## LMS Instructor Guide

This document will provide additional guidance for National Training Center instructors logging into the LMS to access the Instructor Files and release the Course Exam to students on the NTC's new LMS

## Logging into the LMS

- A. Go to https://fmcsa.lms.dot.gov/
- B. Click on "Login" in the top right corner

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C. Click "Continue" to Login.gov

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	Home			
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- D. Log in with your Login.gov account
  - i. If you do not have a Login.gov Account, follow these instructions to create one.
    - 1. Be sure to use your .gov or state email address
    - 2. If you do not receive an email from Login.gov during the account setup process, please add <u>no-reply@login.gov</u> to your address book and re-try the account creation process

## Accessing Instructor Files

An instructor can find the list of classes he/she is assigned to teach by clicking on the My Assigned Classes tab after logging in:

A. Once logged in, click the "My Assigned Classes" tab

Ins	tructor Navigation	My Assigned Classes	Search for classes	Logout	My Account			
Hon	Home » Instructor's Classes Instructor's Classes							
	These are classes to wh	ich you are assigned an i	nstructor role					
	Class Status	рріу						
						NUMBER OF INSTRUCTORS NEEDED	NUMBER OF STUDENTS	LOCATION

- B. Click the desired class from the list of the assigned classes
- C. The Instructor Files can be accessed either at the bottom of the course description or under the class information on the class page

Description: This course will provide participants with the knowledge, skills, and ability to safely inspect a passenger-carrying vehicle in accordance with the Federal Motor Carrier Safety Regulation and the North American Standard Level I Passenger Vehicle Inspection Procedures. Objective: This training will focus on the passenger-carrying vehicle inspection, identifying the special equipment necessary for inspecting passenger-carrying vehicles, determining the applicability of the Federal Motor Carrier Safety Regulation for different types of passenger operations, identifying the mechanical and component differences between a truck and passenger-carrying vehicle, describing the methods for performing the undercarriage inspection of the passenger-carrying vehicle, and describing the proper location to place the CVSA decal. Upon completion of this course, participants will be able to inspect passenger-carrying vehicles in accordance with the safety regulations while assuring the safety of passengers and the motoring public. Instructor Files: I instructor Guide	Phone: (202) 657-2827 Fax: (877) 561-1787 9:00am-5:00pm ET, M-F Address: 1200 New Jersey Avenue SE Washington, DC 20590 INSTRUCTOR FILES: Instructor Guide, I Toolbox
a Student Guide a Tootbox	

## **Opening the Course Exam to Students**

One of the main responsibilities of the instructor in the new LMS is to open the Course Exam to students to allow them to take the exam at the end of the class. To open the exam to students:

- A. Navigate to the class page following the steps above
- B. Click on the "Users" tab at the top of the class page under the class title

Passenger Carrier Vehicle Inspection (PCVI) in
View published Users
YOUR CLASS MEMBERSHIP INFORMATION

C. Click on the button "Open course exam to students"



D. Click "Confirm" so students will be able to access the exam once they log in to the LMS

Are you sure you want to open the course exam to students?
Students will have access to the exam on the course page once this is complete.

- E. Students will now be able to access the exam after they log in. They can begin the exam from either the "My Enrolled Classes" page or the specific class page.
- F. Students will be notified via email once the exam grades have been released. They will be able to view their Pass/Fail status and download their Course Certificate at that time by logging into the LMS.

Please reach out to FMCSA-NTC-LMS-Support@dot.gov with any questions