

NTC LMS User Guide – State POC

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1. Background

The National Training Center (NTC) serves as the national focal point for the development and delivery of motor carrier safety training to enhance the capabilities of participating Federal, State, and local government officials.

The fundamental goal of the Federal Motor Carrier Safety Administration (FMCSA) is to reduce fatalities, injuries, and commercial vehicle crashes. The mission of the NTC is to provide high quality motor carrier safety and law enforcement training to its customers to assist the FMCSA in achieving its goal.

NTC course specialists are responsible for creating a standard set of courses. State Points of Contact (POCs) then schedule classes with specific dates, times, and locations, and assign instructors to allow students to register for and take a course.

2. Organization

This document is organized into sections that align with key functional areas of the National Training Center (NTC) Learning Management System (LMS). It is designed specifically for the identified role(s), and provides step-by-step instructions through the most commonly-used LMS goals and features.

Each section will also identify a permission matrix that indicates which user roles are able to view and edit certain information. The matrix is informational only, but provides an overview of LMS system roles and how each might use the various classes of information.

3. State POC Role

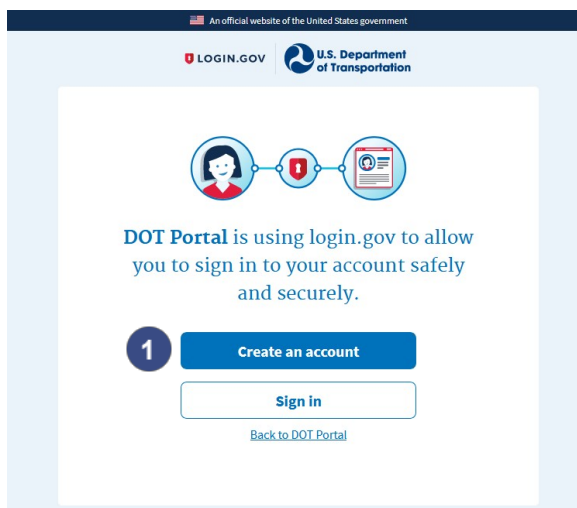
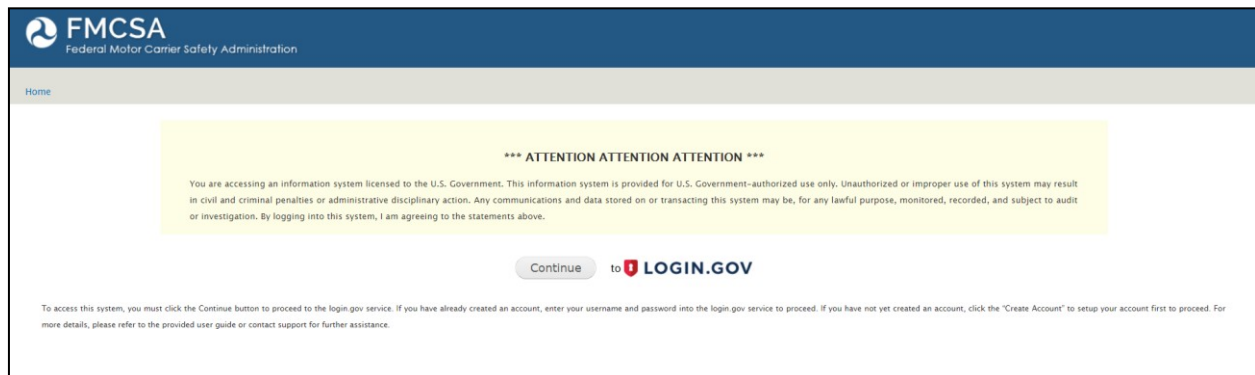
The LMS is a role based system that utilizes 9 different user roles to ensure a streamlined and secure learning environment for all users. One of the most important roles is State POC, which has the ability to enter suggested classes and approve or deny student registrations.

4. Login.gov

4.1. State Users

Each State POC will be given a user account and password to log in to the LMS system. LMS uses Login.gov and its two-factor authentication, which allows State POC to use their preferred device to complete the log in process. Below are the steps to create a Login.gov account.

First, go to <https://fmcsa.lms.dot.gov/auth> on your browser, which will display the following page. Click Continue to be redirected to Login.gov.



1 Sign in to login.gov Sign

To create a new account, click 'Create Account' on the **login.gov** sign in page.

An official website of the United States government

LOGIN.GOV

2 Start creating an account
Pick an address you want to use for government communications.

Email address

[Security Practices and Privacy Act Statement](#)

Submit

[Cancel](#)

2 Create Account

To begin creating your account, enter your work email address and click “Submit”

An official website of the United States government

LOGIN.GOV

3 Check your email

We sent an email to carlos.arandia.ctr@dot.gov with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive it? [Resend email](#)

Or, [use a different email address](#)

You can close this window if you are done.

