How to Use the Instructor Role

Instruction Guide

Success Factors
Learning Management System

OBJECTIVES

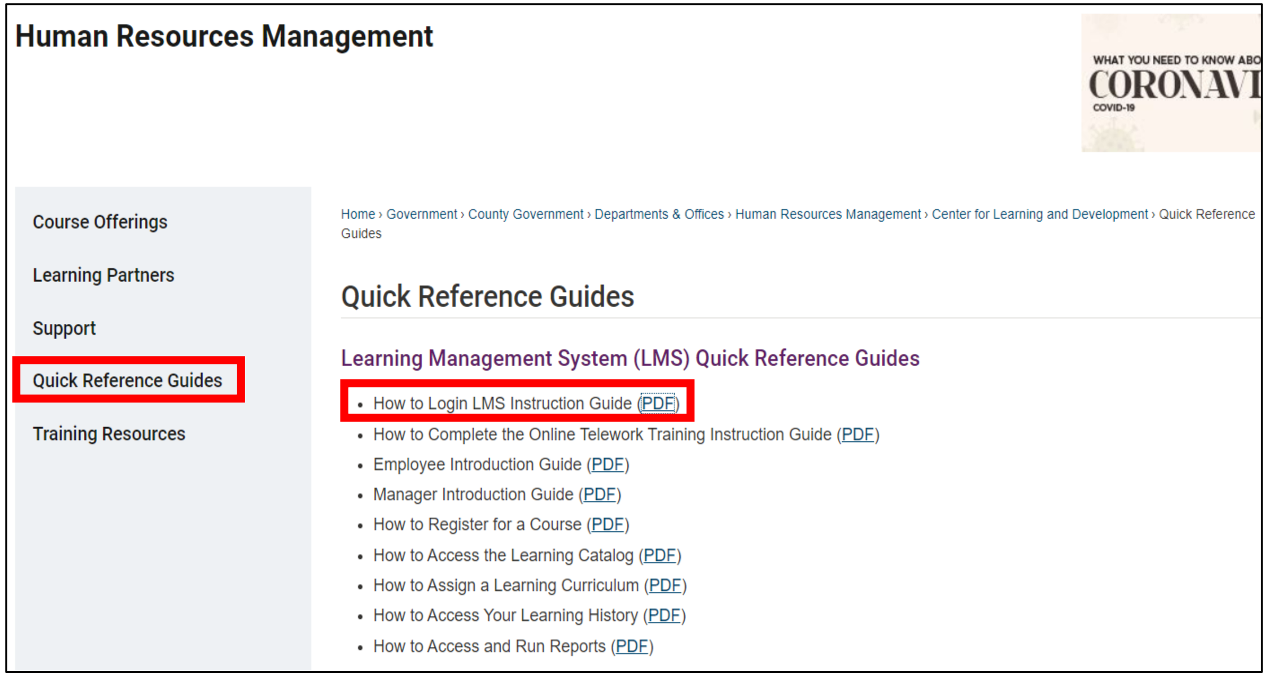
This instruction guide will show you how to:

- 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***

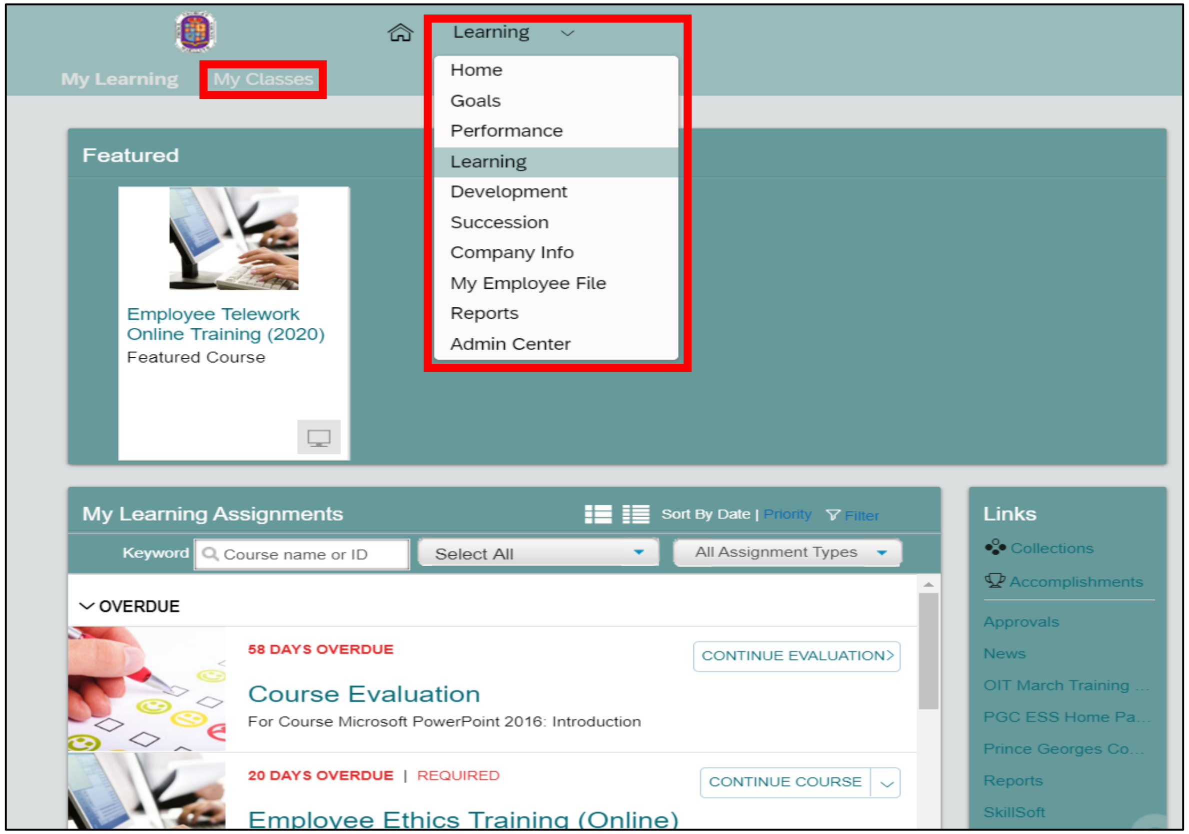


***Please Note:** Use Internet Explorer browser to access the LMS*

STEP 2 | Navigate to My Classes

