



# Instructor Portal

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## Overview

This web-based utility is specifically targeted for instructors; allowing updates of biographical information, personal information and task management to view their upcoming and completed classes. Additional resources such as PDF documents, links to maps, websites and videos can also be attached.

Thus extending the ability for instructors to directly record attendance hours, issue grades, and education units. The verification of class usually done by office staff can be passed onto the instructors to close classes if required.

The instructor web portal enables your instructor to view and print rosters, attendee lists, as well as additional details such as their syllabus and class directions from the comfort of their hotel, home, or right in the classroom in real-time.

## Getting Started

You should contact your representative to provide you with a username and password for use on the site.

## Utilizing the Instructor Portal


Upon login you will be presented with a list of upcoming sessions and a list of unverified past sessions. You may click on a session to view the full information about that event. In the unverified past sessions list, you can click See All to view all your past sessions including those that have been verified (attendance recorded).

When choosing an upcoming session, you will see all relevant event information and be able to view both a roster for your personal use in taking attendance and an attendee list which could be posted for students to sign in with.

When choosing an unverified past session, you'll have the event details, roster and attendee list as above. You will also be able to Record Attendance.

## Recording Attendance

First, for each student you can choose from three statuses:

- verified (present)
- no-show (not present)
-  - enrolled (unprocessed)

When choosing to verify a student, you can then award the student contact hours, continuing education units and/or a grade. This can be done for all students for all students at once or processed in batches as long as you don't verify the entire session before submission using the Verify Session check box at the bottom.



## **Maintaining your Instructor Profile**

Always at the top, there is a navigation menu that includes a Profile link. Within the profile form, you can maintain your biographical information including your address and contact information as well as your professional biography which is displayed along with the events for which you are scheduled to teach.

When you have completed your tasks, the navigation menu includes a Logout link.