3 Check Your Email

After selecting ‘Submit’, the system will send a confirmation email to the email address you provided. Check your email inbox and confirm that you have received the email. If the email doesn’t appear in your main inbox, check your Spam folder. The email is safe to open. If you prefer to receive the email at a different address, select the ‘Use a different email address’ link.

An official website of the United States government

LOGIN.GOV

4 Confirm your email

Thanks for creating an account. Please click the link below or copy and paste the entire link into your browser.

Confirm your email address

https://secure.login.gov/sign_up/email/confirm?_request_id=&confirmation_token=xcStewBx1NuyZRx5MZyC

This link will expire in 24 hours.

4 Confirm Your Email

Once you open the system email from your inbox, select the ‘Confirm your email address’ button within the email. Note: The link will expire 24 hours from the time it is received.

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✔ You have confirmed your email address

Create a strong password

It must be at least 8 characters long and not be a commonly used password. That's it!

5 Password Show password

.....

Password strength: Good

[Continue](#)

[Password safety tips](#) +

[Cancel account creation](#)

5 Create Password

After selecting the 'Confirm your email address' button, you will be taken to a page to create your password. Enter a password that is at least 8 characters in length. Checking the Show password box will display the password. Enter a valid pass and click 'Continue.'

6 Add a phone number

Every time you log in, we will send you a one-time security code via text message or phone call. This helps safeguard your account.

International code

United States of America ▼

Phone number *Mobile phone or landline. If you enter a landline, please select "Phone call" below.*

How would you like to receive your security code?

Text message (SMS) Phone call

You can change your choice the next time you sign in

[Send security code](#)

[Cancel account creation](#)

6 Add Phone Number

Select the appropriate international code, then enter a phone number you will use for two-factor authentications. Select to receive either an SMS text message OR 2) a phone call to receive your code. **Note:** If you have entered a landline phone number, you must select the 'Phone Call' option. Click 'Send security code.'

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7 Enter your security code

One-time security code

We sent it in a text message to +1 (703) 843-5133. Need another code? [Get another text message](#). Message rates may apply.

If you can't get text messages right now, you can [get a security code via phone call](#).

Entered the wrong phone number? [Use another phone number](#)

[Cancel account creation](#)

7 Text Message Authentication

If you selected the SMS text message method, you will receive a text message with the one-time security code. Enter the code in the 'One-time security code' field. Note: A code received via text will expire 5 minutes after being sent. Click 'Submit.'

An official website of the United States government

LOGIN.GOV

8 Enter your security code

One-time security code

We just called you at +1 (555) 555 5555. Want us to call you again? [Get another phone call](#)

If you can't take a phone call right now, you can [get a security code via text message](#).

Entered the wrong phone number? [Use another phone number](#)

[Cancel account creation](#)


8 Phone Call Authentication

If you selected the 'Phone Call' method, you will receive a phone call with the one-time security code. Enter the code in the 'One-time security code' field. **Note:** A code received via phone will expire 5 minutes after being sent. Click 'Submit.'


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9 Here is your personal key

This is the only way to regain access to your account if you lose your password or phone. Write it down or print it out.

 Your personal key

SNBE - DPG4 - WAA6 - CXZX

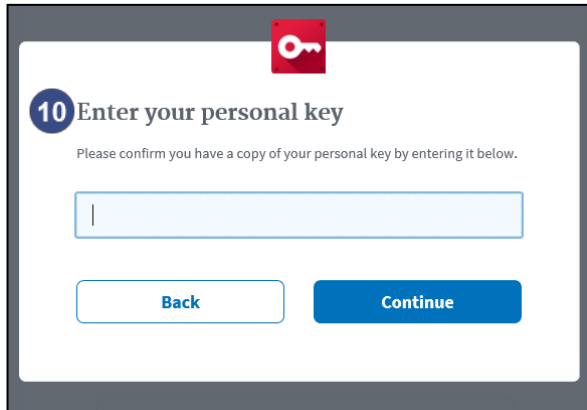
Generated on February 05, 2018 

[Get another key](#) [Print this page](#)

Why do I need to store my new key on paper? [+](#)

9 Record Personal Key

After entering your one-time security code, you will be prompted to copy your personal key. Record this key somewhere – you'll need it for the next step. It is also used in the event that you lose access to the phone number you entered to receive your one-time security code. To generate a fresh personal key, select the 'Get another key' link. After recording your personal key, click 'Continue.'



The screenshot shows a web interface for account creation. At the top center is a red square icon with a white key symbol. Below it, the heading '10 Enter your personal key' is displayed in a dark blue circle followed by the text. Underneath the heading is a smaller instruction: 'Please confirm you have a copy of your personal key by entering it below.' A light blue rectangular input field with a vertical cursor is positioned below the text. At the bottom of the form area are two buttons: a white button with a blue border labeled 'Back' and a solid blue button labeled 'Continue'.

10 Enter Personal Key

Enter your personal key (the latest you had the system generate). If you want to view your personal key, just select the 'Back' button. Click 'Continue.'

