10. In the **Recommended Next** box, select **Define User Pool**.
11. Select **OK** on the **Create Assignment Rules** pop-up message.
12. In the **Set up Rules** section, select **Job Location ID** from the **Select Attribute** drop-down menu.
13. Select **Matches** from the **Select Operator** drop-down menu.
14. In the values box (currently blank), use the magnifying glass icon to search for the desired values.
15. Select **Save**.
16. In the **Set up Domain** section, select **Add Domain(s)**.
17. Enter criteria to search for the desired domains. For this activity, enter the keyword **TRAIN**.
18. Select **Search**.
19. Check the **Top Level Only** checkbox.

20. Select **Add**.
21. Select in the rule title textbox and enter a rule description.
22. Select **Save**.  
**NOTE:** You must enter the rule name, attribute, operator, and value.
23. Select **Preview Users in Assignment Profile** to see which users currently match the criteria.
24. Close the preview window.
25. Select **Save**.
26. Select **Cancel** to return to the main Assignment Profile screen.
27. In the **Recommended Next** box, select **Add Curricula**.
28. Select **Add New Curricula**.
29. Enter criteria to search for curricula.
30. Select **Search**.
31. Check the **Add** checkbox for the curricula to associate with the Assignment Profile.
32. Select **Add**.
33. Repeat steps 28–32 for each curriculum to add to the profile.
34. In the Actions area, select **Propagate**. The system may require you to schedule this as a background job. Once this job runs, all users with the attributes you specified will be assigned the selected curricula. Once the Assignment Profile has been successfully propagated, the **Existing Users in Assignment Profile** link in the Actions areas can be used to display the users that are currently being affected by the Assignment Profile.



The Job Aid: Assign Learning via Assignment Profile is available in the VA TMS.



Notes:

Slide 65: Activity #6: Assignment Profile



## Activity #6: Assignment Profile

### To add a new Assignment Profile:

1. Navigate to **Users > Assignment Profile**.
2. Select **Add New**.  
**NOTE:** You can also enter *Add Assignment Profile* into the **Search** field below the **Button** bar and select **Go** or use the **Add Assignment Profile** quick link from the home screen.
3. Enter an Assignment Profile ID.
4. Enter a description.
5. Select a domain.
6. Enter an e-mail address for the person responsible for the Assignment Profile.
7. Enter the **Created For Information**. This identifies the person who requested the Assignment Profile to be created.
8. Enter any applicable notes.
9. Select **Add**.
10. In the **Recommended Next** box, select **Define User Pool**.
11. Select **OK** on the **Create Assignment Rules** pop-up message.
12. In the **Set up Rules** section, select **Job Location ID** from the **Select Attribute** drop-down menu.
13. Select **Matches** from the **Select Operator** drop-down menu.
14. In the values box (currently blank), use the magnifying glass icon to search for the desired values.
15. Select **Save**.
16. In the **Set up Domain** section, select **Add Domain(s)**.
17. Enter criteria to search for the desired domains. For this activity, enter the keyword **TRAIN**.
18. Select **Search**.
19. Check the **Top Level Only** checkbox.
20. Select **Add**.

21. Select in the rule title textbox and enter a rule description.
22. Select **Save**.  
**NOTE:** You must enter the rule name, attribute, operator, and value.
23. Select **Preview Users in Assignment Profile** to see which users currently match the criteria.
24. Close the preview window.
25. Select **Save**.
26. Select **Cancel** to return to the main Assignment Profile screen.
27. In the **Recommended Next** box, select **Add Curricula**.
28. Select **Add New Curricula**.
29. Enter criteria to search for curricula.
30. Select **Search**.
31. Check the **Add** checkbox for the curricula to associate with the Assignment Profile.
32. Select **Add**.
33. Repeat steps 28–32 for each curriculum to add to the profile.
34. In the **Actions** area, select **Propagate**. The system may require you to schedule this as a background job. Once this job runs, all users with the attributes you specified will be assigned the selected curricula. Once the Assignment Profile has been successfully propagated, the **Existing Users in Assignment Profile** link in the **Actions** areas can be used to display the users that are currently being affected by the Assignment Profile.



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### Other Items to Associate

- Catalogs—Users must have access to a catalog to see the items in it
- Roles—Mass assigns a new role to many users
- Recommended Items—Recommends items to certain users to appear on their home pages
- Competency Profiles—Assigns profiles to many users at once

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Notes:

Slide 66: Other Items to Associate

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### Automatic Process Manager (APM)

- Any time an Assignment Profile is created or changed, it must be propagated through a background job before it can be synchronized through the automatic process.
- Assignment Profiles that are not propagated are skipped during the APM process.

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Notes:

Slide 67: Automatic Process Manager (APM)

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## Manual Synchronization

- When you have new users who meet the attributes of an Assignment Profile and need to access the content right away.
- The system allows you to synchronize an Assignment Profile only after you have propagated it.
- When you click Synchronize, you can schedule the job to run immediately or in the background.

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Notes:

Slide 68: Manual Synchronization

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## Knowledge Check

New users can be added to an Assignment Profile before the APM process runs by using synchronization.

- a) True
- b) False



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Notes:

Slide 69: Knowledge Check

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## Session 2 Summary

- Use the Question Editor
- Create an exam object
- Demonstrate how to use automatic assignment methods for assigning items and curricula to users

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Notes:

Slide 70: Session 2 Summary

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## Questions?



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Notes:

Slide 71: Questions?

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### Session 3 Preview

- The Evaluation Process
- Item Evaluation
- Learning Evaluation
- Follow-Up Evaluation
- User Survey Completion
- Evaluation Reports

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Notes:

Slide 72: Session 3 Preview