Once you have logged into the LMS:

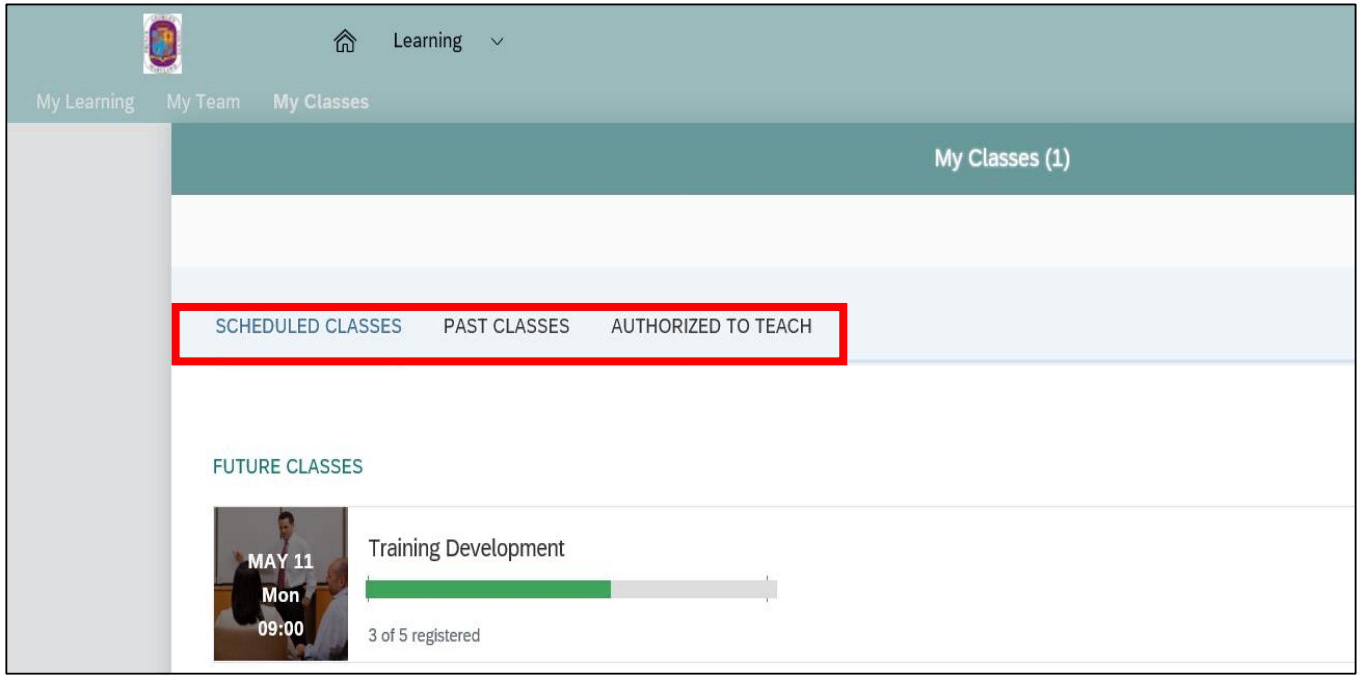
- Click on the drop-down menu and navigate to the **My Learning Homepage**
- Click on **My Classes**



