User Job Aid: Instructor View

Purpose

The purpose of this job aid is to teach users how to navigate the new Instructor page in the VA TMS that allows learning instructors to view their scheduled offerings, manage enrollment, record learning, communicate with participants, and view segment details. This feature adds instructors as users of the system rather than strictly as a resource, and improves the ability to manage Instructor workloads. With the feature, instructors will now be able to:

- View scheduled offerings
- View a selected scheduled offering’s details
- View users who have registered for the scheduled offerings
- Record completions for scheduled offerings
- Communicate with enrolled users via email
- View segment details

In this job aid, you will learn how to:

- Task A. Navigate the Instructor Page
Task A. Navigate the Instructor Page

View Scheduled Offerings and their Details

1. Select **Instructor View** to launch the Instructor page.
2. Select **Scheduled Classes** to view scheduled offerings that will occur in the future.
3. View the **details** of a future scheduled offering.

4. Select **Past Classes** to view scheduled offerings that have already occurred.
5. View the **details** of a past scheduled offering.
View Users Who Have Registered for Scheduled Offerings and Record Completions

6. Select the **Manage Students** link to view users who have registered for the scheduled offering.

7. Select a checkbox next to a **student**.

8. Select the **Record Completions** button. **Note:** You can only record learning for scheduled offerings that have already occurred (i.e., Past Classes).
9. Enter the **required learning completion information**.
10. Select the **Confirm** button to record learning for this student.
Communicate with Enrolled Users Via Email

11. Select the Manage Students link to view users who have registered for the scheduled offering.

12. Select a checkbox next to a student.

13. Select the Send Email button to communicate with this student via email.

View Segment Details

14. Select anywhere in the Schedule area to open segment details.
15. View **segment details**.