

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).

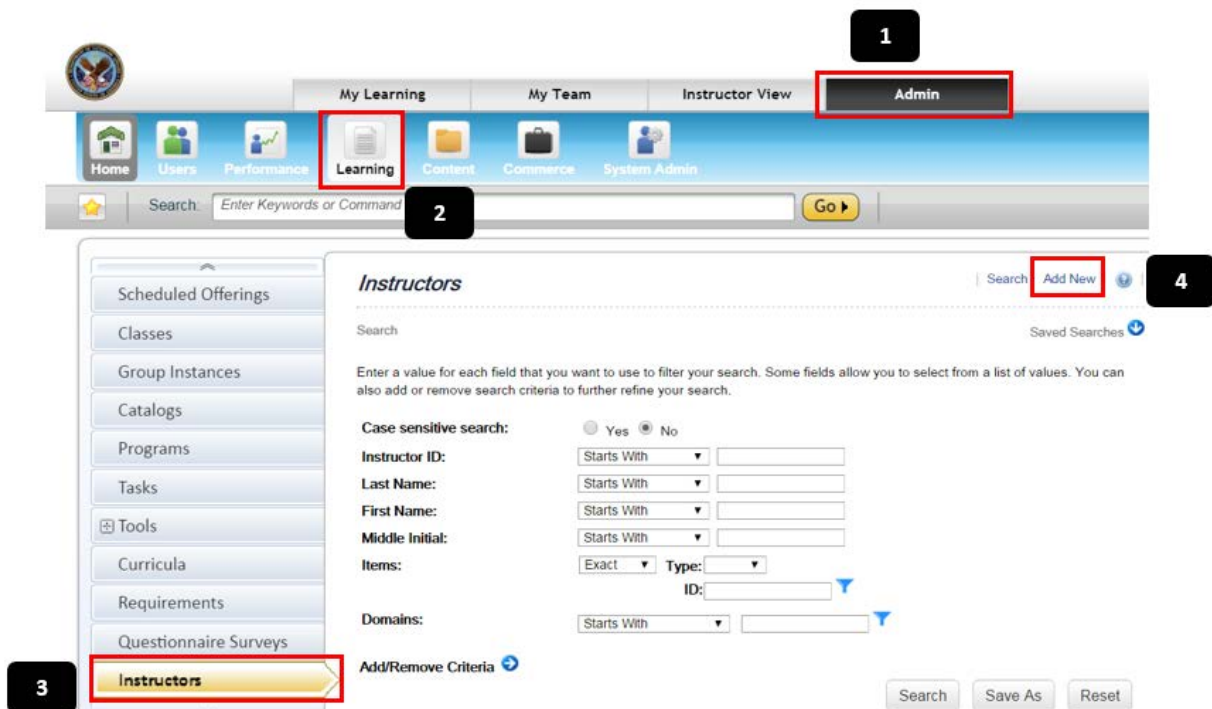
A secondary purpose of this job aid is to teach VA administrators how to add instructors to scheduled offerings (Task B). When admins complete this task, instructors may use the Instructor View tab to view their scheduled offerings, manage enrollment, record learning, communicate with participants, and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

