User Job Aid

Instructor View

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:

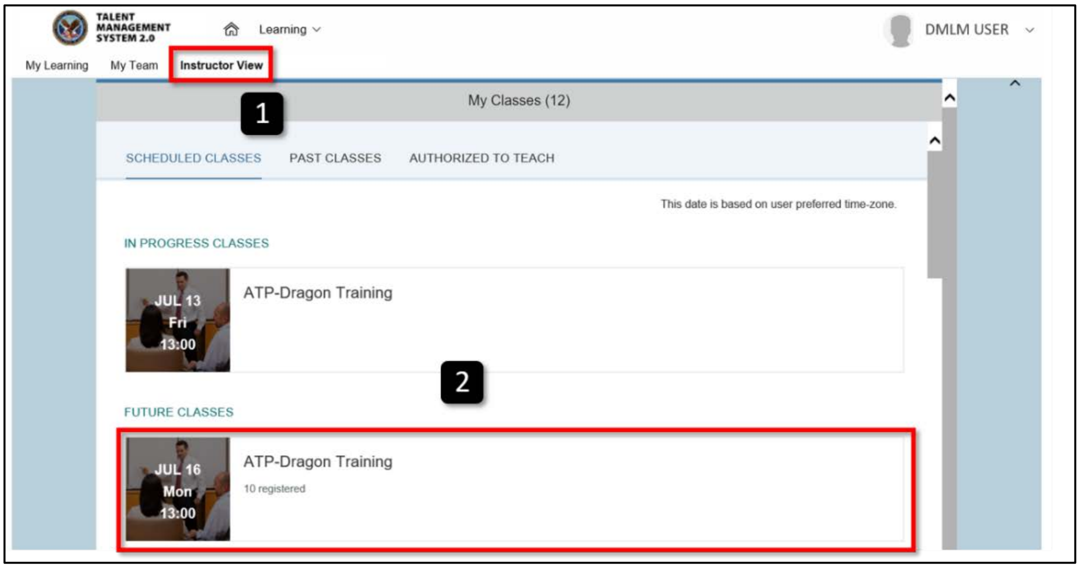
- View scheduled offerings
- View a selected scheduled offering's details
- View users who have registered for the scheduled offerings
- View segment details
- Communicate with enrolled users via email
- Record completions for scheduled offerings
- View Past Classes
- View Authorized to Teach classes

In this job aid, you will learn how to:

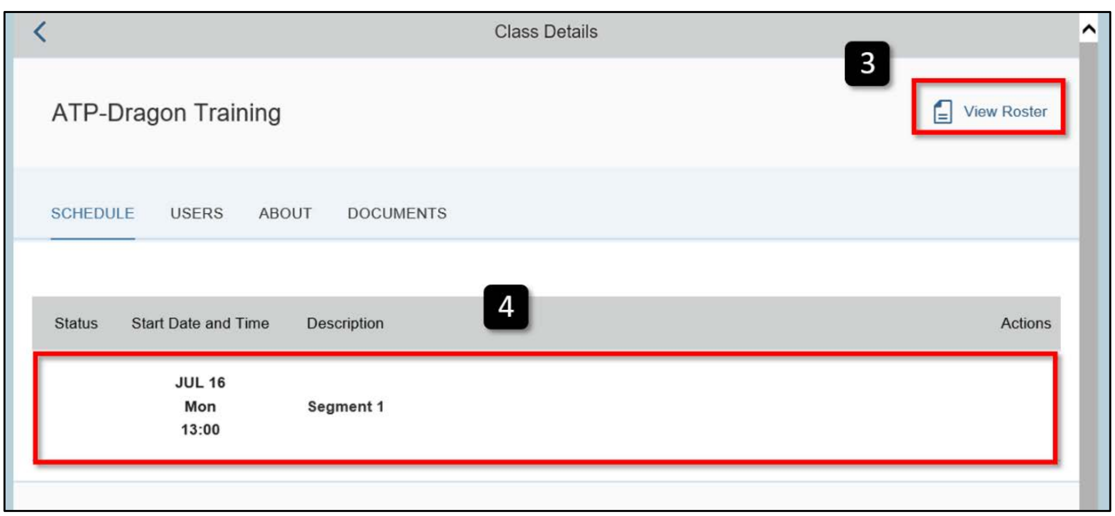
- Navigate the Instructor View Page

Navigate the Instructor View Page

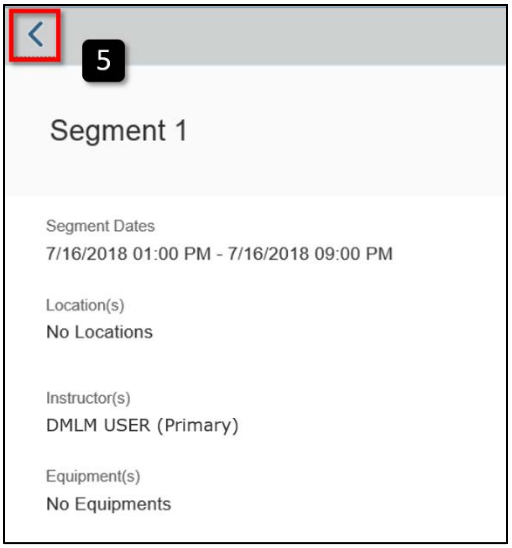
1. On the My Learning page, select the **Instructor View** tab. You are brought to the Instructor View page. By default, you can view the Scheduled Classes.
2. To manage a scheduled offering, select the offering.



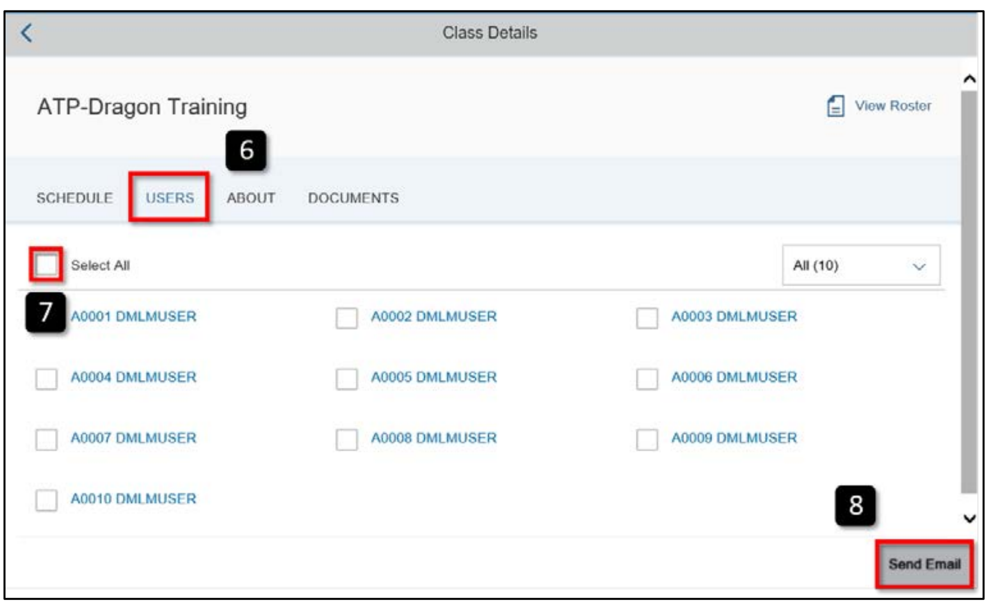
3. On the Class Details page, select **View Roster** to see users currently registered for the class.
4. Select a segment to view more details about the segment.



