

# WorkplaceNL

Health | Safety | Compensation



## WorkplaceNL's Certification Training Registry

A How-to Guide for Instructors

**Table of Contents**

Exploring your CTR Account ..... 3

    Logging In..... 3

    Forgot your password ..... 3

The Home Page ..... 3

    My Profile ..... 4

    Network ..... 5

    Notifications..... 5

    Language..... 5

    Help..... 5

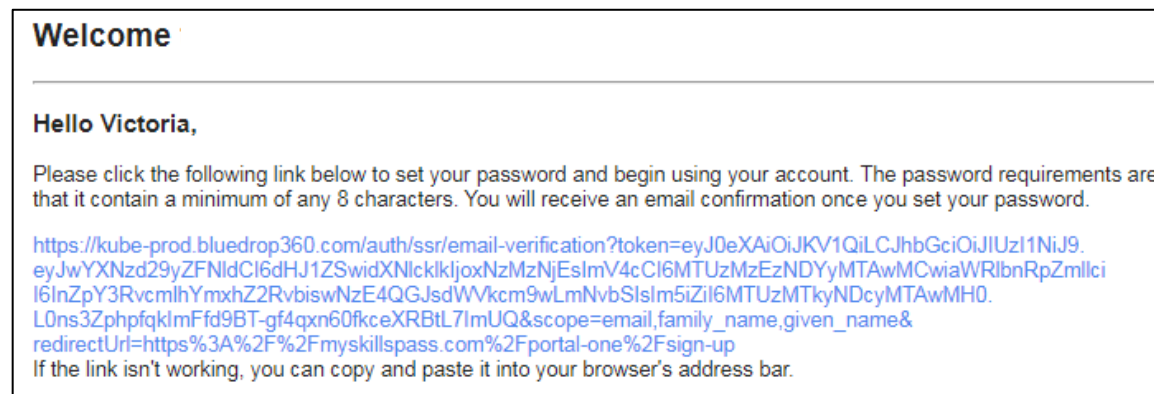
Course Offerings..... 5

    Grades and Attendance ..... 6

## Exploring your CTR Account

### Logging In

Once your Instructor account has been configured, you'll receive a confirmation email asking you to set up your profile:



Follow the prompts and fill in all the required fields to complete your profile and set a password.

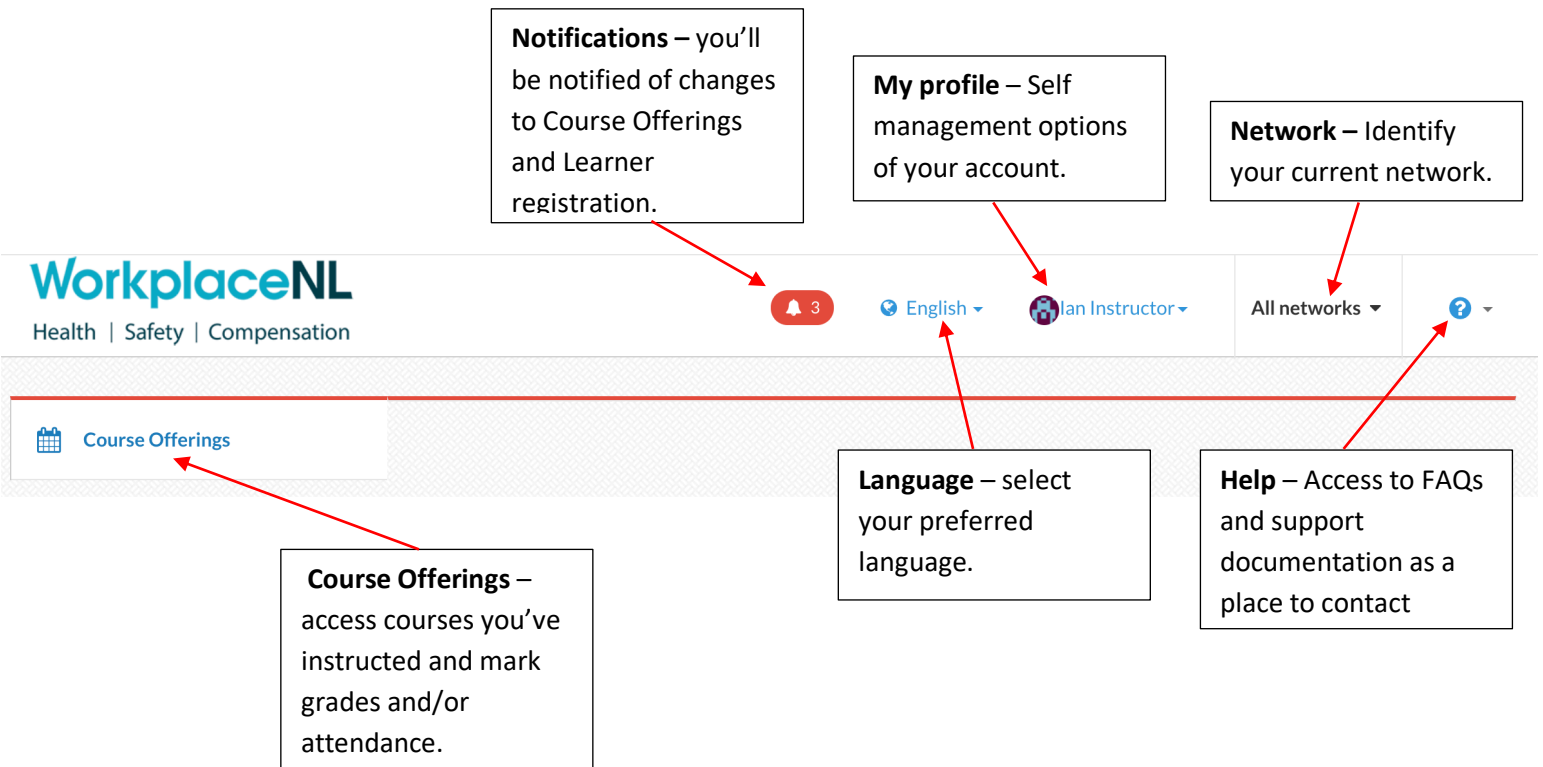
Once the initial setup is complete, you'll log in to <https://ctr.bluedrop.io/app/login> using the email and password you've set.

