



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.

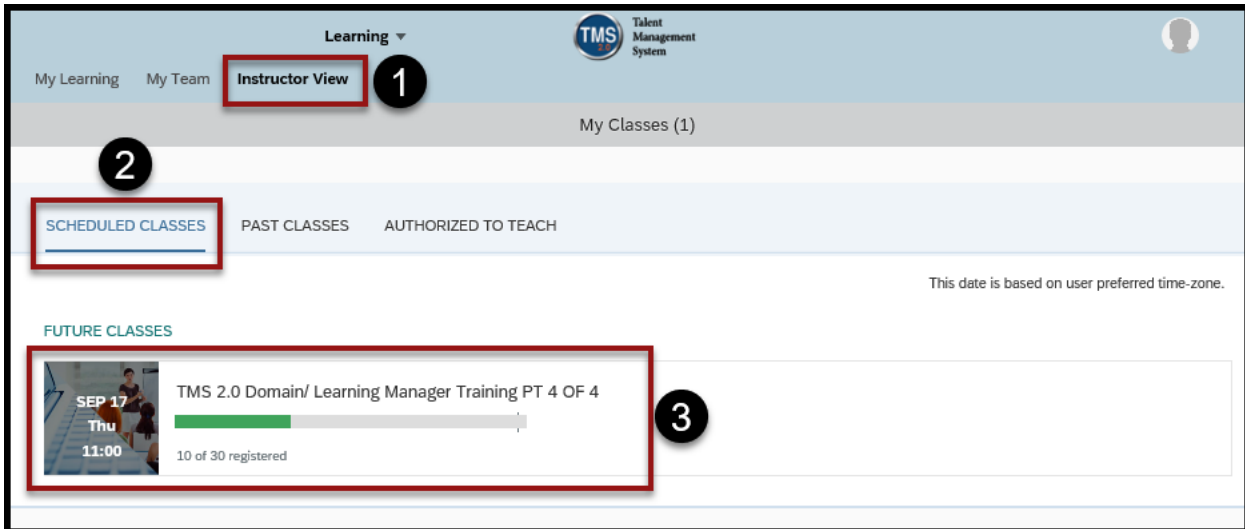
In this job aid, you will learn how to:

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



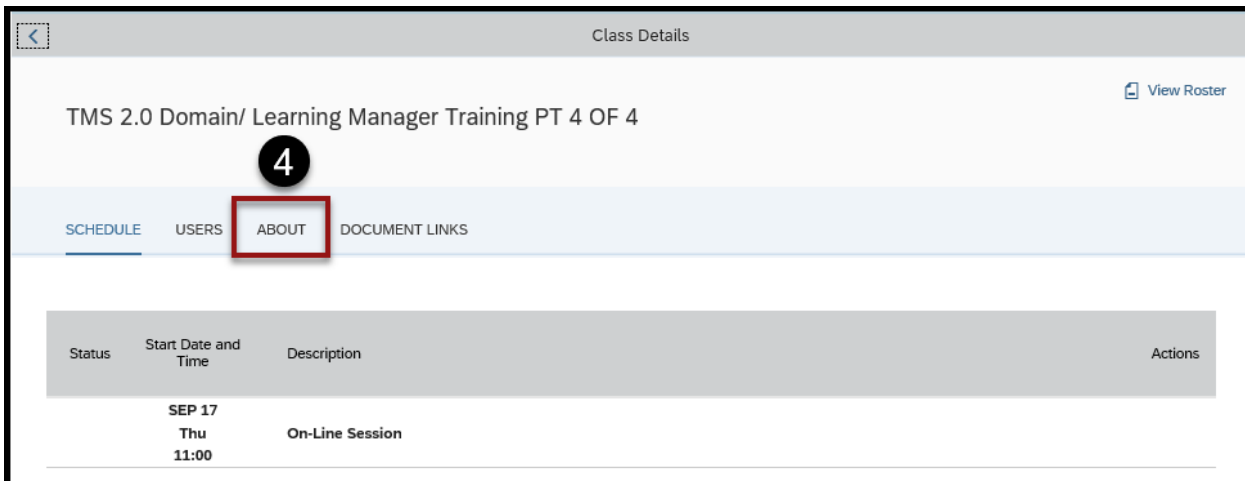
Task A. View Class Details

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**.



