



TMS  
2.0

VA

# Admin Job Aid

Create Instructor View



## 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:

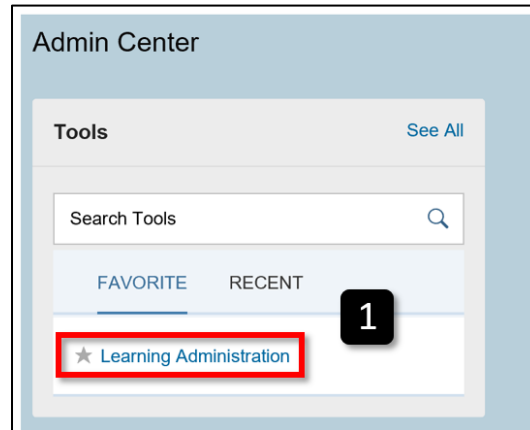
- Add New Instructor to Item(s)
- Add New Instructor to Scheduled Offering(s)





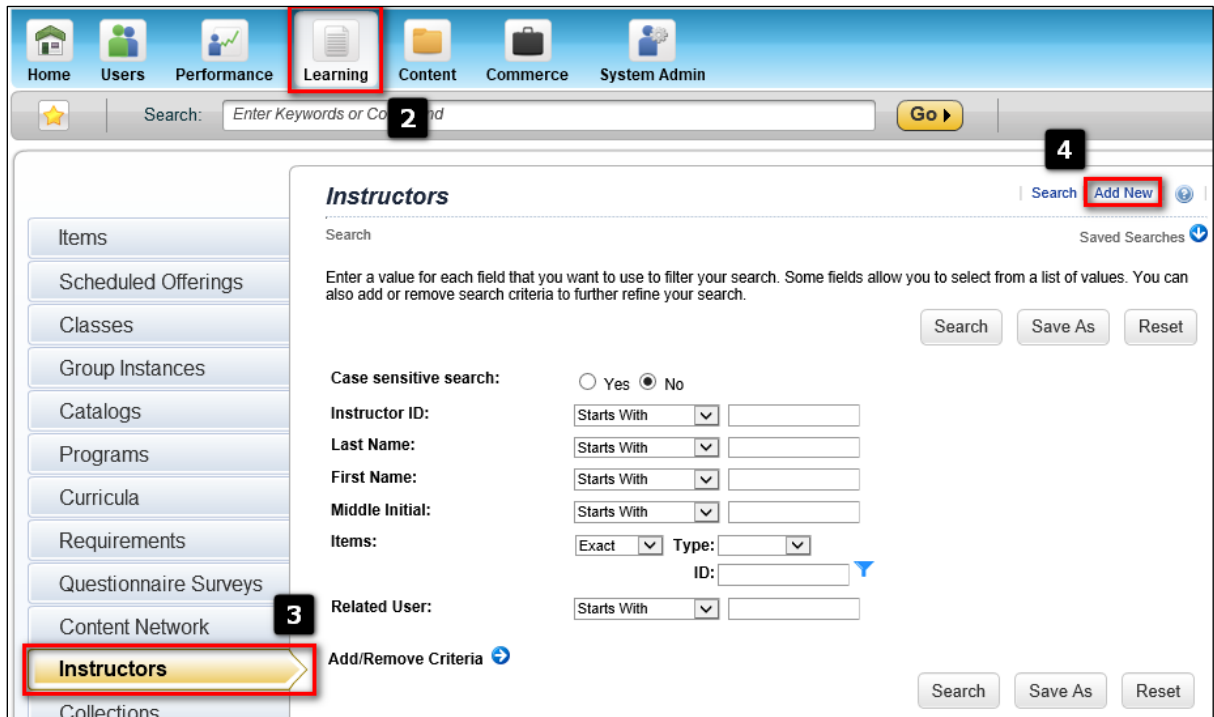
## Add New Instructor to Item(s)


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.





**Instructors**

> Add New

**Add New Instructor**

\* = Required Fields

Add Reset

\* Instructor ID:   Auto Generate

5 Last Name:  First Name:  MI:  6

7 Company:

\* Domain:

\* Role:  8

Organization:  9

Time Zone:  10

Email Address:  11

Comments:  12

Biography:  13

Active:  14

Related User:  15

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**

16 Item ID:

17 Type:

18 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 > [Search Results](#) > Edit Authorized to Teach

Instructor ID: 2005

Name: User, Test M

**19** **Edit the Instructor**

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**Add an Item to the Instructor Authorized Items**

Enter Type and Item ID or [add one or more from list](#)

Type  Item ID

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**Update the Authorized Items for the Instructor**

[Select All](#) / [Deselect All](#)

Item ID	Title	Remove
COURSE 1 (Rev 1 - 7/5/2017 03:12 PM America/New York)	course	<input type="checkbox"/>

- Summary
- Additional Costs
- Authorized to Teach**
- Base Cost
- Custom Fields
- Item Costs
- Proctor Status
- Regions
- Scheduling
- Shipping Info





