

Instructor Web Account

Detailed below are the options available to an instructor when logged into the Instructor Web Account. Click [here](#) for documentation on creating instructors.

View Schedule

When logging into the Instructor Web Account, the schedule for Upcoming Classes will appear. The instructor can also select the “View Schedule” option to view their upcoming schedule.

View Schedule	Current Sections	Completed Sections	Change Password		
MY SCHEDULE					
Upcoming Classes					
Date	Time	Offering Name	Section Number	Meeting Type	Location
3/12/15	5:00 PM-9:00 PM	Salesforce 100	SALESFORCE 100.(4)	Lecture	Markland Auditorium-301, Markland Hall MA100, North Campus
3/13/15	5:00 PM-9:00 PM	Salesforce 100	SALESFORCE 100.(4)	Lecture	Markland Auditorium-301, Markland Hall MA100, North Campus
3/16/15	9:00 AM-4:00 PM	Microsoft Office 2013	MS2013.(13)	Lecture	M310 name-M310 #, Cooper Hall COOP, Main Campus
3/16/15	5:00 PM-9:00 PM	Salesforce 100	SALESFORCE 100.(4)	Lecture	Markland Auditorium-301, Markland Hall MA100, North Campus
3/17/15	5:00 PM-9:00 PM	Salesforce 100	SALESFORCE 100.(4)	Lecture	Markland Auditorium-301, Markland Hall MA100, North Campus
3/17/15	6:00 PM-9:00 PM	Project Management Introduction	PM1011.(5)	Lecture	C226-C226, Cooper Hall COOP, Main Campus

Current Sections

Select “Current Sections” to view current class information. Sections in “Open” or “Underway” status will appear in this area.

View Schedule	Current Sections	Completed Sections	Change Password		
MY SCHEDULE					
Current Sections					
Offering Code	Name	Section Number	Start Date	End Date	Action
PM2011	Project Management Advanced	PM2011.(2)	11/19/2014	11/21/2014	SHOW DETAIL
MS2013	Microsoft Office 2013	MS2013.(8)	11/17/2014	11/17/2014	SHOW DETAIL
PM2011	Project Management Advanced	PM2011.(3)	11/19/2014	11/21/2014	SHOW DETAIL
PM1011	Project Management Introduction	PM1011.(5)	02/17/2015	04/07/2015	SHOW DETAIL
MS2013	Microsoft Office 2013	MS2013.(9)	01/20/2015	01/20/2015	SHOW DETAIL
MS2013	Microsoft Office 2013	MS2013.(10)	01/20/2015	01/20/2015	SHOW DETAIL
MS2013	Microsoft Office 2013	MS2013.(11)	01/20/2015	01/20/2015	SHOW DETAIL

To the right of each Section, click on “Show Detail” for Section Details including the Maximum Enrollment, Estimate Enrollment and Actual Enrollment for the Section. Instructors also have options to View/Grade Section, Send Email to Section and Show Schedule.

View Schedule
Current Sections
Completed Sections
Change Password

Section Details

Section Details Information

Offering Name: Project Management Introduction

Description: This course will cover the basics of project management.

Section Number: PM1011.(5)

CEU Hours: 2.4

Max. Enrollment: 30

Estimate Enrollment: 40

Actual Enrollment: 5

VIEW/GRADE SECTION

SEND EMAIL TO SECTION

SHOW SCHEDULE

View/Grade Section:

This area contains the Grade Roster. Instructors are able to view student ID, Name and Email Address. Instructors have the ability to issue final attendance and grades for the students. The grade scale that appears on the web is the grade scale that is defaulted to the Section the Instructor is teaching.