The screenshot shows the 'Learning' section of the TMS interface. The 'Instructor View' tab is selected and highlighted with a red box and a '1' callout. Below it, the 'SCHEDULED CLASSES' tab is selected and highlighted with a red box and a '2' callout. A class card is visible, titled 'TMS 2.0 Domain/ Learning Manager Training PT 4 OF 4', with a date of 'SEP 17 Thu 11:00' and '10 of 30 registered'. The class card is highlighted with a red box and a '3' callout.

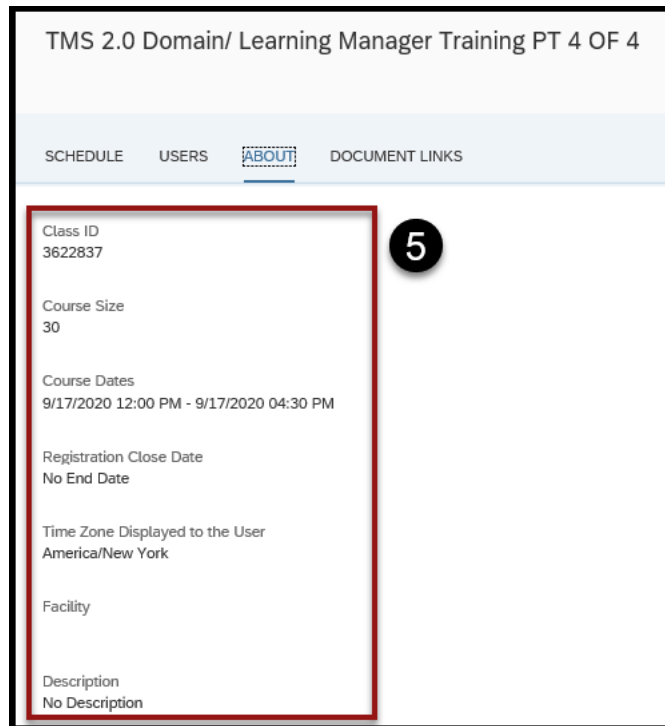
4. Select **About** to view details.



The screenshot shows the 'Class Details' page for the class 'TMS 2.0 Domain/ Learning Manager Training PT 4 OF 4'. The 'ABOUT' tab is selected and highlighted with a red box and a '4' callout. Below the tabs, there is a table with the following data:

