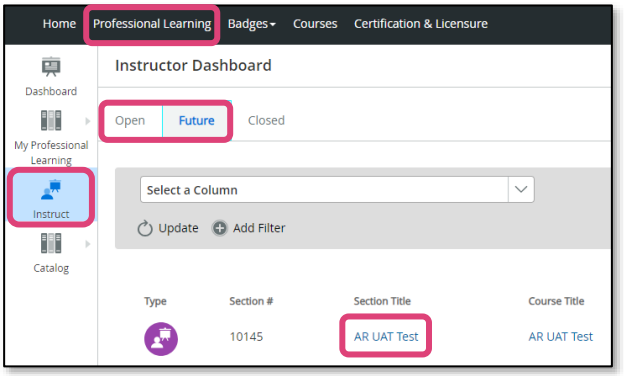
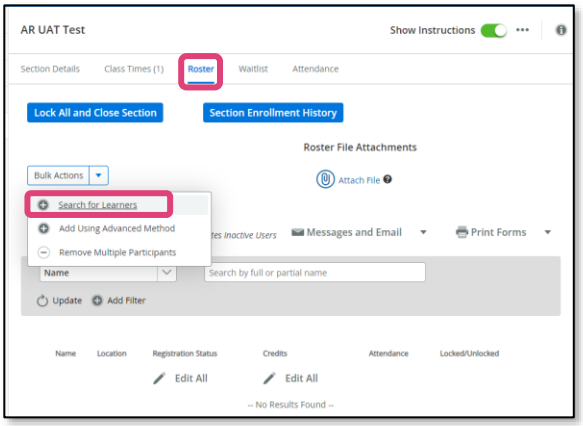
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Instructor Dashboard



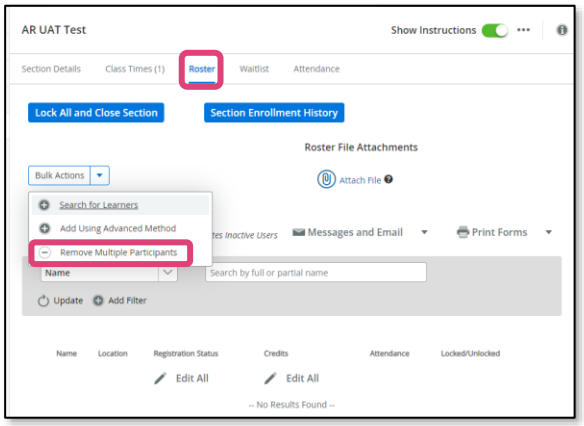
1. Click the Professional Learning tab.
2. Click Instruct.
3. Within the Instructor Dashboard, click the Open or Future tab.
4. Click the Section Title to open.

Add Individual Participants to Roster



1. Within the Roster tab, click Bulk Actions.
2. Select Search for Learners.
3. Search using all or part of a name.
4. Check the box next to the participant's name and click Add User.

Remove Participants from Roster



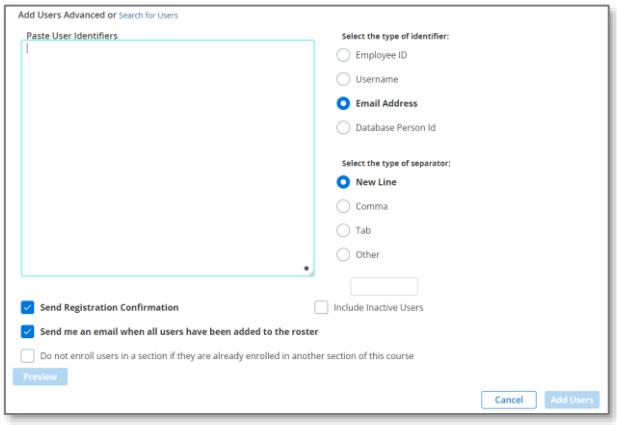
1. Within the Roster tab, click Add/Remove Participants.
2. Select Remove Multiple Participants.
3. Check the box next to the participant's name and click Remove.

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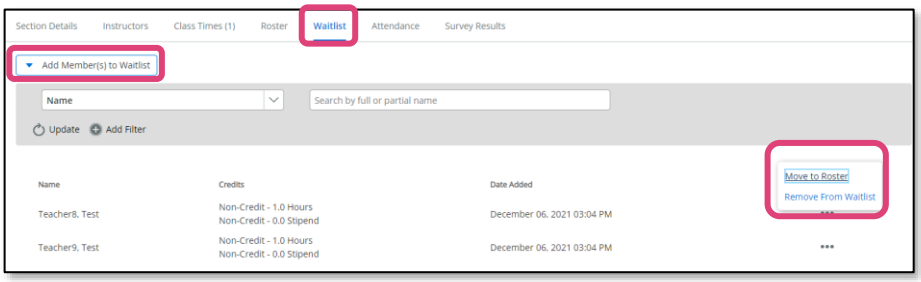
Bulk Add Participants to Roster



Note: This process will prevent changes to the Roster until the system job has completed.