Account Creation Complete

At this point, you have successfully created a login.gov account and will be directed back to the FMCSA Portal as a logged in user.

5. Workbench

The LMS features a Workbench that serves as the central information hub for all pertinent information as shown below:

The screenshot shows the 'My Workbench' interface. At the top, there is a navigation bar with tabs: 'MY CLASSES', 'MY CONTENT', 'CREATE CONTENT', 'MY SECTIONS', 'MY DRAFTS', and 'NEEDS REVIEW'. Below this, there are buttons for 'My Edits' and 'All Recent Content'. The main content area is divided into two sections: 'My Profile' and 'My Edits'. The 'My Edits' section displays a table of recently updated content. The 'All Recent Content' section displays a larger table of content items.

1 My Edits
Five of the most recently updated pieces of content.

TITLE	SECTION	TYPE	PUBLISHED	LAST UPDATED
North American Standard – Part A (Driver) in Test Town, Washington on 3/22/19	WA	Class	Yes	10 min 49 sec ago

2 All Recent Content

TITLE	SECTION	TYPE	AUTHOR	LAST UPDATED	ACTIONS
North American Standard – Part A (Driver) in Test Town, Washington on 3/22/19	WA	Class	stan_ascher	10 min 49 sec ago	edit
POC – TX – State POC from TX 2		Contact Info	stan_ascher	3 hours 35 min ago	
Test State POC from TX #1		Contact Info	stan_ascher	3 hours 40 min ago	
Contact Us – FMCSA Analysis, Research, and Technology Division		Contact Info	sama.naqeeb	3 days 2 hours ago	
Contact Us – FMCSA James Smid		Contact Info	sama.naqeeb	3 days 2 hours ago	
test		Course	stan_ascher	3 days 4 hours ago	
Contact Us – FMCSA Hazardous Materials Division		Contact Info	sama.naqeeb	3 days 5 hours ago	

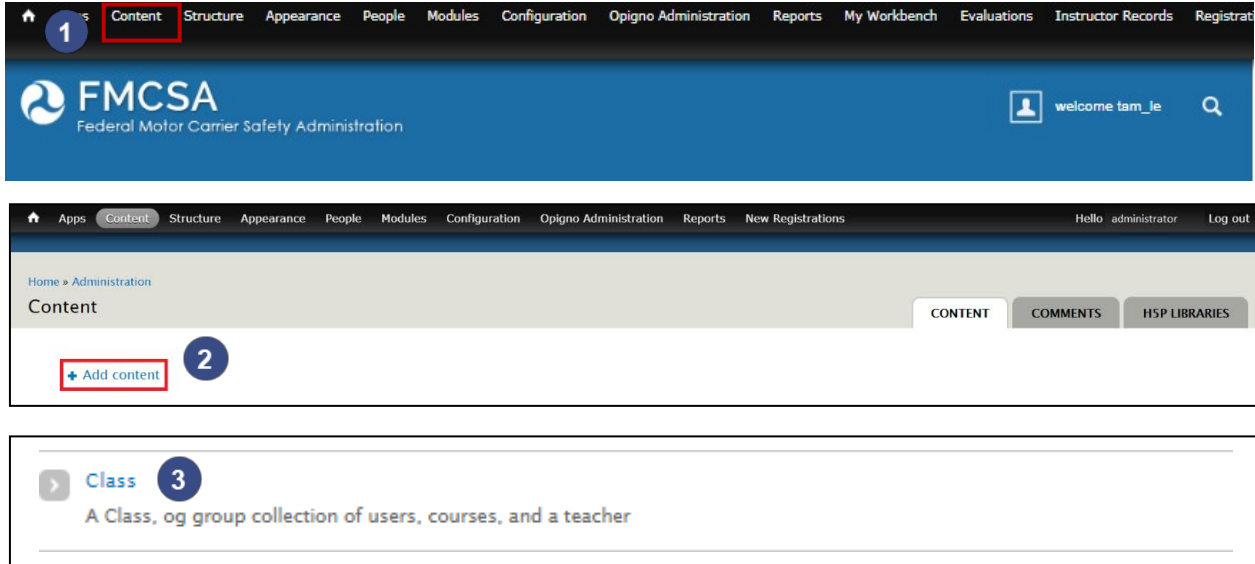
- 1 My Edits**
Displays the last 5 edits made by you.
- 2 All Recent Content**
Displays all content related to your state.
- 3 Create Content**
When selected, it gives the POC the ability to create Classes.
- 4 My Drafts**
Classes entered by the POC but not submitted for review.
- 5 Needs Review**
Content that might require review by the POC

6. Classes

The NTC LMS was built to eliminate the need for the NTC Scheduler, the system previously used by State POC's to enter suggested classes for approval by NTC. To consolidate systems, reduce redundancies, and synch issues while enhancing metrics, classes will be entered in the NTC LMS.

6.1. Adding a Class Part 1

State POCs are responsible for creating and maintaining class information in the system. Classes created are subject to final review by Course Specialists before being made available on the public site.



