

INSTRUCTORS

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Instructors

What Can Instructors Do?

Instructors can access their assigned courses on the public side and have access to a variety of tasks once they log in

1. Click on Instructors Login

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From the home page, click Instructors Login

2. Enter your User Name and Password

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Enter your User Name and Password and then click the Login button

3. Instructor's Page Options

3. Instructor's Page Options

1. Courses scheduled to teach - click to view courses assigned to the logged-in instructor.
2. Past Courses - click to view courses already taught.
3. Personal Settings - click to Update Instructor Information.
4. Room Management - click to access the Room Booking page and match classes to rooms on the calendar.
5. Available Evaluations - click to review student surveys.

4. Instructor's Personal Settings

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Clicking option 3 in step 3 brings up the Update Instructor Information page. Use this page to update instructor information.

Be sure to click the **Submit** button to enter the changes in to the system.

5. Instructor Courses Page

5. Instructor Courses Page

Clicking option 1 in Step 3 above displays the courses currently assigned to an instructor.

Clicking option 2 in Step 3 above displays this same screen, only with **Past** courses displayed (as above).

This screen allows quick access to the Course information, as well as other class-specific related tasks.

6. Choose to print sign in sheets, certs, or name tags/labels

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On the Course Information page you can choose to print class **Sign-in Sheets**, completion **Certificates**, or attendance **Name Tags and Labels** for the related course.

Click the **Course #** (4) to edit details about a specific course (see next step). Clicking **Take Attendance** (5) opens the Take Attendance Pop up.

7. Take Attendance

7. Take Attendance

When you click **Take Attendance** a pop-up appears for the associated Course. Click the radio buttons next to the dates for students that attended the course, or click **ALL** to fill in all of the buttons.

8. Completion Certificates

8. Completion Certificates

Clicking 1 in step 6 above opens up the Completion certificate print screen. Select the students that have completed the course - then choose the desired Certificate format..

You can also toggle the **Email Certificates to Students** option - and finally - click the **Print Certificates for Checked Students** button.

9. Name Tags & Labels

9. Name Tags & Labels

Selecting 3 from Step 6 brings up the Name Tags and Labels screen. Refer to the Help guide lesson "[How Do I Print Name Tags?](#)" for details.

10. Course details page

10. Course details page

The course details page will show instructors who is enrolled in a course as well as provide a way to email participants.

11. Use this area at the bottom of the courses page to send emails to students in selected courses OR all courses

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Be sure to click the Submit button to enter the changes in to the system.

12. Room management

12. Room management

Clicking option 4 in Step 3 bring up the Room Booking screen. This screen is where an instructor can manage where courses will take place, book and coordinate spaces using the calendar.

Click a time and location slot to bring up the room booking screen.

13. Room Booking

13. Room Booking

The Room Bookin page is where you can enter details about the course in the room at the time slot you selected in the previous step.

Be sure to click Submit button at the bottom of the screen to enter the changes in to the system.

How do I add an Instructor?

You may add an instructor to assign to a course, enter attendance records, and communicate with students.

You may add an instructor directly from the [Course page](#), or follow the steps below:

1. Click on the Instructor menu.

1. Click on the Instructor menu.

Select Add Instructors.

2. Enter the Instructor's Personal Information

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Enter the instructor's name in the first and last name fields, username, password and other contact information.

You may enter the years of teaching experience, if desired. Many of these fields are required, if you do not know the information you can use a "default" setting.

Note: [Grade level](#), [class type](#), [school](#), and [membership listings](#) are all customizable fields.

3. Add the Instructors's Photo, Biography and any other administrative notes

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1. **Photos** should be 2 inches by 3 inches or smaller.
2. The **Biography** area can accept HTML code if you would like to adjust the formatting or font on the public side.
3. The **Admin Notes** area is NOT viewed on the public side and is only visible to administrators.
4. To temporarily disable an instructor from logging in or appearing in listings, click on the Temporarily Disable flag (box).

4. Click on the "Add Instructor" button to save your information.

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How Do I Send An Email to All Instructors?

You may email a single instructor or to all of your Instructors. The instructor email addresses are entered when the instructor is added and can be edited in the Instructor Profile.