1. Within the Roster tab, click Bulk Actions.
2. Select Add Using Advanced Method.
3. Select the type of identifier and the type of separator you will use.
4. Copy/Paste the identifiers into the field provided.
5. Uncheck the box that sends a registration notification, if preferred.
6. Click Preview.
7. Confirm selected users.
8. Click Add Users to complete.

Manage Waitlist Manually



Note: The system is set to manage the waitlist automatically. Use this process ONLY if you would like to override the system.

1. Within a Section, click the Waitlist tab.
2. Select Manually Add Members to Waitlist, if needed.
3. Select Manually Move to Roster or Remove From Waitlist, if needed.

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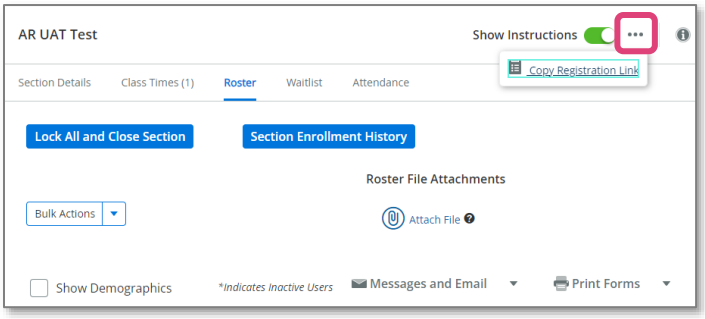
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Copy Registration Link

Use this feature to encourage users to register for a section. Note: This permission must be granted to instructors in the system.

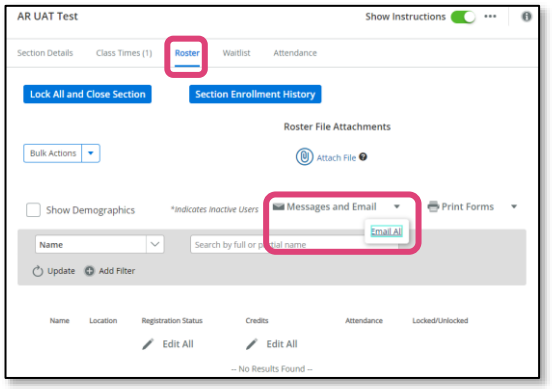
1. Within the Roster tab, click the ellipsis in the upper right corner.
2. Click Copy Registration Link.



Email Roster Participants

Note: This permission must be granted to instructors in the system.

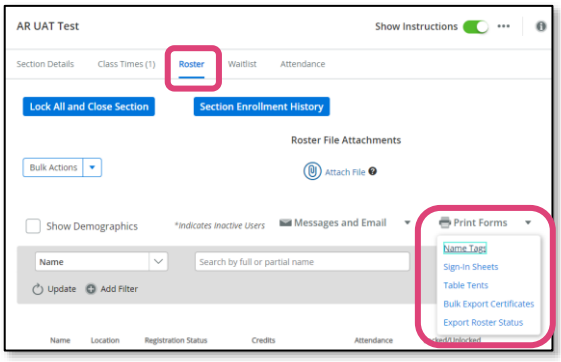
1. Within the Roster tab, click the Messages and Email drop-down menu.
2. Select Email All.



Print Forms

Note: Sign-in Sheets will only appear in the drop-down menu if you have a Class Time.

1. Within the Roster tab, click the Print Forms drop-down menu.
2. Select the desired form type.
3. The form opens in a new window.
4. Use your browser tools to Print.



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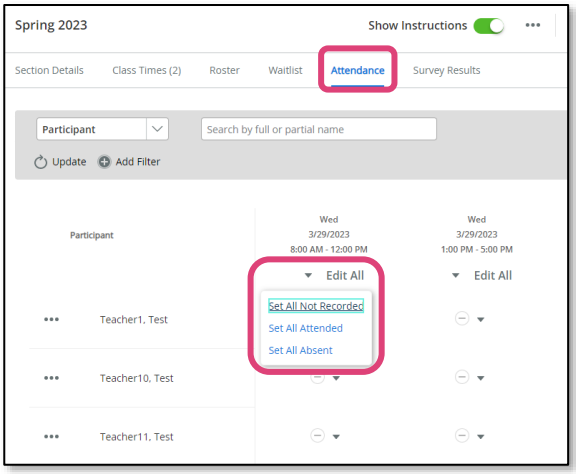
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Mark Attendance

Note: This permission must be granted to instructors in the system.

