

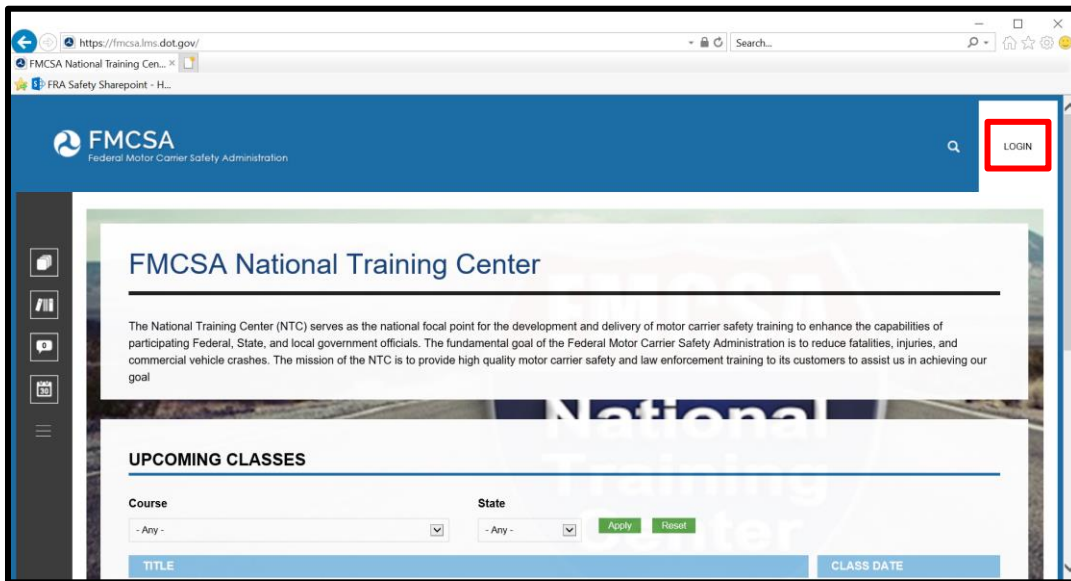


# LMS Instructor Guide

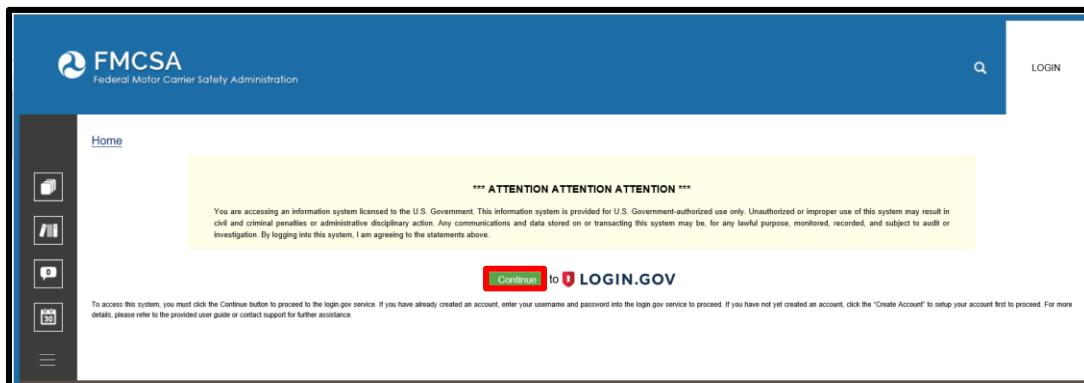
This document will provide additional guidance for National Training Center instructors logging into the LMS to access the Instructor Files and release the Course Exam to students on the NTC's new LMS

## Logging into the LMS

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



- C. Click "Continue" to Login.gov

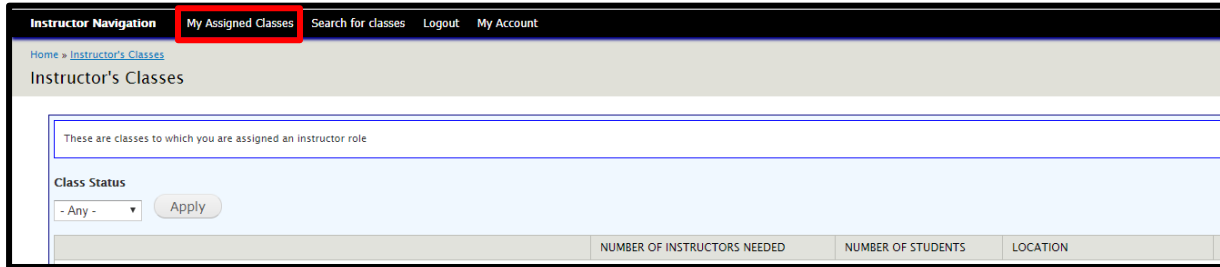


- D. Log in with your Login.gov account
  - i. If you do not have a Login.gov Account, [follow these instructions to create one.](#)
    1. Be sure to use your .gov or state email address
    2. If you do not receive an email from Login.gov during the account setup process, please add [no-reply@login.gov](mailto:no-reply@login.gov)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

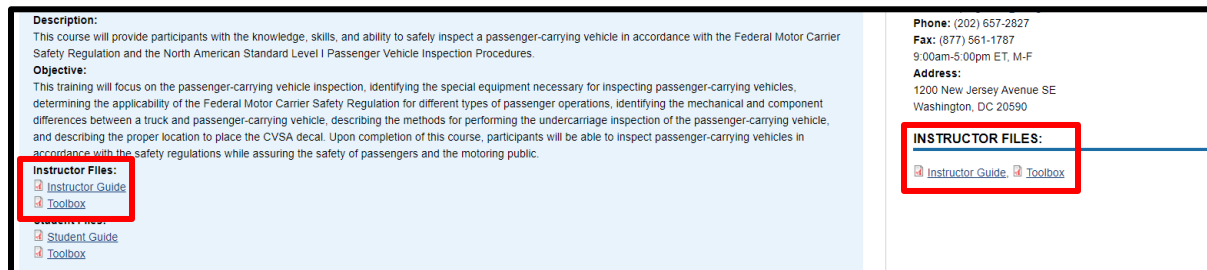
## Accessing Instructor Files

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



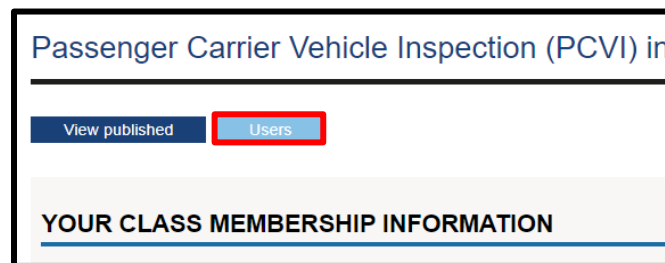
- B. Click the desired class from the list of the assigned classes  
C. The Instructor Files can be accessed either at the bottom of the course description or under the class information on the class page



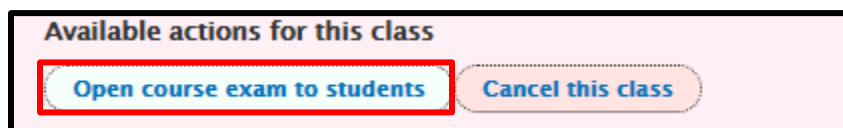
## Opening the Course Exam to Students

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



- 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](mailto:FMCSA-NTC-LMS-Support@dot.gov) with any questions**