

How to Use the Instructor Role

Instruction Guide

**Success Factors
Learning Management System**

OBJECTIVES

This instruction guide will show you how to:

- View scheduled and past classes
- View course roster
- Record Attendance
- Email users

STEP 1 | Login to the LMS

To login the LMS:

1. Navigate to the [CLD website](#)
2. Click on the tab titled **Learning Management System**
3. Click on [How to Login LMS Instruction Guide](#)

Learning Management System

Learning Partners
Support
Training Resources

Learning Management System

Prince George's County Learning Management System (LMS)

The County's Learning Management System is a unique tool that streamlines the employee learning experience to support the County's priority of professionalizing the workforce. The LMS is used to facilitate the management, delivery, and measurement of employees learning and development activities.

LMS Access

Please click [here](#) to access the Prince George's County Learning Management System.

Employee Guidance Manager Guidance Instructor Guidance

If you need additional guidance on how to perform specific actions in the LMS use the links below to view the appropriate instruction guide and video.

How to Login the LMS

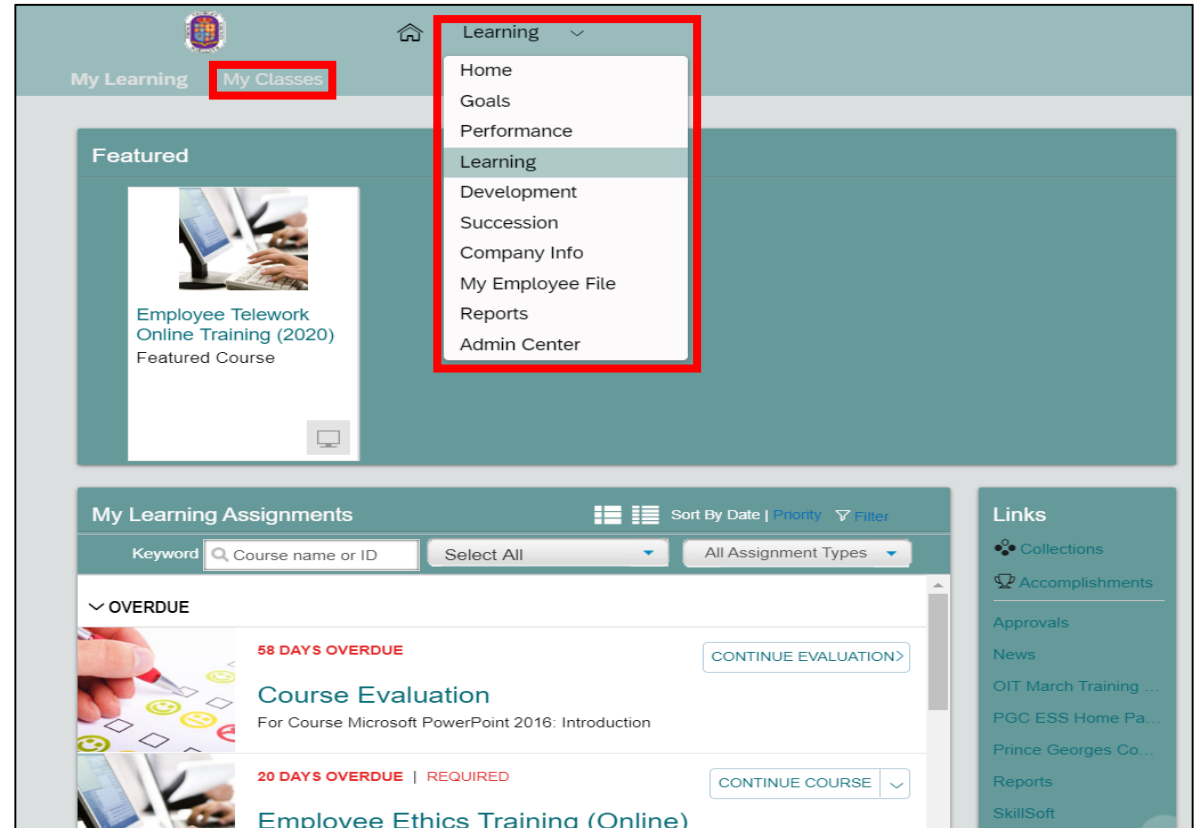
- [Instruction Guide](#)
- [Instruction Video](#)

