

NTC LMS User Guide – NTC

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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 particular course.

2 Organization

This document is organized into sections that align with key functional areas of the NTC LMS. This user guide is designed specifically for the role(s) identified, and is intended to walk the user step-by-step through each user specific use case pertinent to the LMS.

Each section will also identify a permission matrix that indicates which user roles are able to view and edit information. This is informational only, but allows a full scope picture of the LMS and how each role might use information.

3 Roles

The LMS is a role based system that utilizes 9 different user roles to ensure a streamlined and secure learning environment for all users. The user roles breakdown as follows:

- NTC
- NTC (I)
- NTC(II)
- NTC(III)
 - Note: Only NTC users will have the ability to create courses and edit instructor information.
- State POC
 - Note: State POCs will be able to approve or deny student registrations.
- Instructors
- Master Instructor
- Instructor
- Presenter
- Candidates
- Students
 - Note: Students will need to log in to register for classes.

4 Logging In

The LMS is a centralized training system that uses roles to separate system content and permissions. As such, Federal users of the system will log in via the following URL:

<http://fmcsa.lms.dot.gov/user>

State users have a different url that validates their identity through login.gov. For NTC users, enter the above noted url in your web browser and hit enter. You will be taken to the following login screen:

The screenshot shows the login interface for the FMCSA LMS. At the top, there is a blue header with the FMCSA logo and the text 'Federal Motor Carrier Safety Administration'. On the right side of the header, there is a user profile icon and the text 'welcome guest'. Below the header, there is a dark sidebar with navigation icons. The main content area is titled 'User account'. It contains two input fields: 'Username' and 'Password'. The 'Username' field has a placeholder text 'Enter your FMCSA National Training Center username'. The 'Password' field has a placeholder text 'Enter the password that accompanies your username'. A green 'Log in' button is located below the password field. The entire login form area is highlighted with a red border.

To enter the LMS, you will enter your email address as the username, followed by the provided password, then click 'login'.

5 Workbench

The LMS has a central information hub known as the 'Workbench'. This will be the first place a user sees when they log into the LMS and gives the user content that requires review and approval as well as the latest content entered.

Home » Administration

Classes Needing Review **1** CLASSES NEEDING REVIEW **2** MY CLASSES MY CONTENT CREATE CONTENT **3** MY SECTIONS MY DRAFTS **4** NEEDS REVIEW

✓ You are now masquerading as ntc_1.

Course:

Class Start Date:
E.g., 02/10/2019

End date:
E.g., 02/10/2019

US State:

Sections:
- AK
- AL
- AR
- AS

Items per page:

is between

SECTION	CLASS DATE	COURSE	LOCATION	NUMBER OF INSTRUCTORS NEEDED	NUMBER OF STUDENTS	NAME	NID
WA	3/22/19 to 3/26/19	North American Standard – Part A (Driver)	1011 S.W. Klickitat Way Suite 103 Test Town, WA 98134 United States	1	10	stan_ascher Edit	15271

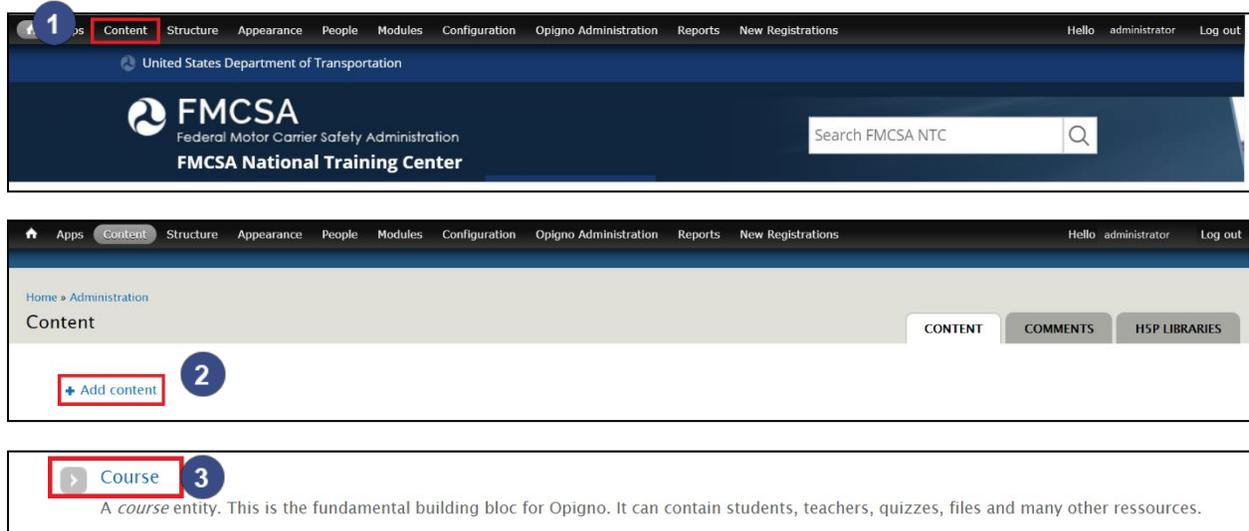
- 1 Needs Review**
Content that has been submitted for Review and may require NTC review and approval.
- 2 Create Content**
This tab allows users to create Courses, Classes, Instructor Profiles, Exams.
- 3 My Drafts**
Content that the user has created but never finalized.
- 4 Needs Review**
Content that requires NTC review and approval.

6 Courses

Courses are predefined trainings that clearly layout a standard set of learning objectives across all States. Each class is tied to a course.

6.1 Entering a Course: Part 1

NTC users and State POCs will be able to enter new courses into the LMS system. The steps below will walk you through the process of entering a course.



1 Content

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

Add Content

2

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

3

Course

You will be directed to the "Add content" page. Select "Course" to begin adding a course. The next page is a guide that covers all the fields and steps for entering a course.

6.2 Entering a Course: Part 2

After selecting “Course” on the Create Content page, you will arrive at the form pictured below. Use this form to author your course content and save it as a draft. The Course content type is divided into three tabs. The steps below will walk you through the process of entering content for each tab.

6.2.1 Summary Tab

The steps below will walk you through the process of entering content on the Summary tab.

Home » Add content
Create Course

1 Title *

2 Summary * Course File and Exam Settings Course Visibility settings *

3 Course categories
- None -

4 Image
Choose File No file chosen Upload
Files must be less than 256 MB.
Allowed file types: png gif jpg jpeg.

5 Course Number *

6 Prerequisites for Attendance

- 1 **Title**
Enter the title for the course. This is a required field.
- 2 **Summary Tab**
The first tab is the Summary tab.
- 3 **Course Categories**
Select a category for the course from the dropdown list. Only one category can be selected.
- 4 **Image**
Upload an image for the course. The image must be smaller than 256 MB. Not Required.
- 5 **Course Number**
Enter the Course Number for the course. This is a required field.
- 6 **Prerequisites for Attendance**
Enter the prerequisites for attendance for the course. If there are none, type ‘None’.

7 Target Audience

8 Course Length
 days

9 Description

Text format Plain text More information about text formats ?

- No HTML tags allowed.
- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

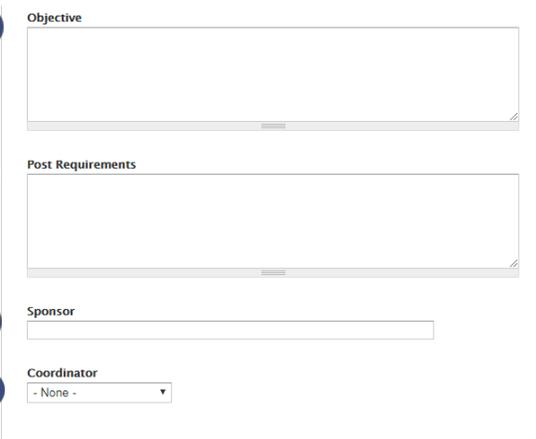
- 7 **Target Audience**
Enter the target audience for your course.
- 8 **Course Length**
Enter the Course Length.
- 9 **Description**
Enter a description for the course. Text type can be selected from the dropdown menu. If using HTML text type, the user can insert images, tables, format text, and include subtitles, subheads, and links that might be contained in the body of the content.

10 Objective

11 Post Requirements

12 Sponsor

13 Coordinator
- None -



- 10 Objective**
Enter the objective(s) of the course. Text type can be selected from the dropdown menu. If using HTML text type, the user can insert images, tables, format text, and include subtitles, subheads, and links that might be contained in the body of the content.
- 11 Post Requirements**
Enter any post-course requirements associated with the course.
- 12 Sponsor**
Enter any course sponsors.
- 13 Coordinator**
Select an NTC coordinator from the dropdown list.

6.2.2 Course File and Exam Settings Tab

The steps below will walk you through the process of entering content on the Course File and Exam Settings tab.

Home » Add content
Create Course

Title *

1 Summary * **Course File and Exam Settings** Course Visibility settings *

2 LESSON REQUIRED FOR THE COURSE VALIDATION Show row weights

+

Defines a required quiz for this course. Users cannot finish the course without passing this quiz.

Add another Item

3 STUDENT FILES

Add a new file

Choose File No file chosen Upload

Files must be less than 256 MB.
Allowed file types: txt pdf doc docx.

4 INSTRUCTOR FILES

Add a new file

Choose File No file chosen Upload

Files must be less than 256 MB.
Allowed file types: txt pdf doc docx.

1 Course File and Exam Settings Tab
Click on the Course File and Exam Setting tab to begin adding content to that tab.

2 Lesson Required for the course validation
Select the quiz required for the course.

3 Student Files
To add a Student File, click browse, locate the file you would like to attach to the course, and click 'Upload'.

4 Instructor Files
To add Instructor File, click browse, locate the file you would like to attach to the course, and click 'Upload'.

