

## Session – Instructor Missing or Other Instructor



1. If this is a full time DPS employee who instructed a class, but is not listed in the **INSTRUCTOR** list when creating your session, send an email to **DPS\_LMSHelp@ncdps.gov** with the instructor's name, personnel number (BEACON #), and what class(es) they teach.

**Note 1:** You can continue to create your session and save it. Once you receive notification back that the instructors have been added, you can go back to your session, edit the session, and add the instructor.

**Note 2:** Our college consortium instructors are listed in the LMS. Please email us if you cannot find him/her, and we will have them added.

2. If this instructor is not a full time DPS employee, but a vendor, contractor, or teaches at a college, but not a consortium college for Prions, etc. please go to the **DETAILS** section of your session, and from the drop-down menu under **OTHER INSTRUCTOR TYPE** make your selection. Enter the instructor's full name in the **OTHER INSTRUCTOR NAME** field, and their location in the **OTHER INSTRUCTOR LOCATION** field.

The screenshot shows the LMS interface for session details. On the left, a sidebar contains tabs: 'Parts Schedule', 'Details' (highlighted), 'Availability', and 'Summary'. A red arrow points from the 'Details' tab to the main form area. The main form contains the following fields: 'Session ID:' (text input), 'Credits: 4' (text input), 'Other Instructor Type:' (dropdown menu with 'Select' as the current selection), 'Other Instructor Name:' (text input), 'Other Instructor Location:' (text input), and 'Evaluated Instructor Name & BEACON #' (text input). A red oval highlights the 'Other Instructor Type', 'Other Instructor Name', and 'Other Instructor Location' fields.

**Important Instructor Note:** There should **always be 1 Primary Instructor for each seated class, unless the course requires an instructor/student ratio to be met**, such as Firearms, CRDT, RCDT...etc. – please check with your Training Coordinator or person responsible for training at your location for these ratios to ensure all instructors are recorded correctly.