

# How to Use the Instructor Role

## *Instruction Guide*

**Success Factors  
Learning Management System**

# OBJECTIVES

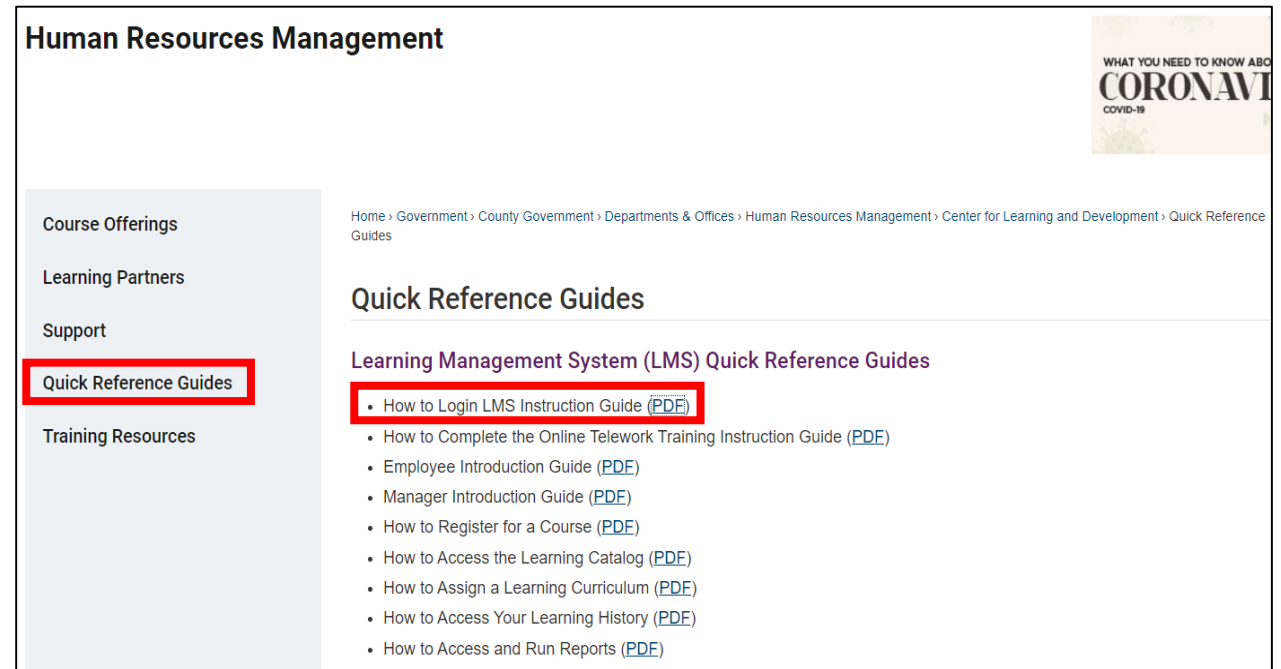
## **This instruction guide will show you how to:**

