
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.

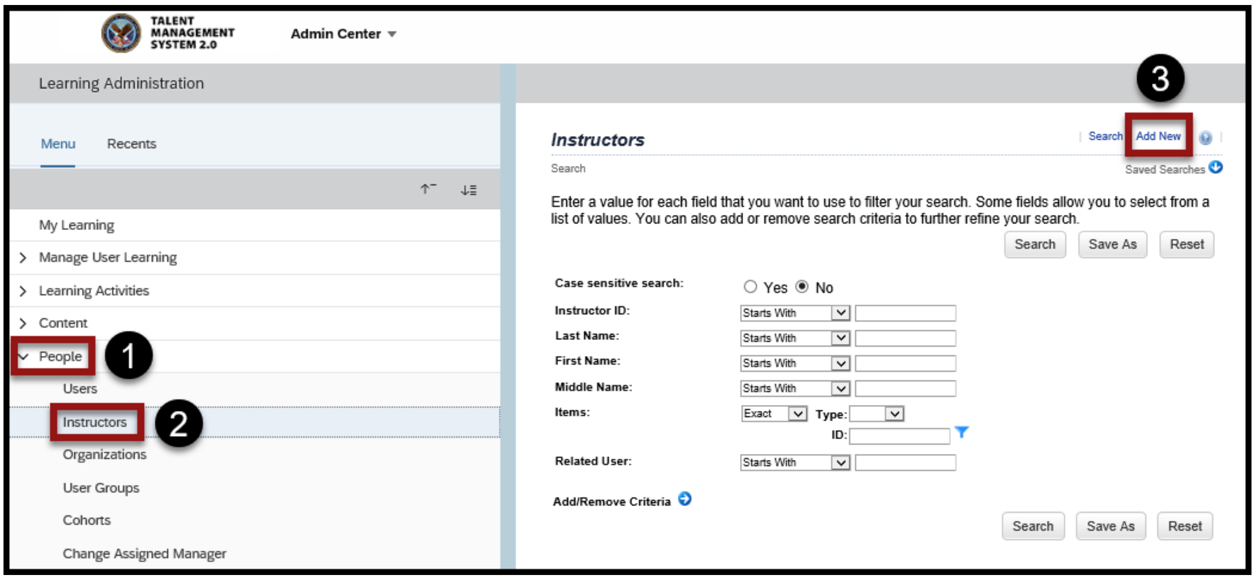
A secondary purpose of this job aid is to show how to add instructors to Classes. When administrators complete this task, instructors may use the Instructor View tab to view their classes, manage enrollment, record learning, communicate with participants, and view time slot details.

In this job aid, you will learn how to:

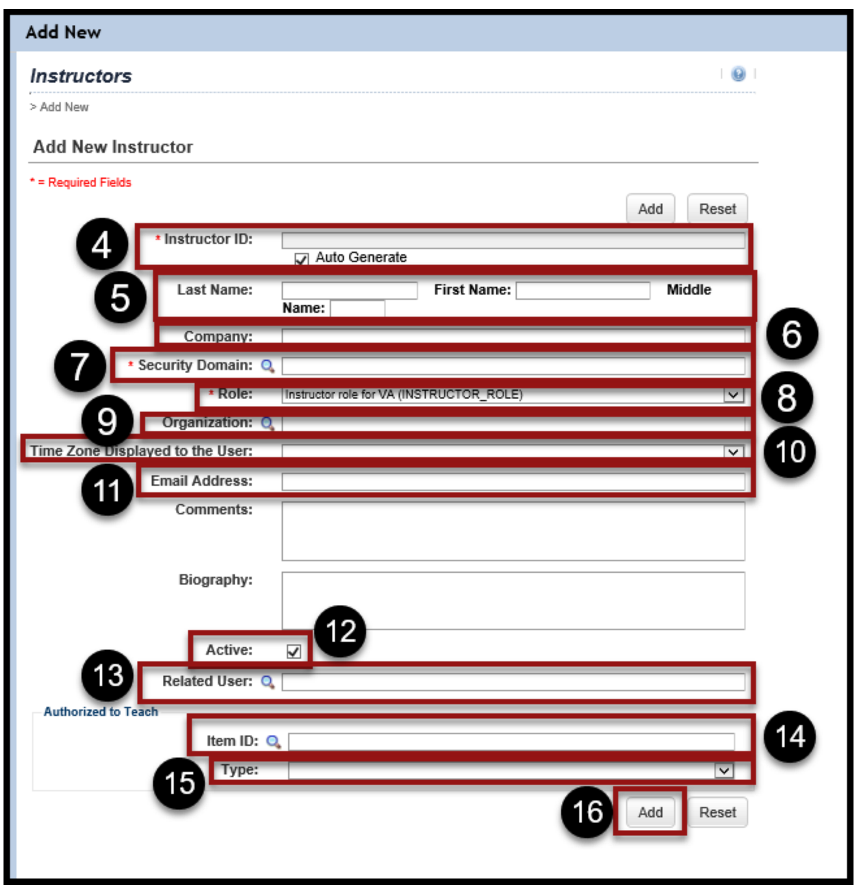
- Task A. Add New Instructor to Item(s)
- Task B. Add New Instructor to Class(es)

Task A. Add New Instructor to Item(s)

