
TMS
2.0
VA
User Job Aid
Navigate Instructor View

User Job Aid: Navigate Instructor View

(Revision date: September 16, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of navigating the instructor view.

In this job aid, you will learn how to:

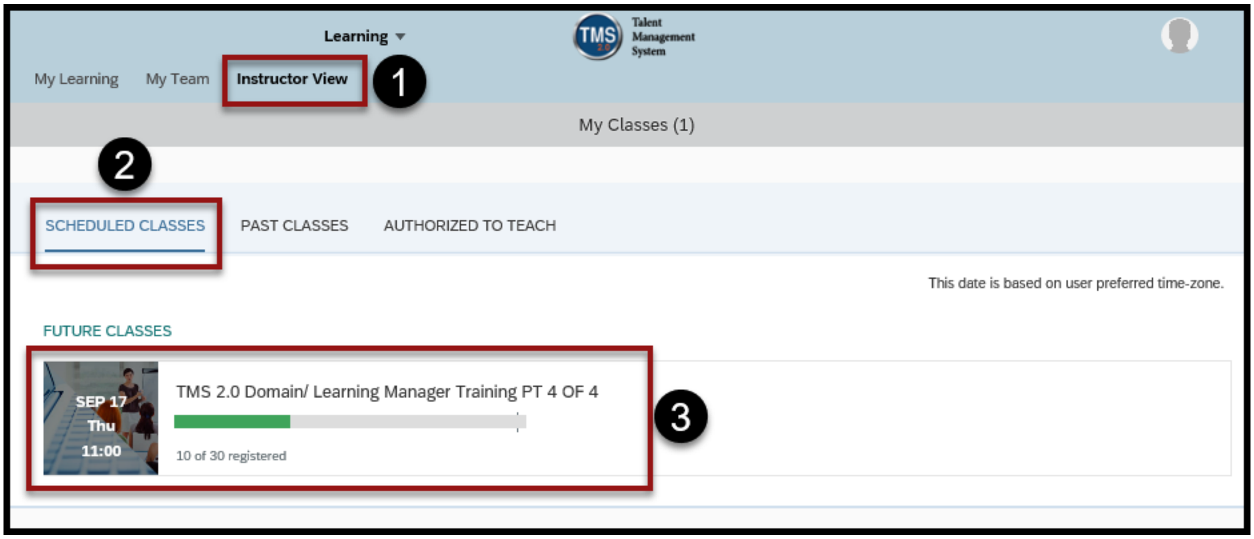
- Task A. View Class Details
- Task B. Record Completions
- Task C. Communicate with Enrolled Users

Task A. View Class Details

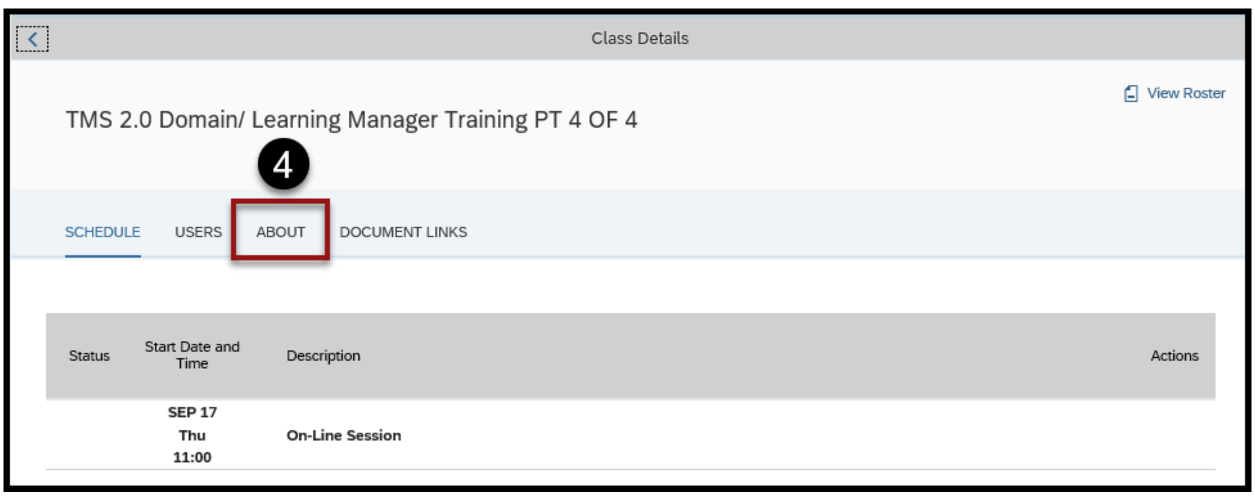
1. Select **Instructor View** tab.
2. Select **Scheduled Classes** to view upcoming classes.

