

Admin Job Aid: Programs

Purpose

Programs combine learning events to create a schedule of learning. The schedule of learning is controlled by the program's agenda, which functions like an academic syllabus. It outlines events over the time of the program. For example, you can create a month-long employee on-boarding program. The agenda can be weekly: a new learning event for each week over a month. The learning events can be internal learning items or they can be external content (such as a welcome video hosted on the company intranet).

Programs can be used to deliver academic-style learning, where the pace of learning is dictated by the program agenda and where live sessions/collaboration is most common. Programs can also be used to deliver self-paced learning, where users are in control of their progress toward completing the program's activities.

Programs provide you with a simple method of delivering and structuring learning. Programs are comprised of various types of learning activities, including:

- Online items
- Virtual sessions
- ILT items
- Links to images, documents, web pages on the intranet and internet

For anything compliance-related with rules about past history, requirements rules (pool, credit hours), etc., Curricula should be used.

Once a program is created, it has five tiles available to you:

- Description
- Settings
- Agenda
- Assignment
- Publishing



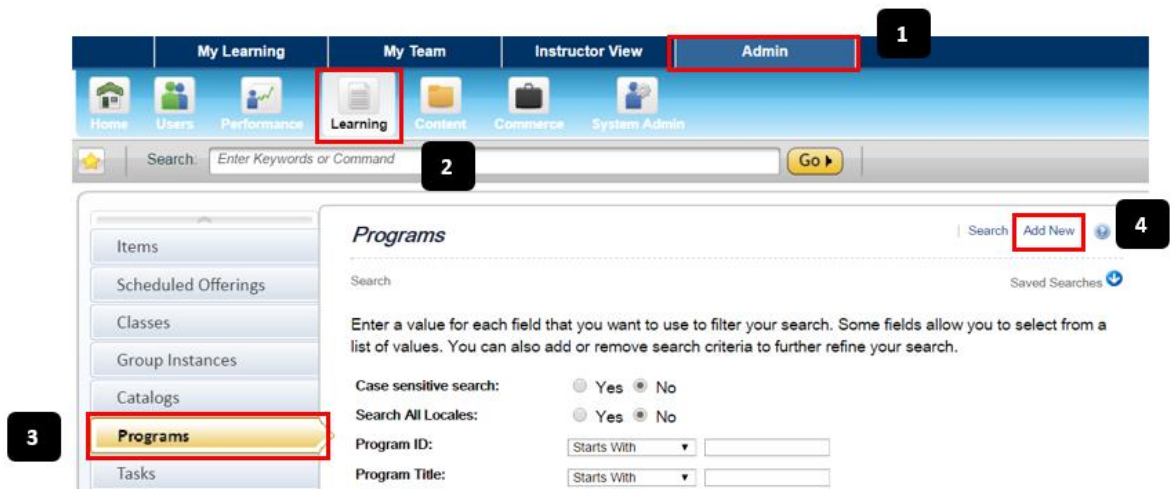
In this job aid, you will learn how to:

- Task A. Create a New Program
- Task B. Create a Program Agenda
- Task C. Publish a Program
- Task D. Use Program Links



Task A. Create a New Program

1. Select **Admin**.
2. Select **Learning**.
3. Select **Programs**.
4. Select the **Add New** link.

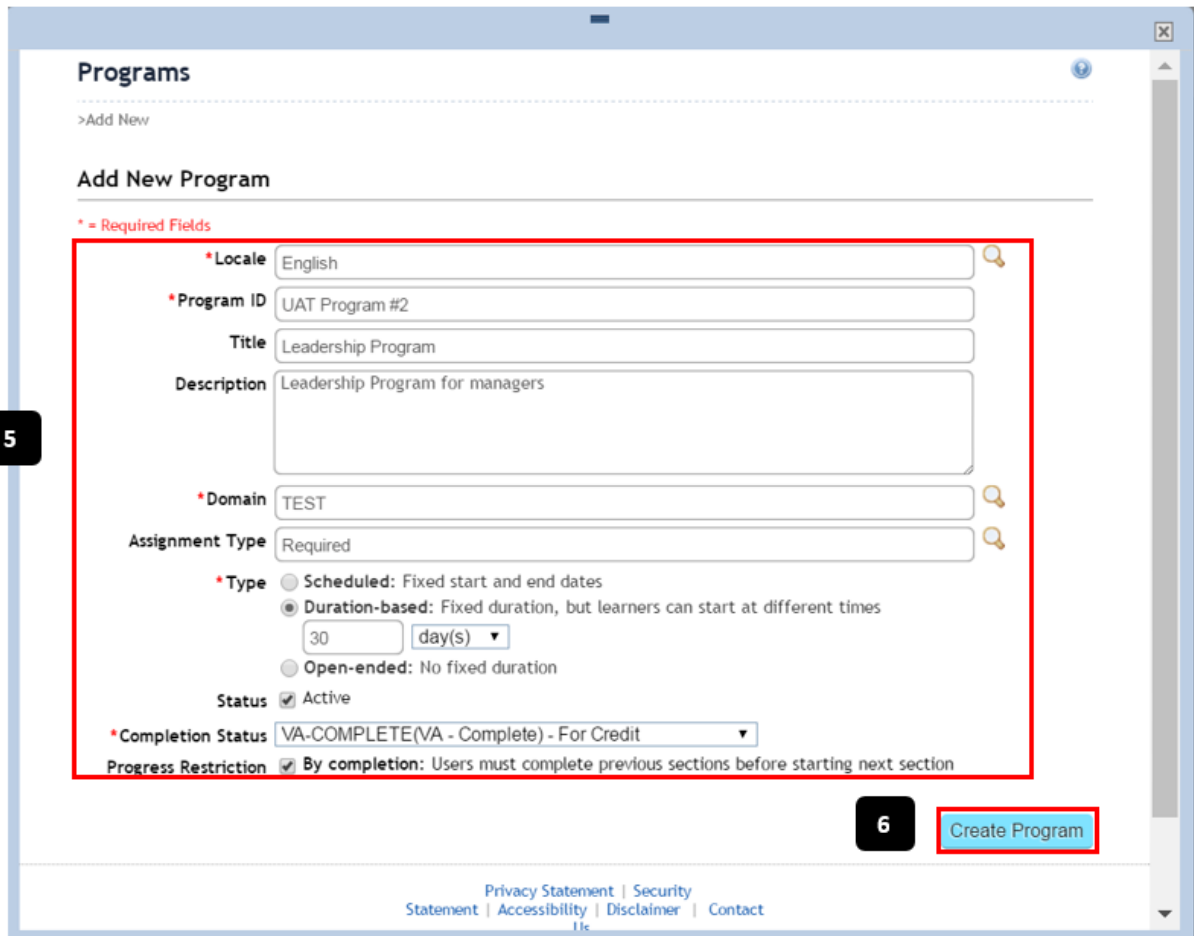


The screenshot displays the TMS user interface with four numbered callouts indicating the steps to create a new program:

- 1**: The **Admin** tab in the top navigation bar is highlighted with a red box.
- 2**: The **Learning** icon in the secondary navigation bar is highlighted with a red box.
- 3**: The **Programs** link in the left-hand sidebar menu is highlighted with a red box.
- 4**: The **Add New** link in the top right corner of the **Programs** page is highlighted with a red box.

The **Programs** page includes a search bar, a "Saved Searches" link, and search filters for "Case sensitive search" and "Search All Locales", both with "Yes" and "No" radio button options. Below these are input fields for "Program ID" and "Program Title", each with a "Starts With" dropdown menu.

5. Enter information in the fields on the Program page. **Note:** Required fields are marked with a red asterisk.
6. Select **Create Program**.



Programs

>Add New

Add New Program

* = Required Fields

* **Locale** English

* **Program ID** UAT Program #2

Title Leadership Program

Description Leadership Program for managers

* **Domain** TEST

Assignment Type Required

* **Type**

- Scheduled: Fixed start and end dates
- Duration-based: Fixed duration, but learners can start at different times
30 day(s)
- Open-ended: No fixed duration

