



TMS
2.0

VA

Admin Job Aid

Create Instructor View

Admin Job Aid: Create Instructor View

(Revision date: September 9, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of creating the Instructor View tab for instructors. In order for the Instructor View tab to be visible to instructors when they log into the VA TMS, administrators must add the new instructor to the system, then assign item(s) to the instructor.

A secondary purpose of this job aid is to show how to add instructors to Classes. When administrators complete this task, instructors may use the Instructor View tab to view their classes, manage enrollment, record learning, communicate with participants, and view time slot details.

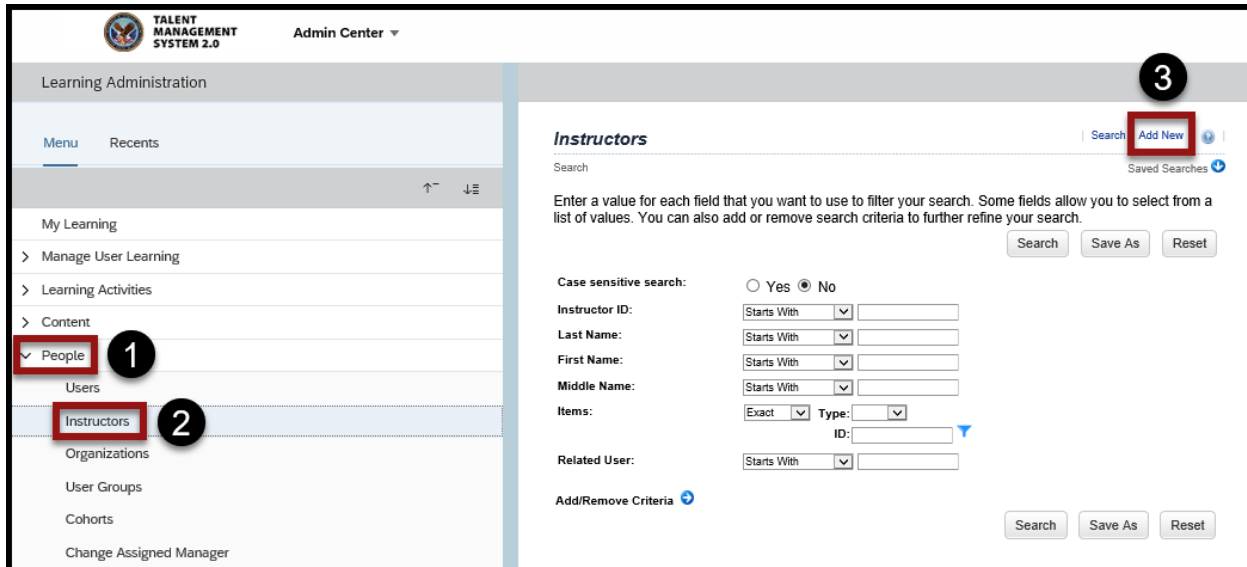
In this job aid, you will learn how to:

- Task A. Add New Instructor to Item(s)
- Task B. Add New Instructor to Class(es)



