

## Instructor: Add or Change an Instructor (Resource) Name for an ILT Offering

**IMPORTANT:** Google Chrome does not always support this feature and may not go past Step 12. A temporary work around is to open the Training Portal in IE, Firefox or Safari to complete this process. This is fixed in the next upgrade.

1. Click the **Admin** icon.
2. Click the **Instructor** tab on the top navigation.
3. Click the **Create Offering** link on the left navigation.
4. Enter the **Offering ID** for the ILT session in the Offering ID field.

Note: A search by **Course ID** or **Title** results ALL offerings assigned to that Course ID.

5. Click the **Search** button.
6. Click the title of the specific offering under **Offerings/Title**.

If Offering ID field is not visible, click **Configure**, check the Offering ID Select box and **Save**.

Title	Version	Offering ID	Course ID	Delivery	Language	Start Date	End Date	Actions
Ambulatory Ancillary and Therapy HOD Course	1.0.0	00001200	MC-AC1008C	Instructor-Led	English	12/24/2013	12/24/2013	

7. Click the **Learning Assignments** tab.

Note: When the **Learning Assignments** page opens, scroll to the bottom of the page. Look for **Resources**.

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- Click **Delete** next to the instructor name if you need to **remove** an instructor name.

Note: The system will ask to confirm. Click **OK**.

- Click the **Add Resource** link to **add** a new instructor name.

- Instructor names do not have to be deleted to add new ones.

**IMPORTANT:**  
Find **Resources** at the bottom of the page to see the list of assigned Instructors. Instructors are *Resources* in the system.

ILT Offering Details: Inpatient Nurse Course 1, # MC-IP1005C, #

Main **Learning Assignments** Expenses Related info Policies Notifications

**Resources**  
Add persons, rooms, inventories or equipments required for this offering.

**Resources** Add Resource Print | Export | Modify

Purpose	Resource Type	Quantity	Resource ID	Resource Name	Qualification Level	Rate	Actions
1- Instructor	Person	1	96028033	Debra Demeester, DDEMEEST		0.00 USD	View/Edit <b>Delete</b> View Calendar

- Select *Person* as **Resource Type**.
- Select *Instructor* in **Purpose** drop down when it populates.
- Click the **Next** button.

1.Add Resource Details ...> 2.Select Resource ...> 3.Manage Session Schedule

Resource Type\* 10 Person ▼

Purpose\* 11 1- Instructor ▼

12 **Next ->** Cancel

- Enter instructor *last name only* or *Uniqname* in the **Resource Name** field.

Note: Using first and last name will not give a result.

- Remove the pre-selected check marks** in the **Available** and **Qualified Resources** options.
- Remove the default building name in the **Location** field.
- Currency field is not necessary. Leave blank.
- Click **Search**.

**IMPORTANT:**

For efficiency and to decrease confusion, perform **Steps 13 and 14** before removing the location (**Step 15**).

See visual for 13-17 on the next page.

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### Select Person : Inpatient Nurse Course 1,# M

1.Add Resource Details >>> 2.Select Resource >>> 3.Manage Session

Location 15 North Campus Administrative Co

Offering Start Date 03/31/2014

Offering End Date 03/31/2014

Resource Name 13 tafarish

Show

14  Available Resources Only

Qualified Resources Only

Currency 16

17 Search

Remember: The Steps are numbered to remind you to **skip the Location Change** (Step 15) until AFTER Steps 13 and 14 are complete.

**Note: If no name results:**

- Verify Steps 13 – 15 for accuracy. Click **Search** again.
- If no results *after second attempt*, contact MLearning.

18. **Select** the radio button next to the instructor name.

19. Click **Next** button.

Select	Person	First Name	Last Name	Location	Rate	Actions
<input checked="" type="checkbox"/> <span style="color: red; font-weight: bold;">18</span>	Tafari Stevenson-Howard	Tafari	Stevenson-Howard	North Campus Research Complex Bldg 200	0.00 \$	<input type="checkbox"/> <span style="color: red; font-weight: bold;">19</span> <span style="border: 1px solid red; padding: 2px;">Next -&gt;</span>

20. Verify correct session date/time.

21. Place a check mark in the **Select Box** next to the session.

22. Click the **Done** button.

### Add Resources

Sessions View Resource Calendar

<span style="color: red; font-weight: bold;">21</span> Sessions	Start Date	<span style="color: red; font-weight: bold;">20</span> Day	Start Time	End Time
<input checked="" type="checkbox"/> 1	03/31/2014	Monday	07:00 a.m.	04:00 p.m.

22 Done Cancel

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23. Verify the new instructor is added.
24. Click Save and Publish.

Resources								<a href="#">Add Resource</a>   <a href="#">Print</a>   <a href="#">Export</a>   <a href="#">Modify Table</a>
Purpose	Resource Type	Quantity	Resource ID	Resource Name	Qualification Level	Rate	Actions	
1- Instructor	Person	1	39906211	Tafari Stevenson-Howard, TAFARISH		0.00 USD	<a href="#">View/Edit</a> <a href="#">Delete</a> <a href="#">View</a> <a href="#">Calendar</a>	
							<a href="#">Save and Publish</a>	

- Offering appears in Instructor's Schedule.
  - The Push Learning Assignments pop up appears.
25. Click **Save**.

### Push Learning Assignments

Changes to the learning assignments and their sequence, and to evaluation have been saved. Please select any of the following options to make these changes available to the existing registrations for learners.

- Future Registrations
- Existing registrations where the offering is In Progress.
- Registrations where the offering is completed and moved to the completed course.

[Save](#) [Close](#)