6.2.3 Course Visibility Tab

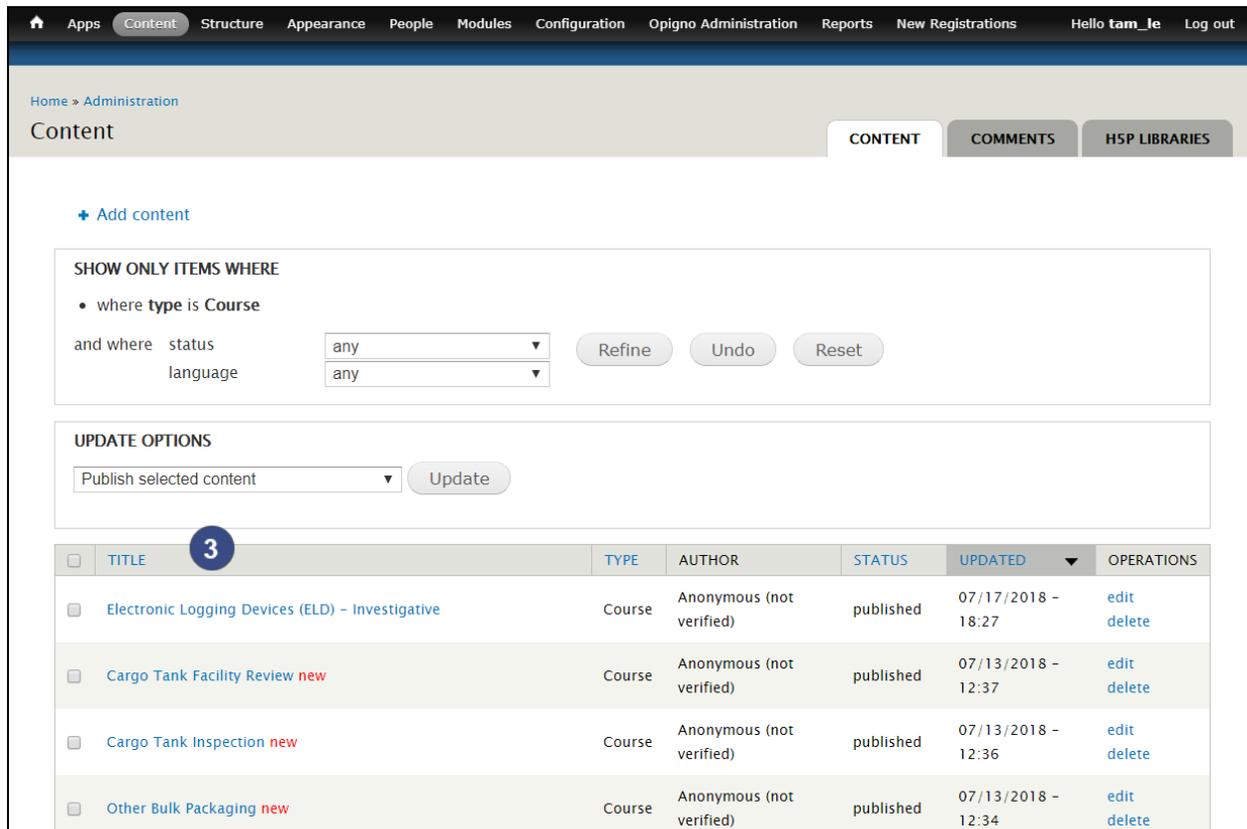
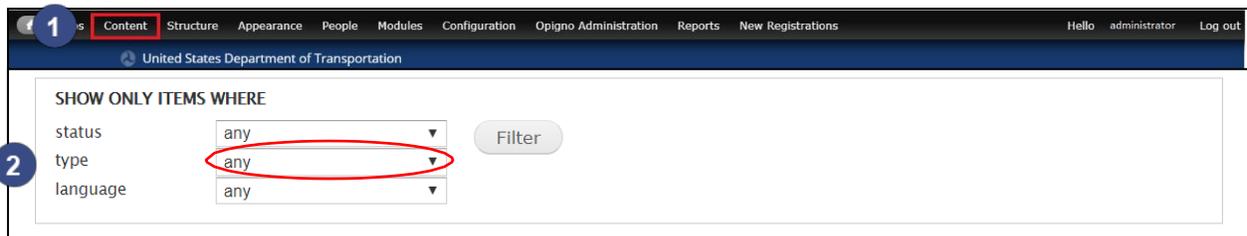
The steps below will walk you through the process of entering content on the Course Visibility tab.

The screenshot shows the 'Course Visibility settings' tab. It includes the following elements:

- 1** Summary * Course File and Exam Settings **Course Visibility settings ***
- 2** NTC course feed id
- 3** Group visibility *
 - Public (World-wide open, for example for demo courses)
 - Semi-public (registered users can subscribe to the course)
 - Private (users can only be subscribed by a course administrator or a teacher, the course is hidden from course catalogue)
- 4** Required Certifications to be an instructor for this course *
 - NAS B
 - TBTE
 - NESA
 - OBP
 - NAS A
 - MIDC
 - ISA
 - IT
 - MIDC
 - PS
 - PVI
 - SPE
 - ISA
 - CMV
 - CMVCI
 - CTFR
 - CECPS
 - CECEP
 - CBI
 - CDL
 - CTI
 - EDA
 - FE Status
 - GHM
 - IDC
 - EPR
 - EPI
 - EIT
 - EMMT
 - BIT
- 5** REQUIRED COURSE [Show row weights](#)
 - + [input field]
 - Makes this course dependent on another one.
 - Add another item
- 6** Save

- 1 Course Visibility Settings Tab**
Click on the Course Visibility Settings tab to begin content on that tab.
- 2 NTC course feed id**
Enter the course feed id.
- 3 Group Visibility**
Select the course's visibility indicating who can register for the course. This field is required.
- 4 Required instructor certifications**
Select all the certifications necessary for an instructor to teach this course. This is a required field.
- 5 Required Course**
Search for/enter the title of a different course for this course to be dependent on. Click the "Add other item" if you would like to add more than one course.
- 6 Save**
Click the "Save" button to save any changes you make. If you create or modify a course but do not click Save, your changes are lost. It is a good idea to save your work often.

6.3 Viewing a Course



1 Content

After logging into the LMS system, click on the 'Content' link on the toolbar ribbon along the top of the page.

2 Type

You will be directed to the Content page. Select "Course" from the dropdown on the "Type" filter, then click the "Filter" button.

3 View

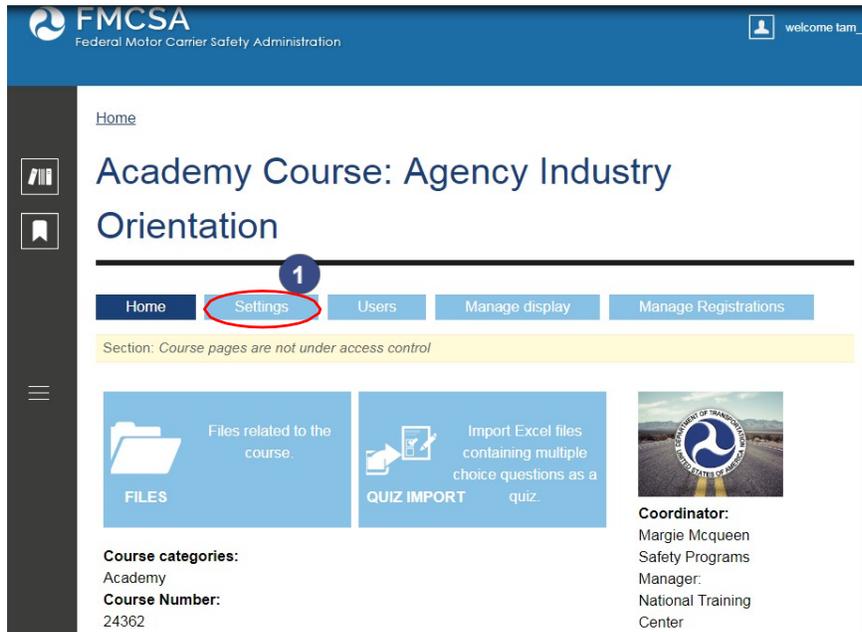
You will then see a list of all the courses in the system. You can click on the "Title" link to sort the results by title. Once you've found the course you would like to view, click on the title of course. This will take you to the Course page.

6.4 Approving a Course

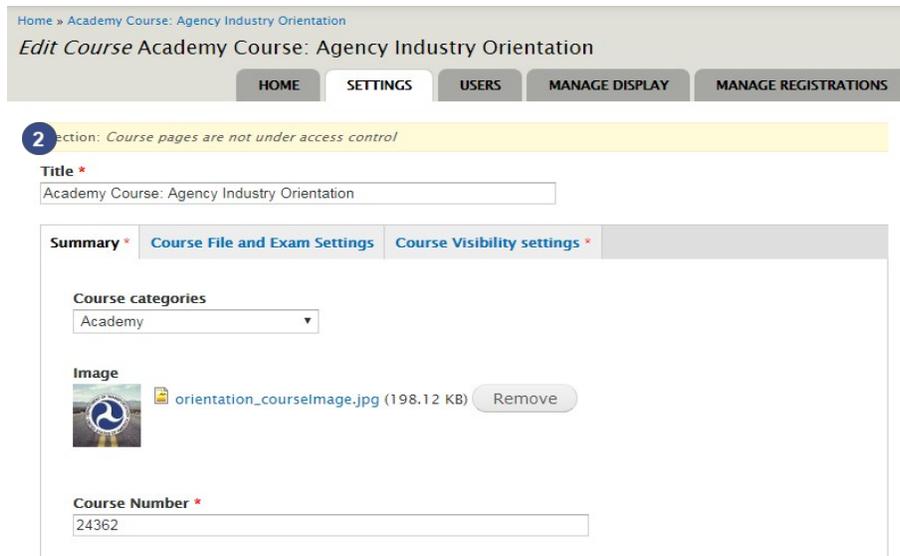
As an NTC user, there is no approval process for a course. Saving a course will finalize the course.

6.5 Editing a Course

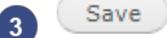
After creating a Course, users will have the ability to edit their Courses. The steps below will walk you through editing a Course.



- 1 After logging into the LMS system, navigate to the Course you would like to edit. Once you are on your Course page, select the “Settings” tab to make edits to your content.



- 2 Selecting the “Settings” tab will take you to the edit mode for your Course.



- 3 After the desired edits are made, scroll to the bottom of the page and click “Save.”

6.6 Adding Course Files

NTC I, NTC II and NTC III can add course-related files to their courses. To begin adding files to a course, navigate to your course page. On the course page, you will see a “Edit” link on the top. Click on the “Edit” link to begin adding files to your course. Follow the steps from step [“6.2.2 Course File and Exam Settings Tab”](#) to add course files to your course.

7 Course Catalog

The Course catalogue is publicly viewable without any logging credentials required.



- 1 To access the Course Catalog, select the last icon on the left rail.



- 2 This will expand the left rail with several navigation items. Select 'Course Catalog' from the left navigation.

Home

Course Catalog

Course category: - Any - [Reset](#)

COURSE	COURSE NUMBER	CATEGORY
 Electronic Logging Devices (ELD) - Investigative	486155	Roadside Courses
 New Entrant Safety Audit Workshop	510023	Audits & Investigations Courses
 Commercial Enforcement and Consumer Protection (CECP) Supplemental	787753	Audits & Investigations Courses
 Commercial Enforcement and Consumer Protection (CECP)	7768326	Audits & Investigations Courses
 Academy Course: Personal Safety	73776	Academy
 Academy Course: Interviewing and Investigative Techniques	46637	Academy

- 3 **Course Catalog**
This will take you to the Course Catalog page. The Course Catalog is organized by Course Category and lists all available courses, their Course Number, Course Image, and Course Name.
- 4 **Filter**
You can filter your results by course category by selecting a category from the drop down at the top of the page.
- 5 **Title**
You can view more details on a course by clicking on the title of your desired course.