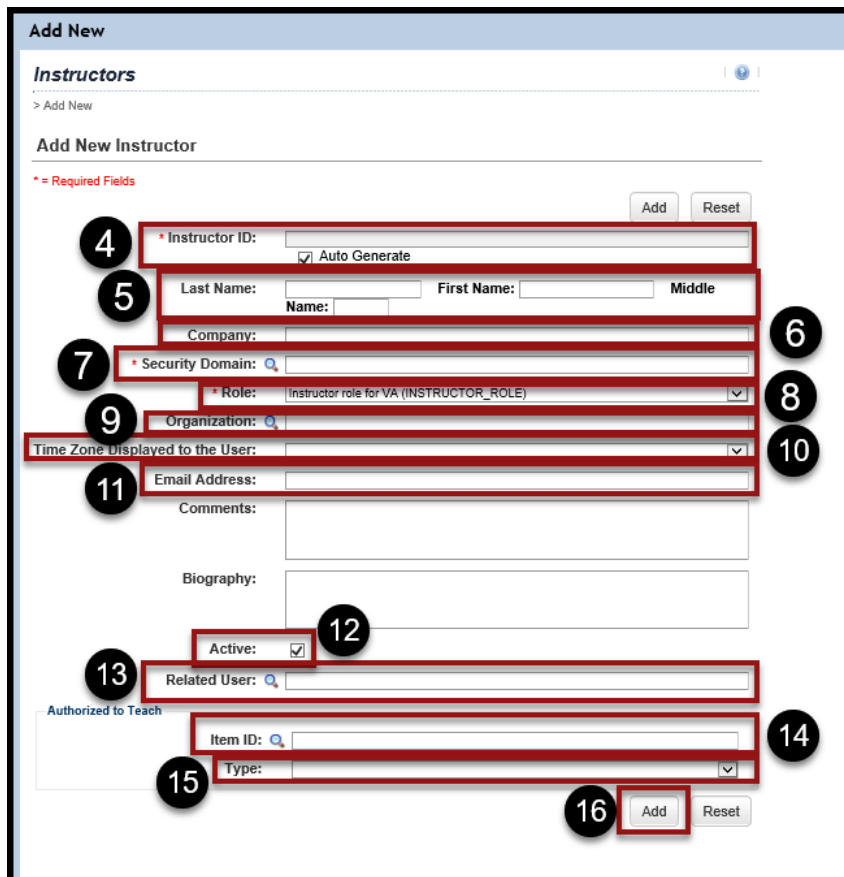
Task A. Add New Instructor to Item(s)

1. Select **People** to expand the menu of options.
2. Select **Instructors**.
3. Select **Add New**.



The screenshot shows the TMS Admin Center interface. The top navigation bar includes the TMS logo, 'Talent Management System 2.0', and 'Admin Center'. The main content area is titled 'Learning Administration' and contains a 'Menu' and 'Recents' section. The 'Menu' section is expanded to show 'People' (1), which is further expanded to show 'Instructors' (2). The 'Instructors' page is displayed, featuring a search bar with an 'Add New' button (3) highlighted. Below the search bar, there are several search criteria fields: 'Instructor ID', 'Last Name', 'First Name', 'Middle Name', 'Items', and 'Related User'. Each field has a 'Starts With' dropdown and a text input box. The 'Items' field also includes an 'Exact' dropdown and a 'Type' dropdown. The 'Case sensitive search' option is set to 'No'. At the bottom of the search section, there are 'Search', 'Save As', and 'Reset' buttons.

4. Ensure the **Auto Generate checkbox** is selected for Instructor ID.
5. Enter the **Last Name, First Name, and Middle Name** for the instructor.
6. Enter the **Company** the instructor works for, if applicable.
7. Enter the **Security Domain**.
8. Select Instructor Role for VA from the **Role** drop-down list.
9. Search for and select an **Organization**.
10. Select a **Time Zone** from the drop-down list.
11. Enter the **Email Address** for the instructor.
12. Ensure the **Active checkbox** is selected.
13. Search for and select a **Related User**.
14. Enter an **Item ID**.
15. Select the Item **Type** from the drop-down list.
16. Select **Add**.