Status Active

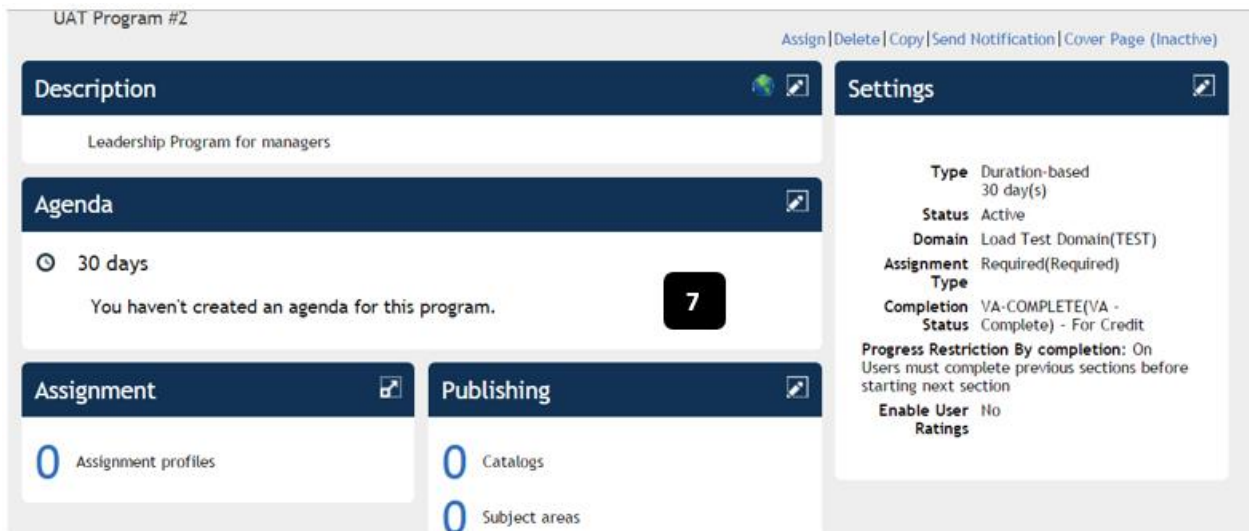
* **Completion Status** VA-COMPLETE(VA - Complete) - For Credit

Progress Restriction By completion: Users must complete previous sections before starting next section

6 **Create Program**

Privacy Statement | Security Statement | Accessibility | Disclaimer | Contact Us

7. The **Program Summary** page displays. Notice that there are five tiles on this page: **Description, Agenda, Assignment, Publishing, and Settings**. As an admin, you can edit each of these sections.
- **Description:** Describes the program
 - **Agenda:** Allows you to create agendas for the program
 - **Assignment:** Allows you to create assignment profiles for the program
 - **Publishing:** Allows you to publish the program to catalogs and select subject areas
 - **Settings:** Contains the various settings for the program



UAT Program #2 Assign | Delete | Copy | Send Notification | Cover Page (Inactive)

Description 🌐 ✎

Leadership Program for managers

Agenda ✎

🕒 30 days

You haven't created an agenda for this program. 7

Assignment ✎

0 Assignment profiles

Publishing ✎

0 Catalogs

0 Subject areas

Settings ✎

Type Duration-based
30 day(s)

Status Active

Domain Load Test Domain(TEST)

Assignment Type Required(Required)

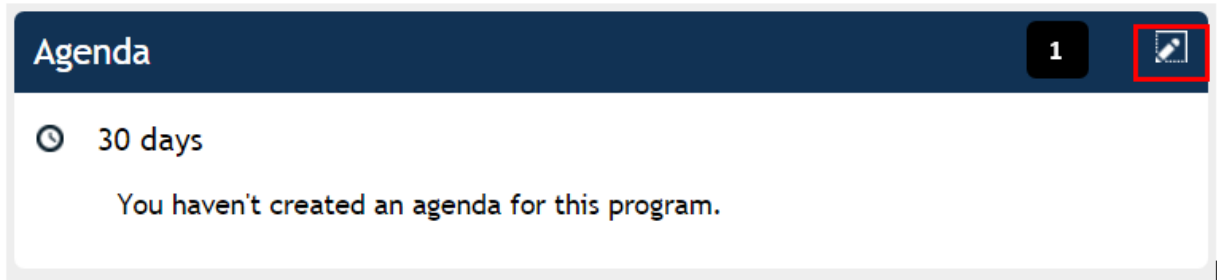
Completion Status VA-COMPLETE(VA - Complete) - For Credit

Progress Restriction By completion: On Users must complete previous sections before starting next section

