



TMS
2.0

VA

Admin Job Aid

Add Instructor to a Class



Admin Job Aid: Add Instructor to a Class

(Revision date: September 10, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of adding an instructor to a class.

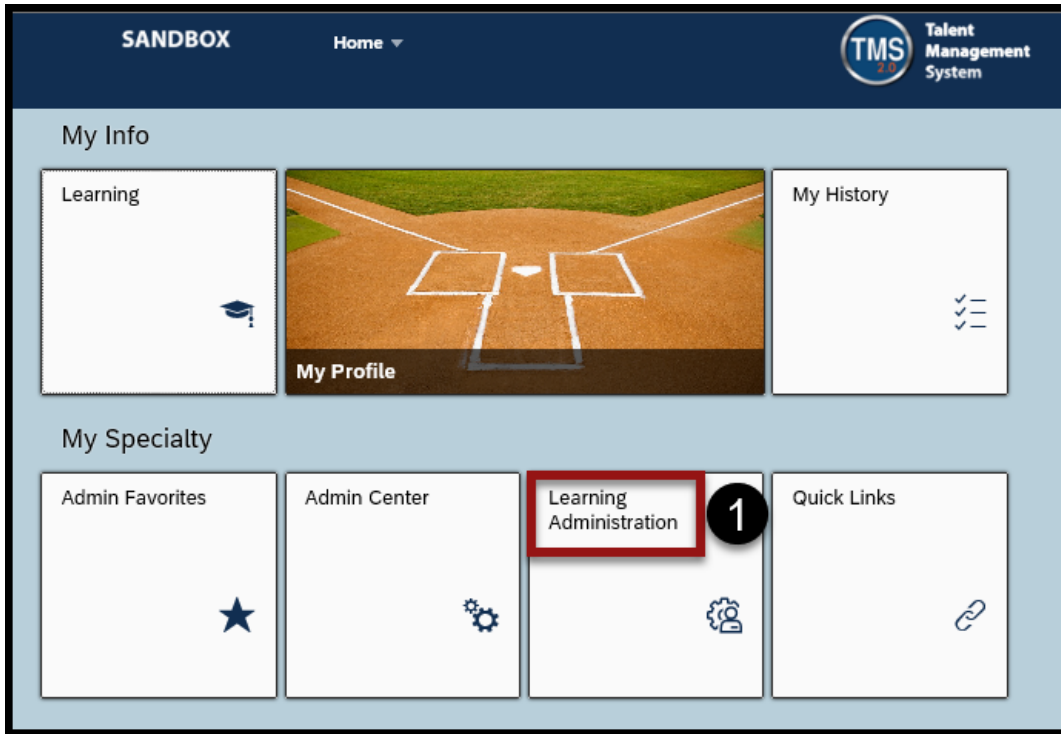
In this job aid, you will learn how to:

- Task A. Locate a Class
- Task B. Add Instructor

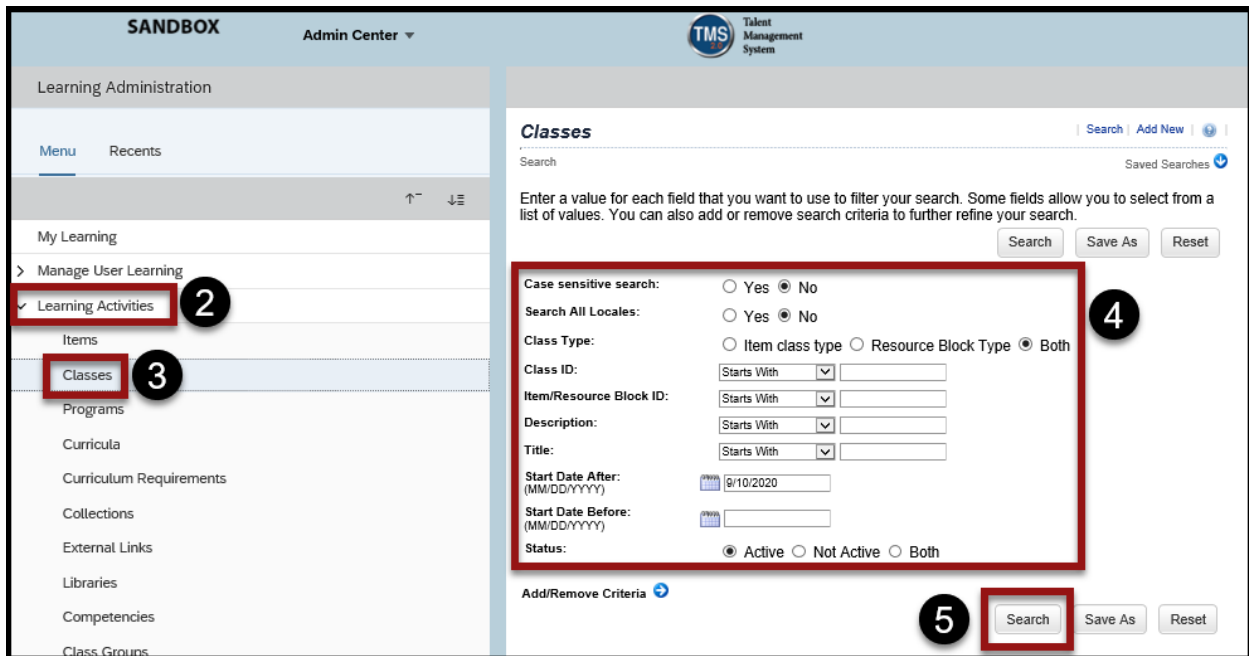


 Task A. Locate a Class

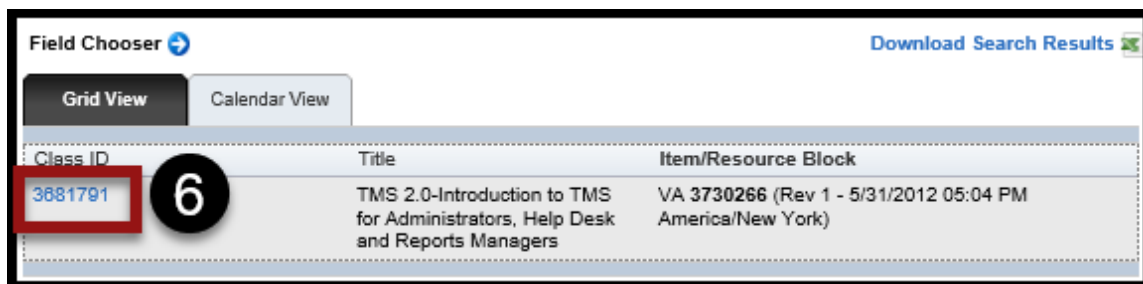
1. Select the **Learning Administration** link.



2. Select **Learning Activities** to expand the menu of options.
3. Select **Classes**.
4. Enter **Search Criteria** for the class.
5. Select **Search**.