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

**Instructors** | Search | Add New |

> Search > Search Results > Edit Proctor Status

Instructor ID: 2005  
Name: User, Test M

**Edit the Proctor Status for the Instructor**

Apply Changes | Reset

Instructor is a proctor:

Proctor Super Code:

<< < January 2018 > >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

[Generate Codes] [Purge Codes] [Delete Codes] [Print Codes] [Today]

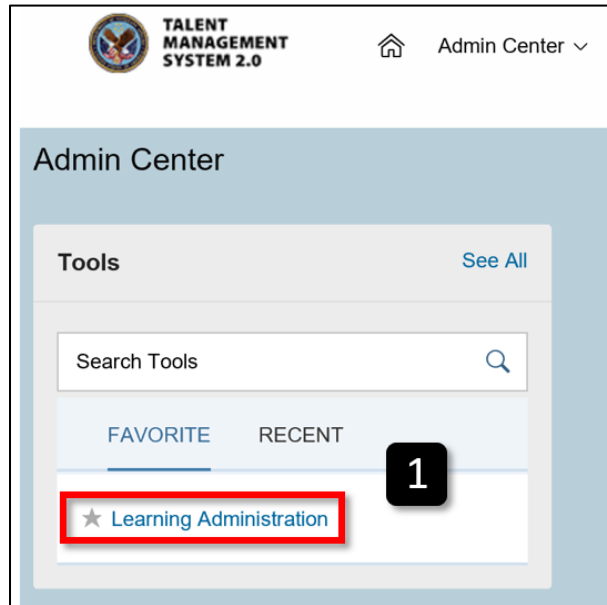
21. You have now successfully created the Instructor View tab which will be visible to that instructor when he/she logs into the VA TMS 2.0. However, in order for that instructor to view scheduled offerings, manage enrollment, record learning, communicate with participants, and view segment details, you must complete Task B: Add New Instructor to Scheduled Offering(s).



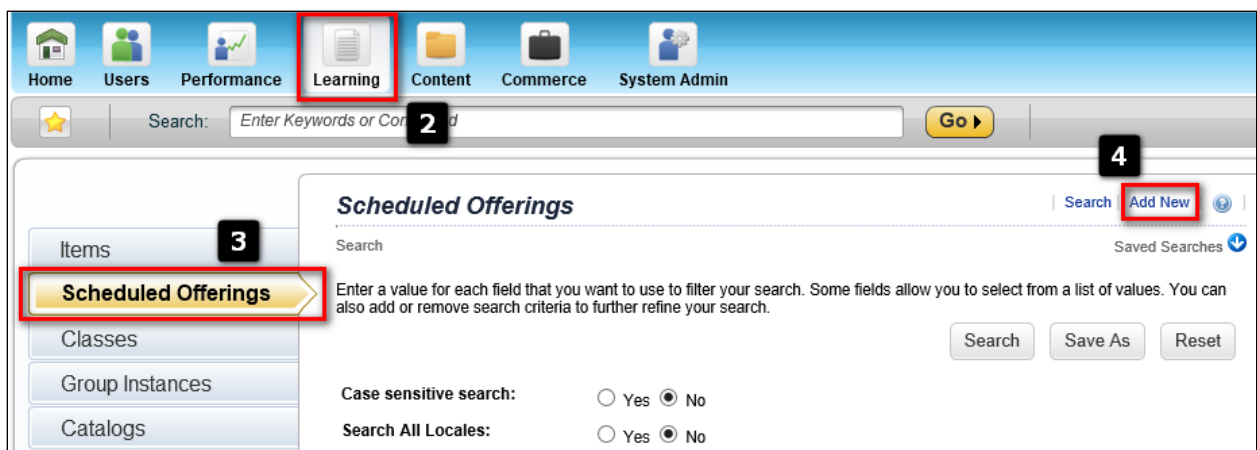


## Add New Instructor to Scheduled Offering(s)

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.





### Add New Scheduled Offering

\* = Required Fields

**1** Summary Information

**5** \* Type:  Item  Schedule Block

**9** Description: Enter description here, if applicable.

**6** \* Item Type: Course (COURSE)

**7** \* Item ID: 1

**10** Catalogs:  Publish in all associated catalogs (1)  
Catalogs may be individually removed from the Scheduled Offering.

**8** \* Domain: TRAIN  
course

**2** Schedule Information

**11** \* Start Date: 01/17/2018  
(MM/DD/YYYY)

**12** \* Start Time: 01:00 PM  
(hh:mm AM/PM)

**13** \* Time Zone: Eastern Standard Time (Ame)

Preview

**18** Schedule Date/Time  
Schedule  
1/17/2018 01:00 PM - 02:00 PM

**3** Resources

**14** Facility: Tim's Facility (Tim's Facility)

**15** Primary Location: (Tim's Location)

**16** Primary Instructor: 2005

Notify Instructor

**17** Equipment: (Tim's Equipment)

**18** Resource Usage View: Equipment





19. Add **Custom Columns**, if applicable.

20. Select **Save**.

4. Registration Form Custom Columns

Custom Columns 19

Label	Order
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Remove  
 Select All

20 Save Cancel

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