Enable User Ratings No

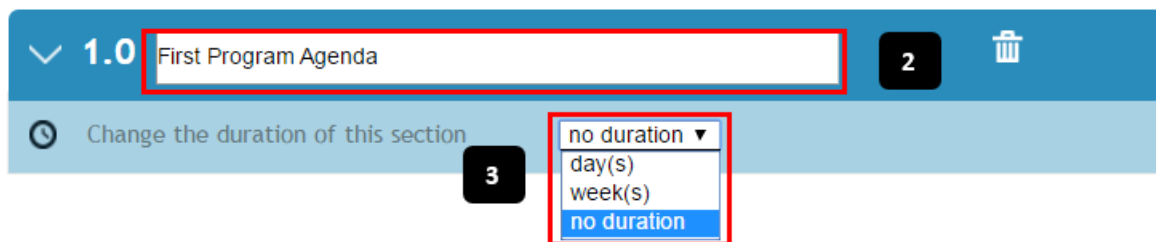
Task B. Create a Program Agenda

1. Select the **Edit** icon on the **Agenda** tile.

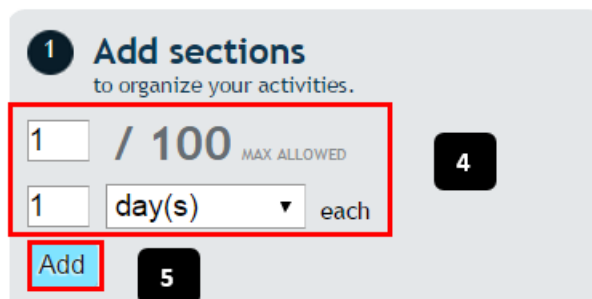


2. Enter a **Title** in the **Agenda Title** field.
3. **Change the Duration** of the section by selecting the drop-down arrow.

Total Section Duration









4. Edit the **number** of sections and the **length** of each.
5. Select the **Add** button to add new sections.



The screenshot shows a dialog box titled '1 Add sections to organize your activities.' with a '4' in a black circle. It contains two input fields: the first has '1' and is followed by '/ 100 MAX ALLOWED'; the second has '1' and is followed by a dropdown menu showing 'day(s)' and the word 'each'. Below these fields is an 'Add' button (highlighted in red) and a '5' in a black circle.

6. Add **activities** into each section by selecting one of the choices. When you make your selection, the **Items** search page will launch.

2 Add activities
into each section by clicking the objects below.

-  Scheduled Only
-  Online Only
-  Scheduled and Online
-  Other
-  External Course
-  Text

6

7. Enter **Search Criteria** for the item you wish to add.
8. Select **Search**.

Items > Search - Google Chrome

https://va-sbx.plateau.com/learning/search/initSearch.do?searchType=0&stackID=picker&nukeStack=1&selectorName=(

Search

Search Results

Search Items

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Search Reset

7

Case sensitive search: Yes No

Item Types: Starts With []

Item ID: Starts With [3730266]

Revision Date: (MM/DD/YYYY) []

Revision Number: Starts With []

Item Title: Starts With []

Online Settings: Has online content

Domains: Starts With []

Add/Remove Criteria

8 Search Reset

9. Select the **Select** link next to the item you want to add.

Search **Results**







View Item Results

Records per Page 10 Page: 1 2 3 4 5 «Previous Next» (26,750 total records) Page 1 of 2,675. Go

Item ID	Title		
VA 031814A (Rev 1 - 3/13/2014 02:36 PM America/New York)	ACLS Skills Check Provider Online Course	9	Select
VA 081513i (Rev 1 - 8/5/2013 12:19 PM America/New York)	Pharmacology Grand Rounds Smoking Cessation		Select
VA 091913i (Rev 1 - 8/5/2013 12:39 PM America/New York)	Pharmacology Grand Rounds Congestive Heart Failure		Select

10. Select **Save**.

2 Add activities
into each section by clicking the objects below.



-  Scheduled Only
-  Online Only
-  Scheduled and Online
-  Other
-  External Course
-  Text