1. Click on the Email menu.

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Select E-Mail Instructors

2. Select the "E-Mail All Instructors" link

2. Select the "E-Mail All Instructors" link

3. Compose your email

3. Compose your email

Include your subject and message.

Click on the **Submit** button to send out the email.

Note: If you do not wish to send this email to Inactive Instructors, be sure to mark the "Exclude the inactive Instructors" box.

How Do I Send Instructors Their Course Letters?

You may email your instructors a detailed list of all the courses they are scheduled to teach during a specified date range.

Important Note: Please contact GoSignMeUp Support to help you with this feature, because there are customized settings that need to be adjusted for this feature to work with your system.

1. Click on the Email menu.

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Select E-Mail Instructors

2. Select the "EMail Instructors Their Course Letter" link

2. Select the "EMail Instructors Their Course Letter" link

3. Compose your email

3. Compose your email

1. Choose the appropriate date range.
2. Choose Include your subject.
3. Select the text for the PDF Heade.
4. Compose your email message.
5. Click on the **Submit** button to send out the email.

Note: If you do not wish to send this email out, choose the "Don'r Really Send Out" box.

How Do I Send An Email to a Single Instructor?

You may email a single instructor or to all of your Instructors. The instructor email addresses are entered when the instructor is added and can be edited in the Instructor Profile.

1. Click on the Email menu.

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Select E-Mail Instructors

2. Select the "E-Mail An Instructors" link

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3. The Instructor Search page will appear.

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Enter the appropriate name of the instructor, or search by the alphabetical listing.

4. Select the Appropriate Instructor

4. Select the Appropriate Instructor

3. Compose your email

3. Compose your email

Include your subject and message.

Click on the **Submit** button to send out the email.

What Can Instructors Do? (Instructor Dashboard)

Login With Your Instructor Account Information

Home | Create account | Calendar | **Login**

Username

Password

[Forgot your username or password?](#)

☐ Participant

☒ **Instructor**

☐ District Registrar

 Login

The Instructor Dashboard View

Welcome Trevor Test Instructor Dashboard

Identity



Username: Trevor.Test

Password: *****

Information

* First name: Trevor

* Last name: Test

* E-mail: trevor@gosignmeup.com

Address: 9200 Irvine center drive suite 100

City: Irvine

State: CA

Zip: 92618

Phone:

Fax:

Current Courses | Past Courses | Course(s) need attendance taken

Courses

Search Export to Excel

Page 1 of 1

Course Number	Course Name	Start Date	Location and Room	Number Enrolled	Actions
FA16M20022-17	Administrators and	3/30/2017	EDCO Collabora...	3 of 14	select...
FA16M20022-17	Copyright Complian	12/6/2016	EDCO Collabora...	1 of 50	select...
WS17M20022-17	Tiered Intervention	3/25/2017	EDCO Collabora...	0 of 30	select...

Received Email

Page 1 of 2

Date	Subject
11/29/2016 11:56 AM	TEST
11/21/2016 01:19 PM	Course Evaluation
11/19/2016 07:24 PM	Course Evaluation
11/18/2016 03:45 PM	Course Evaluation
11/18/2016 03:40 PM	Course Evaluation

