Admin Job Aid: Create Instructor View

Purpose

The primary purpose of this job aid is to teach VA TMS administrators how to create the Instructor View tab for their instructors. In order for the Instructor View tab to be visible to instructors when they log into the VA TMS, admins must add the new instructor to the system and then assign item(s) to the instructor (Task A).

A secondary purpose of this job aid is to teach VA administrators how to add instructors to scheduled offerings (Task B). When admins complete this task, instructors may use the Instructor View tab to view their scheduled offerings, manage enrollment, record learning, communicate with participants, and view segment details.

In this job aid, you will learn how to:

- Task A. Add New Instructor to Item(s)
- Task B. Add New Instructor to Scheduled Offering(s)
Task A. Add New Instructor to Item(s)

1. Select Admin.
2. Select Learning.
3. Select Instructors.
4. Select Add New.
5. Enter a **Last Name**, **First Name**, and **MI** for the instructor.
6. Enter the **Company** the instructor works for, if applicable.
7. Enter a **Domain** or select the **Search icon** to search for and select a Domain.
8. Select a **Role** for the instructor from the drop-down list.
9. Enter an **Organization** or select the **Search icon** to search for and select an Organization.
10. Select a **Time Zone** from the drop-down list.
11. Enter an **Email Address** for the instructor.
12. Enter **Comments**, if applicable.
13. Enter **Biography** information, if applicable.
14. Ensure the **Active checkbox** is selected.
15. Enter a **Related User** or select the **Search icon** to search for and select a Related User.
16. Now you must assign an item to the instructor. In the **Authorized to Teach** section, enter an **Item ID** or select the **Search** icon to search for and select an Item ID.

17. Select **Type** from the drop-down list.

18. Select **Add**.

19. You have successfully added an instructor and assigned an item to that instructor. Select **Authorized to Teach** if you wish to add more items for the instructor.
20. Select **Proctor Status** if you wish to set up the instructor as a proctor.

![Proctor Status Selection](image)

21. At this point, you have successfully created the Instructor View tab which will be visible to your instructors when they log into the VA TMS. However, in order for your instructors to view their scheduled offerings, manage enrollment, record learning, communicate with participants, and view segment details, you must complete Task B: Add New Instructor to Scheduled Offering(s).
Task B. Add New Instructor to Scheduled Offering(s)

1. In order for the Instructor View tab to function at its full capacity, you must add the new instructor to a scheduled offering(s). Select Admin.
2. Select Learning.
3. Select Scheduled Offerings.
4. Select Add New.

5. Select the Type of scheduled offering.
6. Select the Item Type from the drop-down list.
7. Enter the Item ID or select the Search icon to search for and select an Item.
8. Enter a Domain or select the Search icon to search for and select a Domain.
9. Add a Description, if applicable.
10. Select the Catalogs checkbox, if applicable.
11. Enter a Start Date.
12. Enter a Start Time.
13. Select a Time Zone from the drop-down list.
14. Select a Facility from the drop-down list or select the Add icon to add a new Facility or an Ad Hoc Facility, if applicable.
15. Enter the Primary Location or select the Search icon to search for and select a Primary Location, if applicable.
16. Enter the Primary Instructor ID or the Search icon to search for and select a Primary Instructor.
17. Select **Equipment** from the drop-down list or select the **Add icon** to add new equipment, if applicable.

18. Select **Resource Usage View** from the drop-down list, if applicable.
19. Add **Custom Columns**, if applicable.

20. Select **Save**.

21. At this point, the instructor will be able to view scheduled offerings, manage enrollment, record learning, communicate with participants, and view segment details.