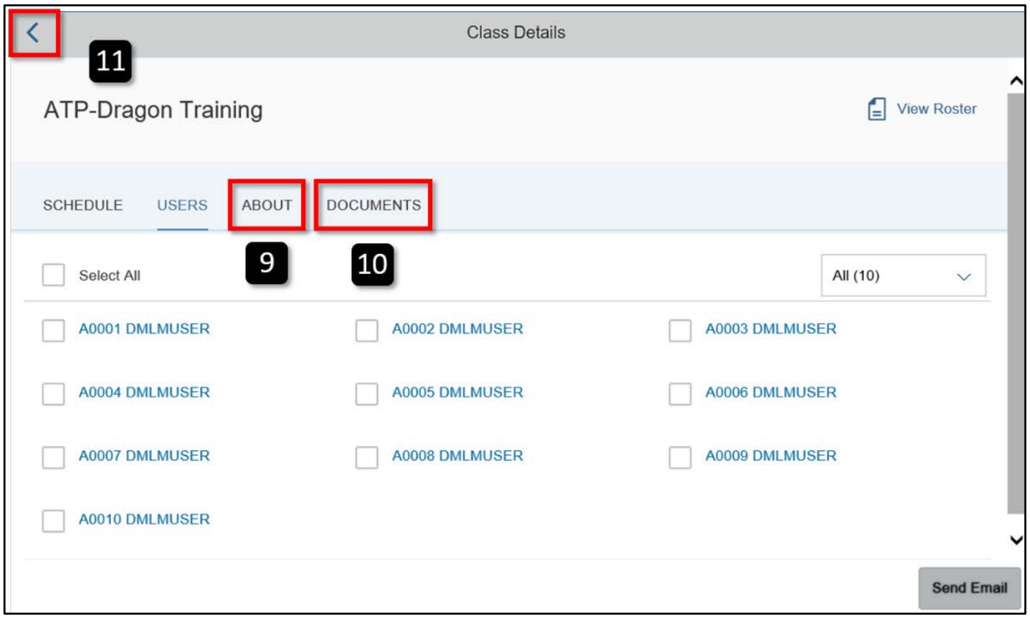
5. The Segment Details page displays where you can view additional segment information, such as dates, location, instructors, and any associated equipment. Select the **Back** button within TMS 2.0 to return to the Class details page.



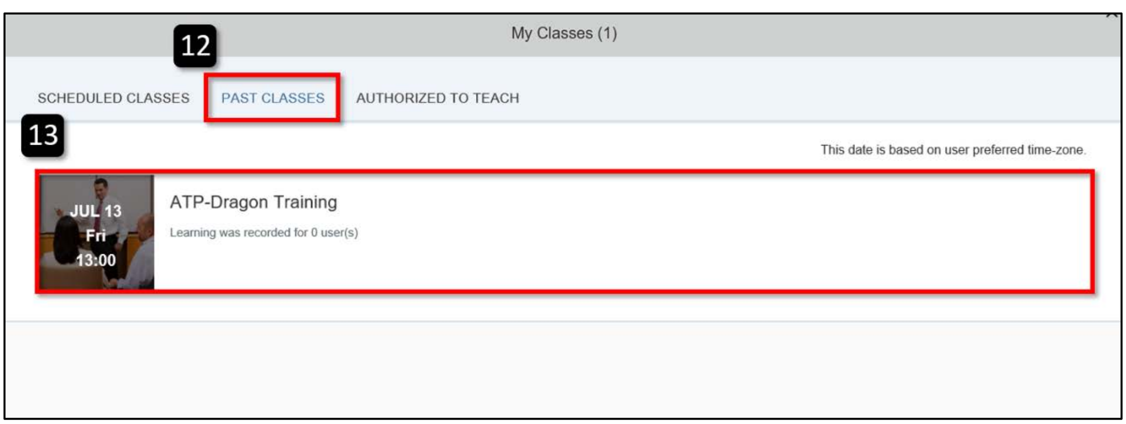
6. Select the **Users** tab. A list of users enrolled in the class display.
7. Select the **Select All** checkbox to select all enrolled users or select the checkbox next to the desired users.
8. Select the **Send Email** button. A confirmation pop-up will display. The selected students are notified via email.