### Forgot your password

If you're unsure of your password, use the "Forgot your password?" button on the sign-in page to trigger a password reset email.

### The Home Page

After logging in to your CTR Instructor account, the homepage gives you several actions you can take, and information you can view:



## My Profile

Access and update your personal information by selecting your name in the top right corner and choosing either **Profile** or **Settings**.

Under **Profile**, you'll have the ability to:

- View your own completed certificates and personal Employer history
- Edit your personal information
- Change your password
- Add/remove associated employers

Under **Settings**, you'll have the ability to:

- Change your privacy settings
- Enable/disable email and text notifications

## Network

For ease of use, Instructors will always see “All Networks” listed as their Network, giving you the ability to mark Grades and Attendance for all Course Offerings you’ve completed, without having to switch to specific Training or Employer Networks.

**\*NOTE:** If your roles for individual Networks are different (ie. Instructor for one Network, Training Provider for another) you’ll see multiple Networks listed, giving you the ability to create Course Offerings for some Networks. To take Attendance and Grades, you’ll need to be under All Networks to see the Courses for Networks that are not individually listed.

## Notifications

Stay up-to-date on changes to Course Offerings and Learner registration.

## Language

Use the Language drop-down to set your preferred language.

## Help

Click the “Help” button in the top right corner of the platform to access:

- **Help** – a link to our extensive, self-help knowledge base
- **Support** – reach out to us directly and we’ll respond promptly to your inquiry

## Course Offerings

As an Instructor, you’ll be responsible for marking Attendance and Grades for Course you’ve instructed. When under the “Course Offerings” tab, you’ll see all Offerings that you’ve been selected as the Instructor for listed:

- Active Offerings will be listed at the top – they are upcoming events, events with no registrants, or have already occurred but have not had registrant attendance and/or grades recorded.

- Completed Offerings will be listed at the bottom, and indicate the event has passed, and that all attendance and grade requirements have been met.

You can use the filters at the top of the page to narrow your search field when viewing both Completed and Active Offerings.

## Grades and Attendance

To finalize a Course Offering and provide the registrants with access to their certificates, you may need to mark Grades and Attendance for that course. This can be completed by using the “Class Record” button located beside a Course Offering.

You’ll see a list of the Learners that were registered for that Course, and two empty columns – Attendance and Grade:

- Save **Attendance** by clicking in the column – one click will give you a positive checkmark (indicating they attended) and clicking on the same column again will give you a negative x (indicating they did not attend).
- Save a **Grade** by clicking in the column associated with a Learner – you will be prompted to select Passed or Failed.

Once you have completed marking attendance and grades for all the registrants, confirm your changes by selecting “Save Class Record” in the bottom right of the page. You will then be shown a summary of the changes you made and asked to confirm again.

**\*NOTE: once you mark attendance and grades, they cannot be edited.** If you make a mistake, please reach out to support for help.

**\*NOTE:** You will only be able to access the Class Records of a Course Offering that:

- Is past its start date and time. For example, you can take attendance at 9:01am for a Course Offering scheduled to begin 9:00am that same day.
- Has Learners registered – attendance cannot be taken for an empty Offering.