Surveys

Page 0 of 1

No data to display

Actions

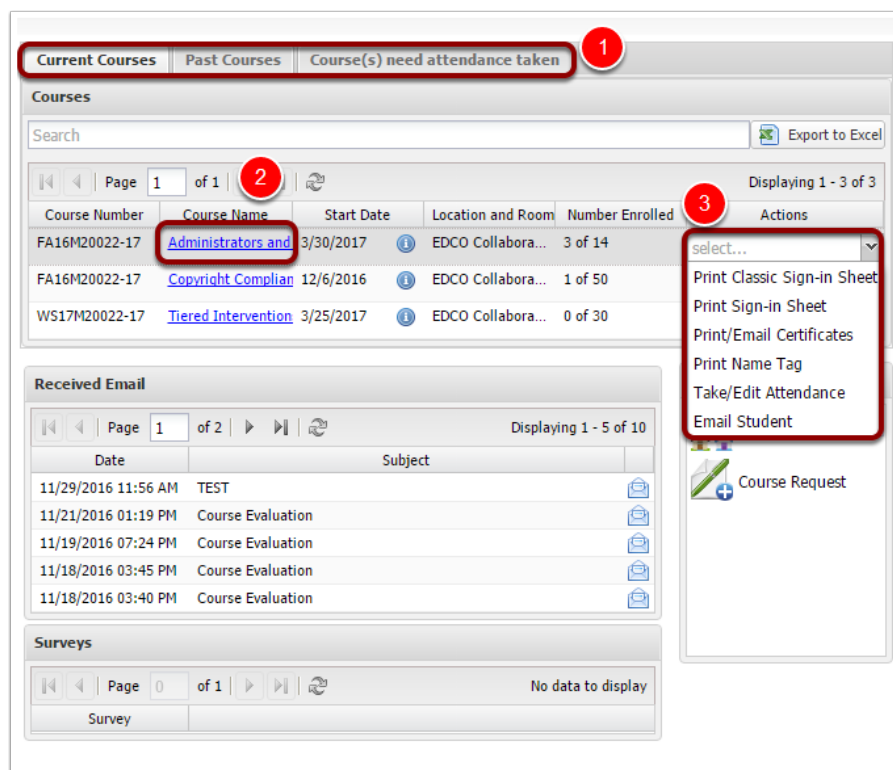
[Room Management](#)

[Course Request](#)

- 1) Click the Pencil icon to edit the instructor's picture, Username, or Password.
- 2) Click the Pencil to edit the instructor's general account info, such as your name, email, address, and more.
- 3) This view shows all of an Instructor's courses and allows them to perform actions on the courses.
- 4) This view contains all the emails an Instructor has received from admins and users on their site.
- 5) This is where instructors will see the survey results of their users. Also, any surveys the instructor needs to take will show here.
- 6) Allows Instructors to perform other tasks, such as requesting courses, booking a room or view room bookings, and more.

Note: Some features seen here may not be enabled on your dashboard. Admins can control some of the fields that