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

# STEP 1 | Login to the LMS

## To login to the LMS:

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



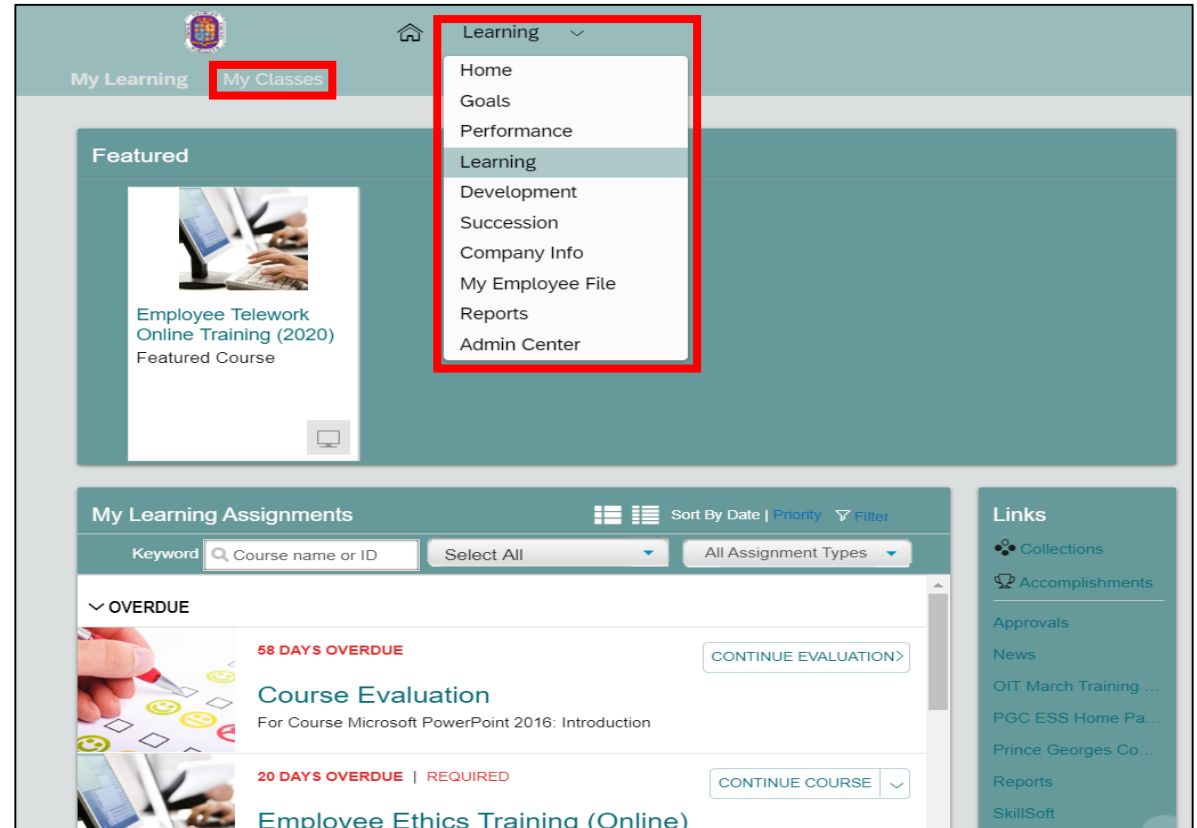
The screenshot displays the 'Human Resources Management' website. At the top right, there is a banner for 'CORONAVIRUS COVID-19' with the text 'WHAT YOU NEED TO KNOW ABC'. Below the banner, a breadcrumb trail reads: 'Home > Government > County Government > Departments & Offices > Human Resources Management > Center for Learning and Development > Quick Reference Guides'. On the left side, there is a navigation menu with the following items: 'Course Offerings', 'Learning Partners', 'Support', 'Quick Reference Guides' (highlighted with a red box), and 'Training Resources'. The main content area is titled 'Quick Reference Guides' and contains a sub-section 'Learning Management System (LMS) Quick Reference Guides'. This sub-section lists several guides, with the first one, 'How to Login LMS Instruction Guide (PDF)', highlighted with a red box. Other guides listed include 'How to Complete the Online Telework Training Instruction Guide (PDF)', 'Employee Introduction Guide (PDF)', 'Manager Introduction Guide (PDF)', 'How to Register for a Course (PDF)', 'How to Access the Learning Catalog (PDF)', 'How to Assign a Learning Curriculum (PDF)', 'How to Access Your Learning History (PDF)', and 'How to Access and Run Reports (PDF)'.