STEP 3 | Navigate to My Classes

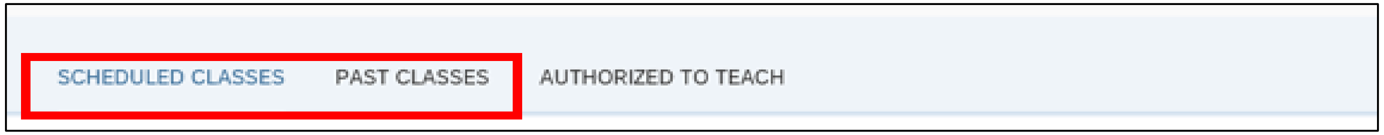
Click on **My** Classes to view the following tabs:

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:



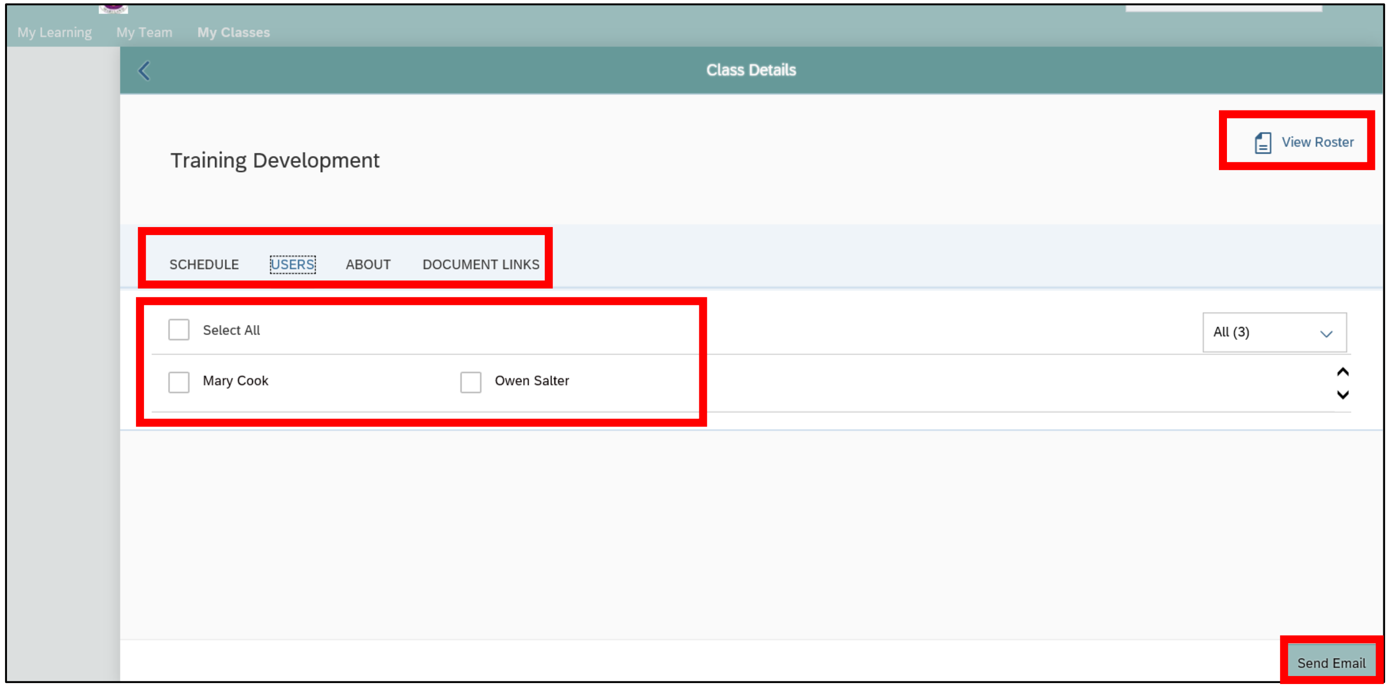
1. View upcoming and past courses

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

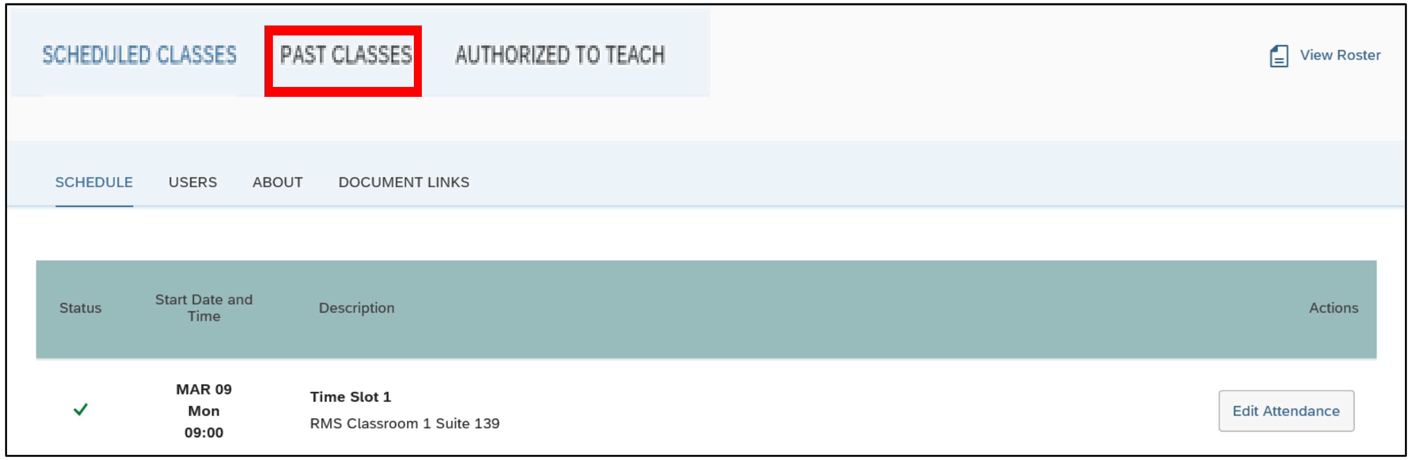
5. Click on **Document Links** (you must email documents to CLD team to be uploaded) and view documents