NOTE: You can also select Past Classes to view the classes you already taught.

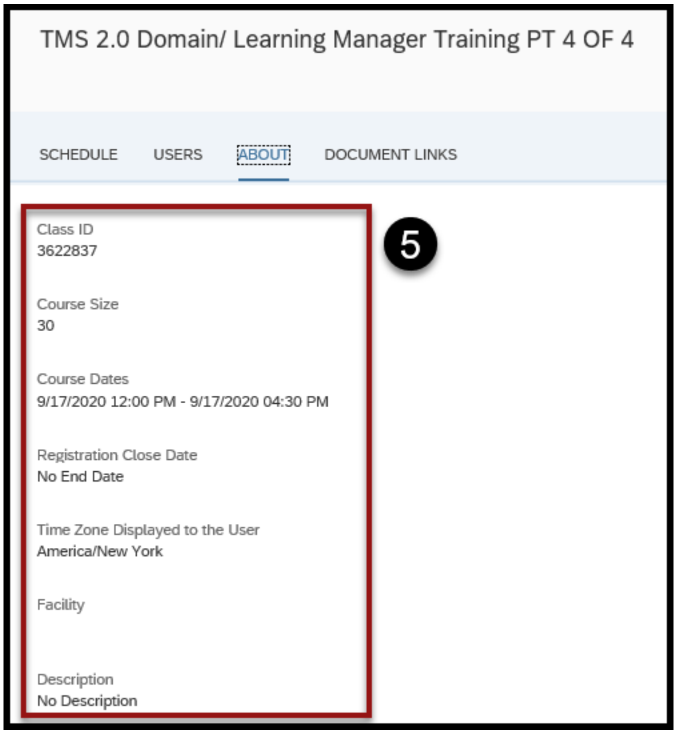
3. Select the **Class**.



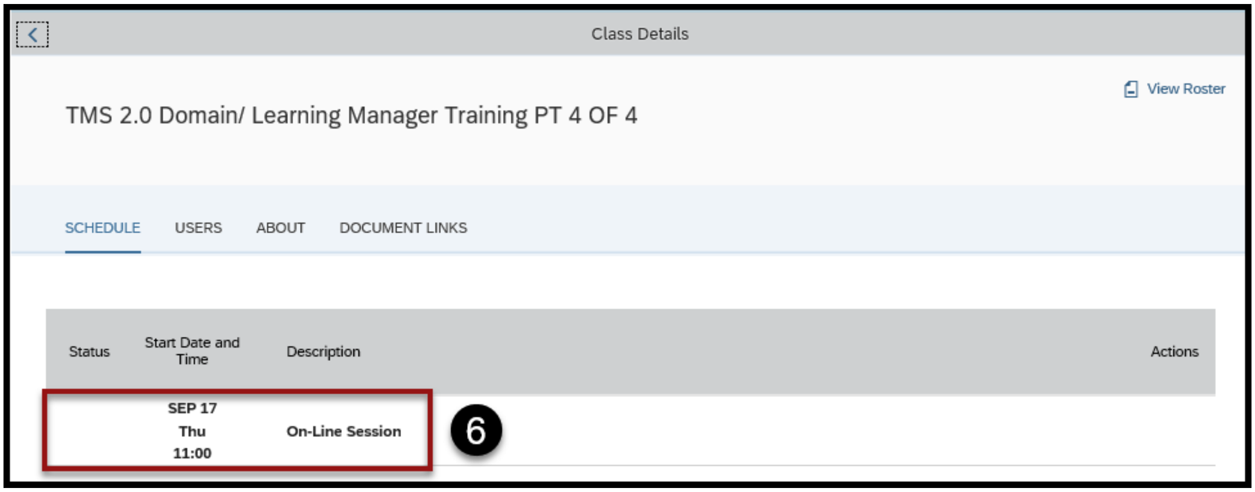
4. Select **About** to view details.



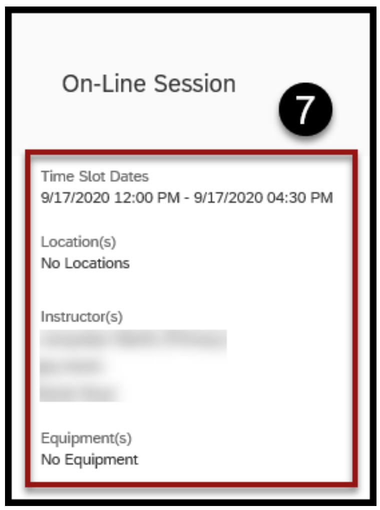
5. The About section includes the Class ID, Course Size, Facility, Description, etc.