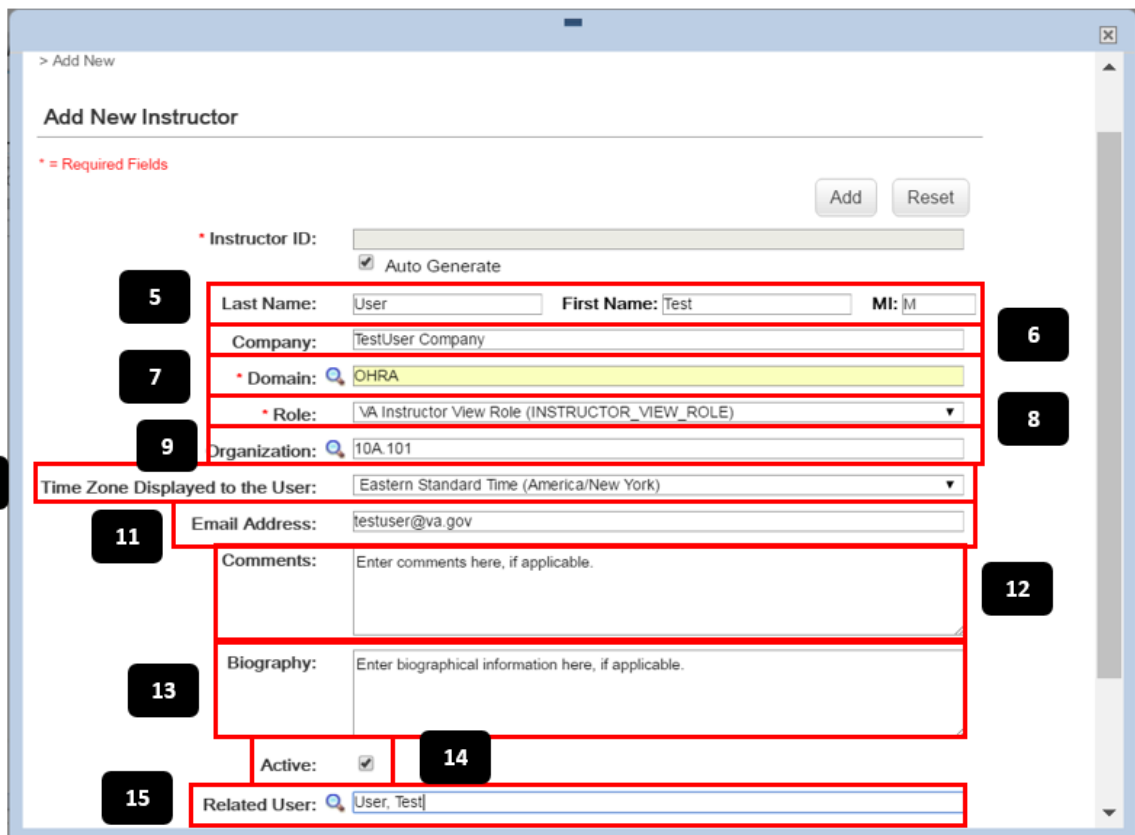


The screenshot displays the TMS interface with four numbered callouts indicating the steps to add a new instructor:

- 1**: Points to the **Admin** tab in the top navigation bar.
- 2**: Points to the **Learning** icon in the secondary navigation bar.
- 3**: Points to the **Instructors** link in the left-hand sidebar.
- 4**: Points to the **Add New** button in the top right corner of the **Instructors** page.

The **Instructors** page includes a search bar, a search button, and a list of search criteria: Case sensitive search (Yes/No), Instructor ID, Last Name, First Name, Middle Initial, Items (Exact/Type), ID, and Domains. There are also buttons for Search, Save As, and Reset.

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.



The screenshot shows the 'Add New Instructor' form with the following fields and callouts:

- 5**: Last Name: User, First Name: Test, MI: M
- 6**: Company: TestUser Company
- 7**: Domain: OHRA
- 8**: Role: VA Instructor View Role (INSTRUCTOR_VIEW_ROLE)
- 9**: Organization: 10A 101
- 10**: Time Zone Displayed to the User: Eastern Standard Time (America/New York)
- 11**: Email Address: testuser@va.gov
- 12**: Comments: Enter comments here, if applicable.
- 13**: Biography: Enter biographical information here, if applicable.
- 14**: Active:
- 15**: Related User: User, Test



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**.

Authorized to Teach

Item ID: 3730266

Type: VA

Add Reset

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.

Instructors

Search Add New

> Search > Edit Authorized to Teach

Instructor ID: 1113042

Name: User, Test M

Edit the Instructor

Add an Item to the Instructor Authorized Items

Enter Type and Item ID or add one or more from list

Type Item ID

Add

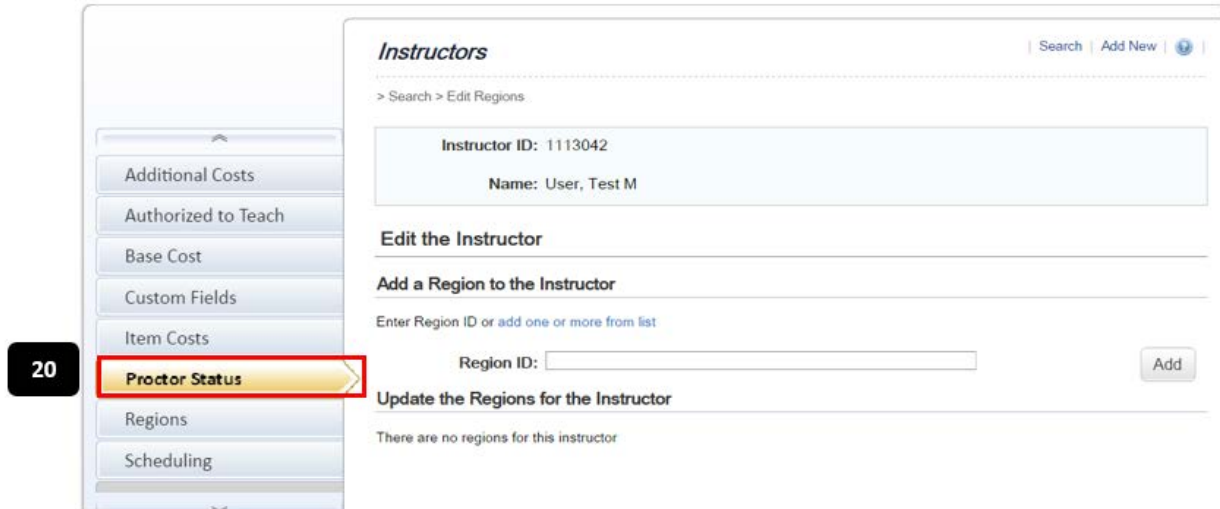
Update the Authorized Items for the Instructor