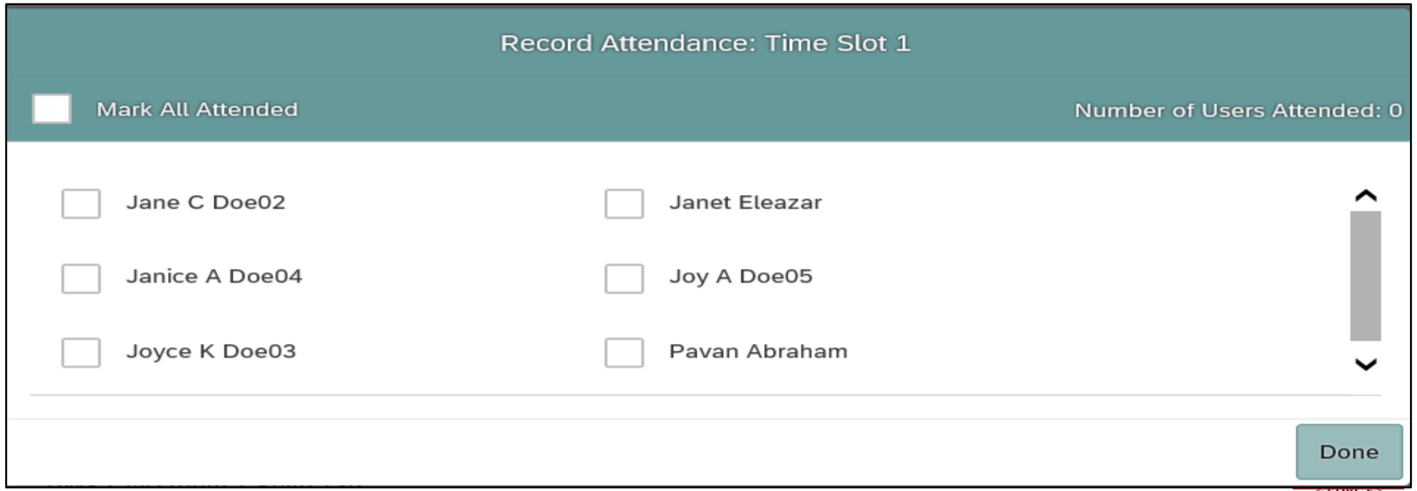


STEP 4 | Record Attendance

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**

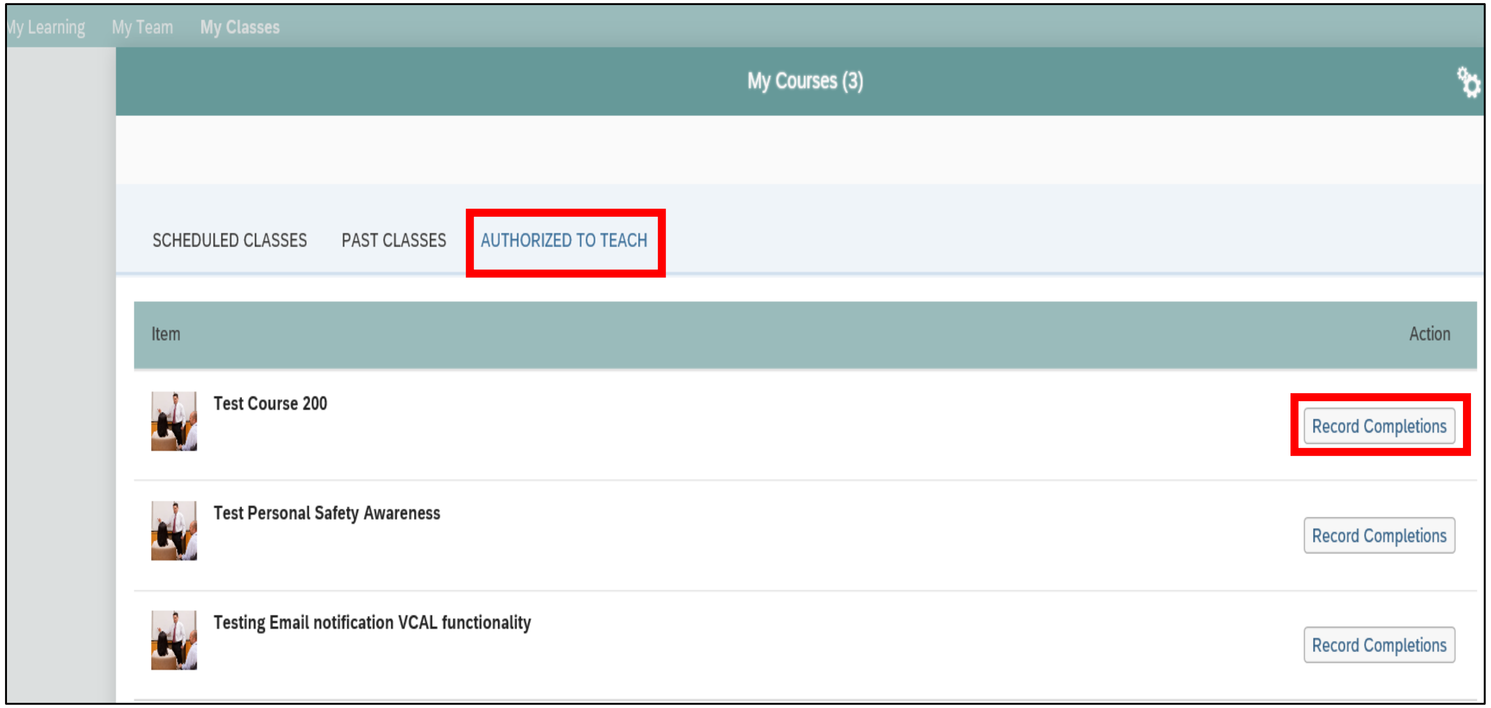




STEP 5 | View Authorized to Teach

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