1 Content

After logging into the LMS system, select 'Content' on the toolbar along the top of the page. Add

2 Content

You will be directed to the Content page. Select "+ Add content" towards the top of the page.

3 Class

You will be directed to the "Add content" page. Select "Class" to begin adding a class. The next page covers all the fields and steps for adding a class.

6.2. Adding a Class: Part 2

After selecting “Class” on the Create Content page, you arrive at the form pictured below. Use this form to author your class content and save it as a draft. The steps below will walk you through the process of adding a class. The Class content type is divided into eight tabbed sections.

6.2.1. Class Information Tab

When adding a new class, you will first see the Class Information tab.

- 1 **Course**
Select a category for the course from the dropdown list. Only one category can be selected. This is a mandatory field.
- 2 **Number of Students**
Enter the max number of students for the class.
- 3 **Scheduling**
Enter the class start and end date. Classes should be scheduled at least 45 days from today. If you set for the class to start less than 45 days away, the class will be rejected.
- 4 **Course Length in Days**
Enter the length of the class in days. Eight hours is 1 day and 12 hours is 1.5 days.

6.2.2. Class Location Tab

After completing the required fields on the Class Information tab, select the Class Location tab.

The screenshot shows a web interface with a horizontal tab bar at the top. The tabs are: 'Class Information', 'Class Location' (highlighted with a red border), 'Point of Contact', 'Material Shipping Location', 'Instructors', 'Notes', and 'Registration'. Below the tabs is a form area. A blue circle with the number '1' is positioned to the left of the 'Facility Name' text input field. A second blue circle with the number '2' is positioned to the left of a larger box labeled 'LOCATION'. Inside the 'LOCATION' box, there is a 'Country' dropdown menu with 'United States' selected. Below that are 'Address 1' and 'Address 2' text input fields. At the bottom of the 'LOCATION' box are three fields: 'City' (text input), 'State' (dropdown menu with '- Select -' selected), and 'ZIP code' (text input).

1

Facility Name

Enter the facility name for the class location.

2

Location

Enter the address for the class location. This is a mandatory field.

6.2.3. Point of Contact Tab

After completing the required fields on the Class Location tab, select the Point of Contact tab.

Class Information	Class Location	Point of Contact	Material Shipping Location	Instructors	Notes	Registration
-------------------	----------------	------------------	----------------------------	-------------	-------	--------------

- Title**
- First Name**
- Last Name**
- Email**
- Office Phone**
- Mobile Phone**
- ADDRESS**
Country

Address 1

Address 2

City **State** **ZIP code**
- State Points of contact**

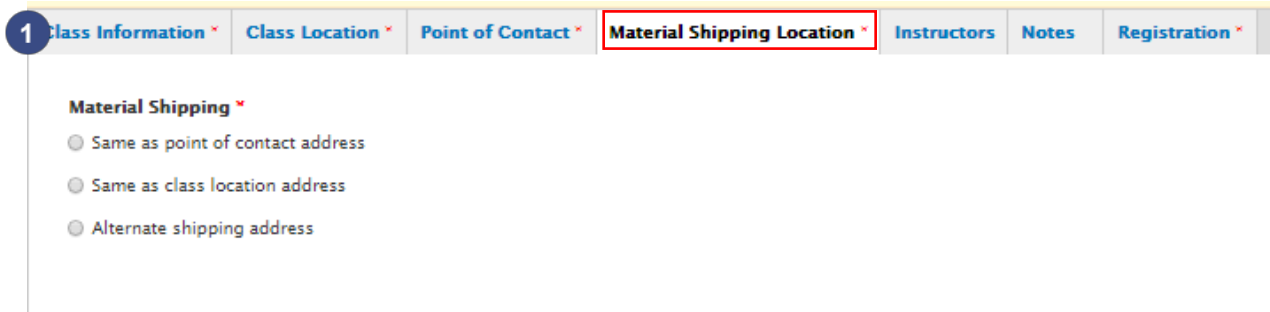
The first one displayed will be the primary
- Additional Email**

Additional stakeholder, such as a contractor that needs to be notified about updates to this class

- 1 Title**
Enter the title of the POC for this entry. If you do not wish to display a title for the contact, you can leave this blank. This field is optional.
- 2 First Name**
Enter the first name of the POC for this entry as you want it to appear on the page. This is a mandatory field.
- 3 Last name**
Enter the first name of the POC as you want it to appear on the page. This is a mandatory field.
- Email**
Enter the email address for the POC. Note: this must be a valid email address. If you do not wish to include an email address, you can leave this field blank. This is an optional field.
- Office Phone**
Enter the phone number for the POC, including the area code (e.g., 6174942000). Note: Enter phone numbers without hyphens or parenthesis. The system will take care of the formatting. If you do not wish to include an office phone number, you can leave this field blank. This is an optional field.
- Mobile Phone**
Enter the mobile phone number for POC, including the area code (e.g., 6174942000). Note: Enter phone numbers without hyphens or parenthesis. The system will take care of the formatting. If you do not wish to include a mobile phone number, you can leave this field blank. This is an optional field.
- 7 Address**
Enter the mailing address for the POC. This field is mandatory.
- 8 State Points of contact**
Enter the state points of contact here. Start typing and a drop down selection will appear with all the state POC emails in the system.
- 9 Additional Email**
Enter additional emails for State POCs.