7.1 Viewing a Course

After selecting a course on the Course Category page, you will be taken to the course page.

[Home](#)

1 Electronic Logging Devices (ELD) - Investigative

2 Home 3 Settings 4 Users 5 Manage display 6 Manage Registrations

Section: *Course pages are not under access control*

7  Files related to the course.
FILES

8 **Course categories:**
Roadside Courses

9 **Course Number:**
486155

10 **Prerequisites for Attendance:**
Basic understanding of Hours of Service as it applies to Automatic Onboard Recording and Electronic Logging Devices.

11 **Target Audience:**
Federal, State MCSAP or local law enforcement personnel responsible for conducting compliance investigations and/or safety audits and roadside inspections.

12 **Course Length:**
3.00days

13 **Description:**
Review of recent regulatory changes in FMCSA policy as they apply to using Electronic Logging Devices (ELD) during motor carrier compliance investigations or safety audits. Will cover Definitions, Applicability, Exceptions, Falsification, supporting documents, and techniques to apply when determining compliance with the hours of service while conducting a compliance investigation, safety audit or driver inspection.

14 **Objective:**
Presentation is designed to provide the student with a basic understanding of the ELD and how to apply the tracking systems when determining carrier compliance.

15 **Search by State**
- Any -
No classes to show at this time [Search for other classes](#)

16 

17 **Coordinator:**
Margie McQueen
Safety Programs
Manager:
National Training Center
ntc-state-programs@dot.gov
Phone: (202) 657-2827
Fax: (877) 561-1787
9:00am-5:00pm ET, M-F
Address:
1200 New Jersey
Avenue SE
Washington, DC 20590

18 [Add an exam part for this course](#)

19 [Add a class for this course](#)

- 1 Course Name**

The course name displays at the top of the course page. Course names can be used to find the course in the Course Catalog, in the site search bar, and on the Registration page.
- 2 Home**

The Home tab takes you to the public view for the course. This page is viewable to all users. It displays all the course's information.
- 3 Settings**

The Settings tab takes you to the back-end user view for the course. Selecting this tab allows you to make edits to the course page.
- 4 Users**

This tab allows NTC to release grades to the students.
- 5 Manage display**

The Manage Display tab is used by developers on the back end. Non-dev users don't have access to this page.
- 6 Manage Registrations**

The Manage Registrations tab allows certain users to accept or reject pending student registrations.
- 7 Files**

The files field allows users to view and add files to the course. Files are grouped by folder – Student Files, Instructor Files, and Archives.
- 8 Course categories**

The course categories field displays the category for the course. Categories help organize the course within the Course Catalog.
- 9 Course Number**

The Course Number field displays the course number for the class. Course numbers can be used to find the course in the Course Catalog, in the site search bar, and on the Registration page.
- 10 Prerequisites for Attendance**

The Prerequisite for Attendance field displays any courses that must be completed or knowledge that must be acquired by a student before they can register for the course.
- 11 Target Audience**

The Target Audience field displays the type of students the course is intended for.
- 12 Course Length**

The Course Length field displays the duration of the course, in days.
- 13 Description**

The Description field displays an overview of the course and any topics it covers.
- 14 Objective**

The Objective field details the goals of the course.

- 15 Search by state**
Use this field to search for classes by state.
- 16 Course Image**
On the right rail, a course image displays at the top for the course. This is the same image displayed for the course in the Course Catalog.
- 17 Coordinator**
The Coordinator field lists the name of the NTC coordinator associated with the course.
- 18 Add an exam**
Use this selection to add exams to the course.
- 19 Add a class**
Use this field to add classes to the course.

7.2 Viewing Upcoming Classes

At the bottom of a course page, you will see a section titled “Upcoming Classes for this Course.” This section lists classes in various states, with the most recent courses listed first. From this page you can view class names, class dates, and class locations. Pagination at the bottom of the page allows you to click through to view more classes. Clicking on a class date will take you to that specific class page. You can also search by for classes by using the “Search by State” field.

UPCOMING CLASSES FOR THIS COURSE

Search by State

- Any -

Apply

Shows classes that have open registration

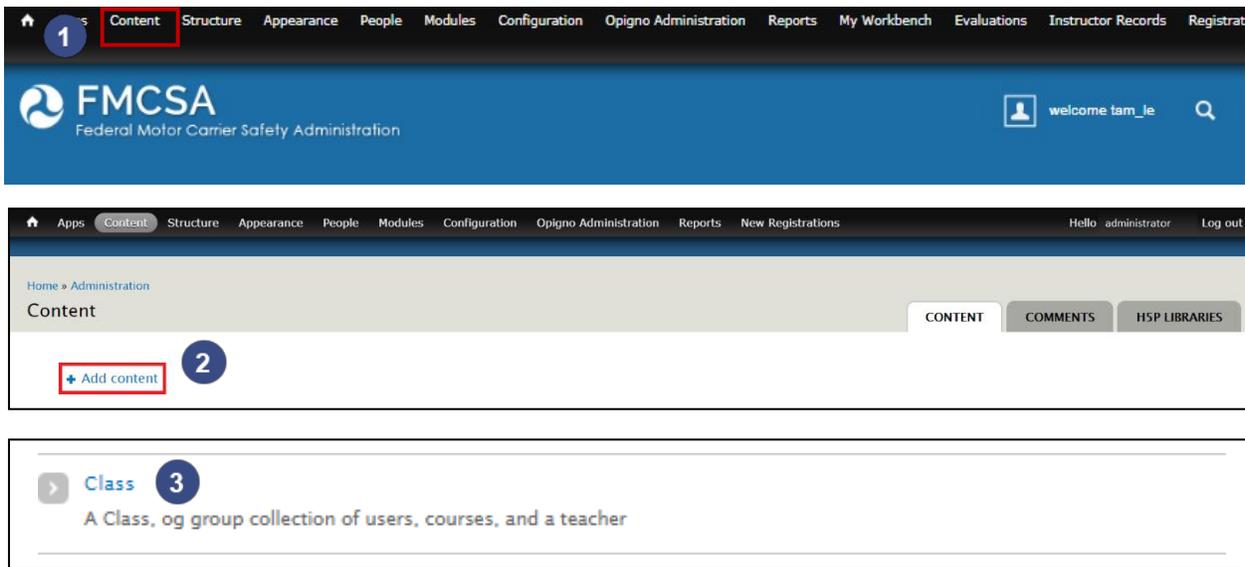
TITLE	CLASS DATE	LOCATION
North American Standard - Part B in Mendota Heights, Minnesota on 3/11/19	Mon, 03/11/2019 to Fri, 03/15/2019	1110 Centre Pointe Curve Mendota Heights, MN 55120 United States
North American Standard - Part B in Raleigh, North Carolina on 2/18/19	Mon, 02/18/2019 to Fri, 02/22/2019	321 Chapanoke Road Raleigh, NC 27603 United States

8 Classes

The NTC LMS has been built to eliminate the need for the NTC Scheduler, which was previously used by State POC's to enter suggested classes for approval by NTC. In an effort to consolidate systems, reduce redundancies and synch issues, while enhancing metrics, classes will be entered within the NTC LMS.

8.1 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 they are made available to the public site.



- 1 Content**
After logging into the LMS system, click on the 'Content' link on the toolbar along the top of the page.
- 2 Add Content**
You will be directed to the Content page. Select the "+ Add content" link 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 is a guide that covers all the fields and steps for adding a class.

8.2 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.

8.2.1 Class Information Tab

When adding a new class, you will first see the Class Information tab. The steps below will walk you through all the fields on the Class Information tab.

The screenshot shows a web form with several tabs: Class Information (selected), Class Location, Point of Contact, Material Shipping Location, Instructors, Notes, and Registration. The form contains the following fields and sections:

- 1 Course**: A dropdown menu with the text "- Select a value -". Below it is the instruction: "The course material that will be taught during the class."
- 2 Number of Students**: A dropdown menu with the text "- Select a value -". Below it is the instruction: "How many slots for students are there in this class?"
- 3 SCHEDULING**: A section containing a "CLASS DATE" sub-section. The text reads: "Classes should be scheduled at least 45 days from today. This widget starts from that point. If you want to schedule a class to happen less than 45 days away, this class will be rejected and reviewed by NTC headquarters staff if it needs to be approved." Below this text are two date input fields:
 - Date**: Input field with "03/18/2019" and example "E.g., 01/31/2019".
 - to:** Input field with "03/22/2019" and example "E.g., 01/31/2019".
- 4 Course Length**: An input field for the course length in days. Below it are four checkboxes:
 - Schedule Saturdays
 - Schedule Sundays
 - Schedule Holidays
 - Ignore Holidays

- 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.

8.2.2 Class Location Tab

After completing the required fields on the Instructors tab, select the Class Location tab. The section below will walk you through all the fields on the Class Location tab.

The screenshot shows a software interface with several tabs: 'Class Information', 'Class Location', 'Point of Contact', 'Material Shipping Location', 'Instructors', 'Notes', and 'Registration'. The 'Class Location' tab is selected and highlighted with a red border. Below the tabs is a form with the following fields:

- Facility Name ***: A text input field.
- LOCATION**: A section containing:
 - Country**: A dropdown menu with 'United States' selected.
 - Address 1 ***: A text input field.
 - Address 2**: A text input field.
 - City ***: A text input field.
 - State ***: A dropdown menu with '- Select -' selected.
 - ZIP code ***: A text input field.

- 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.

8.2.3 Point of Contact Tab

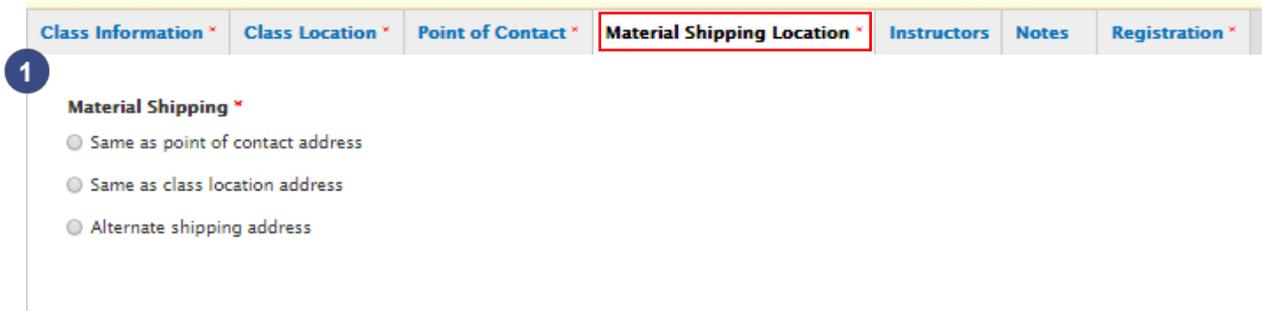
After completing the required fields on the Material Shipping tab, select the Point of Contact tab.