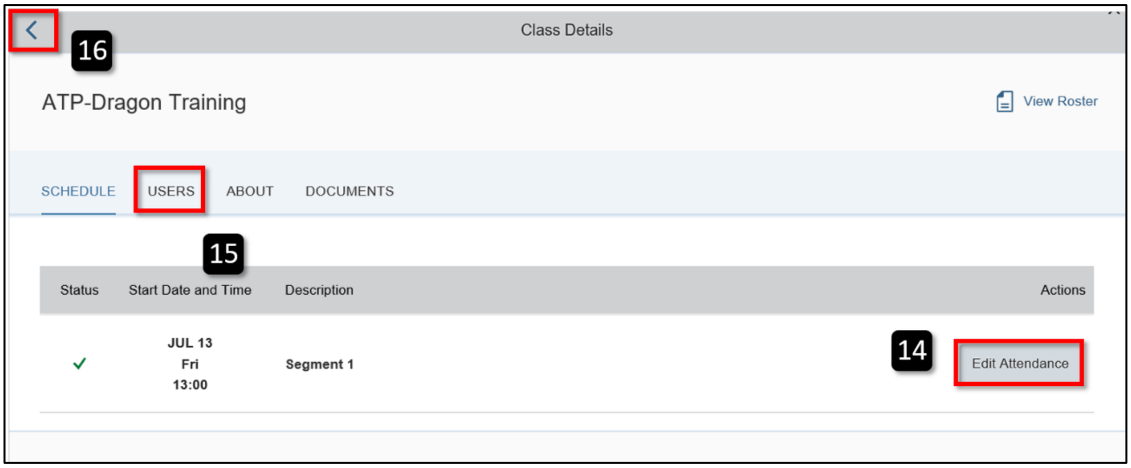
9. Select the **About** tab to view more offering information, such as ID, course size, dates, and the registration cut-off date.
10. Select the **Documents** tab to view any associated documents.
11. Select the **Back** button to return to the class listing.



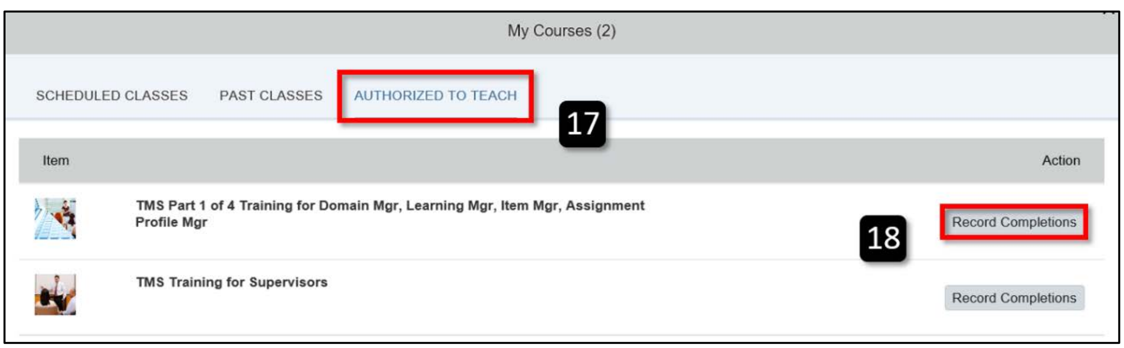
12. Select the **Past Classes** tab.
13. Any past classes display. To view more information on a class, select the desired class.



