

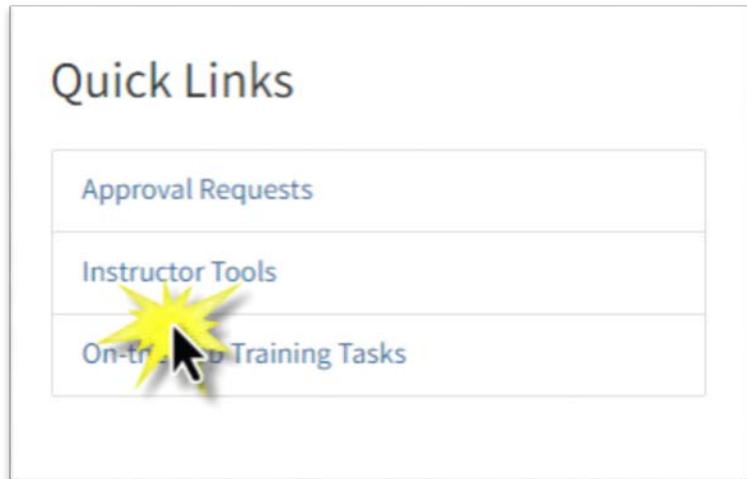
## Instructor Tools

This job aid provides you with the minimum steps that you need to take in export a roster and to close out a roster. In the instructor tools you can update a student's attendance, status, and score for the section, email students, and add notes to a student's transcript. You must have an elevated role to perform this task; Course Manager, Instructor or Domain Administrator.

1. On the top menu bar *click* on **Responsibilities**. Now you will see the Custom Tools option.



2. Under the Quick Links *click* on **Instructor Tools**.



## Instructor Tools

3. Click on **Manage Students, All Instructors**, enter you search criteria and then *click* on **Filter**.

## Instructor Tools

Teaching Schedule

**Manage Students**

Gradebook Console

Needs Grading

## Manage Students

Me

**All Instructors**

Search

Pending Action

All

Start Date



End Date



**Filter**

4. *Select* the course title.

Course

DAS - CHRO - Emerging Manager

Date	Section	User	Pending Action
+ 1/18/2018 - 2/15/2018	<b>Emerging Manager Cohort 1</b>	14	No Pending Actions
+ 11/30/2017 - 12/14/2017	Emerging Manager - Cohort 9	30	30 Awaiting Student Evaluations

## Instructor Tools

- To export the section roster, *click* on **Export Roster**. A pop-up window will display and prompt you to open the roster in Excel. You can save the Excel spreadsheet on your computer.

**Students**

Enrolled (30) Waitlisted (29)

Email All Record Attendance, Status, and Scores Create Gradebook **Export to Excel**

User Name	Attended	Progress Status	Score	Actions
Doe, John		Not Started		Email User Manage Notes
Doe, Jan		Not Started		Email User Manage Notes

- Once a section is over and you have the final sign-in sheet, you will *select* **Record Attendance, Status, and Scores**.

**Students**

Enrolled (30) Waitlisted (29)

Email All **Record Attendance, Status, and Scores** Create Gradebook

User Name	Attended	Progress Status
Doe, John		Not Started
Doe, Jan		Not Started

## Instructor Tools

7. You have two options when recording attendance for the course section. You can select attendance for each individual student, or you can apply a single attendance status to all students in the course section. After you are done recording the attendance, *click* on **Save**.

### Student Information

Enter attendance, status, and scores information for the students listed below and then click Save.

Attendance

Status

Score

User Name	Attended	Progress Status	Score
Doe, John	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Doe, Jan	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>