6.2.4. Material Shipping Tab

After completing the required fields on the Point of Contact tab, select the Material Shipping Location tab.



The screenshot shows a tabbed interface with the following tabs: Class Information, Class Location, Point of Contact, Material Shipping Location (highlighted with a red box), Instructors, Notes, and Registration. The Material Shipping Location tab is active and contains the following content:

Material Shipping

- Same as point of contact address
- Same as class location address
- Alternate shipping address

- 1 Material Shipping** Select whether materials for this class should be sent to the point of contact address listed, the class location listed, or to an alternate shipping address. If 'Alternate shipping address' is selected, a new field for "Alternate Shipping Address" will appear.

6.2.5. Instructors Tab

After completing the required fields on the Material Shipping Location tab, select the Instructors tab.

Home » Add content
Create Class

New content: Your draft will be placed in moderation.

Class Information * Class Location * Point of Contact * Material Shipping Location * **Instructors** Notes

1 **Number of Instructors Needed**
- None -
What is the estimated need of instructors to teach this class?

2 **REQUESTED INSTRUCTORS** [Show row weights](#)

+ First Name Last Name

Have an idea of who you would like to teach this class? Use this field to make suggestions.

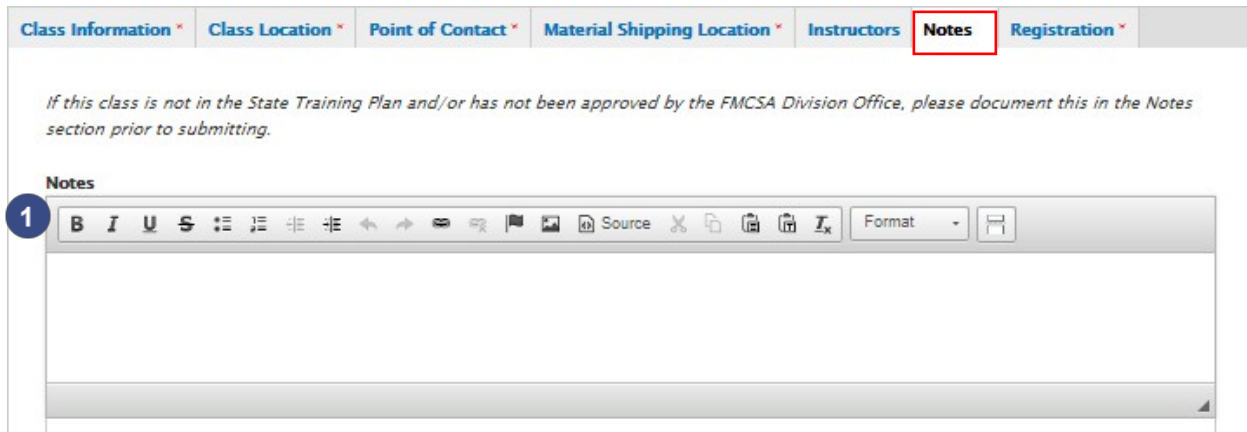
Add another item

1 **Number of Instructors**
Select the number of instructors needed for the class.

2 **Requested Instructors**
Select the names of instructors you would like to request for the class. To add another requested instructor, click 'add' and type the name of the additional instructor.

6.2.6. Notes Tab

After completing the required fields on the Instructors tab, select the Notes tab. The fields on this tab are optional.



The screenshot shows a software interface with several tabs: Class Information, Class Location, Point of Contact, Material Shipping Location, Instructors, Notes, and Registration. The Notes tab is selected and highlighted with a red box. Below the tabs, there is a text area with the following instruction: *If this class is not in the State Training Plan and/or has not been approved by the FMCSA Division Office, please document this in the Notes section prior to submitting.* Below this instruction is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, undo, redo, link, unlink, insert image, insert table, source code, cut, copy, paste, print) and a 'Format' dropdown menu. A blue circle with the number '1' is positioned to the left of the rich text editor.

1

Notes

If this class is not in the State Training Plan and/or has not been approved by the FMCSA Division Office, please document this in the Notes section prior to submitting.

6.3. Submitting Class Entry for Editorial Review

After saving a class entry draft, you will see a preview of your class content.

Note: this draft does not represent the way the information formats once published, but provides you the opportunity to review the content before you submit it to an NTC level user for final approval and publishing.

At the top of your draft, you see the below pictured toolbar, which allows you to view the current status of the content, edit the draft, and submit your draft to the editor.