6. Select the **Class** to view Time Slot Details.



7. By selecting the class, you can view the **Time Slot Details**.

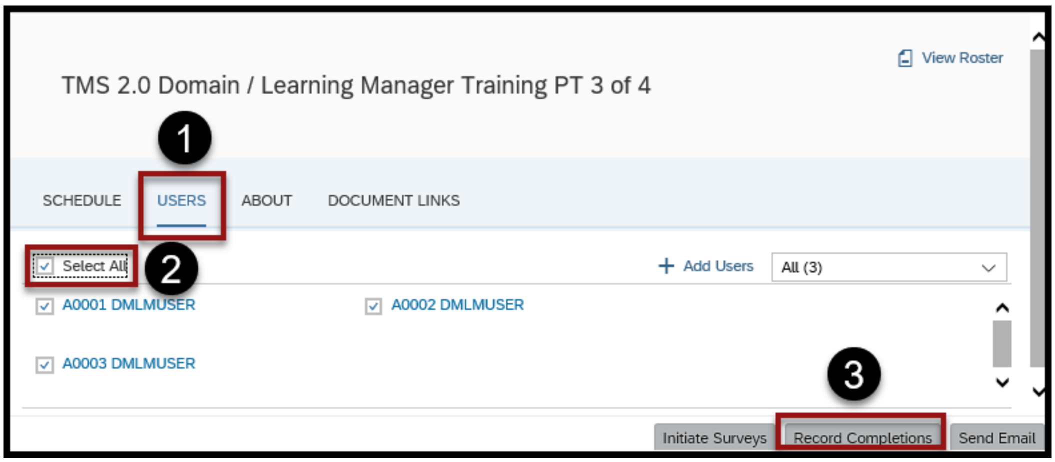


Task B. Record Completions

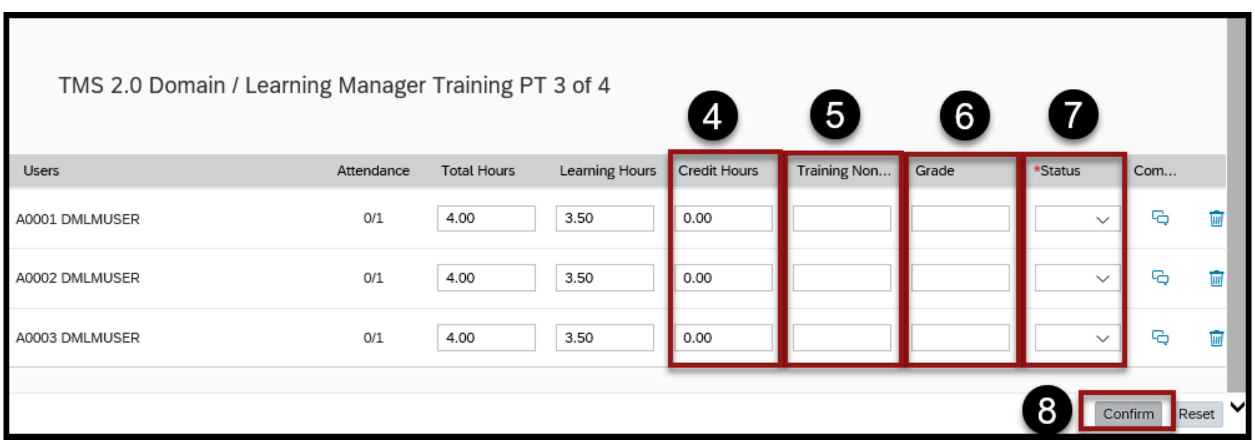
1. Select **Users**.
2. Check the **Select All** box to select all of the users at once.

NOTE: You can also check the boxes next to each user's name individually.

3. Select **Record Completions**.



4. (Optional) Enter **Credit Hours**.
5. (Optional) Enter **Training Non Duty Hours**.
6. (Optional) Enter **Grade**.
7. Enter a **Completion Status** from the drop-down list.
8. Select **Confirm**.



Task C. Communicate with Enrolled Users

1. Select **Users**.
2. Check the **Select All** box to select all of the users at once.

NOTE: You can also check the boxes next to each user's name individually.

3. Select **Send Email**.