



## PUBLIC CLASSROOM COURSE

1. From the Training Partner home page in the TMS, go to TOOLS > ADD NEW COURSE.
2. Fill out all fields accordingly, ensuring that “Classroom” is selected under the **Delivery** field and “Public” is selected for the **Type** field.
  - Public courses will only be visible on the Mobius website if Yes is selected for Course Appears on Website (the last field when creating the course).
3. Select ADD COURSE.
4. Once created, add students to the course accordingly.

## PRIVATE/ON SITE CLASSROOM COURSE

1. From the Training Partner home page in the TMS, go to TOOLS > ADD NEW COURSE.
2. Fill out all fields accordingly, ensuring that “Classroom” is selected under the **Delivery** field and “Private” is selected for the **Type** field.
3. Select ADD COURSE.
4. Once created, add students to the course accordingly (instructions on this further below).

## GLOBAL VIRTUAL COURSE

1. From the Training Partner home page in the TMS, go to TOOLS > ADD NEW COURSE.
2. Fill out all fields accordingly, ensuring that “Global Virtual” is selected under the **Delivery** field.
3. Select “Public” or “Private” as the course **Type**.
  - Public courses will only be visible on the Mobius website if Yes is selected for Course Appears on Website (the last field when creating the course).
4. Select ADD COURSE.
5. Once created, add students to the course accordingly (instructions on this further below).

## DISTANCE LEARNING COURSE

1. From the Training Partner home page in the TMS, go to TOOLS > ORDERS > ORDER DISTANCE LEARNING TRAINING.
2. Fill out the fields accordingly, being sure to select “Yes” for all items that are needed. Below are the possible combinations:
  - Attend Training
  - Attend Training & Take Exam
  - Attend Training & Continued Education
  - Attend Training & Continued Education & Take Exam
3. SUBMIT when done.
4. A course does NOT need to be manually created for the Distance Learning course. Once the order is received, our team will create the course in the TMS.
  - Please keep in mind that the 1 Year Continued Education option can be purchased alongside a Distance Learning (4 months access) course or after the initial purchase of a Distance Learning (4 months access) course. If the 1 Year Continued Education and/or the online exam are ordered after the completion of the initial Distance Learning (4 months access) course, a new course will be created in the TMS.

## 1-YEAR CONTINUED EDUCATION

1. From the Training Partner home page in the TMS, go to TOOLS > ORDERS > ORDER DISTANCE LEARNING TRAINING.
2. Fill out the fields accordingly, being sure to select “Yes” for all items that are needed. Below are the possible combinations:
  - Continued Education
  - Continued Education & Take Exam
  - Attend Training & Continued Education
  - Attend Training & Continued Education & Take Exam



3. SUBMIT when done.
4. A course does NOT need to be manually created for the 1 Year Continued Education. Once the order is received, our team will create the course in the TMS.
  - Please keep in mind that the 1 Year Continued Education option can be purchased alongside a Distance Learning (4 months access) course or after the initial purchase of a Distance Learning (4 months access) course. If the 1 Year Continued Education and/or the online exam are ordered after the completion of the initial Distance Learning (4 months access) course, a new course will be created in the TMS.
4. ADD COURSE once all relevant fields are completed.
5. Register all students and only click on “exam” when completing the registration.
6. Once the course has been created, and students have been added to the course, go to TOOLS > ORDER ONLINE EXAMS and fill out all fields accordingly. The Course ID will be that of the Exam Only course that was just created.
  - Please keep in mind that online exams should be ordered about 5 business days prior to the exam date.
7. Submit form.
8. Students will then receive an email once our team has set up the exam.

## EXAM ONLY COURSE – PAPER EXAM

1. If you already have Paper Exams in possession, you will only need to create the course in the TMS. If you need to order the paper exams, go to TOOLS > ORDERS > ORDER TRAINING MATERIALS AND/OR EXAMS, fill out the fields accordingly, then SUBMIT.
  - Please keep in mind that course materials and paper exams should be ordered about 2-3 weeks prior to the start of the course.
2. From the Training Partner home page in the TMS, go to TOOLS > ADD NEW COURSE.
3. Fill out all fields accordingly, ensuring that “Exam Only” is selected for **Delivery Method**.
4. Select “Exam Only Invigilator” as the assigned **instructor**.
5. ADD COURSE once all relevant fields are completed.
6. Register all students and only click on “exam” when completing the registration.

## EXAM ONLY COURSE – ONLINE EXAM

If the student will be taking the **online exam with a MIBoC Approved Invigilator**, follow the instructions below:

1. From the Training Partner home page in the TMS, go to TOOLS > ADD NEW COURSE.
2. Fill out all fields accordingly, ensuring that Exam Only is selected for Delivery Method and
3. Select Exam Only Invigilator is selected for Instructor.

## ADD STUDENT TO A COURSE

1. From the Training Partner home page in the TMS, click the circle to the left of the course you wish to add students.
2. With the relevant course selected, go to LIST STUDENTS towards the bottom of the page.
3. Go to ADD STUDENT at the bottom of the page.
  - Insert the students’ email (and select FILTER) to see if they already exist in our system. If the student is in our system, select the student and click ADD STUDENT. If the student does not already exist in our system, select CREATE NEW PROFILE.
4. Select if the student will Attend Training and/or Take Exam. You can select both options OR only one option, depending on the student’s preference.
5. To finalize student registration, select UPDATE COURSE.
6. Select BACK TO LIST to return to the Training Partner home page.

You can also find this information in the [\*\*Knowledge Base\*\*](#), along with screenshots and related articles.