**Please Note:** Use Internet Explorer browser to access the LMS

# STEP 2 | Navigate to My Classes

Once you have logged into the LMS:

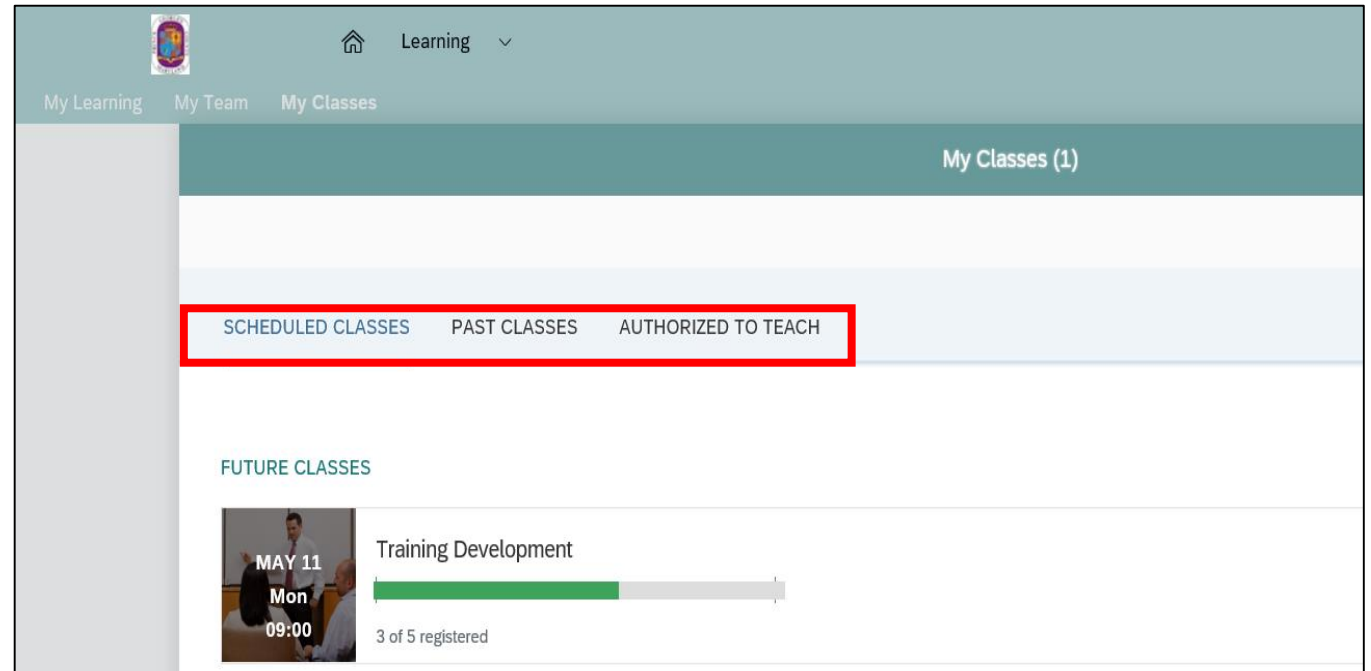
- Click on the drop-down menu and navigate to the **My Learning Homepage**
- Click on **My Classes**