Cancel **Save** 10

11. Notice how your agenda displays on the Program Summary page once you have built it out.

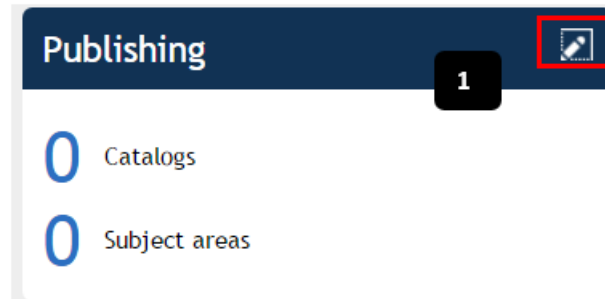
Agenda

 30 days

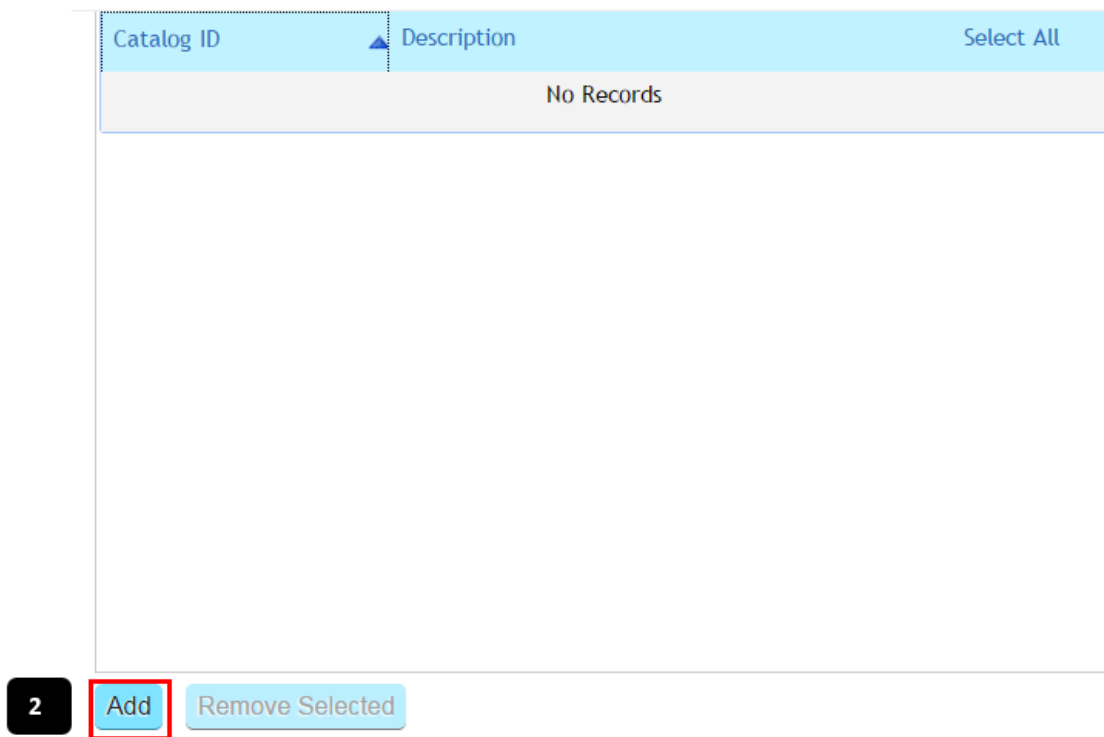
	Section 1	11
 1 day	Section 2	
 1 day	Section 3	
 1 day	Section 4	
 1 day	No Title	

Task C. Publish a Program

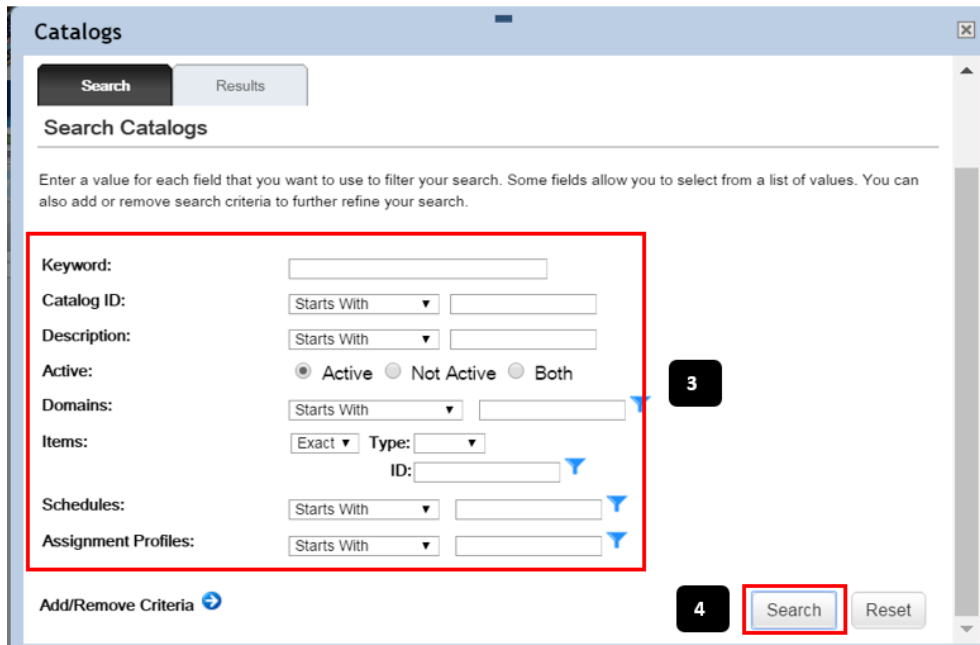
1. Select the **Edit** icon on the **Publishing** tile.