Please Note: Use Internet Explorer browser to access the LMS

STEP 2 | Navigate to My Classes

Once you have logged into the LMS:

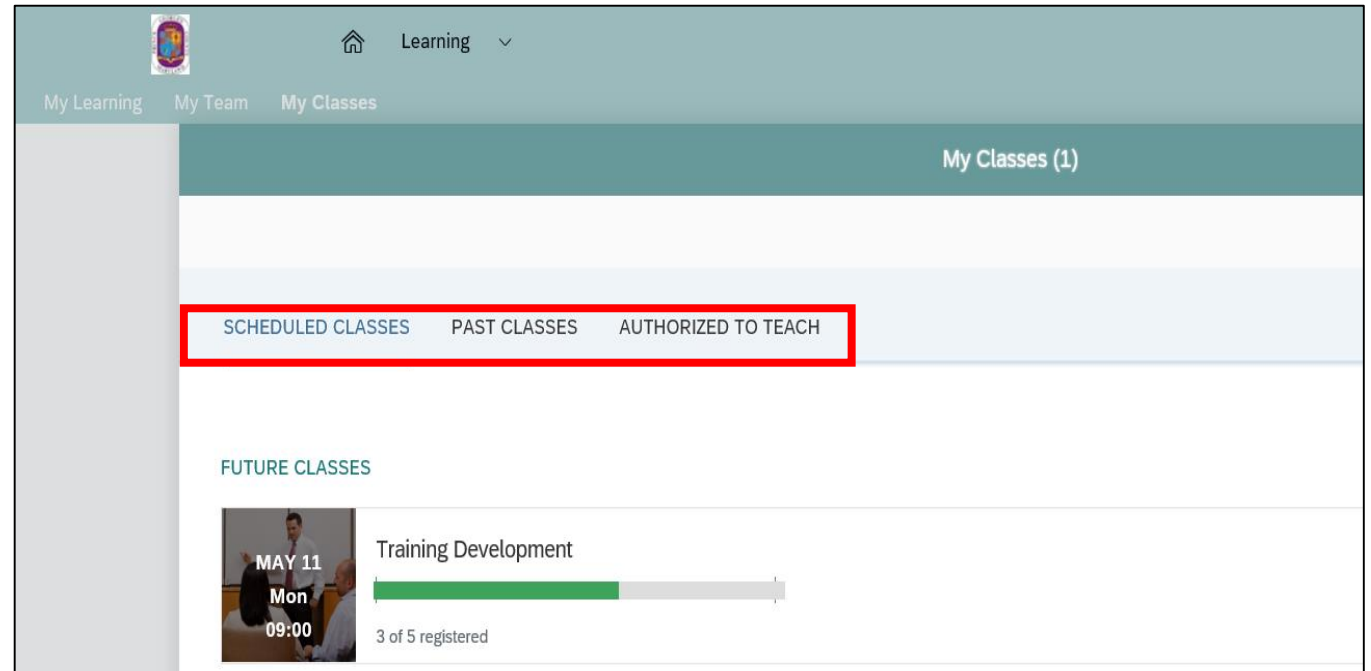
- Click on the drop-down menu and navigate to the **My Learning Homepage**
- Click on **My Classes**



STEP 3 | Navigate to My Classes

Click on **My** Classes to view the following tabs:

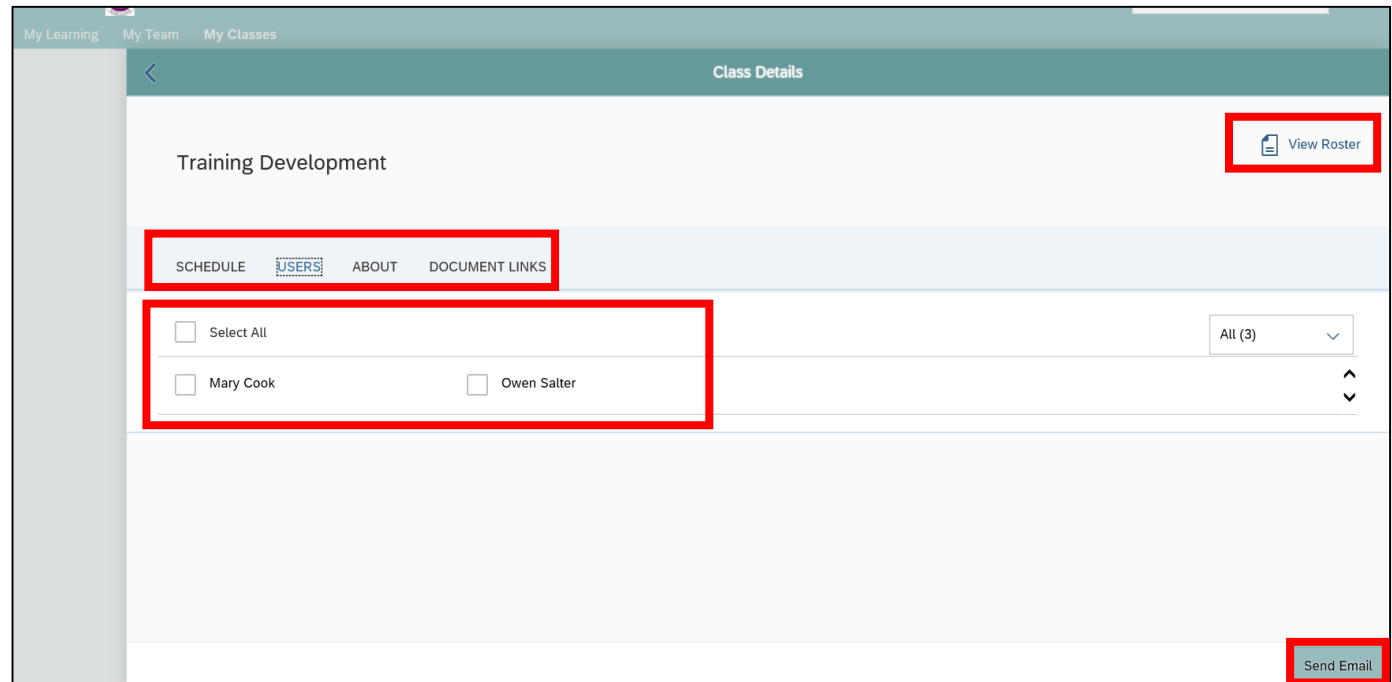
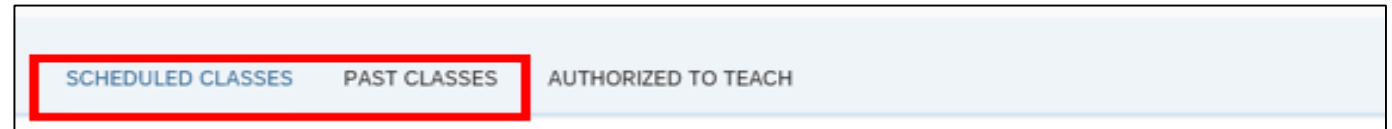
1. Scheduled Classes
2. Past Classes
3. Authorized to Teach



STEP 4 | View Scheduled and Past Classes

Click on **Scheduled and Past Classes** tabs to perform the following actions:

1. View upcoming and past courses
2. Click on **Users** to view employees enrolled in course. Check the boxes next to employees and click **send email** to message the class
3. Click on **About** to see course details (date, time, location)
4. Click on view roster to see everyone registered for a course
5. Click on **Document Links** (you must email documents to CLD team to be uploaded) and view documents



STEP 4 | Record Attendance

To record attendance, follow the steps below:

1. Click **Past Classes**
2. Click **Edit Attendance**
3. Check boxes next to employees who attended the course
4. Click **Done**

Status	Start Date and Time	Description	Actions
✓	MAR 09 Mon 09:00	Time Slot 1 RMS Classroom 1 Suite 139	Edit Attendance