Class Information	Class Location	Point of Contact	Material Shipping Location	Instructors	Notes	Registration
1		Title <input type="text"/>				
2		First Name <input type="text"/>				
3		Last Name <input type="text"/>				
4		Email <input type="text"/>				
5		Office Phone <input type="text"/>				
6		Mobile Phone <input type="text"/>				
7		ADDRESS Country <input type="text" value="United States"/>				
		Address 1 * <input type="text"/>				
		Address 2 <input type="text"/>				
		City * <input type="text"/>				
		State * <input type="text" value="- Select -"/>				
		ZIP code * <input type="text"/>				
8		State Points of contact <input type="text"/> The first one displayed will be the primary				
9		Additional Email <input type="text"/> 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.
- 4 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.
- 5 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.
- 6 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.

8.2.4 Material Shipping Tab

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



The screenshot shows a tabbed interface with six tabs: "Class Information", "Class Location", "Point of Contact", "Material Shipping Location", "Instructors", "Notes", and "Registration". The "Material Shipping Location" tab is selected and highlighted with a red border. A blue circle with the number "1" is positioned to the left of the "Material Shipping" section. The "Material Shipping" section contains three radio button options:

- 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.

8.2.5 Instructors Tab

After completing the required fields on the Registration tab, select the Instructors tab.

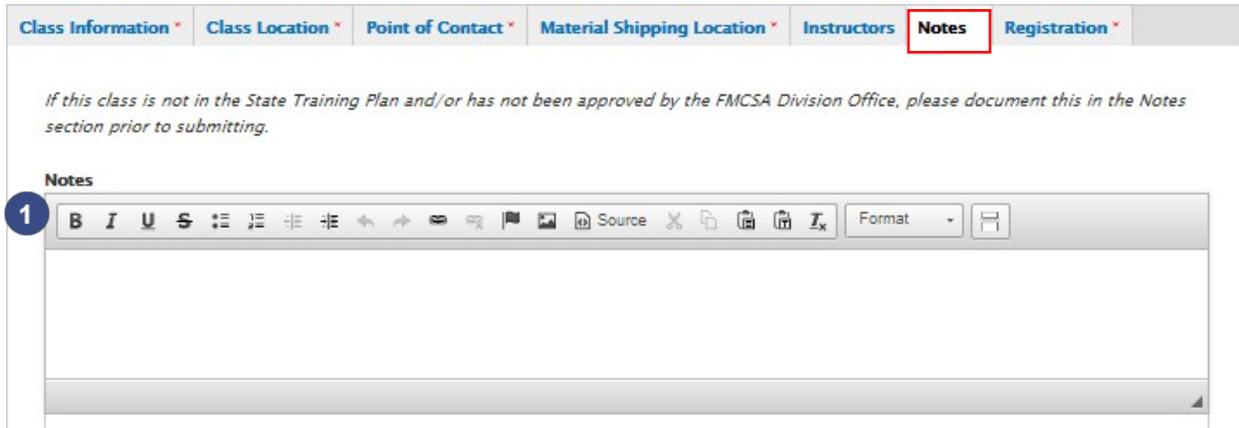
The screenshot shows a software interface with a horizontal tab bar at the top. The tabs are: Class Information, Class Location, Point of Contact, Material Shipping Location, Instructors (highlighted with a red box), Notes, and Registration. Below the tabs, the 'Instructors' section is visible. It contains a dropdown menu for 'Number of Instructors Needed' with '- None -' selected, and a text input field with the placeholder text 'What is the estimated need of instructors to teach this class?'. Below that is a list box for 'Instructors' with a scroll bar, containing the following items: '- None -', 'Tim White - ISA, SPE', 'John Werner - NAS B', and 'Raymond Weiss - EMMT, NAS A, FE Status'.

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

- 2 Instructors**
Select the names of instructors for the class. Click and hold "Ctrl" to add more names if more than one instructor will teach the class.

8.2.6 Notes Tab

After completing the required fields on the Point of Contact tab, select the Notes tab. The fields on this tab are optional. The following section will walk you through all the fields on the Notes tab.



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 the instruction is a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (S), Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Source, Copy, Paste, Print, and a Format dropdown menu. A blue circle with the number 1 is positioned to the left of the Notes tab label.

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

8.2.7 Registration Tab

After completing the required fields on the Class Information tab, select the Registration tab. The steps below will walk you through all the fields on the Registration tab.

The screenshot shows a web interface with several tabs: Class Information, Class Location, Point of Contact, Material Shipping Location, Instructors, Notes, and Registration. The Registration tab is active and highlighted with a red border. Below the tabs, the form is titled 'Class Registration' and includes a dropdown menu currently set to 'National Training Center Class'. A descriptive text below the dropdown reads: 'Select what type of registrations should be enabled for this class. Depending on the display settings, it will appear as either string, registration link, or form.' Below this is a 'Group visibility' section with four radio button options: 'N/A', 'Public (World-wide open, for example for demo courses)', 'Semi-public (registered users can subscribe to the course)', and 'Private (users can only be subscribed by a course administrator or a teacher, the course is hidden from course catalogue)'. At the bottom of the form is a 'Save' button.

3

Save

1

Class Registration

Select what type of registrations should be enabled for this class. Depending on the display settings, it will appear as either string, registration link, or form. This is a mandatory field.

2

Group Visibility

Select the desired class visibility. This is an optional field.

3

Save

Click the **“Save”** button to save any changes you make to your class. If you create or modify a class but do not click Save, your changes are lost. It is a good idea to save your work often

8.3 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 things such as the spelling and grammar 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 state of the content, edit the draft, and submit your draft contact info 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 a "Set moderation state:" dropdown menu (circled 3) currently set to "Submitted - Needs Review" 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
28501	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	This is the current revision. The current state is Draft. Set moderation state: Submitted - Needs Review <input type="button" value="Apply"/> • From Draft --> Draft on 01/31/2019 - 18:42 by tam_je
28496	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	• From Draft --> Draft on 01/31/2019 - 18:42 by tam_je

After you send your contact 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.

8.4 Viewing a Class

You can navigate to your class page by going to the Content page on the backend and filtering your results by Class type. See [Viewing a Course](#) for screenshots and detailed instructions. The section below will walk you through all the front-end view of the class page.

[Home](#)

1 North American Standard - Part B in Mendota Heights, Minnesota on 3/11/19

2

View published Users New draft Manage display Moderate Registrations Sort Courses

Section: MN
Revision state: Approved - Published
Most recent revision: Yes

COURSE TOOLS

Course Page: North American Standard - Part B (Vehicle)

3



4

Summary Evaluations



Category:
Roadside Courses

Course Number:
510002

Course Length:
5.00days

Target Audience:
Federal, State MCSAP or local law enforcement personnel responsible for conducting commercial motor vehicle inspections.

Prerequisites for Attendance:
Host Agencies shall provide students with (or require students to bring) the most current version of the Federal Motor Carrier Safety Regulations with interpretations.

Description:

This course is designed to provide Federal, State MCSAP, and local law enforcement personnel with the basic knowledge, skills, practices, and procedures necessary for performing vehicle inspections under the Motor Carrier Safety Assistance Program. Referred to as North American Standard Inspections, the course will focus on understanding federal regulations and applying them during a safety inspection of commercial motor vehicles.

Objective:

This course will instruct participants how to conduct a complete North American Standard vehicle inspection in accordance with the Federal Motor Carrier Safety Regulations and the North American Standard Inspection Procedure, incorporating knowledge that was obtained during the NAS Part A course. Upon completion of the course, participants will be able to perform a thorough examination of a commercial motor vehicle.

Class Status:

Open

Want to register for this class?

Logged in users please confirm your eligibility and click on the button to register for this class

Prerequisite Confirmation *

- Select a value -

You are registering: *Myself*

[Register for this class](#)

Class Date:

Monday, March 11, 2019 to
Friday, March 15, 2019

Location

Mendota Corporate Center
1110 Centre Pointe Curve
Mendota Heights, MN 55120
United States

Point Of Contact

Civil Sgt Jay Sletten
(651) 350-2008
(651) 260-1623
jay.sletten@state.mn.us
1110 Centre Pointe Curve
Mendota Heights, MN 55120
United States

Coordinator

Margie McQueen
Safety Programs Manager:
National Training Center
ntc-state-programs@dot.gov
Phone: (202) 657-2627
Fax: (877) 561-1787
9:00am-5:00pm ET, M-F
Address:
1200 New Jersey Avenue SE
Washington, DC 20590

8

- 1 Course Title**
The course title displays right below the navigation tab.
- 2 Navigation Tabs**
At the top of the class page, you will see all the view tabs. You can click on different tabs to edit the class, manage users, manage registrations and sort classes.
- 3 Course Tools**
View course tools for the class, including exams and course files.
- 4 Evaluations**
Click on the Evaluations tab to view evaluations for the class.
- 5 Course Image**
The course image displays in the middle of the page.
- 6 Course Info**
The course info displays below the course title. This is the same information that displays on the course page.
- 7 Class Registration**
At the bottom of the page, you will see a section for users to register for the class.
- 8 Class Info**
The class details will display on the right rail.

8.5 Approving a Class

NTC level users have the ability to approve and publish classes that are in the “Needs Review” state. The steps below will walk you through viewing and approving classes.

The screenshot shows the 'My Classes' interface. At the top, there is a navigation bar with 'My Workbench' highlighted (1). Below the navigation bar, there is a 'Needs Review' tab (2). The main content area shows a table of classes. A class titled 'Commercial Enforcement and Consumer Protection (CECP) in Seattle, WA, Washington on 3/26/19' is selected (3). The table has columns for Moderation State, Title, Section, Type, Revised By, and Last Updated.

MODERATION STATE	SET MODERATION STATE	TITLE	SECTION	TYPE	REVISED BY	LAST UPDATED
Submitted - Needs Review View moderation history	Change to Draft Change to Approved - Published Change to Rejected	Commercial Enforcement and Consumer Protection (CECP) in Seattle, WA, Washington on 3/26/19	WA	Class	stan_ascher	46 min 1 sec ago

1 My Workbench

To begin, select “My Workbench” on the top ribbon navigation. From this screen, you can view content recently added to the site, as well as content that you have recently created or edited.

2 Needs Review

Select the “Need Review” tab to view all content that are in the Needs Review state.

3 Title

Click on the title of the content you would like to review.

4 Draft View

After selecting the class you would like to review, you will be taken to the draft view for the class below. From here, you can preview the draft, edit the draft, or change the moderation state. To change the moderation state, use the drop down to select either Draft, Approved, or Rejected, then click “Apply.”

