

The Virginia Learning Center

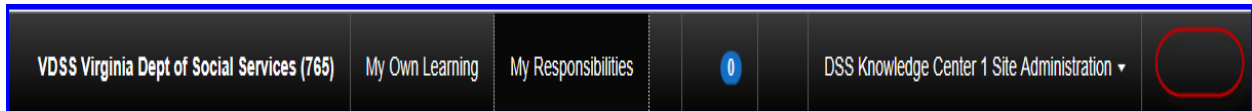


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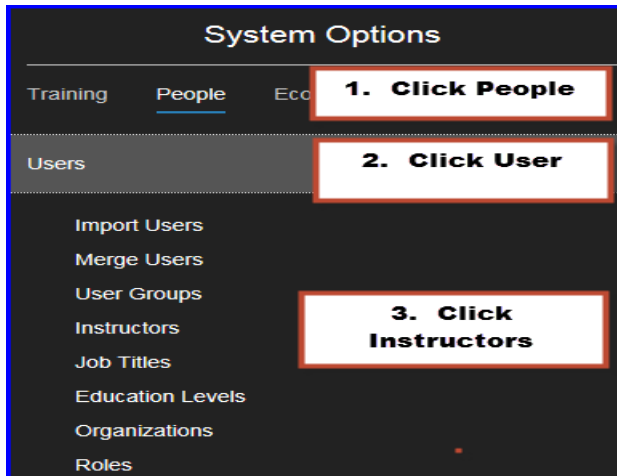
Illustration of how to:

Designating Instructors

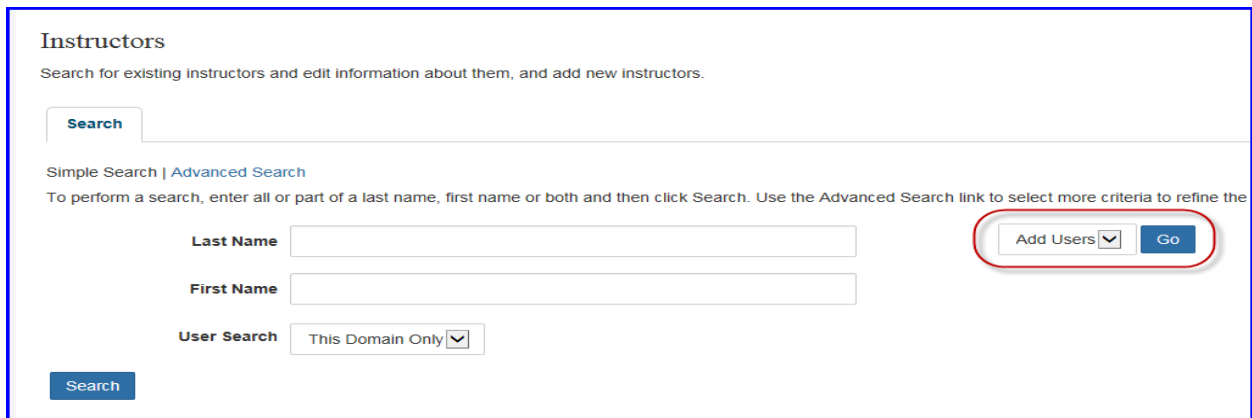
Step 1: Click on the space on the right of the banner indicated with the red circle



Step 2: Click people, click Users, Click Instructors



Step 3: Click Go beside Add Users



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Illustration of how to:

Designating Instructors

Step 4: Type name, first name, and proper domain search. Then click search.

Instructor

Find users and designate them as instructors.

[Add Users](#)

[Simple Search](#) | [Advanced Search](#)

Use Search to find users to designate as instructors. Select the checkbox to the left of each user you want to add and then select Add Selected.

Last Name

First Name

User Search

[Search](#) ←-----

Step 5: Click the box beside the appropriate name and then click add.