

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

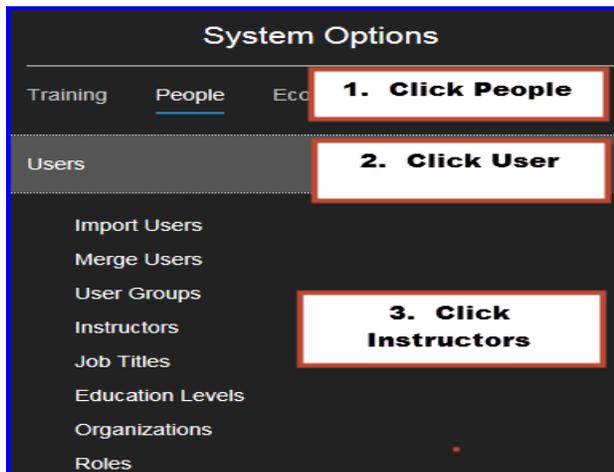
Illustration of how to:

Certify Trainers for Courses

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: Type in name and click search

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Illustration of how to:

Certify Trainers for Courses

Step 4: Click Manage and then go

	Last Name	First Name	Action
<input type="checkbox"/>	WOOLFOLK	ETHELLE	Manage <input type="button" value="Go"/>

Step 5: Click Courses

ETHELLE WOOLFOLK

Add or edit the instructor's experience.

[Experience](#) [Courses](#)

Step 6: Click Go beside select course

ETHELLE WOOLFOLK

Select classroom courses that an instructor may be scheduled to teach. If you do not select any courses, then the instructor will be available to teach all courses.

[Experience](#) [Courses](#)

[Edit Courses](#)

Type keywords in the Search Text field. Select a search type from the menu to refine the results and click Search to find existing courses that the instructor is de
teach. Use the Page menu to select courses.

Search Text

Search Type

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Illustration of how to:

Certify Trainers for Courses

Step 7: Type in the course number that you are trying to certify the instructor and click search

Search Text

Search Type ▼

Search

Step 8: Click on the box beside the course and then click add selected

VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training

Add Selected