2. Select the **Add** button under the **Catalogs** panel.



3. Enter **Search Criteria** for a catalog.
4. Select **Search**.



Catalogs

Search Results

Search Catalogs

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Keyword:

Catalog ID: Starts With

Description: Starts With

Active: Active Not Active Both

Domains: Starts With

Items: Exact Type: ID:

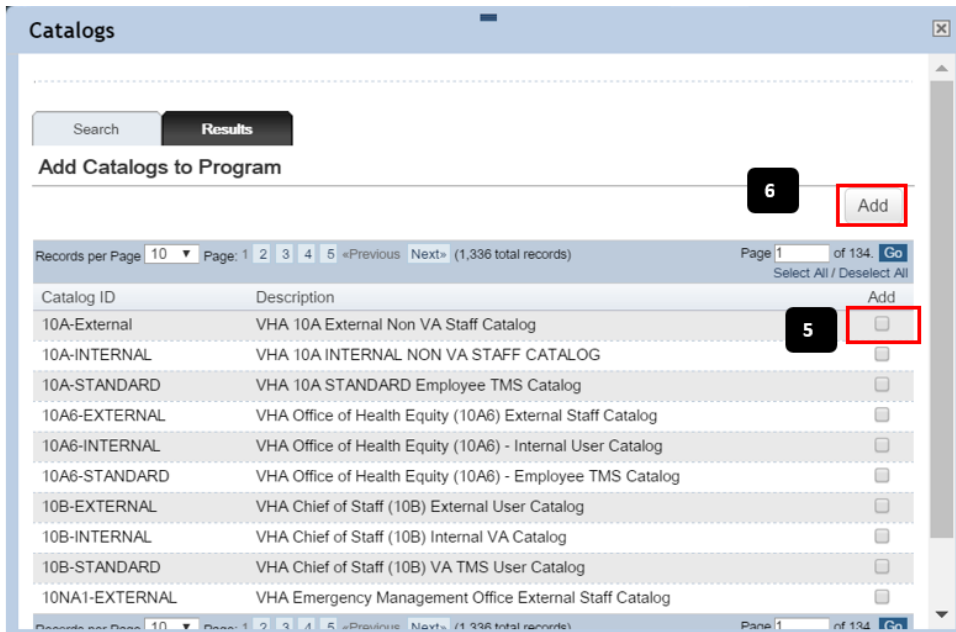
Schedules: Starts With

Assignment Profiles: Starts With

Add/Remove Criteria

Search Reset

5. Select the **Add checkbox** for the catalog(s) you want to add.
6. Select **Add**.



Catalogs

Search Results

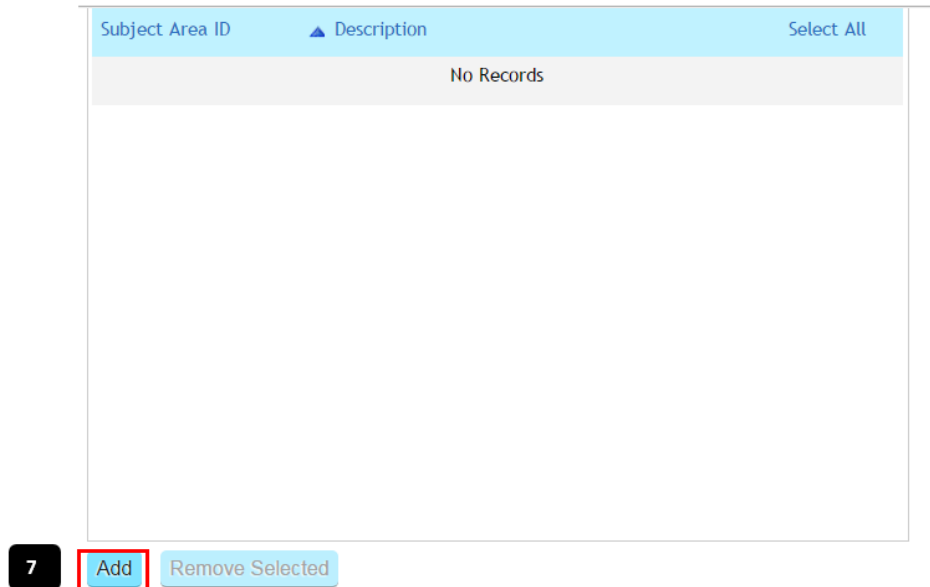
Add Catalogs to Program

Records per Page 10 Page: 1 2 3 4 5 «Previous Next» (1,336 total records) Page 1 of 134 Go Select All / Deselect All

