Admin Job Aid: Create Instructor View

Purpose

The primary purpose of this job aid is to teach VA TMS 2.0 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 2.0, admins must add the new instructor to the system and then assign item(s) to the instructor.

A secondary purpose of this job aid is to teach VA administrators how to add instructors to scheduled offerings. 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:

• Add New Instructor to Item(s)
• Add New Instructor to Scheduled Offering(s)
Add New Instructor to Item(s)

1. After logging in to TMS 2.0, select the Learning Administration link from the Tools tile on the Admin Center page.

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 designate the instructor as a proctor.

21. You have now successfully created the Instructor View tab which will be visible to that instructor when he/she logs into the VA TMS 2.0. However, in order for that instructor to view 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).
Add New Instructor to Scheduled Offering(s)

1. After logging in to TMS 2.0, select the Learning Administration link from the My Admin Favorites tile.

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. The instructor will now be able to view scheduled offerings, manage enrollment, record learning, communicate with participants, and view segment details.