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

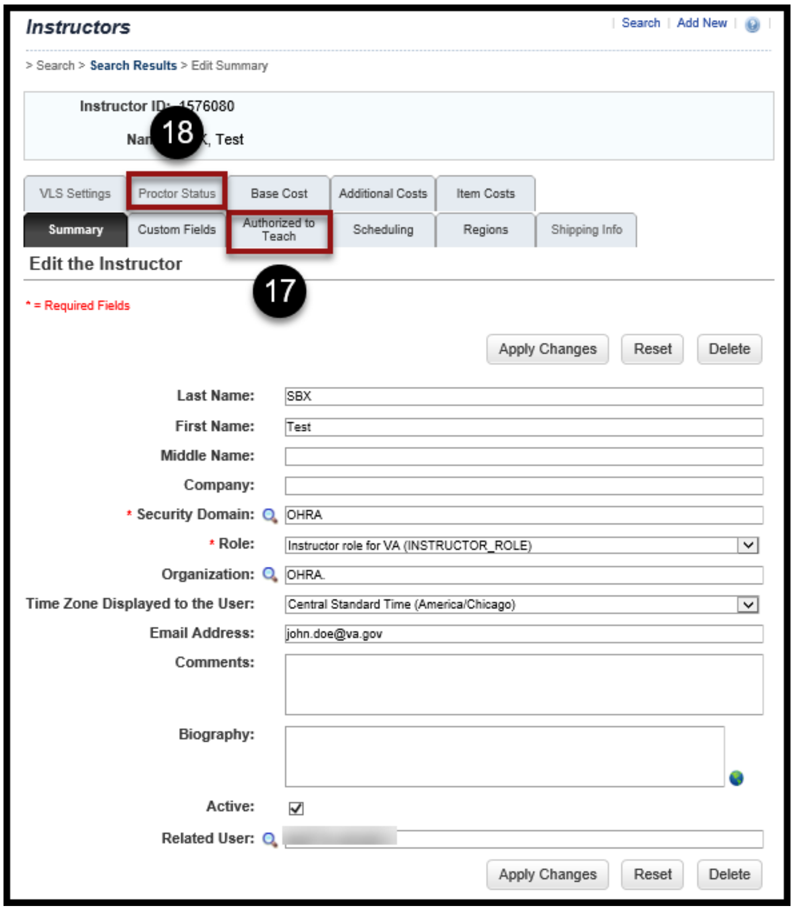


4. Ensure the **Auto Generate checkbox** is selected for Instructor ID.
5. Enter the **Last Name**, **First Name**, and **Middle Name** for the instructor.
6. Enter the **Company** the instructor works for, if applicable.
7. Enter the **Security Domain**.
8. Select Instructor Role for VA from the **Role** 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.**



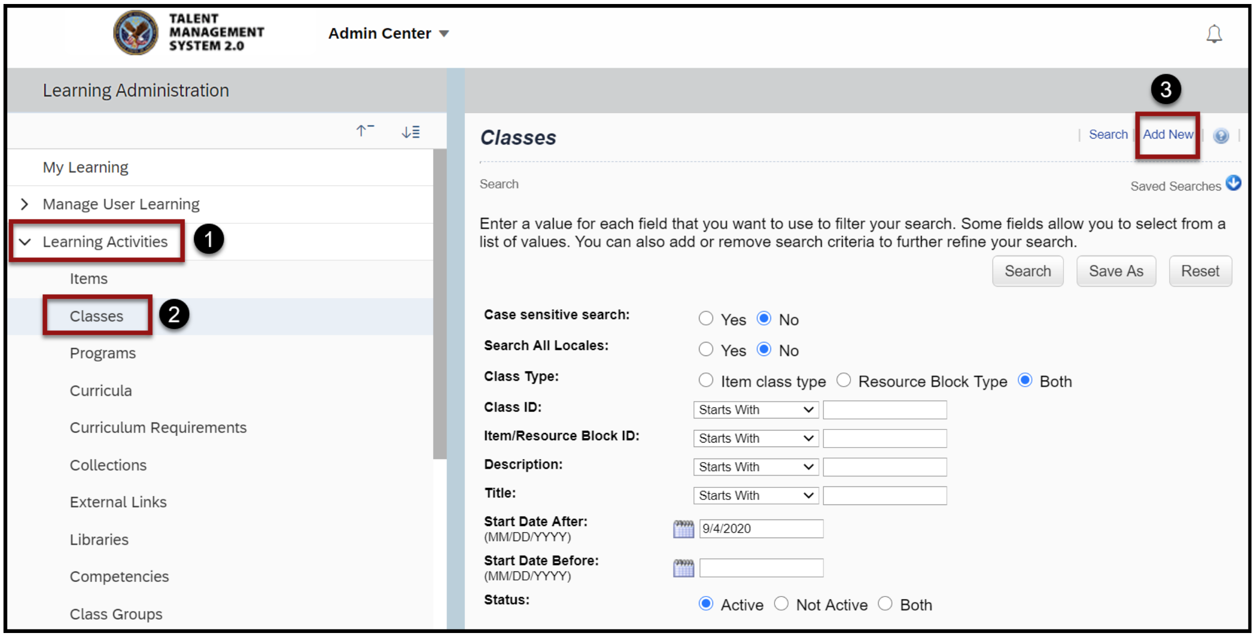
17. Select the **Authorized to Teach** tab in to add more items to the instructor.
18. Select the **Proctor Status** tab to set up the instructor as a proctor.

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.



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.



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**.