

# The Virginia Learning Center



## VIRGINIA DEPARTMENT OF SOCIAL SERVICES



### How to add Instructors to specific courses

- Click on Administer
- Click on People
- Click on Instructors
- Type in Last Name and First Name, then click Search
- On the right of the page click the down arrow and select Manage
- Click on Courses
- On the right of the page, click on Select Course and then click GO
- Type in the course number in the Search Text and Click Search
- click on the box adjacent to the course and then add selected