# STEP 3 | Navigate to My Classes

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

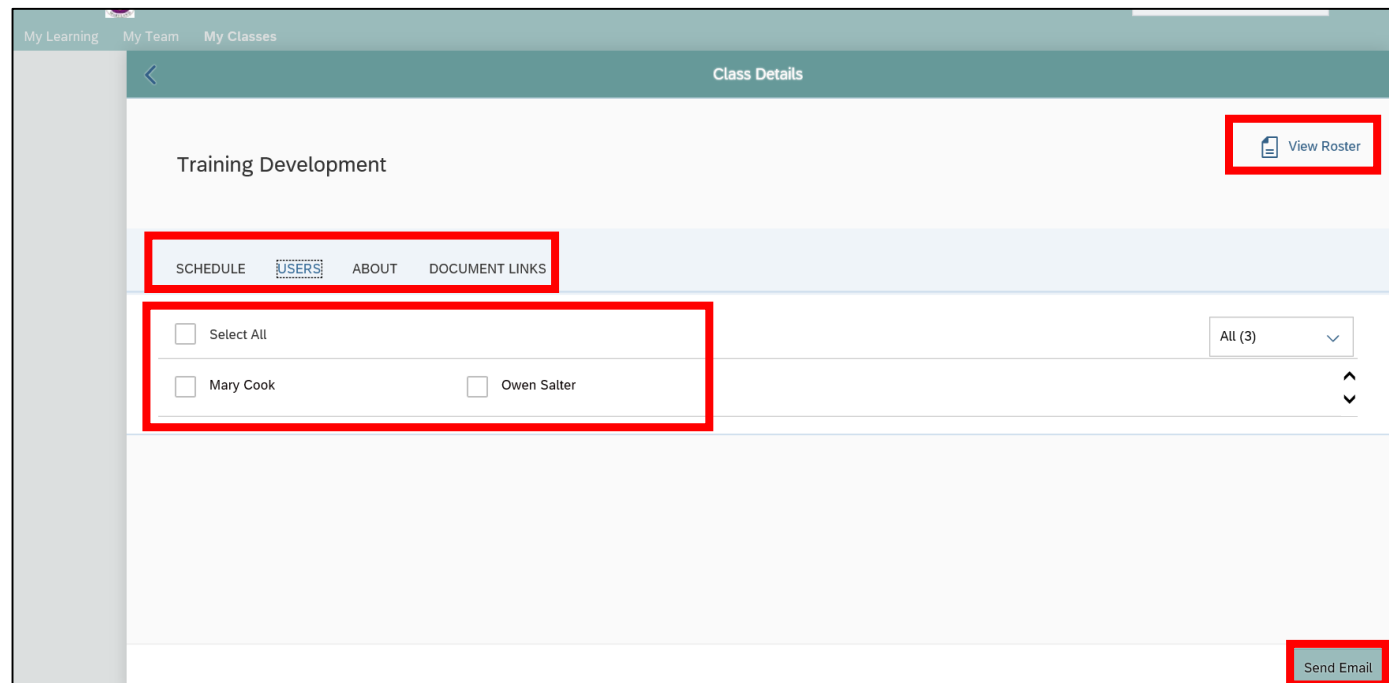
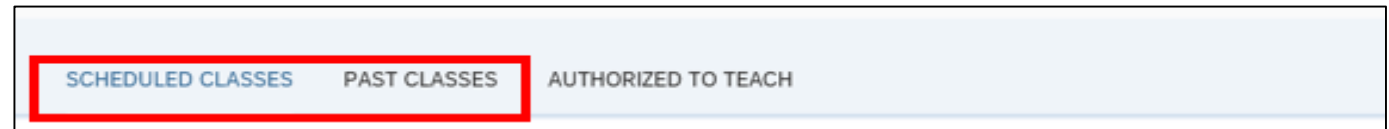
1. Scheduled Classes
2. Past Classes
3. Authorized to Teach