Catalog ID	Description	Add
10A-External	VHA 10A External Non VA Staff Catalog	<input checked="" type="checkbox"/>
10A-INTERNAL	VHA 10A INTERNAL NON VA STAFF CATALOG	<input type="checkbox"/>
10A-STANDARD	VHA 10A STANDARD Employee TMS Catalog	<input type="checkbox"/>
10A6-EXTERNAL	VHA Office of Health Equity (10A6) External Staff Catalog	<input type="checkbox"/>
10A6-INTERNAL	VHA Office of Health Equity (10A6) - Internal User Catalog	<input type="checkbox"/>
10A6-STANDARD	VHA Office of Health Equity (10A6) - Employee TMS Catalog	<input type="checkbox"/>
10B-EXTERNAL	VHA Chief of Staff (10B) External User Catalog	<input type="checkbox"/>
10B-INTERNAL	VHA Chief of Staff (10B) Internal VA Catalog	<input type="checkbox"/>
10B-STANDARD	VHA Chief of Staff (10B) VA TMS User Catalog	<input type="checkbox"/>
10NA1-EXTERNAL	VHA Emergency Management Office External Staff Catalog	<input type="checkbox"/>

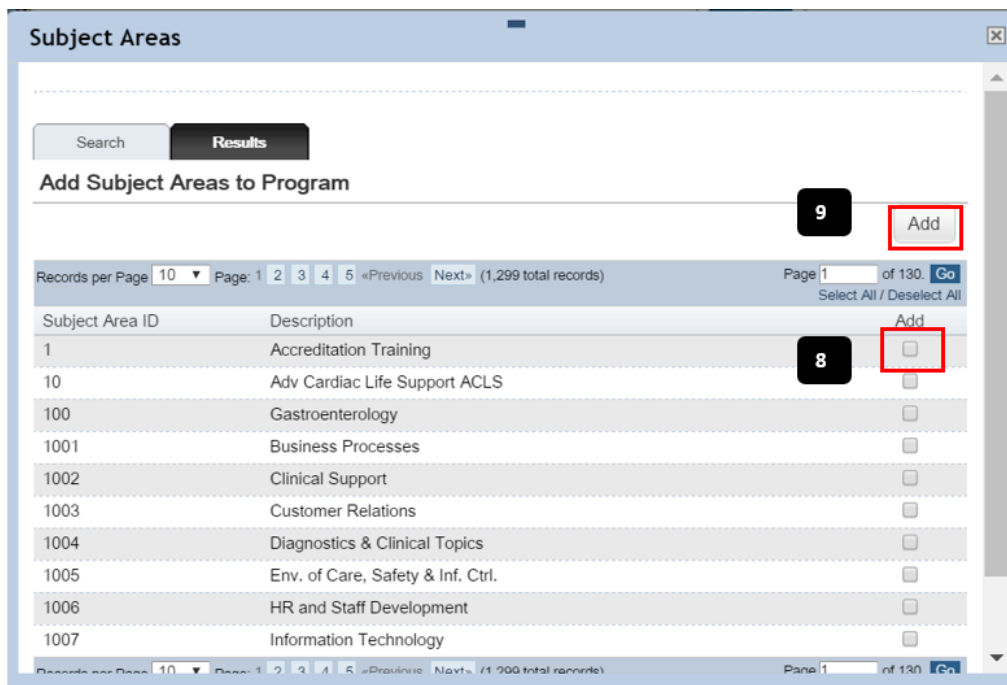
Records per Page 10 Page: 1 2 3 4 5 «Previous Next» (1,336 total records) Page 1 of 134 Go

