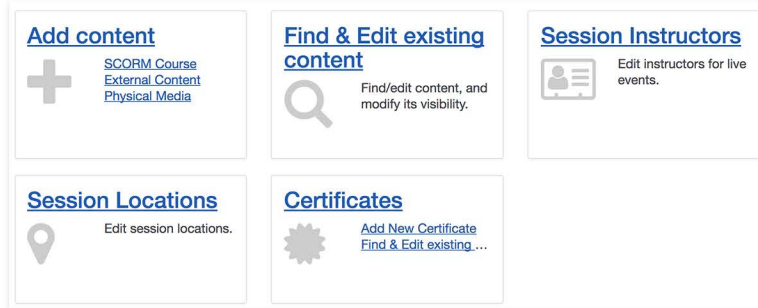


Session Instructors

Accessing the Session Instructors Page

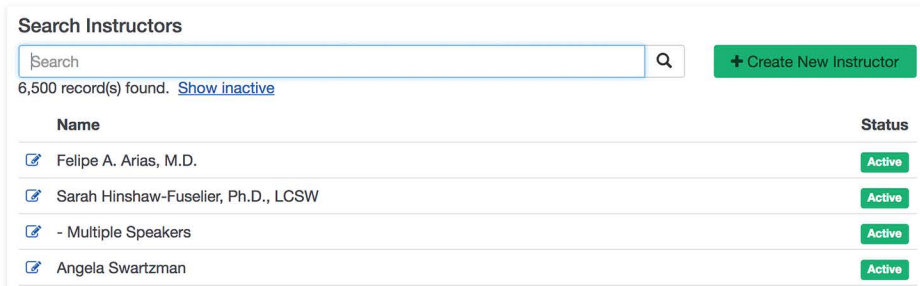
▶ To add a new or edit an existing instructor in TRAIN, click the 'Admin' link, then the 'Content' link, followed by the 'Session Instructors' link to access the Session Instructor page.



For a walkthrough on how to add a course to TRAIN, please refer to the 'General TRAIN Course Wizard' tutorial. There you will receive details regarding page sections that are shared between all course formats. This tutorial focuses on adding and editing Session Instructors. The '+Create New Instructor' functionality described here can also be accessed through the TRAIN Course Wizard for those with the appropriate role.

Searching for an Existing Instructor in TRAIN

▶ When you access the Session Instructors section, the search bar will be available for you to perform a search for an instructor that may already be listed in TRAIN. To perform the search, simply type the individual's name in the provided text field then click the magnifier icon or press the 'Enter' key on your keyboard to begin the search.

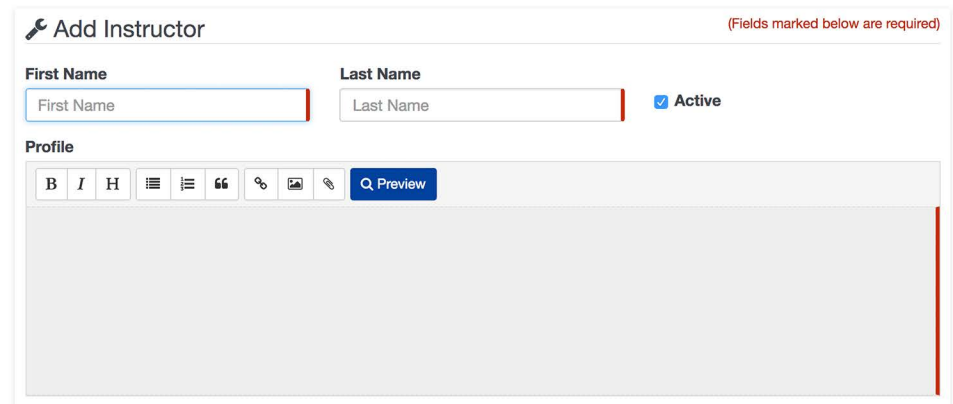


The number of records found will be listed under the search bar. You may also include inactive instructors in your search by clicking the 'Show inactive' link found under the search bar. Each instructor will be listed with their first and last name and an 'Active/Inactive' status.

Once you've found the instructor you would like to edit, click the 'Edit' icon to the left of the instructor's name.

Creating a New Instructor in TRAIN

▶ If the instructor is not listed, you can add them to TRAIN by clicking the green '+ Create New Instructor' button to the right of the search bar. The Add Instructor and Edit Instructor pages are the same. On the Add Instructor or Edit Instructor page, enter the instructors' first and last name in the provided text fields. By default, the 'Active' box is checked. You may uncheck the 'Active' checkbox and still add an instructor to the system and place them in an active status at a later point in time. You can also choose to uncheck the 'Active' checkbox for an existing instructor that will no longer be used. In the 'Profile' text field, enter background information for the instructor such as a brief bio. Please note that content items (i.e., hyperlinks, images, formatted text, etc.) will appear in markdown text format; therefore, click the blue 'Preview' button to view the profile as it will appear to TRAIN users.



After you've completed these steps, click the green 'Save' button to save your new Session Instructor entry or the edits to your existing Session Instructor.