[Home](#)

Commercial Enforcement and Consumer Protection (CECP) in Seattle, WA, Washington on 3/26/19

The screenshot shows the 'Draft View' for the class. At the top, there is a navigation bar with 'View draft' highlighted. Below the navigation bar, there is a yellow box containing the class details and a 'Set moderation state' dropdown menu. The dropdown menu is open, showing options: Draft, Approved - Published, and Rejected (4).

Section: WA
Revision state: Submitted - Needs Review
Most recent revision: Yes
Set moderation state: Rejected [Apply](#)

- Draft
- Approved - Published
- Rejected

8.6 Editing a Class

After creating a class, users will have the ability to edit their class. The steps below will walk you through editing a class.

[Home](#)

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

1

View published Users **New draft** Manage display Moderate Registrations Sort Courses

Section: VT
Revision state: *Approved - Published*
Most recent revision: Yes

Summary	Evaluations
 <p>Category: Audits & Investigations Courses</p> <p>Course Number: 510023</p> <p>Course Length: 3.00days</p> <p>Target Audience: Federal and State MCSAP personnel responsible for conducting Safety Audits.</p> <p>Prerequisites for Attendance: Successful completion of Investigative Safety Analysis, North American Standards Part A, North American Standards Part B and General Hazardous Materials courses. Working knowledge of computer software/hardware. Host agencies shall provide students with (or require students to bring) the most current version of the Federal Motor Carrier Safety Regulations and Hazardous Materials Regulations.</p> <p>Description: The New Entrant Safety Audit workshop is a comprehensive 3-day course that focuses on the audit process and software programs specific to the Safety Audit program. The course is designed with the assumption students have completed the Investigative Safety Analysis and roadside courses.</p> <p>Objective: To complete a quality safety audit in accordance with the FMCSR and HMR while applying the standards of the Field Operations Training Manual.</p> <p>Class Status: Open</p>	<p>Class Date: Wednesday, May 8, 2019 to Tuesday, May 14, 2019</p> <p>Location</p> <p>Test 112 Main St Ashburn, VT 11221 United States Instructors: Tim White</p> <p>Point Of Contact</p> <p>1112 test, VT 11212 United States</p> <p>Coordinator</p> <p>Margie McQueen Safety Programs Manager: National Training Center ntc-state-programs@dot.gov Phone: (202) 657-2827 Fax: (877) 561-1787 9:00am-5:00pm ET, M-F Address: 1200 New Jersey Avenue SE Washington, DC 20590</p>

1 New Draft

After logging into the LMS system, navigate to the class you would like to edit. Once you are on your class page, select the “New Draft” tab to make edits to your content. If the class has not been published yet, this tab will be titled “Edit Draft.”

Home » New Entrant Safety Audit Workshop In Ashburn, Vermont on 5/8/19
 Edit Class New Entrant Safety Audit Workshop in Ashburn, Vermont on 5/8/19 **2**

VIEW PUBLISHED USERS NEW DRAFT MANAGE DISPLAY MODERATE REGISTRATIONS SORT COURSES

Section: VT
 Status: *New draft of live content.*

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

Course *
 New Entrant Safety Audit Workshop ▼
 The course material that will be taught during the class.

Number of Students *
 25 ▼
 How many slots for students are there in this class?

SCHEDULING

CLASS DATE *
 Classes should be scheduled at least 45 days from today. This widget starts from that point. If you want to schedule a class to happen less than 45 days away, this class will be rejected and reviewed by NTC headquarters staff if it needs to be approved.

Date
 05/08/2019
 E.g., 01/31/2019

to: *

Date
 05/14/2019
 E.g., 01/31/2019

Course Length
 0.00

Schedule Saturdays
 Schedule Sundays
 Schedule Holidays
 Ignore Holidays

3 Save

2

Edit Mode

Selecting the “New Draft” tab will take you to the edit mode for your course.

3

Save

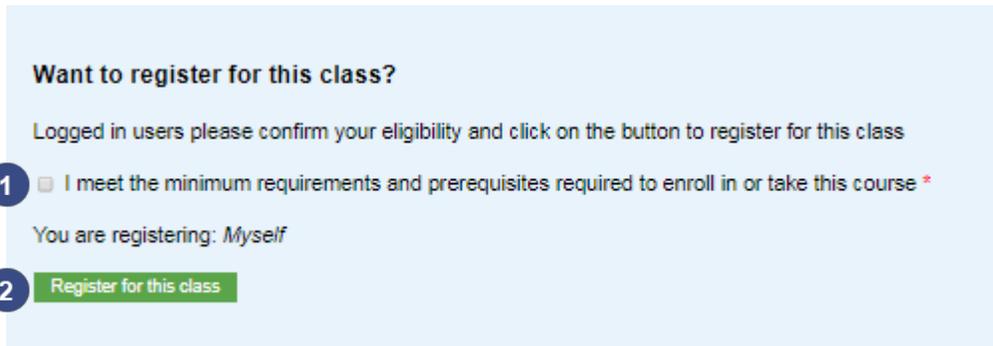
After the desired edits are made, scroll to the bottom of the page and click “Save.”

9 Registering for a Class

To register for a class, first navigate to your desired class. When you scroll towards the bottom of your class page, you will see a “Register for this class” section. You can register for a class as a new user or as an existing user. The following steps will walk you through the registration process.

9.1 Logged-in User

If you are a logged in user attempting to register for a class, you will see the below registration box.



The screenshot shows a light blue registration box with the following content:

- Want to register for this class?**
- Logged in users please confirm your eligibility and click on the button to register for this class
- Step 1: I meet the minimum requirements and prerequisites required to enroll in or take this course *
- You are registering: *Myself*
- Step 2: **Register for this class** (button)

1 Course Requirements

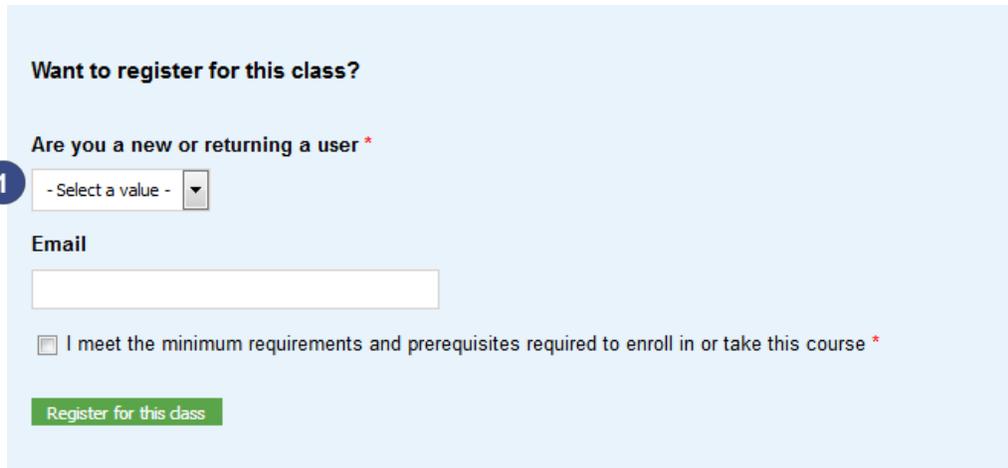
You must meet the minimum requirements and prerequisites required to enroll in courses. If you don't check the “I meet the minimum requirements” box, you will get an error message and not be able to register for the class.

2 Register

Once you have selected the requirements check box, click “Register for this class” to continue.

9.2 Guest User

If you are a guest user not logged into the LMS system, you will see the below registration box.



The registration form is titled "Want to register for this class?". It contains the following elements:

- A dropdown menu labeled "Are you a new or returning a user *" with a blue circle containing the number "1" next to it. The dropdown shows "- Select a value -".
- An "Email" label above a text input field.
- A checkbox labeled "I meet the minimum requirements and prerequisites required to enroll in or take this course *".
- A green button labeled "Register for this class".

1 User Type

Select if you are a New User or a Returning User

- New Users
 - If you selected "New User," continue to [New Users](#) section.
- Returning Users
 - If you selected "Existing User," continue to the [Existing Users](#) section.

9.2.1 New Users

A New user in the NTC LMS is defined as an individual who has never taken an NTC class through the NTC LMS. When the LMS launches, all users will be treated as a new Registration. The LMS identifies users based on the supplied email address. New users need not be logged into the site to register for a class.

If you select “New User” from the user type, you will arrive at the form below. The steps below will walk you through the process of registering for a class as a new user.

Want to register for this class?

Are you a new or returning a user *

New User

Email

1

Student Information

Student Name *

2

Position Title *

3

Does your position receive Federal Funding for commercial motor vehicle enforcement? *

4

Student Address

Country *

5

Company

6

Address 1 *

7

Address 2

8

- 1 **Email**
Enter your email address
- 2 **Student Name**
Enter your full name. This is a required field.
- 3 **Position Title**
Enter your position title. This is a required field.
- 4 **Federal Funding**
Select if your position received federal funding. This is a required field.
- 5 **Country**
Enter your country of residence. This is a required field.
- 6 **Company**
Enter your company. This is an optional field.
- 7 **Address 1**
Enter your mailing address. This is a required field.
- 8 **Address 2**
Enter an alternative address if applicable. This is an optional field.

9 City *
Asperiores

10 State *
California

11 ZIP code *
73651

12 Work Telephone Number *
9682646138

13 Work Email Address *

14 Supervisor Name *

15 Supervisor Telephone Number *

16 Supervisor Email Address *

17 I meet the minimum requirements and prerequisites required to enroll in or take this course *

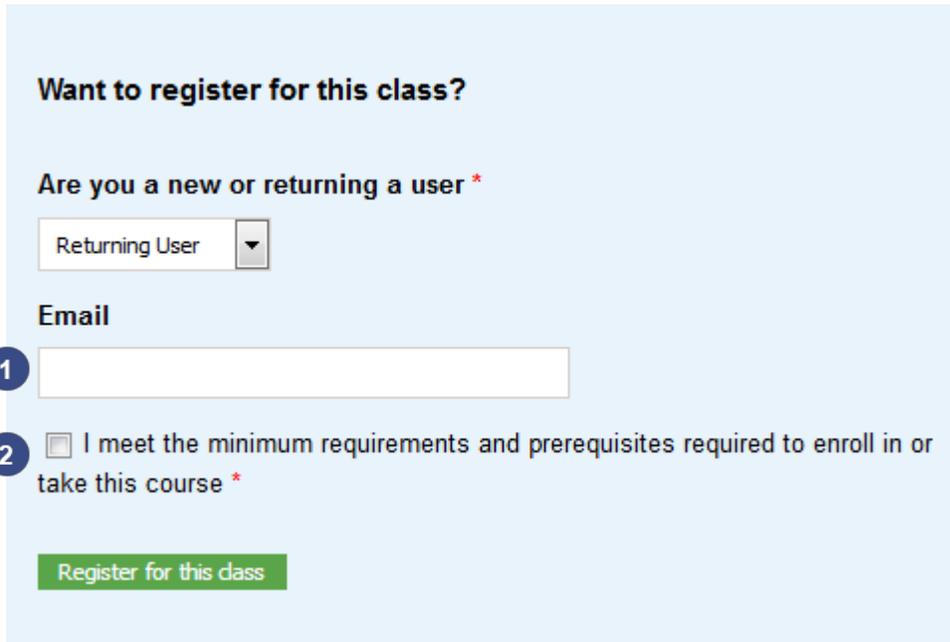
18 Register for this class

- 9 **City**
Enter your city. This is a required field.
- 10 **State**
Select your state from the dropdown list. This is a required field.
- 11 **Zip Code**
Enter your zip code. This is a required field.
- 12 **Work Telephone Number**
Enter your work telephone number. This is a required field.
- 13 **Work Email Address**
Enter your work email address. This is a required field.
- 14 **Supervisor Name**
Enter your supervisor name. This is a required field.
- 15 **Supervisor Telephone Number**
Enter your supervisor telephone number. This is a required field.
- 16 **Supervisor Email**
Enter your supervisor's email address. This is a required field.
- 17 **Course Requirements**
You must meet the minimum requirements and prerequisites required to enroll in courses. If you don't check the "I meet the minimum requirements" box, you will receive an error message and not be able to register for the class.
- 18 **Register**
Once you have selected the requirements check box, click "Register for this class" to continue.