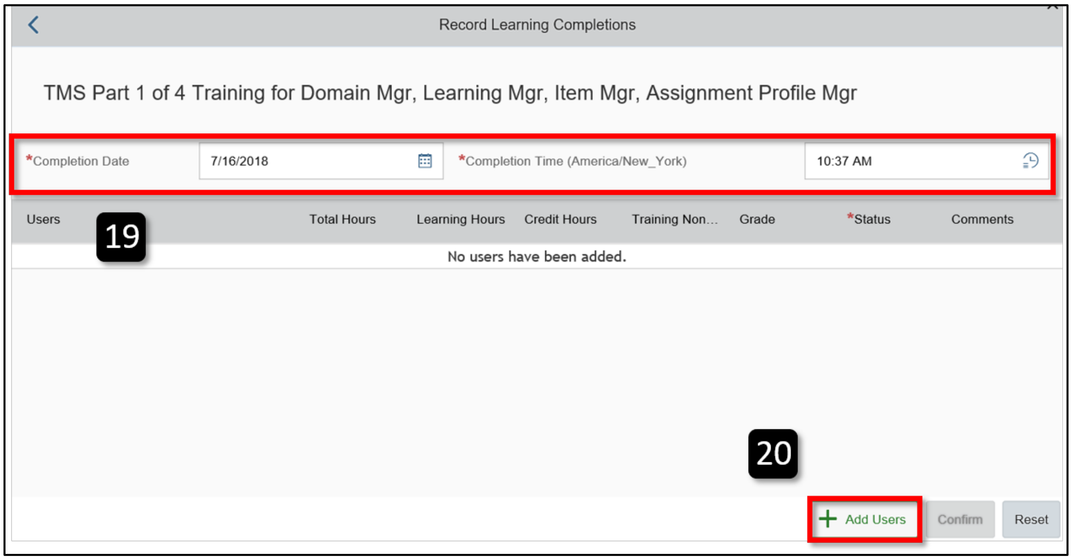
14. The Class Details page displays. You are provided with very similar options to the Scheduled Classes tab. The segments for the past class display. To edit the attendance for any of the segments, select the **Edit Attendance** button.
15. Select the **Users** tab to add users to the past class.
16. Select the **Back** button to return to the class listing.



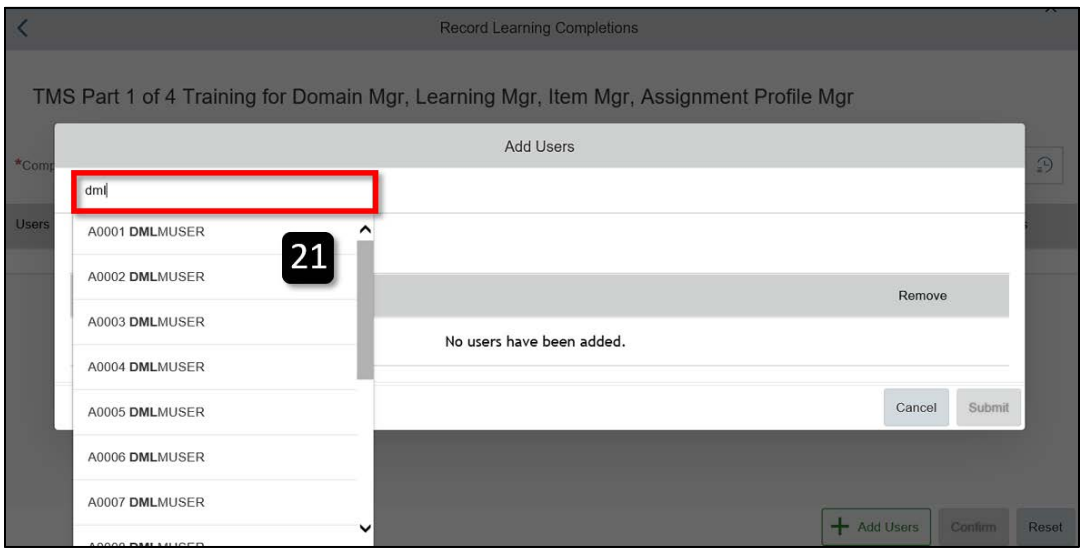
17. Select the **Authorized to Teach** tab. A list of classes you are authorized to teach displays.
18. Select the **Record Completions** button to record completions for selected users for the item.