The screenshot shows a web interface for a class entry draft. At the top, there is a 'Home' link and a title: 'Electronic Logging Devices (ELD) - Investigative in Washington, District of Columbia on 3/31/19'. Below the title is a green notification box with three bullet points: 'Registration settings have been saved.' and a message: 'Class Electronic Logging Devices (ELD) - Investigative in Washington, District of Columbia on 3/31/19 has been updated.' Below the notification is a toolbar with buttons: 'View draft' (circled 1), 'Users', 'Edit draft' (circled 2), 'Manage display', 'Moderate' (circled 4), 'Registrations', and 'Sort Courses'. Below the toolbar is a yellow box with metadata: 'Section: DC', 'Revision state: Draft', 'Most recent revision: Yes', and 'Set moderation state: Submitted - Needs Review' (circled 3) with an 'Apply' button.

1 View Draft

The View Draft button shows you the current state of your draft and allows you to preview it before you send it for approval.

2 Edit Draft

Clicking the Edit Draft button takes you back to a page that is very similar to the one you used while creating the contact info. After you create a draft, you can use the Edit Draft button to go back and make updates, changes, or corrections. Note that if you edit a published draft, the edited version must go back through the editorial process (Draft → Needs Review → Published). In addition, if you are editing a published contact, this button text says “New Draft” instead of “Edit Draft.”

3 Set Moderation State

While in the “View Draft” view, you have access to the Set Moderation State drop-down menu. If you have viewed your draft and are ready to send it on to be edited and published, you can select “Needs Review” in this list and click “Apply.” When you do this, you are setting the state of the draft to “Needs Review” and an NTC level user will be able to review and publish the draft.


4

Moderate

The Moderate button takes you to the content moderation interface, pictured below, which provides a bit more in-depth view of the moderation and the state of the content. The Moderate page allows you to see the revision number, the draft's original author, and any authors who have revised it. From here, you can also move content from "Draft" to "Needs Review" state.

Home » Cargo Tank Inspection in WASHINGTON, District of Columbia on 3/21/19
History of *Cargo Tank Inspection in WASHINGTON, District of Columbia on 3/21/19*

VIEW DRAFT USERS EDIT DRAFT MANAGE DISPLAY MODERATE REGISTRATIONS SORT COURSES

 Currently there is no published revision of this node.

Section: *DC*

REVISION	TITLE	DATE	REVISION ACTIONS	MODERATION ACTIONS
23501	Cargo Tank Inspection in WASHINGTON, District of Columbia on 3/21/19 Created by tam_je Revised by tam_je	01/31/2019 - 18:42	View Edit draft	<p>This is the current revision. The current state is <i>Draft</i>.</p> <p>Set moderation state: <input type="text" value="Submitted - Needs Review"/> <input type="button" value="Apply"/></p> <ul style="list-style-type: none"> From Draft --> Draft on 01/31/2019 - 18:42 by tam_je
23496	Cargo Tank Inspection in WASHINGTON, District of Columbia on 3/21/19 Created by tam_je Revised by tam_je	01/31/2019 - 18:42	View Revert Delete	<ul style="list-style-type: none"> From Draft --> Draft on 01/31/2019 - 18:42 by tam_je

After you send your class entry to the "Needs Review" state, NTC-level users will be able to review, edit, or publish the class content. Once the content is in this state, the content author's role in creating the class information is finished.

Note: As a POC you can request an instructor, you will receive a warning message when you submit the class for review indicating that a class cannot be published without instructors being assigned. This class is still submitted for review, and NTC HQ users will assign the instructor and approve the class.

7. Registration Queue

NTC level users and the State POC can view all Registrations for all courses within the LMS. The Registration Queue is designed to track all incoming registrations for all classes, prompting the State POC to make an approval or rejection decision based on submitted data.

Classes that have an open or full status. Click on the class name to go to class details

Registration Created Start date: -Month -Day -Year
 Class Start Date Start date: -Month -Day -Year
 State Location: American Samoa, Alabama, Alaska, Arizona, Arkansas
 Course: - Any -
 Registration Status: Pending, Approved, Rejected, Wait list
 registration email:
 Class Status: - Any -
 Apply Reset

New Entrant Safety Audit Workshop in Ashburn, Vermont on 5/8/19 status : Open

CREATED	STUDENT NAME	POSITION TITLE	ORGANIZATION	USER TYPE	REGISTRATION STATUS	
1/31/19	Phelan Kinney	Eos exercitation vel error queraat ex culpa et officia ips	Cross Gutierrez Trading	New User	Rejected	View Details
1/31/19				Returning User	Approved	View Details
1/31/19	Xantha Herman	Pariatur At labore minima qui quibusdam sequi est qui sunt	Beach and Hubbard Plc	New User	Pending	View Details
1/30/19				Returning User	Pending	View Details

North American Standard – Part A in Albany, New York on 11/5/18 status : Open

CREATED	STUDENT NAME	POSITION TITLE	ORGANIZATION	USER TYPE	REGISTRATION STATUS	
10/29/18	John	Test	test	New User	Pending	View Details

North American Standard – Part A in Seattle, WA, Washington on 3/26/19 status : Open