9.2.2 Returning Users

An returning user in the LMS is defined as a user who has previously been approved for a class within the NTC LMS. Existing users are required to enter less information as it has previously been submitted. Existing users however must be logged into the site to register for a class. The steps below will walk you through the process of registering for a class as a returning user.

If you selected “Returning User,” you will be taken to the screen below.



The screenshot shows a registration form with a light blue background. At the top, it asks "Want to register for this class?". Below that, it asks "Are you a new or returning a user *". A dropdown menu is set to "Returning User". Under the heading "Email", there is a text input field. Below the input field, there is a checkbox labeled "I meet the minimum requirements and prerequisites required to enroll in or take this course *". At the bottom of the form is a green button labeled "Register for this class".

- 1 Email**
Enter your email address.
- 2 Course Requirements**
You must meet the minimum requirements and prerequisites required to enroll in courses. If you don't check the "I meet the minimum requirements" box, you will receive an error message and not be able to register for the class.
- 3 Register**
Once you have selected the requirements check box, click "Register for this class" to continue.

Note: Once you select "Register for this course," you will be directed to the LMS login page. As a returning user, you must be logged in to register for courses. Once logged in, you will be redirected to the class page to register as a logged in user.

10 Registration Queue

NTC level users as well as the State POC will have the ability to 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	View Details
1/31/19	Phelan Kinney	Eos exercitation vel error quaerat 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 P/c	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	View Details
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	View Details
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	View Details
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.

11 Managing Class Registrations

NTC level users will have the ability to approve and reject student Registrations for all classes within the LMS. The steps below will walk you through managing student registrations.

Home » New Entrant Safety Audit Workshop in Ashburn, Vermont on 5/8/19

Registrations for New Entrant Safety Audit Workshop in Ashburn, Vermont on 5/8/19

VIEW PUBLISHED USERS NEW DRAFT MANAGE DISPLAY MODERATE REGISTRATIONS SORT COURSES REVISIONS

Registrations Settings Email Registrants

3 used out of 25 slots

OPERATIONS

- Choose an operation - Execute

<input type="checkbox"/>	STUDENT NAME	NEW USER?	REGISTRATION STATUS	SLOTS CONSUMED
<input type="checkbox"/>	+	Returning user	Pending	1 slot
<input type="checkbox"/>	+ Xantha Herman	New User	Pending	1 slot
<input type="checkbox"/>	+	Returning user	Approved	1 slot
<input type="checkbox"/>	+ Phelan Kinney	New User	Rejected	0 slot

1 Registration Tab

After navigating to a class you would like to manage registrations for, click on the “Registrations” tab on top.

2 Registration Page

This will take you to a page with a list of student registrations for the class.

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.

4 Operations

To approve or reject a pending student registration, first select the checkbox next to the student registration, then select the option from the operations dropdown and click “execute.” This will change the pending student’s registration status.

12 Exams

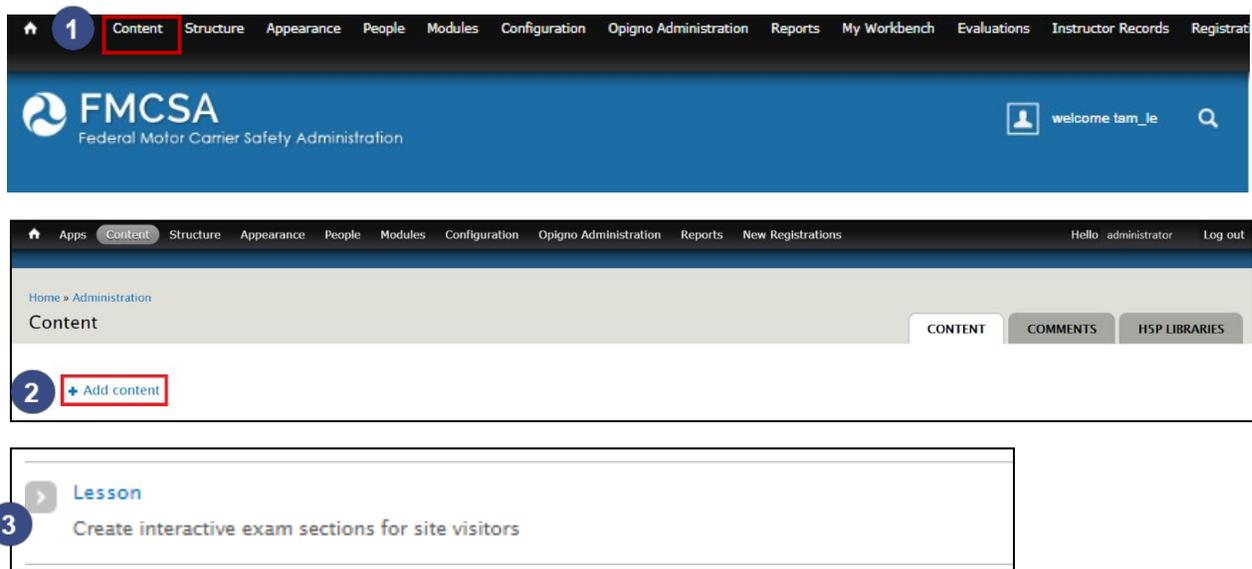
Exams can be added to any course within LMS. The steps below will walk you through the process of adding and taking exams.

12.1 Adding an Exam: Part 1

There are two ways to add exams to a course. The steps below will walk you through the process of adding exams.

12.1.1 Option 1

One way to add exams is by navigating to the content link on the top toolbar.



- 1 Content**
After logging into the LMS system, click on the 'Content' link on the toolbar along the top of the page.
- 2 Add Content**
You will be directed to the Content page. Select the "+ Add content" link towards the top of the page.
- 3 Lesson**
You will be directed to the "Add content" page. Select "Lesson" to begin adding an Exam. The next page is a guide that covers all the fields and steps for adding an exam.

12.1.2 Option 2

Another way to add exams is by navigating to the course you would like to add an exam for.

New Entrant Safety Audit Workshop

View
Users
Edit
Manage display
Registrations

Section: *Course pages are not under access control*



FILES



QUIZ IMPORT



Course categories:
Audits & Investigations Courses

Course Number:
510023

Prerequisites for Attendance:
Successful completion of Investigative Safety Analysis, North American Standards Part A, North American Standards Part B and General Hazardous Materials courses. Working knowledge of computer software/hardware. Host agencies shall provide students with (or require students to bring) the most current version of the Federal Motor Carrier Safety Regulations and Hazardous Materials Regulations.

Target Audience:
Federal and State MCSAP personnel responsible for conducting Safety Audits.

Course Length:
3.00days

Description:
The New Entrant Safety Audit workshop is a comprehensive 3-day course that focuses on the audit to the Safety Audit program. The course is designed with the

Coordinator:
Margie McQueen
Safety Programs Manager:
National Training Center
ntc-state-programs@dot.gov
Phone: (202) 657-2827
Fax: (877) 561-1787
9:00am-5:00pm ET, M-F
Address:
1200 New Jersey Avenue SE
Washington, DC 20590

1

- [Add an exam part for this course](#)
- [Add a class for this course](#)

- 1 After navigating to the course you would like to add an exam for, you will see an “add an exam for this course” link on the right rail. Click this link to begin adding your exam.

12.2 Adding an Exam: Part 2

After selecting one of the options from Adding an Exam Part 1, you will arrive at the Lesson content type below. Each exam is broken out by lessons, or topics. Use this form to author your exam lesson and save it as a draft. The steps below will walk you through the process of adding an exam lesson.

Home » Cargo Tank Inspection » Exam Sections

Create Lesson

✓ You are making your first Lesson. On this page you set the attributes, most of which you may tell the system to remember as defaults for the future. On the next screen you can add questions.

⚠ You must configure Workbench Access settings before editorial access control will be enforced.

- 1 **Title** ▾

 The name of the Lesson.
- 2 **Remember my settings**
 If this box is checked most of the quiz specific settings you have made will be remembered and will be your default settings next time you create a exam section.
Paper size

 Choose the paper size of the generated PDF.
Page orientation

 Choose the page orientation of the generated PDF.
- 3 **Introduction (Edit summary)**

Text format [More information about text formats](#) ⓘ

 - No HTML tags allowed.
 - Web page addresses and e-mail addresses turn into links automatically.
 - Lines and paragraphs break automatically.
- 4 **Lesson weight** ▾

 Sets the weight of this quiz for the final course assessment. Leave at 0 if this quiz should not be taken into account for the final grade.
- 5 **Lesson type** ▾

 Sets the type of this lesson. Can be *theory* (not shown in results by default), *quiz* (always shown in results) and *mix*.
- 6 **GROUPS AUDIENCE**
Your groups

 Associate this content with groups you belong to.

[Show row weights](#)
- 7 **OTHER GROUPS**

 As groups administrator, associate this content with groups you do *not* belong to.
- 8

- 1 Title**
Enter the title for your exam lesson. You can follow the format of “Course Name + Baseline or Alternate + version number + Topic Number + Topic (e.g. “NAS A Baseline v1.7 Topic 1: Introduction to Level III Inspections”)
- 2 Remember my settings**
You can check this box if you would like to save your settings for the next time you create an exam lesson.
- 3 Introduction**
Enter an introduction blurb for your exam. This is an optional field.
- 4 Lesson weight**
Use the lesson weight field to set the weight of this exam lesson for the final course assessment.
- 5 Lesson Type**
Select the lesson type. The default is set to “Quiz”
- 6 Groups Audience**
If you went through Option 2 on Create an Exam Part 1 above, this section would be preselected. If not, select the course you would like to link the exam to.
- 7 Other Groups**
If there are more courses you would like to link the exam to, add them here.
- 8 Save**
Once you are don’t adding details to your exam, click “Save” to continue.