6. When the search results display, select the **Class ID** hyperlink to open the class record.

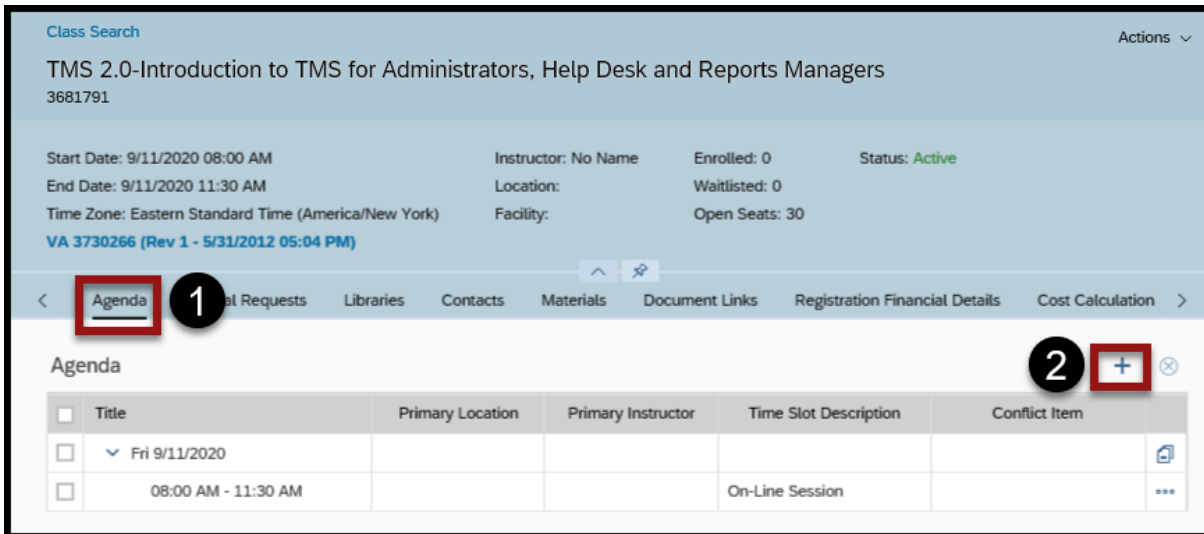


Class ID	Title	Item/Resource Block
3681791	TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers	VA 3730266 (Rev 1 - 5/31/2012 05:04 PM America/New York)



Task B. Add Instructor

1. Select the **Agenda** tab.
2. Select the **Create Group** icon.



Class Search Actions ▾

TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers
3681791

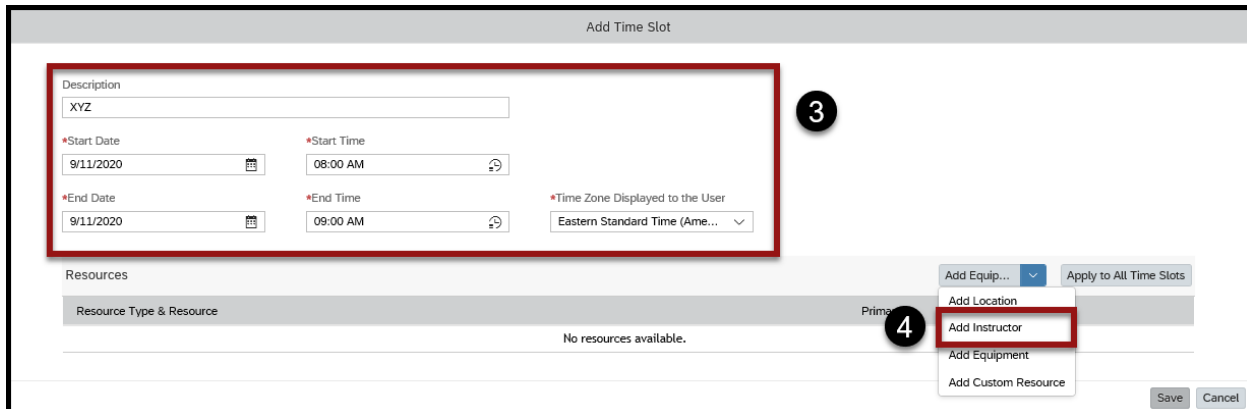
Start Date: 9/11/2020 08:00 AM Instructor: No Name Enrolled: 0 Status: **Active**
 End Date: 9/11/2020 11:30 AM Location: Waitlisted: 0
 Time Zone: Eastern Standard Time (America/New York) Facility: Open Seats: 30
 VA 3730266 (Rev 1 - 5/31/2012 05:04 PM)

Agenda **1**
Requests
Libraries
Contacts
Materials
Document Links
Registration Financial Details
Cost Calculation
>

Agenda **2** + ⊗

Title	Primary Location	Primary Instructor	Time Slot Description	Conflict Item
<input type="checkbox"/> ▼ Fri 9/11/2020				
<input type="checkbox"/> 08:00 AM - 11:30 AM			On-Line Session	⋮

3. Enter the **Time Slot** information.
4. Select **Add Instructor** from the Resources drop-down list.



Add Time Slot

Description **3**

XYZ

*Start Date: 9/11/2020 *Start Time: 08:00 AM

*End Date: 9/11/2020 *End Time: 09:00 AM *Time Zone Displayed to the User: Eastern Standard Time (Ame... ▾)