Status	Start Date and Time	Description	Actions
	SEP 17 Thu 11:00	On-Line Session	

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



TMS 2.0 Domain/ Learning Manager Training PT 4 OF 4

SCHEDULE USERS **ABOUT** DOCUMENT LINKS

Class ID
3622837

Course Size
30

Course Dates
9/17/2020 12:00 PM - 9/17/2020 04:30 PM

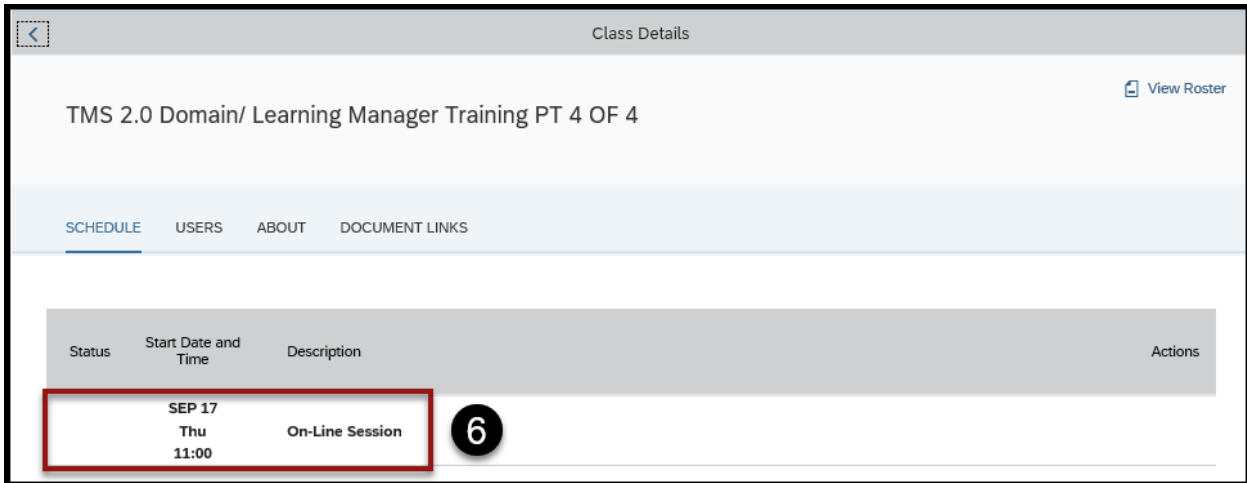
Registration Close Date
No End Date

Time Zone Displayed to the User
America/New York

Facility

Description
No Description

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



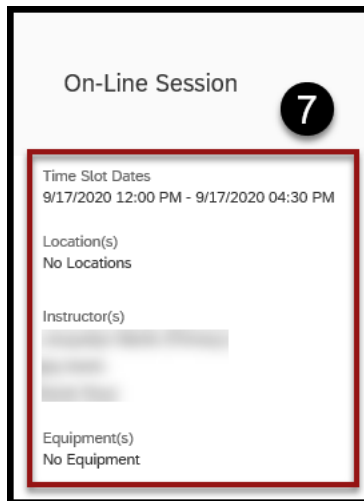
Class Details

TMS 2.0 Domain/ Learning Manager Training PT 4 OF 4 [View Roster](#)

[SCHEDULE](#) [USERS](#) [ABOUT](#) [DOCUMENT LINKS](#)

Status	Start Date and Time	Description	Actions
	SEP 17 Thu 11:00	On-Line Session	

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



On-Line Session **7**

Time Slot Dates
9/17/2020 12:00 PM - 9/17/2020 04:30 PM

Location(s)
No Locations

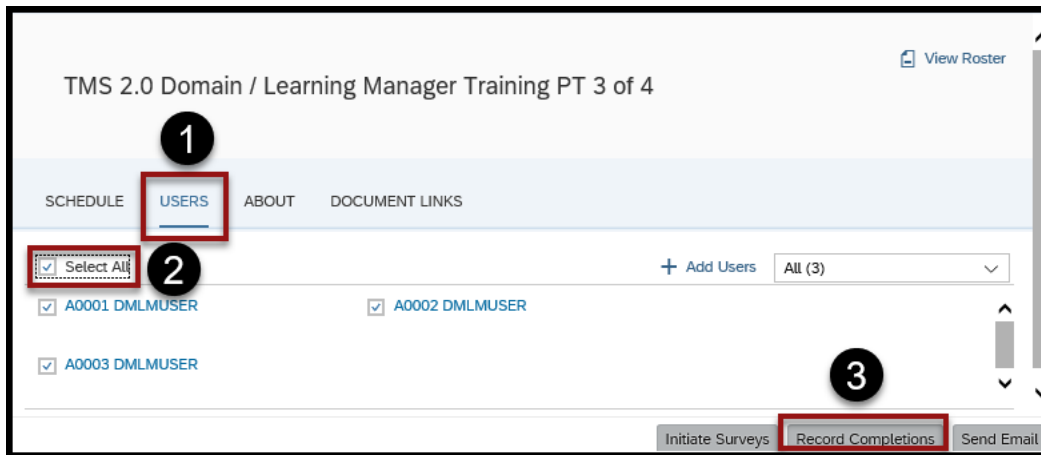
Instructor(s)
[blurred]

Equipment(s)
No Equipment



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**.