12.3 Adding an Exam: Part 3

After clicking “Save” in the step above, you will be taken to the Manage Questions tab of your exam. Here you can create new exam questions or browse and select questions in the LMS system. The steps below will walk you through the process of adding an exam question.

Home > North American Standard - Part A (Driver) > Exam Sections > Test Exam

Test Exam

VIEW EDIT MANAGE DISPLAY REGISTRATIONS TAKE **1** MANAGE QUESTIONS RESULTS

✓ Multiple choice question test 1 has been created.

▸ Rules evaluation log -Open all-

2 Section: *Unassigned*

▸ CREATE NEW QUESTION

▾ QUESTIONS IN THIS LESSON (1) Show row weights

QUESTION	TYPE	ACTIONS	UPDATE	MAX SCORE	AUTO UPDATE MAX SCORE
3 test 1	Multiple choice question	Edit Remove	Up to date	1	<input type="checkbox"/>

4 ▸ BROWSE FOR QUESTIONS TO ADD

Submit

1 Exam Tabs

You are currently on the “Manage Questions” tab. Navigate to other tabs if you would like to view your exam, edit your exam, take your exam, or view exam results.

2 Create New Question

Select Create New Question if you would like to add a new question to your exam.

3 Lesson Questions

As you add questions to your exam lesson, you will see them displayed here. You can use this section to edit, remove, or reorder questions.

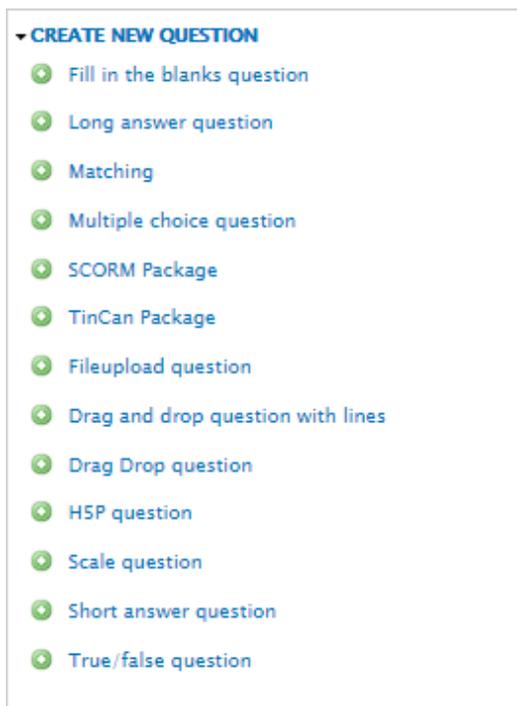
4 Browse Questions

Select “Browse for Questions to add” if you would like to select a question that is already in the LMS system.

12.3.1 Create New Question: Part 1

The steps below will walk you through the process of creating a new exam question.

After selecting “Create New Question,” you will see a list of options to choose from for your question. Select the type of question you would like to add.



12.3.2 Create New Question: *Part 2*

After selecting the type of question you would like to add, you will arrive at the form pictured below. The steps below will walk you through the process of adding details to your multiple choice exam question.

Home > North American Standard - Part A (Driver) > Exam Sections > Test Exam > Manage questions

Create Multiple choice question

⚠ You must configure Workbench Access settings before editorial access control will be enforced.

1 **Title**

Add a title that will help distinguish this question from other questions. This will not be seen during the quiz.

2 **Question (Edit summary)**

Text format Plain text [More information about text formats](#)

- No HTML tags allowed.
- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

3 **ANSWER**

SETTINGS

Your settings will be remembered.

- Multiple answers
Allow any number of answers (checkboxes are used). If this box is not checked, one, and only one answer is allowed (radiobuttons are used).
- Random order
Present alternatives in random order when lesson is being taken.
- Simple scoring
Give max score if everything is correct. Zero points otherwise.

- 1 Title**
Enter the title for your question. This can help distinguish it from other questions. This will not be visible during the quiz.
- 2 Question**
Enter your question here.
- 3 Answer Settings**
Select how your desired settings for your exam question.

▼ ALTERNATIVE 1

CORRECT ALTERNATIVE 1 ▾

Alternative 1 ▾ 4

5

Text format: Plain text ▾ [More information about text formats ?](#)

- No HTML tags allowed.
- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

6 ▸ ADVANCED OPTIONS

▼ ALTERNATIVE 2

CORRECT ALTERNATIVE 2 ▾

Alternative 2 ▾

5

Text format: Plain text ▾ [More information about text formats ?](#)

- No HTML tags allowed.
- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

6 ▸ ADVANCED OPTIONS

7 Add more alternatives

- 4 Alternative
Enter your multiple choice answers in the alternative boxes.
- 5 **Correct**
Select the checkbox for the correct answer.
- 6 **Advanced Options**
Select “Advanced Options” if you would like to provide feedback for your if a student does or does not select this answer.
- 7 **Add more alternatives**
Click this box to add more answer choices.

GROUPS AUDIENCE

8 Your groups

North American Standard - Part A (Driver) ▲
 Class
 New Entrant Safety Audit Workshop in Ashburn, Vermont on 5/8/19
 Cargo Tank Inspection in WASHINGTON, District of Columbia on 3/21/19 ▼

Associate this content with groups you belong to.

[Show row weights](#)

9 OTHER GROUPS

+

As groups administrator, associate this content with groups you do *not* belong to.

10

8 Your Groups

The exam question will default to the course you are creating the question for. If this is not correct, select the correct course here.

9 Other Groups

If there are more than one course linked to this question, add it here.

10 Save

Once you have completed adding details to your exam question, click “Save” to continue.

Note: Once you save your question, you will be taken back to the “Manage Questions” tab for your exam. Your new question will now display under the “Questions in this Lesson” section. You can continue to add more questions to your exam.

12.3.3 Browse for Questions to add

If there are already questions within LMS that you would like to add to your exam, you can select the “Browse for Questions to Add” option.

▼ BROWSE FOR QUESTIONS TO ADD

Mark all the questions you want to add. You can filter questions by using the textfields and select boxes. You can sort by pressing the table headers.

	TITLE	TYPE	CHANGED	USERNAME
1	<input type="text"/>	No filter <input type="text"/>	No filter <input type="text"/>	<input type="text"/>
2	<input type="checkbox"/> Part _____ of the NAS Out of Service Criteria (OOSC) pertains to the vehicle.	Multiple choice question	01/30/2019 - 15:24	dan.abernathy
	<input type="checkbox"/> The requirements for the Parts and Accessories of a CMV are found in FMCSR Part:	Multiple choice question	01/30/2019 - 15:21	dan.abernathy

3

1 Filter

You can search for questions within LMS by filtering them by title, question type, date edited, or username of the person who created them.

2 Select

Once you have found your desired question, you can check the box next to the question to select it. You can select more than one question to add.

3 Submit

Once you have made your question selections, click “Submit” to continue.

Note: After you submit your questions, you will see your newly added questions display under the “Questions in this Lesson” section.

13 Taking Exams

13.1 Part 1

To take an exam for a course, first navigate to your desired course.

[Home](#) » [North American Standard - Part B \(Vehicle\)](#)

North American Standard - Part B (Vehicle)

Section: *Course pages are not under access control*

1 Tools

2 FILES

3

SUCCESSFUL
Average score: 0%
Progress: 0%

NORTH AMERICAN STANDARD - PART B (VEHICLE) EXAM

EXAM TOPICS	SCORE	TOTAL TIME
NAS B Baseline v1.7 Topic 1: Introduction to Level I Inspections	-	-
NAS B Baseline v1.7 Topic 2: Tractor Inspection Points	-	-
NAS B Baseline v1.7 Topic 3: Major Systems and Components	-	-
NAS B Baseline v1.7 Topic 4: Inspection Report Documentation	-	-

1 Tools

From the Course page, select Tools tab.

2 Files

From this page you can select “Files” to view all Course files.

3 Exam

On the left of the page you will be able to view all exam topics for the course. Select the topic title for the exam topic you would like to take.

13.2 Part 2

After selecting the exam topic you would like to take, you will see the exam questions display on the right.

The screenshot shows an exam interface with the following elements:

- Navigation Tabs:** View, Edit, Manage display, Registrations, **Take** (highlighted with a circled '1'). Below these are Manage questions, Revisions, and Results.
- Status:** A green checkmark icon next to the word **SUCCESSFUL**. Below it, 'Average score: 0%' and 'Progress: 0%'.
- Exam Title:** **NORTH AMERICAN STANDARD - PART B (VEHICLE) EXAM**
- Exam Topics Table:**

EXAM TOPICS	SCORE	TOTAL TIME
NAS B Baseline v1.7 Topic 1: Introduction to Level I Inspections (highlighted with a circled '2')	0	-
NAS B Baseline v1.7 Topic 2: Tractor Inspection Points	-	-
NAS B Baseline v1.7 Topic 3: Major Systems and Components	-	-
NAS B Baseline v1.7 Topic 4: Inspection Report Documentation	-	-
- Question Area:**
 - Section: *Unassigned*
 - Step 1 of 3
 - Question:** The requirements for the Inspection, Repair, and Maintenance of a CMV are found in FMCSR Part:
 - Choose one**
 - 386
 - 396
 - 382
 - 393
 - Buttons: Leave blank, Next (highlighted with a circled '3')

1 Tabs

After selecting an exam topic, the top tabs will change. You will now be directed to the Take tab to take the exam.

2 Selected Topic

You will see your selected exam topic highlighted on the right.

3 Take Exam

Begin taking your exam by selecting your answer and selecting Next.

14 Releasing Grades

As an NTC user, you have the ability within the LMS to review student grades as they are submitted. The LMS will not disclose the results of exams to the student at the time of submission, to release grades the NTC user will authorize the release of the grades as described below by navigating to the class and selecting 'user' as described below:



- 1 Users**
This tab has option for managing the course materials for the class such as opening exam, releasing grades and cancellation of class.



- 1 Open Exam for Students**
This option is available to NTC users as a troubleshooting or help desk function. Instructors should open the exam when they are ready to administer the exam.
- 2 Release Grades to Students**
NTC will review grades and click this link when they are ready for students to view their certificates and grades. A notification will be sent to students when grades are released.
- 3 Cancel This Class**
Available to NTC users only. If needed the class can be cancelled from this screen. Notifications will be generated to students and instructors and the class status will change in the 'upcoming classes' page.