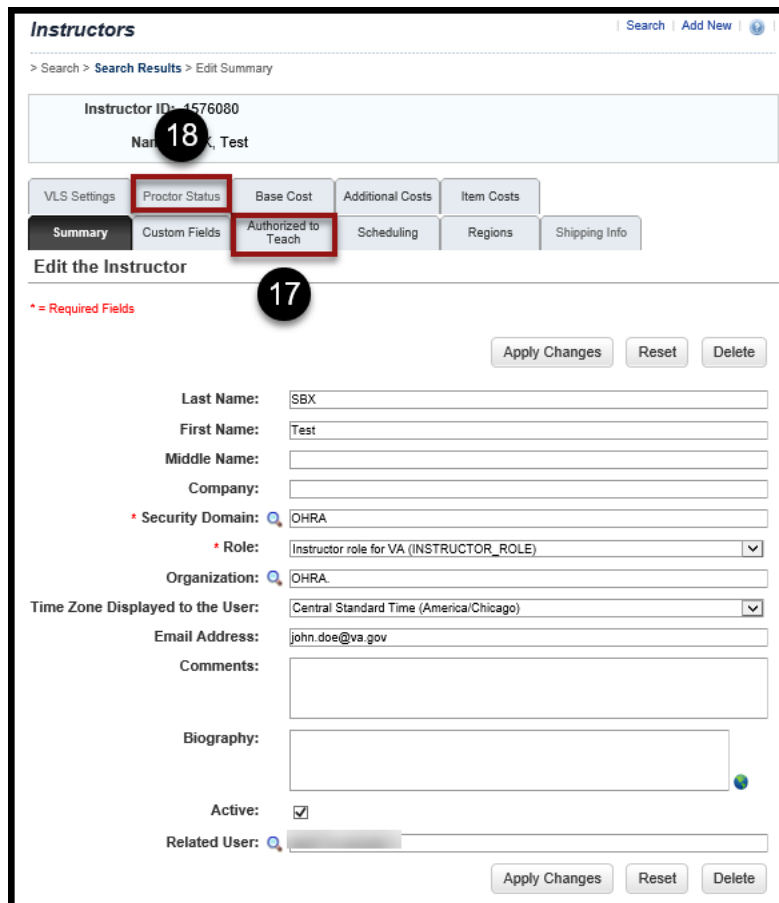
The screenshot shows the 'Add New Instructors' form in a web application. The form is titled 'Add New Instructors' and includes a legend for required fields (*). The form is divided into sections: 'Instructor Information', 'Organization and Time Zone', 'Contact Information', and 'Additional Information'. The following table summarizes the fields and actions highlighted by the numbered callouts in the image:

Callout Number	Field/Action
4	Instructor ID (with Auto Generate checkbox)
5	Last Name, First Name, Middle Name
6	Company
7	Security Domain
8	Role (dropdown menu)
9	Organization (searchable dropdown)
10	Time Zone (dropdown menu)
11	Email Address
12	Active checkbox
13	Related User (searchable dropdown)
14	Item ID (searchable dropdown)
15	Type (dropdown menu)
16	Add button

17. Select the **Authorized to Teach** tab in to add more items to the instructor.

18. Select the **Proctor Status** tab to set up the instructor as a proctor.

NOTE: By completing Task A, you have successfully created the Instructor View tab which will be visible to your instructors when they log in to VA TMS. However, in order for your instructors to view their classes, manage enrollment, record learning, communicate with participants, and view time slot details, you must complete Task B.



Instructors | Search | Add New | [User Icon]

> Search > Search Results > Edit Summary

Instructor ID: 1576080

Name: [Red Box 18] Test

VLS Settings | **Proctor Status** | Base Cost | Additional Costs | Item Costs

Summary | Custom Fields | **Authorized to Teach** | Scheduling | Regions | Shipping Info

Edit the Instructor | [Red Box 17]

* = Required Fields

Apply Changes | Reset | Delete

Last Name: SBX

First Name: Test

Middle Name:

Company:

* Security Domain: OHRA

* Role: Instructor role for VA (INSTRUCTOR_ROLE)

Organization: OHRA

Time Zone Displayed to the User: Central Standard Time (America/Chicago)

Email Address: john.doe@va.gov

Comments:

Biography:

Active:

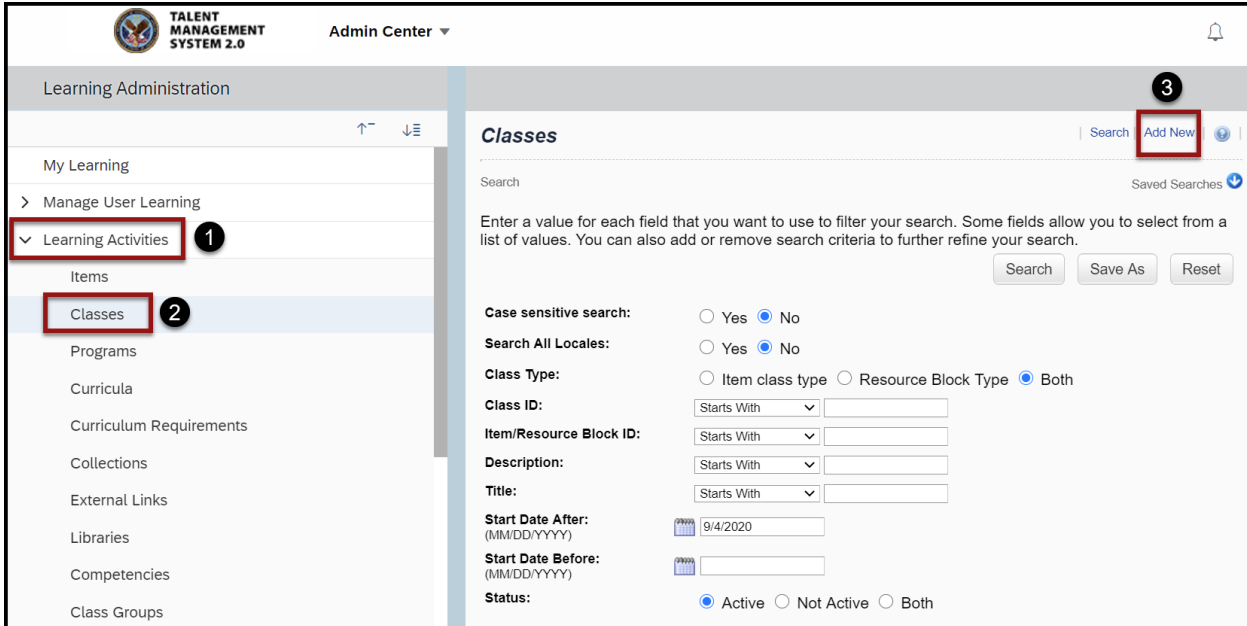
Related User: [User Icon] [Redacted]

Apply Changes | Reset | Delete



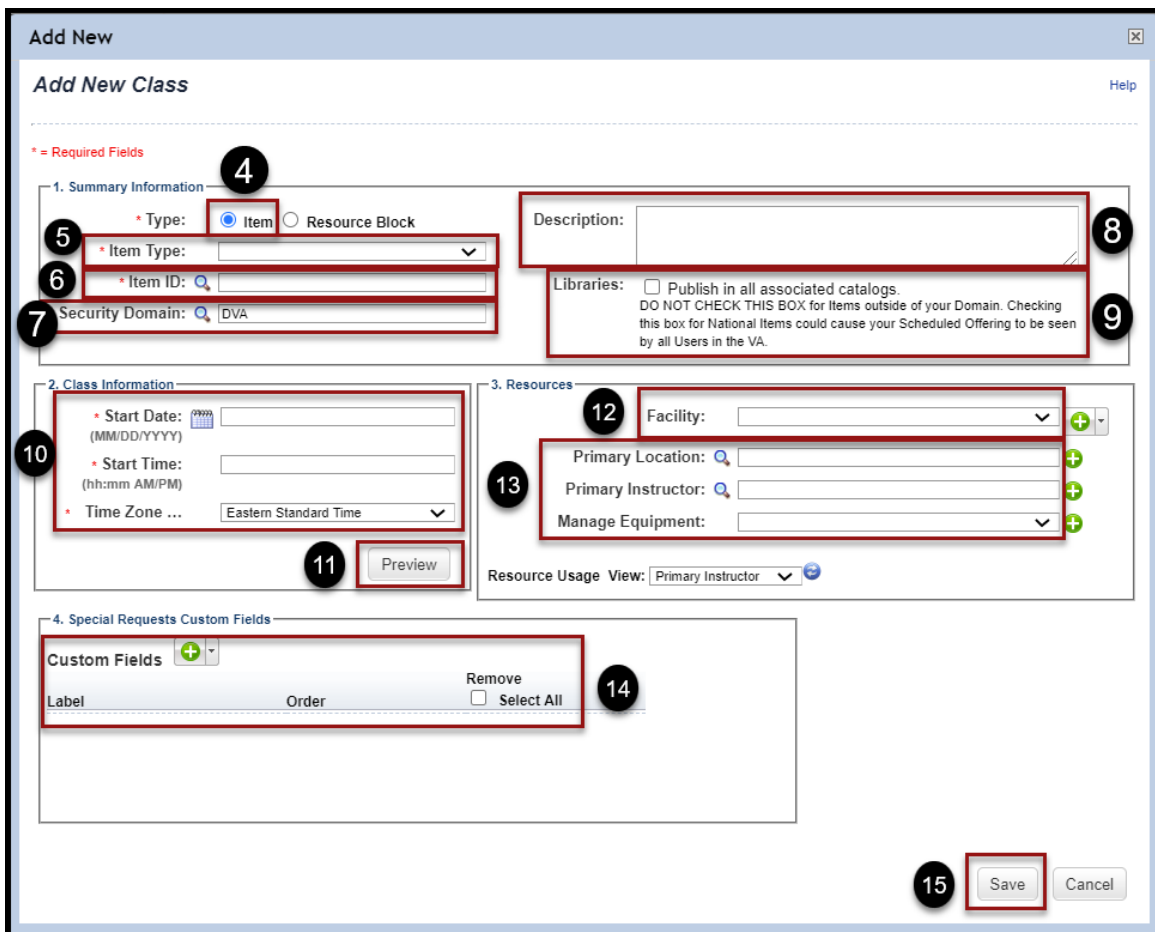
Task B. Add New Instructor to Class(es)