Apply Changes Reset

Select All / Deselect All



20. Select **Proctor Status** if you wish to set up the instructor as a proctor.

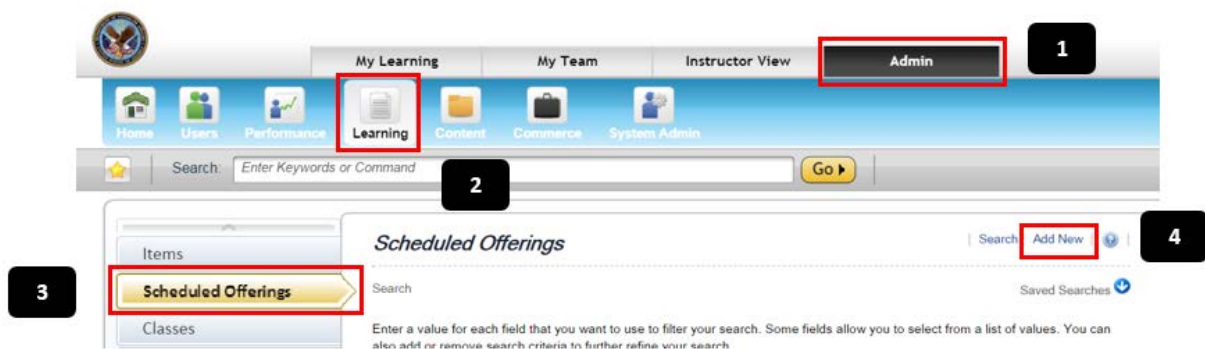


The screenshot displays the 'Instructors' management interface. On the left, a sidebar menu lists various options: 'Additional Costs', 'Authorized to Teach', 'Base Cost', 'Custom Fields', 'Item Costs', 'Proctor Status' (highlighted in yellow with a red arrow), 'Regions', and 'Scheduling'. A black box with the number '20' is positioned next to the 'Proctor Status' menu item. The main content area shows the 'Instructors' page for an instructor with ID 1113042 and name 'User, Test M'. It includes sections for 'Edit the Instructor', 'Add a Region to the Instructor', and 'Update the Regions for the Instructor'. The 'Add a Region to the Instructor' section has a text input field for 'Region ID' and an 'Add' button. The 'Update the Regions for the Instructor' section shows 'There are no regions for this instructor'.

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.

The screenshot shows the 'Add New Scheduled Offering' form with the following sections and callouts:



- Section 1: Summary Information**
 - 5: * Type: Item Schedule Block
 - 6: * Item Type: Department of Veterans Affairs (VA)
 - 7: * Item ID: 3730266
 - 8: * Domain: OHRA
 - 9: Description: Enter description here, if applicable.
 - 10: Catalogs: Publish in all associated catalogs. (17)
DO NOT CHECK THIS BOX for Items outside of your Domain. Checking this box for National Items could cause your Scheduled Offering to be seen by all Users in the VA.
- Section 2: Schedule Information**
 - 11: * Start Date: 12/12/2016 (MM/DD/YYYY)
 - 12: * Start Time: 1:00 PM (hh:mm AM/PM)
 - 13: * Time Zone: Eastern Standard Time
- Section 3: Resources**
 - 14: Facility: Financial Services Center - Austin, TX
 - 15: Primary Location: Location A
 - 16: Primary Instructor: User, Test
 - 17: Equipment: (1311 TEST Equipment)
 - 18: Resource Usage View: Equipment

Additional elements include a 'Preview' button and a 'Schedule Date/Time' summary box showing '12/12/2016 01:00 PM - 04:30 PM'.

- 19. Add **Custom Columns**, if applicable.
- 20. Select **Save**.



4. Registration Form Custom Columns

19 Custom Columns  

Label	Order	Remove
		<input type="checkbox"/> Select All

20 Save Cancel

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