Resources Add Equip... ▾ Apply to All Time Slots

Resource Type & Resource Primary

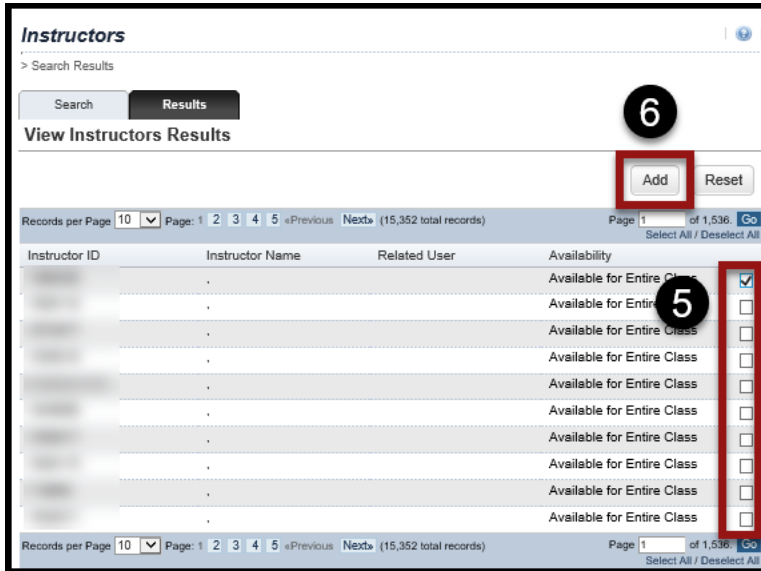
No resources available.

4 Add Instructor

Add Location
Add Equipment
Add Custom Resource

Save Cancel

5. Check the box next to the instructor you want to add to the Time Slot.
6. Select Add.



Instructors

> Search Results

Search Results

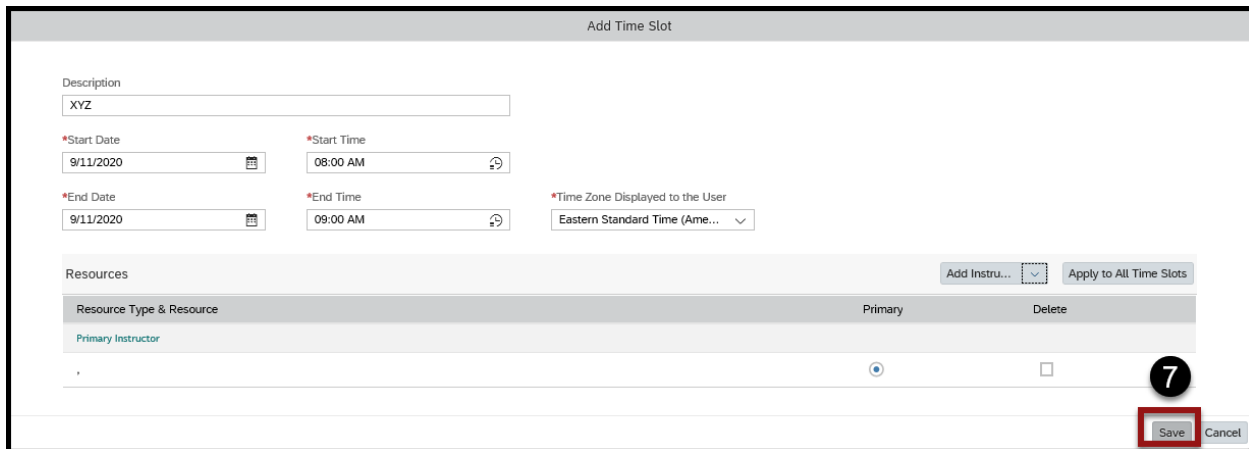
View Instructors Results

Records per Page 10 Page: 1 2 3 4 5 «Previous Next» (15,352 total records) Page 1 of 1,536 Go