1. Select **Learning Activities** to expand the menu of options.
2. Select **Classes**.
3. Select **Add New** link.



The screenshot shows the TMS Admin Center interface. The top navigation bar includes the TMS logo, 'Admin Center', and a notification bell. The left sidebar is titled 'Learning Administration' and contains a tree view with 'My Learning', 'Manage User Learning', 'Learning Activities' (1), 'Items', 'Classes' (2), 'Programs', 'Curricula', 'Curriculum Requirements', 'Collections', 'External Links', 'Libraries', 'Competencies', and 'Class Groups'. The main content area is titled 'Classes' and features a search bar, a search button, and an 'Add New' button (3) highlighted in a red box. Below the search bar are several filter options: 'Case sensitive search' (Yes/No), 'Search All Locales' (Yes/No), 'Class Type' (Item class type, Resource Block Type, Both), 'Class ID' (Starts With), 'Item/Resource Block ID' (Starts With), 'Description' (Starts With), 'Title' (Starts With), 'Start Date After' (9/4/2020), 'Start Date Before', and 'Status' (Active, Not Active, Both).

4. Select **Item** as the Type.
5. Select **Item Type** from the drop-down list.
6. Select the **magnifying glass search icon** to search for and select an Item.
7. Enter the **Security Domain**.
8. Enter a **Description** for the class.
9. Check the box to **publish** the class in all associated libraries.
10. Select a start date, start time, and time zone.
11. Select **Preview** to view the basic information of the class.
12. Select a **Facility** from the drop-down list.
13. If applicable, select other resources associated with the class.
14. If appropriate, complete the Special Requests **Custom Fields**.
15. Select **Save**.



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

- 1. Summary Information:**
 - 4: Type (radio button for Item)
 - 5: Item Type (dropdown)
 - 6: Item ID (text input with search icon)
 - 7: Security Domain (text input with value 'DVA')
 - 8: Description (text area)
 - 9: Libraries (checkbox for 'Publish in all associated catalogs')
- 2. Class Information:**
 - 10: Start Date (calendar icon), Start Time (text input), Time Zone (dropdown)
 - 11: Preview button
- 3. Resources:**
 - 12: Facility (dropdown)
 - 13: Primary Location, Primary Instructor, and Manage Equipment (text inputs with search icons)
 - Resource Usage View: Primary Instructor (dropdown)
- 4. Special Requests Custom Fields:**
 - 14: Custom Fields table with columns for Label, Order, and Remove (checkbox for Select All)
- 15:** Save and Cancel buttons at the bottom right.