15 Evaluations

15.1 Completing an Evaluation

Once a course has ended, students, instructors and supervisors will receive emails with links to the specific course's evaluation. Click on the link to begin the course evaluation. All evaluations will be captured anonymously.

Home > Add content

1 Create Evaluation – Level 3 students for class

2 Evaluation of
"Large Truck and Bus Traffic Enforcement in Sayre, Pennsylvania"

3 In regards to the course you completed about a month ago, please identify the extent to which you agree with each of the following statements. Please select "N/A" for any task/activity your employee(s) DOES NOT perform on the job

I. I have noticed an improvement and understanding when using the Hazardous Materials Regulations *

N/A

Strongly Disagree

Disagree

Agree

Strongly Agree

4 Additional feedback on hazmat regulation comprehension

5 Save

- 6 Thank you for taking the time to fill out the evaluation. x
- Evaluation - Level 3 students for class *Large Truck and Bus Traffic Enforcement in Sayre, Pennsylvania* made on 02/01/2019 - 01:10 has been created.

1 Evaluation Title

The evaluation level and title will display at the top of the page

2 Course

Each evaluation will be linked to a course, displayed below the title.

3 Questions

A response to every question is required

4

Additional Feedback

Provide additional feedback is optional.

5 Save

Once you have completed your evaluation, select Save

6 Confirmation

After saving your evaluation, you will see a confirmation message.

15.2 Viewing Completed Evaluations

Completed course evaluations can be viewed on the All Evaluations page. The steps below will walk you through the process of viewing completed course evaluations.

The screenshot shows the 'All Evaluations' page. The navigation bar includes 'Evaluations' (highlighted with a '1' callout). Below the navigation bar, the breadcrumb trail is 'Home > Administration'. The main content area has a '2' callout pointing to the 'All Evaluations' tab. Below the tabs is a table with three columns: 'TITLE', 'POST DATE', and 'TYPE'. A '3' callout points to the first row of the table.

TITLE	POST DATE	TYPE
Large Truck and Bus Traffic Enforcement in Sayra, 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 Sayra, 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 Sayra, 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 Sayra, 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.

16 Instructors Records

16.1 Instructor Certifications

The screenshot displays the 'Instructor Certifications' page. At the top, there is a navigation menu with items like 'Classes Needing Review', 'Apps', 'Content', 'Structure', 'Appearance', 'People', 'Modules', 'Configuration', 'Opigno Administration', 'Reports', 'My Workbench', 'Evaluations', and 'Instructor Records'. Below the menu, there are tabs for 'Registrations', 'Assigned Classes', and 'My Classes'. The main content area has a breadcrumb trail 'Home > Administration' and a title 'Instructor Certifications'. There are two tabs: 'INSTRUCTOR CERTIFICATIONS' (active) and 'INSTRUCTOR PROFILES'. Below the tabs are filter fields for 'Instructor Name', 'State', 'Employment Type', 'Certification Type', 'Certification Period Start', 'Certification End Period', 'Certification Level', and 'Certification Status'. An 'Apply' button is located below the filters. The main content area shows two instructor profiles. The first profile is for 'Kevin Adkins' with 'Employment Type: State'. Below his name is a table with 5 columns: 'CERTIFICATION TYPE', 'CERTIFICATION PERIOD', 'CERTIFICATION LEVEL', 'CERTIFICATION STATUS', and 'NOTES'. The table has 3 rows: 'NAS A' (01/01/2018 to 01/01/2019, Instructor, Approved), 'NAS B' (01/01/2018 to 01/01/2019, Instructor, Approved), and 'FE Status' (01/01/2018 to 01/01/2019, Instructor, Processing). The second profile is for 'William Anderson' with 'Employment Type: State'. Below his name is a table with the same 5 columns and 3 rows: 'BIT' (03/10/2016 to 03/10/2017, Instructor, Approved), 'ISA' (03/10/2016 to 03/10/2017, Instructor, Approved), and '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.

16.2 All Instructor Profiles

The screenshot shows the 'Instructor Records' page in an LMS. At the top, a navigation bar includes 'Instructor Records' (1) and 'Hello tam_je'. Below this, a breadcrumb trail reads 'Home > Administration > Instructor Records'. The main heading is 'Instructor Profile Nodes' (3). To the right, there are two tabs: 'INSTRUCTOR CERTIFICATIONS' and 'INSTRUCTOR PROFILES' (2). Below the tabs is a form titled 'Add Instructor Profile' with fields for 'Name', 'State', 'Approved Certifications', 'Position Applied for', and 'Current User Role', each with a dropdown menu set to '- Any -'. An 'Apply' button (4) is to the right of these fields. Below the form is an 'OPERATIONS' section with a dropdown menu set to '- Choose an operation -' and an 'Execute' button. At the bottom is a table (5) with the following data:

			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.

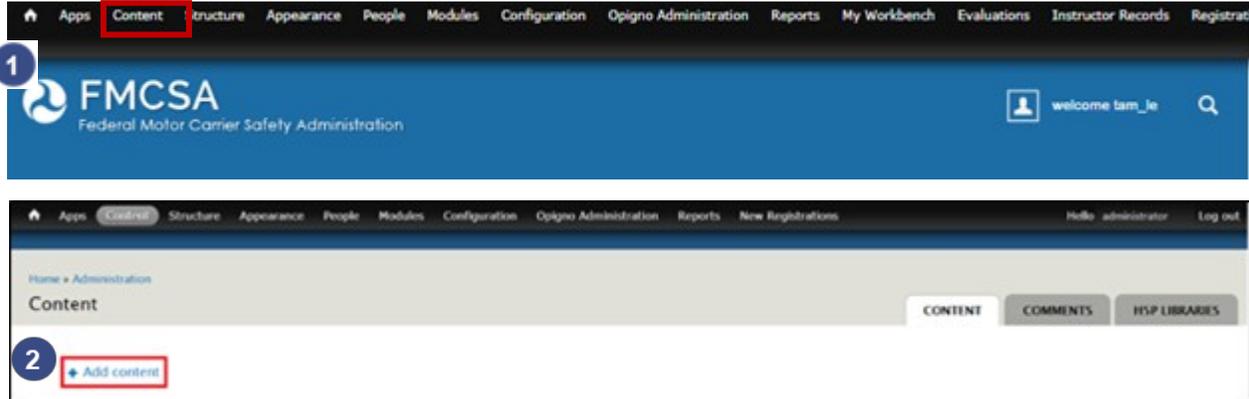
4 Filter

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

Profile Details

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

16.3 Add Instructor Profile: Part 1



3 **Instructor Profile**
contains references to various instructor records

- 1 **Content**
After logging into the LMS system, click on the 'Content' link on the toolbar along the top of the page.
- 2 **Add Content**
You will be directed to the Content page. Select the "+ Add content" link towards the top of the page.
- 3 **Instructor Profile**
You will be directed to the "Add content" page. Select "Instructor Profile" to begin adding an Instructor Profile. The next page is a guide that covers all the fields and steps for adding an Instructor Profile.

16.4 Add Instructor Profile: Part 2

The Instructor Profile content type is broken up into three tabs – Instructor information tab, Supervisor information tab, and Certification Information tab. The following steps will walk you through the filling out the fields on each tab.

16.4.1 Instructor Information Tab

Create Instructor Profile

1 Instructor Information **Supervisor Information** Certification Information

2 Instructor User Account

3

INSTRUCTOR INFORMATION

First Name *

Last Name *

Rank

Email *

ADDRESS

Country
United States ▼

Address 1 *

Address 2

City *

State * ZIP code *

- Select -

Work Phone *

Position Applied for *

- Select a value - ▼

Employment Type *

- Select a value - ▼

Service Center *

- Select a value - ▼

1 **Instructor Information Tab**
The first tab is the Instructor Information tab.

2 **Instructor User Account**
Enter the Instructor User Account, if available.

3 **Instructor Information**
Enter the Instructor's name, email, address, work phone, position applied for, employment type, and service center. These are all required fields.

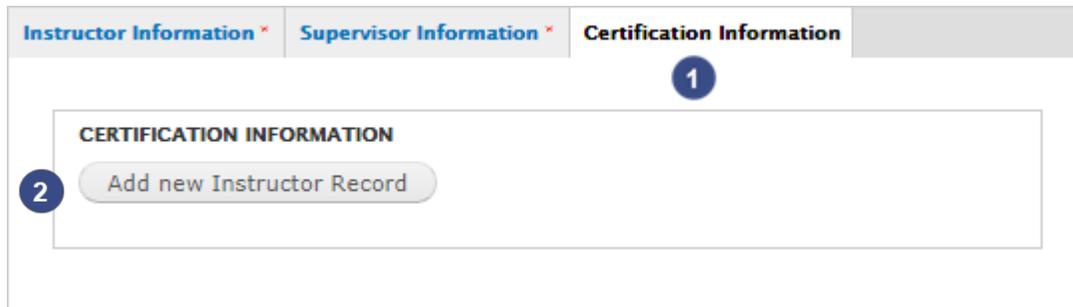
16.4.2 Supervisor Information Tab

The screenshot shows a web application interface with three tabs: "Instructor Information", "Supervisor Information", and "Certification Information". The "Supervisor Information" tab is selected and highlighted with a blue circle containing the number 1. Below the tabs is a form titled "SUPERVISOR INFORMATION" with four required fields, each marked with a red asterisk:

- First Name *** (text input field)
- Last Name *** (text input field)
- Email *** (text input field)
- Phone *** (text input field)

- 1 Supervisor Information Tab**
Click on the Supervisor Information tab to begin adding supervisor information. All fields on this tab are required.

16.4.3 Certification Information Tab



- 1 Certification Information Tab**
Select the Certification Information tab to begin entering certification information for your instructor profile.
- 2 Add New Instructor Record**
Select "Add new Instructor Record" to begin adding new certification details for your instructor profile.
- 3 Save**
Once you have completed entering information for your instructor profile, click save.

16.5 Instructor Profile – Display view

After creating your instructor profile, you will be directed to the front-end view of the profile page.

1 Illiana Daugherty

2 ✓ Instructor Profile *Illiana Daugherty* has been updated. x

2 View Edit Manage display Registrations

Section: *Instructor Profile pages are not under access control*

3 Instructor Information Supervisor Information Certification Information Evaluations

Address:
20 West Clarendon Avenue
orlando, FL 53127
United States

Email:
gigotugyw@mailinator.com

Employment Type:
State

First Name:
Illiana

Last Name:
Daugherty

Position Applied for:
Master Instructor

Work Phone:
(252) 605-2472

Service Center:
Southern Service Center

1 Instructor Name

The instructor Name will be displayed on the top of the page

2 View/Edit

The above display is the view page of the profile. You can click on edit to edit the profile.

3 Tabs

The instructor Information tab displays the entered instructor information. You can navigate to the other tabs to view the instructor's other profile details.