Record Attendance: Time Slot 1

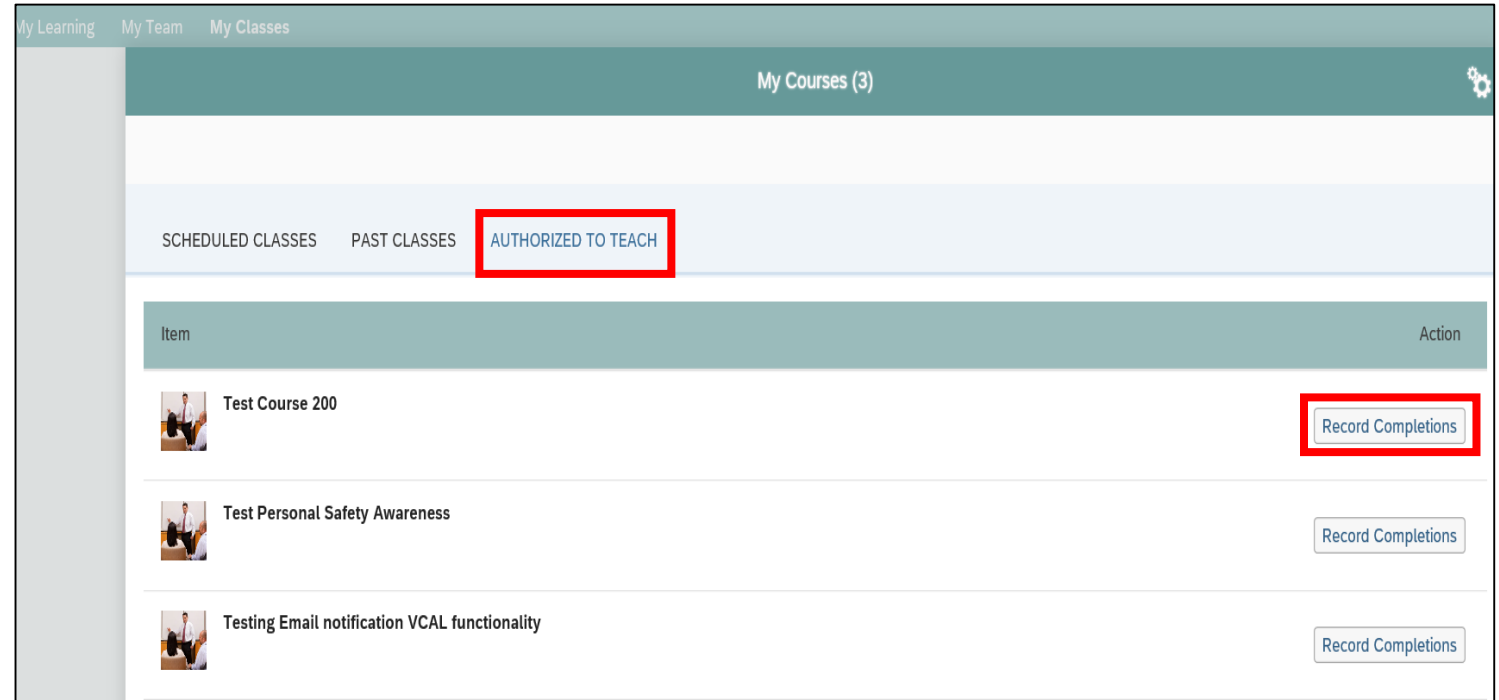
Mark All Attended Number of Users Attended: 0

<input type="checkbox"/> Jane C Doe02	<input type="checkbox"/> Janet Eleazar
<input type="checkbox"/> Janice A Doe04	<input type="checkbox"/> Joy A Doe05
<input type="checkbox"/> Joyce K Doe03	<input type="checkbox"/> Pavan Abraham

Done

STEP 5 | View Authorized to Teach

1. The **Authorized to Teach** tab displays all courses where you are listed as an instructor
2. Attendance can also be recorded in this section by clicking on **Record Completions**



Questions?

Please contact the OHRM Center for Learning and Development team for questions or support accessing the SuccessFactors LMS.

The CLD team will respond within three (3) working days.



Email

CLD@co.pg.md.us