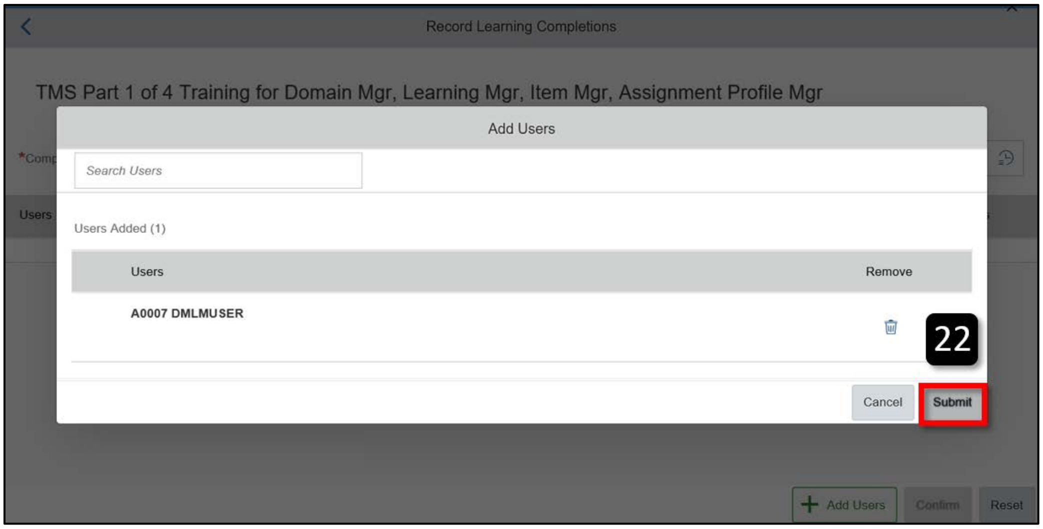
19. The Completion Date and Time auto-populates. Revise as necessary.
20. Select the **Add Users** button.



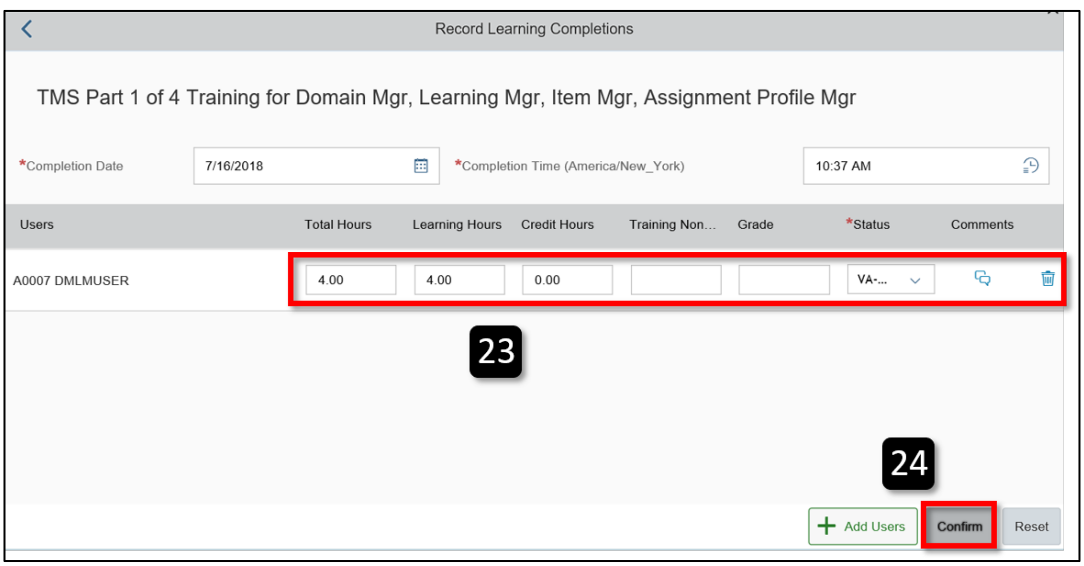
21. Enter the search criteria for the desired user and select the user from the results.



22. The selected user displays. Select the **Submit** button.



23. On the Record Learning Completions page, you can revise the Total Hours, Learning Hours, Credit Hours, Training Non-Duty Hours, and Grade. You must select a Status. You have the option to enter comments or remove the user.
24. Select the **Confirm** button.



25. A confirmation message displays letting you know that you cannot change the completion status once it has been recorded. Select the **Ok** button.