TMS 2.0 Domain / Learning Manager Training PT 3 of 4

SCHEDULE **USERS** ABOUT DOCUMENT LINKS

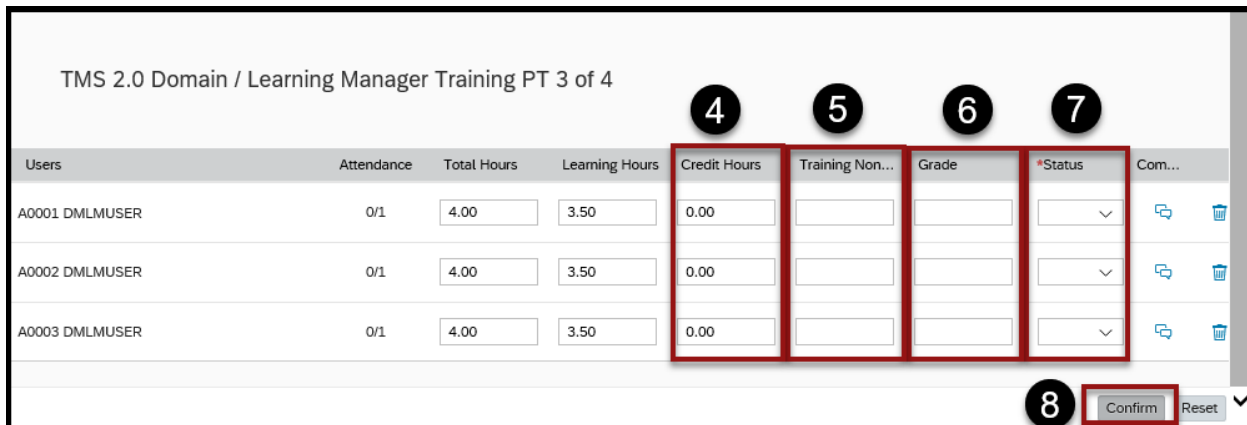
Select All + Add Users All (3)

A0001 DMLMUSER A0002 DMLMUSER

A0003 DMLMUSER

Initiate Surveys **Record Completions** Send Email

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**.



TMS 2.0 Domain / Learning Manager Training PT 3 of 4

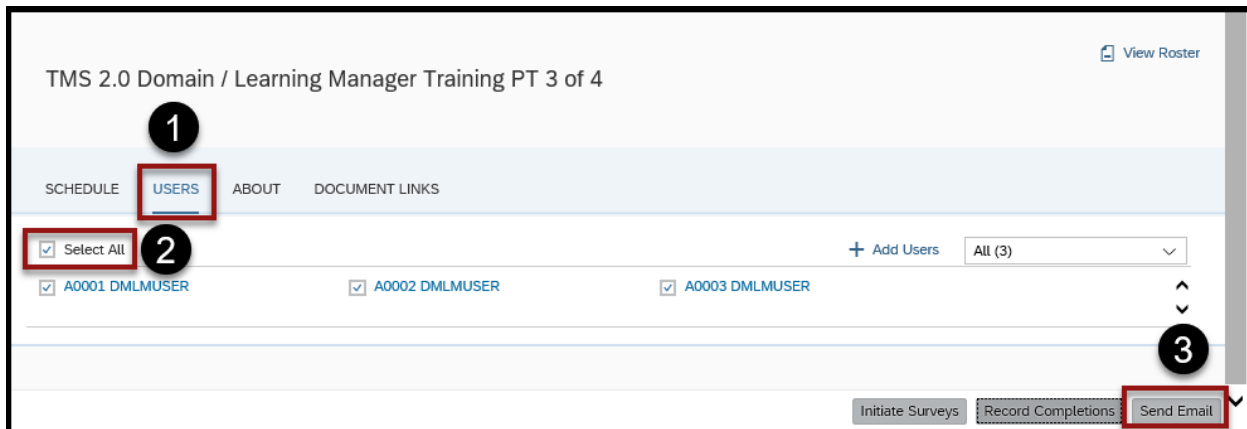
Users	Attendance	Total Hours	Learning Hours	Credit Hours	Training Non...	Grade	*Status	Com...
A0001 DMLMUSER	0/1	4.00	3.50	0.00				
A0002 DMLMUSER	0/1	4.00	3.50	0.00				
A0003 DMLMUSER	0/1	4.00	3.50	0.00				

Confirm Reset



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**.



TMS 2.0 Domain / Learning Manager Training PT 3 of 4 [View Roster](#)

SCHEDULE **USERS** ABOUT DOCUMENT LINKS

Select All + Add Users All (3)

A0001 DMLMUSER A0002 DMLMUSER A0003 DMLMUSER

Initiate Surveys Record Completions **Send Email**