CREATED	STUDENT NAME	POSITION TITLE	ORGANIZATION	USER TYPE	REGISTRATION STATUS	
1/30/19				Returning User	Pending	View Details
1/25/19				Returning User	Approved	View Details
1/25/19				Returning User	Approved	View Details

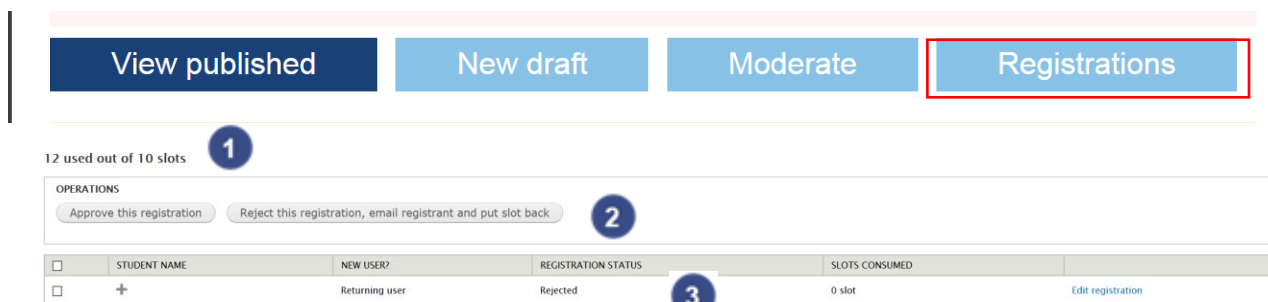
North American Standard – Part B in Raleigh, North Carolina on 1/21/19 status : Open

CREATED	STUDENT NAME	POSITION TITLE	ORGANIZATION	USER TYPE	REGISTRATION STATUS	
12/17/18	Jack White	developer	Allied	New User	Pending	View Details

- 1 **Registration Queue**
To access the Registration Queue, select “Registration” from the top navigation bar.
- 2 **All Registrations**
Clicking on the “Registration” link will take you to the “All Registrations” page. This page lists class registrations of all statuses: Approved, Pending, and Rejected. Registrations are sorted by class.
- 3 **Search Filters**
Registrations can be filtered by Registration Created date, Class Start Date, State Location, Course Name, registration email, Class Status, and Registration Status. Make your selection from the dropdown lists and click “apply” to see your results. Click the “Reset” button to reset your search filters.
- 4 **Student Registration**
Each registration includes the student’s name, date registered, position title, organization, user type, and registration status.
- 5 **View**
Selecting the “View Details” link from the registration queue page takes you to the student’s registration information page.

8. Managing Class Registrations

State POC level users will have the ability to approve and reject student registrations for all classes within their state, in the LMS. To access registrations for a class, the POC will navigate to the class details page and click the registration tab as shown below:



1 Slots Used
The spots used information show how many seats are available in the class, and how many have been filled. Note, as you approve a registration the student receives an email notification and is granted access into the class. If a registration is rejected the spot becomes available for another registration. The class can continue to take registrations until it is closed. Note that you can de-register a student by rejecting their registration even if they had previously been approved.

2 Registration Operations
The POC can select one or several registrations by clicking the checkbox to the left of the 'Student Name', clicking the 'Approve This Registration' button.

3 Student Registrations
Each student registration will display their name (if they are a returning user, you will need to click the "+" to view student details), whether they are a returning student; their registration status, and if they occupied a slot in the class. Registrations have the following statuses:

- Pending-A decision has not been made as to approving or rejecting admittance into the class.
- Approved- The POC has reviewed and approved admittance into the class.
- Rejected- The POC has reviewed and rejected admittance into the class.
- Wait List-When the spots for the class are filled, additional registrations received will be under the wait-list status.
-

Important Notes:

- A POC can select multiple registrations to approve or reject at a time.
- A POC can reject or approve a registration at any time prior to the class beginning even if they had previously made a decision (A rejected registration can still be approved).
- Notifications are sent out to students and POC's when a registration is received.
- Students receive notifications when approval or rejection is assigned to the registration.

9. Evaluations

9.1. Viewing Completed Evaluations

Completed course evaluations can be viewed on the All Evaluations page.

The screenshot shows the LMS interface. The top navigation bar includes 'Evaluations' (highlighted with a '1' callout). Below it, the 'All Evaluations' tab is selected (highlighted with a '2' callout). A table lists several evaluations with columns for Title, Post Date, and Type. The first row is highlighted with a '3' callout.