Instructor ID	Instructor Name	Related User	Availability	
			Available for Entire Class	<input checked="" type="checkbox"/>
			Available for Entire Class	<input type="checkbox"/>
			Available for Entire Class	<input type="checkbox"/>
			Available for Entire Class	<input type="checkbox"/>
			Available for Entire Class	<input type="checkbox"/>
			Available for Entire Class	<input type="checkbox"/>
			Available for Entire Class	<input type="checkbox"/>
			Available for Entire Class	<input type="checkbox"/>
			Available for Entire Class	<input type="checkbox"/>
			Available for Entire Class	<input type="checkbox"/>

Records per Page 10 Page: 1 2 3 4 5 «Previous Next» (15,352 total records) Page 1 of 1,536 Go

7. Select Save.



Add Time Slot

Description: XYZ

*Start Date: 9/11/2020 *Start Time: 08:00 AM

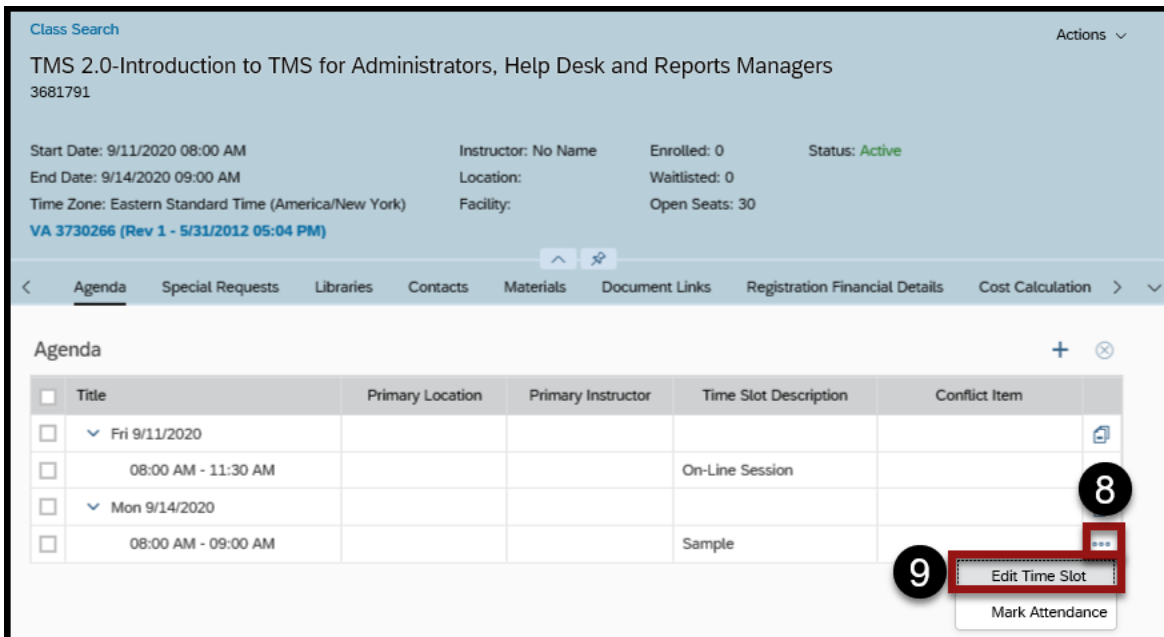
*End Date: 9/11/2020 *End Time: 09:00 AM *Time Zone Displayed to the User: Eastern Standard Time (Ame...)

Resources: Add Instru... Apply to All Time Slots

Resource Type & Resource	Primary	Delete
Primary Instructor	<input checked="" type="radio"/>	<input type="checkbox"/>

Save Cancel

8. (Optional) Select the **More icon** next to the time slot.
9. (Optional) Select **Edit Time Slot**.



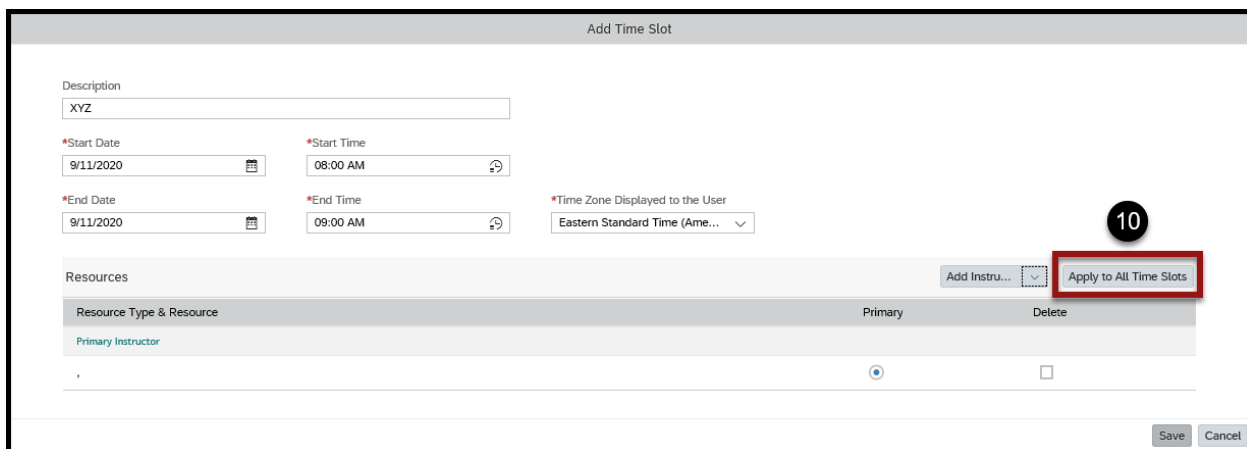
The screenshot shows the 'Class Search' interface for a class titled 'TMS 2.0-Introduction to TMS for Administrators, Help Desk and Reports Managers' (ID: 3681791). The class is active and has 30 open seats. The 'Agenda' section contains a table with the following data:

Title	Primary Location	Primary Instructor	Time Slot Description	Conflict Item
▼ Fri 9/11/2020				
08:00 AM - 11:30 AM			On-Line Session	
▼ Mon 9/14/2020				
08:00 AM - 09:00 AM			Sample	

Callout 8 points to the 'More icon' (three dots) next to the 'On-Line Session' row. Callout 9 points to the 'Edit Time Slot' button in the context menu that appears when the 'More icon' is clicked.

10. (Optional) Select **Apply to All Time Slots** to copy the instructor to all the time slots of the class.

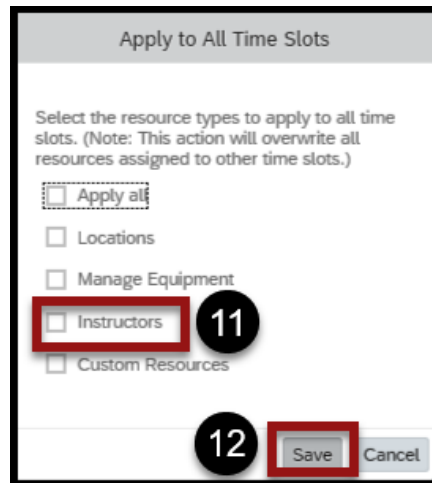
NOTE: You also have the option to add different instructors to each time slot if needed.



The screenshot shows the 'Add Time Slot' form. The 'Description' field contains 'XYZ'. The start date is 9/11/2020 and the start time is 08:00 AM. The end date is 9/11/2020 and the end time is 09:00 AM. The time zone is set to 'Eastern Standard Time (Ame...'. The 'Resources' section has a table with columns for 'Resource Type & Resource', 'Primary', and 'Delete'. The 'Primary Instructor' field is empty. Callout 10 points to the 'Apply to All Time Slots' button in the 'Resources' section.

11. (Optional) **Check the box** next to Instructors.

12. (Optional) Select **Save**.



Apply to All Time Slots

Select the resource types to apply to all time slots. (Note: This action will overwrite all resources assigned to other time slots.)

Apply all

Locations

Manage Equipment

Instructors **11**

Custom Resources

12