# STEP 4 | View Scheduled and Past Classes

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

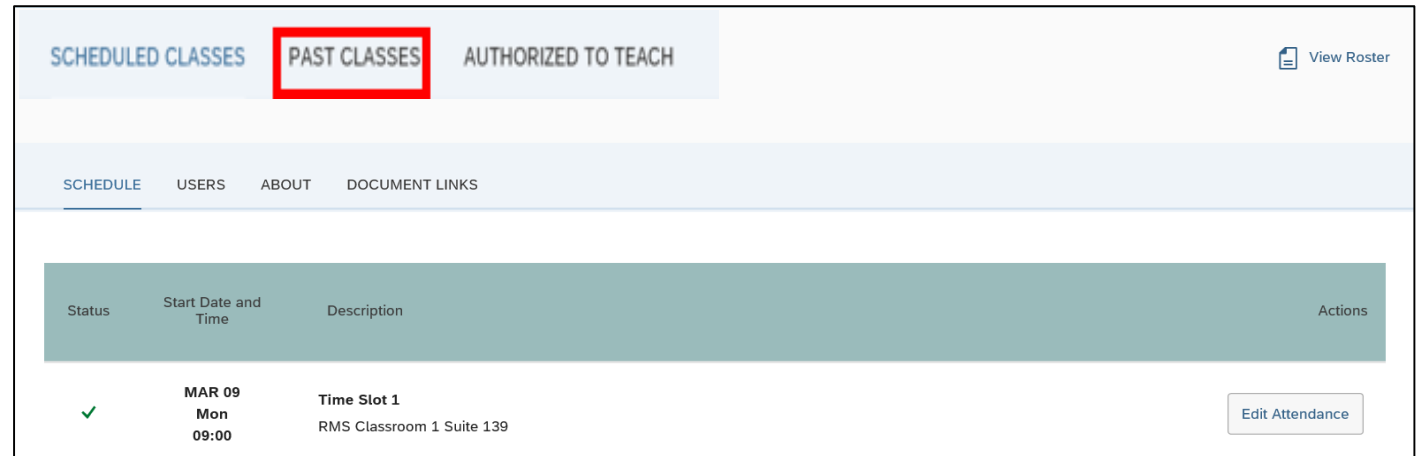
1. View upcoming and past courses
2. Click on **Users** to view employees enrolled in course. Check the boxes next to employees and click **send email** to message the class
3. Click on **About** to see course details (date, time, location)
4. Click on view roster to see everyone registered for a course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



# STEP 4 | Record Attendance

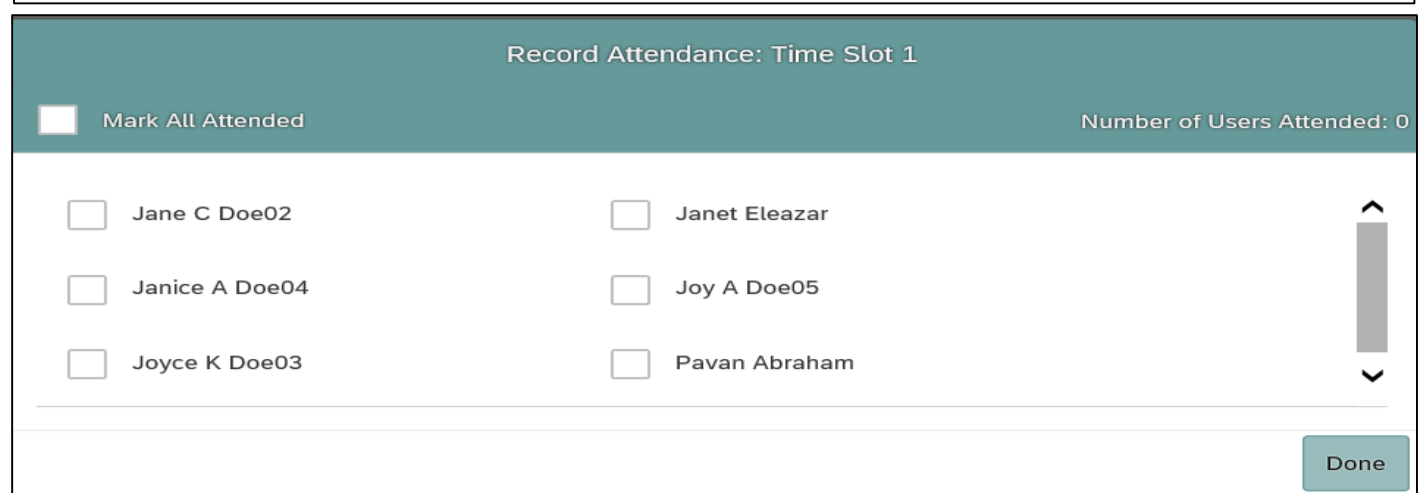
To record attendance, follow the steps below:

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



The screenshot shows a web interface with three tabs: 'SCHEDULED CLASSES', 'PAST CLASSES' (highlighted with a red box), and 'AUTHORIZED TO TEACH'. Below the tabs are navigation links: 'SCHEDULE', 'USERS', 'ABOUT', and 'DOCUMENT LINKS'. A 'View Roster' link is in the top right. A table displays class information:

Status	Start Date and Time	Description	Actions
✓	MAR 09 Mon 09:00	Time Slot 1 RMS Classroom 1 Suite 139	<a href="#">Edit Attendance</a>

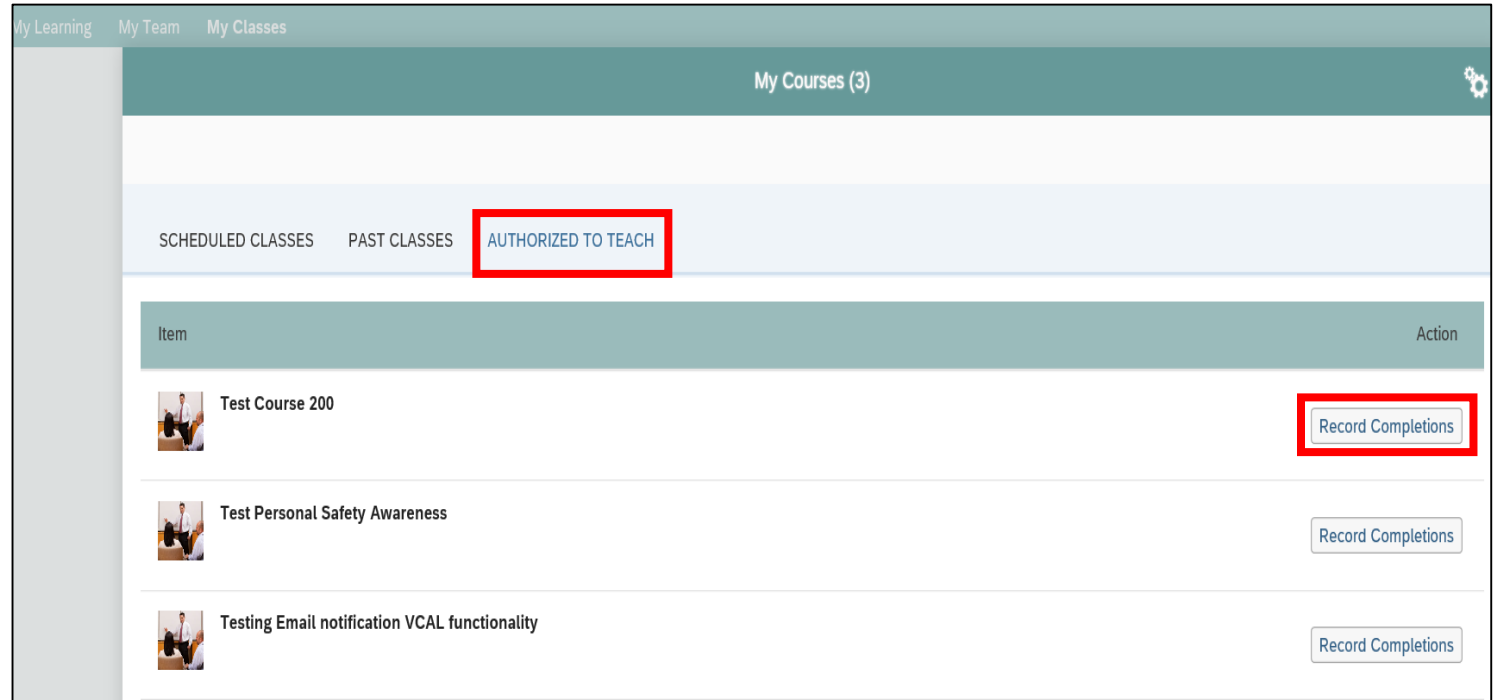
The second screenshot shows the 'Record Attendance: Time Slot 1' page. It features a 'Mark All Attended' checkbox and a 'Number of Users Attended: 0' indicator. A list of employees with checkboxes is shown:

<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

A 'Done' button is located at the bottom right of the interface.

# 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](mailto:CLD@co.pg.md.us)