TITLE	POST DATE	TYPE
Large Truck and Bus Traffic Enforcement in Sayre, Pennsylvania made on 02/01/2019 - 01:28	02/01/2019 - 01:28	Evaluation - Level 3 for supervisors about class
Large Truck and Bus Traffic Enforcement in Sayre, Pennsylvania made on 02/01/2019 - 01:28	02/01/2019 - 01:28	Evaluation - Level 3 students for class
Large Truck and Bus Traffic Enforcement in Sayre, Pennsylvania made on 02/01/2019 - 01:28	02/01/2019 - 01:28	Evaluation - Level 1 for Class
North American Standard - Part A in Austin, Texas on 12/3/18 made on 02/01/2019 - 01:28	02/01/2019 - 01:28	Evaluation - Level 3 for supervisors about class
North American Standard - Part A in Austin, Texas on 12/3/18 made on 02/01/2019 - 01:28	02/01/2019 - 01:28	Evaluation - Level 3 students for class
North American Standard - Part A in Austin, Texas on 12/3/18 made on 02/01/2019 - 01:28	02/01/2019 - 01:28	Evaluation - Level 1 for Class
Large Truck and Bus Traffic Enforcement in Sayre, Pennsylvania made on 02/01/2019 - 01:10	02/01/2019 - 01:10	Evaluation - Level 3 students for class

1 Evaluations

To begin viewing completed course evaluations, click on the “Evaluations” link from the top navigation bar.

2 All Evaluations

This will take you to the “All Evaluations” page, where you can view all evaluations completed. You can select the other tabs to view the evaluations broken out by type.

3 Evaluations

Each evaluation is listed with a title, postdate, and type. Select the title of the evaluation you would like to view.

10. Instructors Records

State POC users can access instructor records and certification information.

10.1. Instructor Certifications

1

2

3

4

5

Classes Needing Review Apps Content Structure Appearance People Modules Configuration Opligno Administration Reports My Workbench Evaluations Instructor Records

Registrations Assigned Classes My Classes Hello tam_le

Home Administration

Instructor Certifications INSTRUCTOR CERTIFICATIONS INSTRUCTOR PROFILES

Instructor Name State Employment Type Certification Type Certification Period Start Certification End Period Certification Level Certification Status

- Any - - Any - - Any - E.g., 02/01/2019 E.g., 02/01/2019 - Any - - Any -

Apply

Kevin Adkins
Employment Type:
State:

CERTIFICATION TYPE	CERTIFICATION PERIOD	CERTIFICATION LEVEL	CERTIFICATION STATUS	NOTES
NAS A	01/01/2018 to 01/01/2019	Instructor	Approved	
NAS B	01/01/2018 to 01/01/2019	Instructor	Approved	
FE Status	01/01/2018 to 01/01/2019	Instructor	Processing	

William Anderson
Employment Type:
State:

CERTIFICATION TYPE	CERTIFICATION PERIOD	CERTIFICATION LEVEL	CERTIFICATION STATUS	NOTES
BIT	03/10/2016 to 03/10/2017	Instructor	Approved	
ISA	03/10/2016 to 03/10/2017	Instructor	Approved	
EPI	03/10/2016 to 03/10/2017	Instructor	Approved	

1 Instructor Records

To view Instructor Certifications, begin by selecting “Instructor Records.”

2 Instructor Certifications

You will be directed to the Instructor Certifications page.

3 Filter

Here you can filter certifications by Instructor name, state, employment type, certification type, certification period, certification level, or certification status.

4 Instructor Profile

You can click on an instructor’s name to view their profile.

5 Certification Details

The instructor certification page is organized by instructor name. Each instructor’s certification has their certification period, level and status listed.

10.2. All Instructor Profiles

The screenshot shows the 'Instructor Profiles' page in an LMS. At the top, a navigation bar includes 'Instructor Records' (1) and 'Hello tam_je'. Below this, the page title is 'Instructor Profile Nodes' (3). On the right, there are two tabs: 'INSTRUCTOR CERTIFICATIONS' and 'INSTRUCTOR PROFILES' (2). The main content area has a form for 'Add Instructor Profile' with fields for Name, State, Approved Certifications, Position Applied for, and Current User Role, followed by an 'Apply' button (4). Below the form is an 'OPERATIONS' section with a dropdown menu and an 'Execute' button. At the bottom, a table lists instructor profiles (5).

			APPROVED CERTIFICATIONS	STATE	USER ACCOUNT	POSITION APPLIED FOR	ROLES IN SYSTEM
<input type="checkbox"/>	Edit Profile	Tim White	ISA, SPE	New Hampshire	tim.white@dot.gov	Instructor	Instructor
<input type="checkbox"/>	Edit Profile	John Warner	NAS B	California	jwarner@chp.ca.gov	Instructor	Instructor
<input type="checkbox"/>	Edit Profile	Raymond Weiss	EMMT, NAS A, FE Status	New York		Master Instructor	

1 Instructor Records

To view instructor profiles, begin by clicking on the “Instructor Records” link on the top navigation.

2 Instructor Profiles Tab

Click on the Instructor Profiles tab on top.

3 Instructor Profiles

This will take you to a page with a list of all instructor profiles within LMS.

4 Filter

You can filter your results by name, state, approver certification, position applied for, or current user role.

5 Profile Details

Each instructor profile result will display their name, approve certifications, state, user account, position applied for, and roles in the system.