View Schedule	Current Sections	Completed Sections	Change Password				
Grade Roster							
Serial Number	Student Name	Email Address	Grade Scale	Attendance Expected (Hours)	Attendance Actual (Hours)	Current Grade	Assign Grade
0000013595	Brown, Sam	amy.lunsford@jenzabar.com	CLU Grades	24	<input type="text" value="24"/>	Passing	<input type="button" value="SUBMIT"/>
0000013432	Lunsford, Nani	amy.lunsford@jenzabar.com	CLU Grades	24	<input type="text" value="0"/>	Fail	<input type="button" value="SUBMIT"/>
0000013518	Lunsford, Tantor	amy.lunsford@jenzabar.com	CLU Grades	24	<input type="text" value="24"/>	Passing	<input type="button" value="SUBMIT"/>
0000013409	Marshall, Evan	amy.lunsford@jenzabar.com	CLU Grades	24	<input type="text" value="24"/>	Passing	<input type="button" value="SUBMIT"/>
0000013435	Renee, Mila	amy.lunsford@jenzabar.com	CLU Grades	24	<input type="text" value="24"/>	Passing	<input type="button" value="SUBMIT"/>

1. Enter attendance information in the “Attendance Actual” field if tracking final attendance
2. Select the grade from the “Assign Grade” drop-down menu
3. Click on “Submit”
4. Repeat for each student

Send Email to Section:

Instructors have the ability to send an email to the enrolled students in the Section.

1. Click on “Send Email to Section”
2. Enter the “Subject”
3. Enter the “Message”
4. Click on “Send”

View Schedule | **Current Sections** | **Completed Sections** | **Change Password**

Email to the students enrolled in PM1011.(5)

Subject: Required Textbook for Project Management Introduction

Message: Hello class,
Please note that the textbook is required for the first class meeting.

SEND

Show Schedule:

Instructors can select “Show Schedule” to view the schedule details for the specific Section.

View Schedule
Current Sections
Completed Sections
Change Password

Section Details

Section Details Information

Offering Name: Project Management Introduction
Description: This course will cover the basics of project management.
Section Number: PM1011.(5)
CEU Hours: 2.4
Max. Enrollment: 30
Estimate Enrollment: 40
Actual Enrollment: 5

VIEW/GRADE SECTION
SEND EMAIL TO SECTION
HIDE SCHEDULE

Start Date	End date	Start Time	End Time	Meeting Type	Location
02/17/2015	02/17/2015	6:00 PM	9:00 PM	Lecture	C226-C226, Cooper Hall COOP, Main Campus
02/24/2015	02/24/2015	6:00 PM	9:00 PM	Lecture	C226-C226, Cooper Hall COOP, Main Campus
03/03/2015	03/03/2015	6:00 PM	9:00 PM	Lecture	C226-C226, Cooper Hall COOP, Main Campus
03/10/2015	03/10/2015	6:00 PM	9:00 PM	Lecture	C226-C226, Cooper Hall COOP, Main Campus
03/17/2015	03/17/2015	6:00 PM	9:00 PM	Lecture	C226-C226, Cooper Hall COOP, Main Campus
03/24/2015	03/24/2015	6:00 PM	9:00 PM	Lecture	C226-C226, Cooper Hall COOP, Main Campus
03/31/2015	03/31/2015	6:00 PM	9:00 PM	Lecture	C226-C226, Cooper Hall COOP, Main Campus
04/07/2015	04/07/2015	6:00 PM	9:00 PM	Lecture	C226-C226, Cooper Hall COOP, Main Campus

Completed Sections

This area contains the same options as the Current Sections area for Sections that are in “Completed” status. Instructors have the ability to view issued grades for Sections that are completed and change grades if needed.

Change Password

A temporary password is emailed to the instructor when the Web Login is created for the instructor in the back office. It is recommended that instructors change their password when logging into the Instructor Web Account the first time.

1. Select “Change Password”
2. Enter the “Current password”
3. Enter the “New password”
4. Repeat the password in the “Confirm password” field
5. Click on “Go!”

View Schedule | Current Sections | Completed Sections | Change Password

MY ACCOUNT
Change Password

Please enter your current password and new password below:

Current password:

New password: (between 8 to 16 characters long)

Confirm password: