User Job Aid: Navigate Instructor View

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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**.