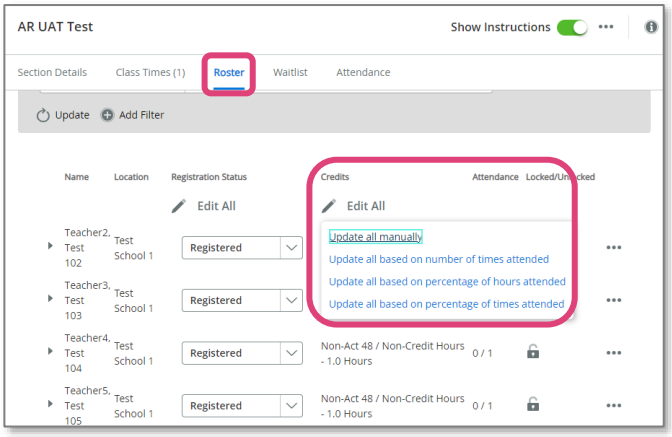
1. Within the Attendance tab, manually update the attendance for each participant OR
2. Click Edit All and Set All Attended.



Modify Credits Earned

Use this function to award partial credit to users based on their attendance, or to update credit type or amount earned in bulk.

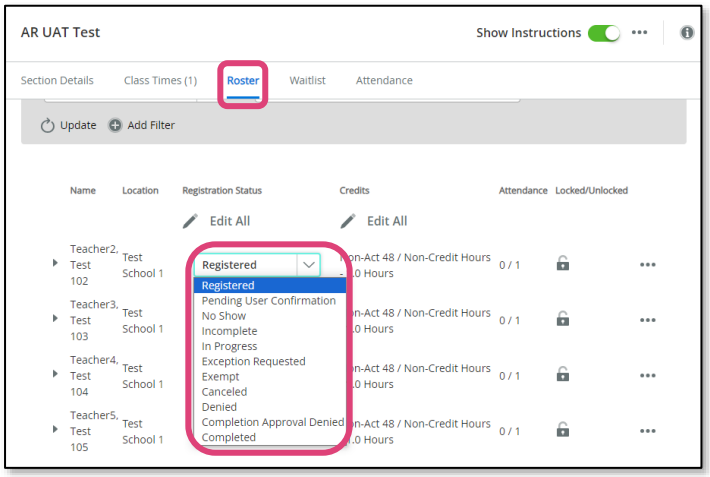
1. Within the Roster tab, locate the Credits column.
2. Select Edit All.
3. Choose to update credits from the available methods.



Update Registration Status

Note: Changing the Registration Status to Completed or Complete-Pending Survey will send the course survey to out if one is in use.

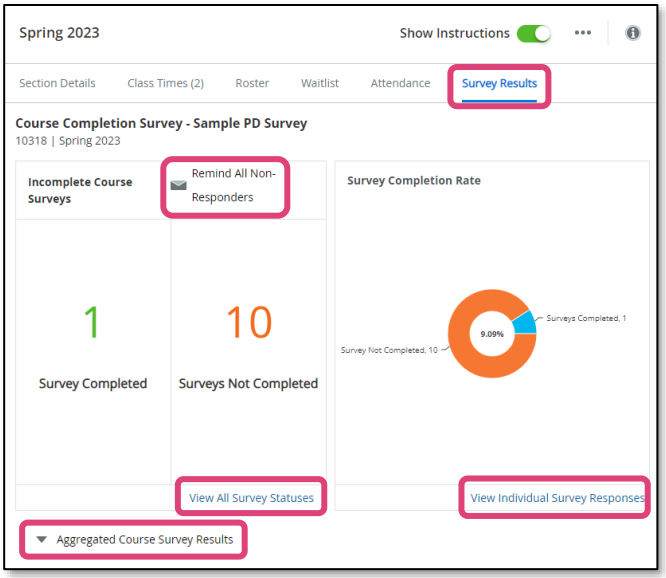
1. Within the Roster tab, individually update the Registration Status for each participant OR
2. Click Edit All and Update All Manually.
3. Select the appropriate status.
4. When finished, click Lock and Close Section.



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View Survey Results



Note: This permission must be granted to instructors in the system. The new survey module must also be enabled by a PowerSchool representative.

1. Within the Survey Results tab, view at-a-glance completion rates.
2. Click Remind All Non-Responders to send an email.
3. Click View All Survey Statuses to view a specific user's completion status.
4. Click View Individual Survey Responses to view survey responses by specific user.
5. Expand Aggregated Course Survey Results to view compiled responses by section.

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