7. Select the **Add** button under the **Subject Areas** panel.

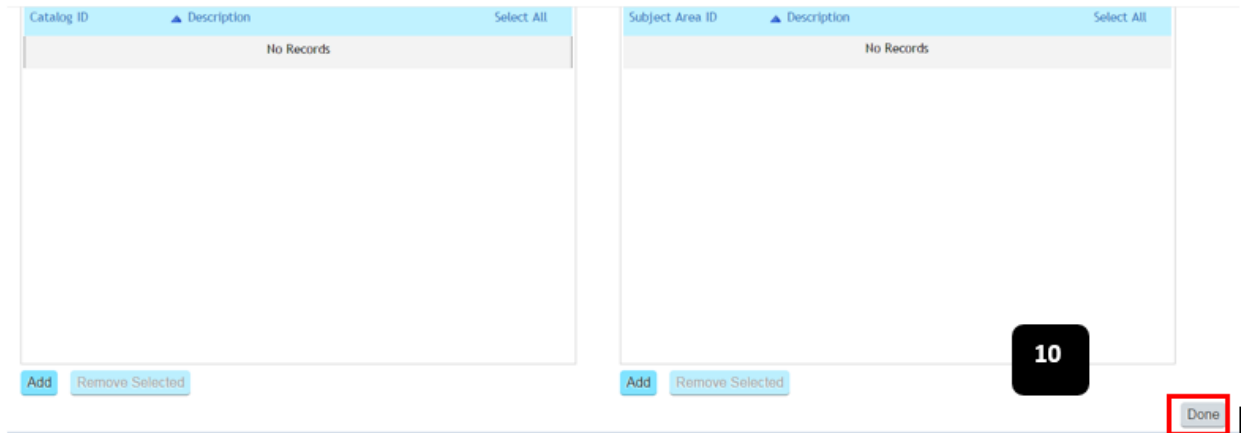


8. Select the **Add checkbox** for the subject area(s) you want to add.

9. Select **Add**.



10. Select **Done**.

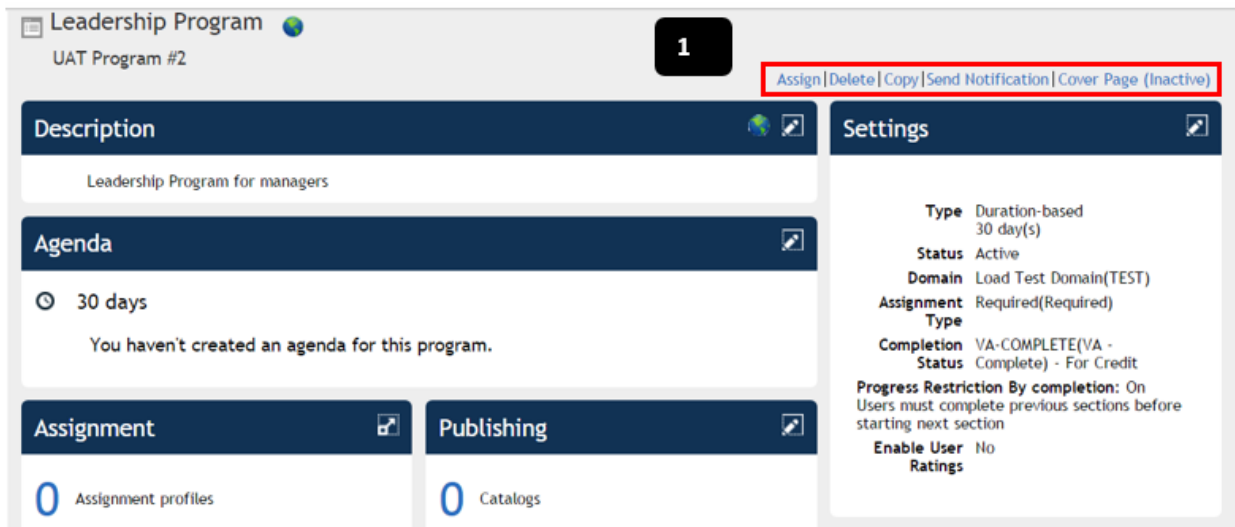


The screenshot displays two side-by-side data tables. The left table is titled 'Catalog ID' and the right table is titled 'Subject Area ID'. Both tables have a header row with 'Description' and 'Select All' columns, and a main body containing the text 'No Records'. Below each table are 'Add' and 'Remove Selected' buttons. A black callout box with the number '10' is positioned over the right table. A red rectangular box highlights the 'Done' button located at the bottom right of the interface.



Task D. Use Program Links

1. Notice the links at the top right of the **Program Summary** page. As an admin, you can;
 - **Assign** the program to users
 - **Delete** the program
 - **Copy** the program
 - **Send notifications** to users about the program via email
 - **Create custom cover pages** for the program



Leadership Program UAT Program #2

1

Assign | Delete | Copy | Send Notification | Cover Page (Inactive)

Description
Leadership Program for managers

Agenda
30 days
You haven't created an agenda for this program.

Assignment
0 Assignment profiles

Publishing
0 Catalogs

Settings

Type Duration-based
30 day(s)

Status Active

Domain Load Test Domain(TEST)

Assignment Type Required(Required)

Completion Status VA-COMPLETE(VA - Complete) - For Credit

Progress Restriction By completion: On
Users must complete previous sections before starting next section

Enable User Ratings No