

Session – Adding an Instructor Evaluator

1. Under **SESSION DETAILS**, the following fields must be completed:
**Evaluated Instructor Name & BEACON # (all in the same box) (Example: Joe Doe, 000997766)
**Evaluator Name & BEACON # all in the same box) (Example: Jane Doe, 88334455)
2. Select **SAVE**

LMS - DPS Basic ILT (Instructor Led Training) Administrators, Level I

Created by Crystal Lupton on 5/11/2015

Session	Details
Parts Schedule	
Details	
Availability	
Summary	
Save	Cancel

Details	
Session ID:	Class 4 CY2015
Credits:	3
Other Instructor:	Select
Evaluated Instructor Name & BEACON #:	
Evaluator Name & BEACON #:	
Training Contact: Julie Parrish JULIE.L.PARRISH@NCDPS.GOV (Tel) 919-367-7150 (Fax) 919-367-7180	
REGISTRATION	