Courses and Actions

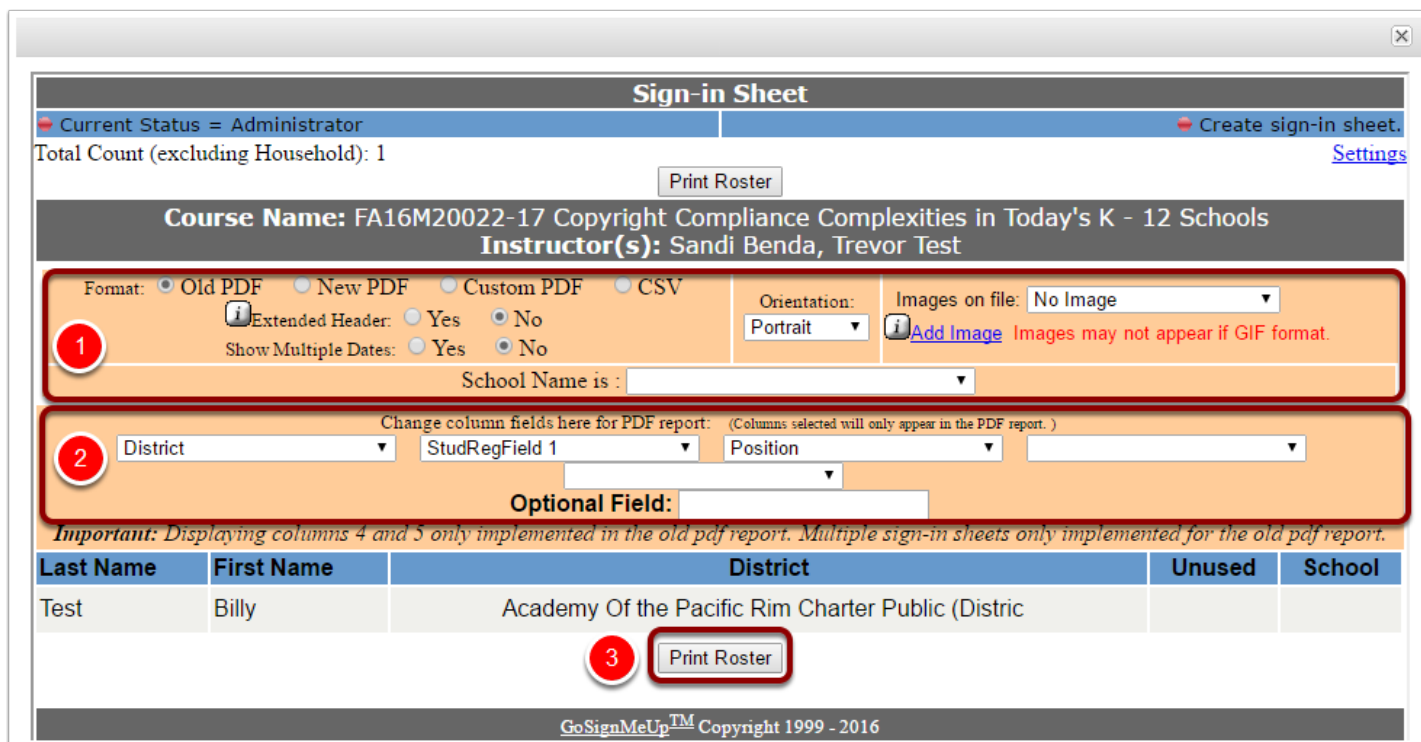


The screenshot displays the 'Current Courses' tab in the GoSignMeUp interface. At the top, there are three tabs: 'Current Courses', 'Past Courses', and 'Course(s) need attendance taken'. The 'Current Courses' tab is selected. Below the tabs is a search bar and an 'Export to Excel' button. A table lists courses with columns: Course Number, Course Name, Start Date, Location and Room, Number Enrolled, and Actions. The first row shows 'FA16M20022-17' with the course name 'Administrators and' highlighted. The Actions column for this row has a dropdown menu open, showing options: 'select...', 'Print Classic Sign-in Sheet', 'Print Sign-in Sheet', 'Print/Email Certificates', 'Print Name Tag', 'Take/Edit Attendance', 'Email Student', and 'Course Request'. Below the table is a 'Received Email' section with a table of email logs. At the bottom is a 'Surveys' section showing 'No data to display'.

- 1) At the top, the Instructor can choose to view current course, past courses, and courses that haven't had attendance taken on them.
- 2) Click the highlighted course name to view the course description that the users see.
- 3) From the action bar, Instructors can perform actions on a course, including

- Print Classic Sign-In Sheet
- Print New Sign-In Sheet
- Print and Email Certificates
- Print Name Tag
- Take and Edit Attendance
- Email a Student

Classic Sign-in Sheet



Sign-in Sheet

Current Status = Administrator Create sign-in sheet.

Total Count (excluding Household): 1 [Settings](#)

[Print Roster](#)

Course Name: FA16M20022-17 Copyright Compliance Complexities in Today's K - 12 Schools
Instructor(s): Sandi Benda, Trevor Test

Format: ☒ Old PDF ☐ New PDF ☐ Custom PDF ☐ CSV
 Extended Header: ☐ Yes ☒ No
 Show Multiple Dates: ☐ Yes ☒ No
 Orientation: Portrait
 Images on file: No Image [Add Image](#) Images may not appear if GIF format.

School Name is :

Change column fields here for PDF report: (Columns selected will only appear in the PDF report.)
District StudRegField 1 Position
 Optional Field:

Important: Displaying columns 4 and 5 only implemented in the old pdf report. Multiple sign-in sheets only implemented for the old pdf report.

Last Name	First Name	District	Unused	School
Test	Billy	Academy Of the Pacific Rim Charter Public (Distric		

[Print Roster](#)

GoSignMeUp™ Copyright 1999 - 2016

- 1) Set the type of sign-in sheet and it's orientation. Additionally, Instructors can add a small image and set the school name as well.
- 2) Set the columns that are supposed to show on the sign-in sheet (Signature will always show in the last column).
- 3) Print the sign-in sheet with the names of all the students in the list above.

Sign-in Sheet

2630:Administrators and the Educator Evaluation System: Keeping the Focus on Learning
Instructor(s):Sandi Benda, Trevor Test

Print CSV **1**

9/15/2016 Multiple Dates: No Extended Header: No Paper Size: Letter Orientation: Portrait

Add Image Image on File: No Image Add Blank Line(s): 5 School Name Print Note: No

Change column field:(Columns selected will only appear in the PDF report.) : ☐ Include Waitlist

District School Position School/Organiza E-Mail Optional Field:

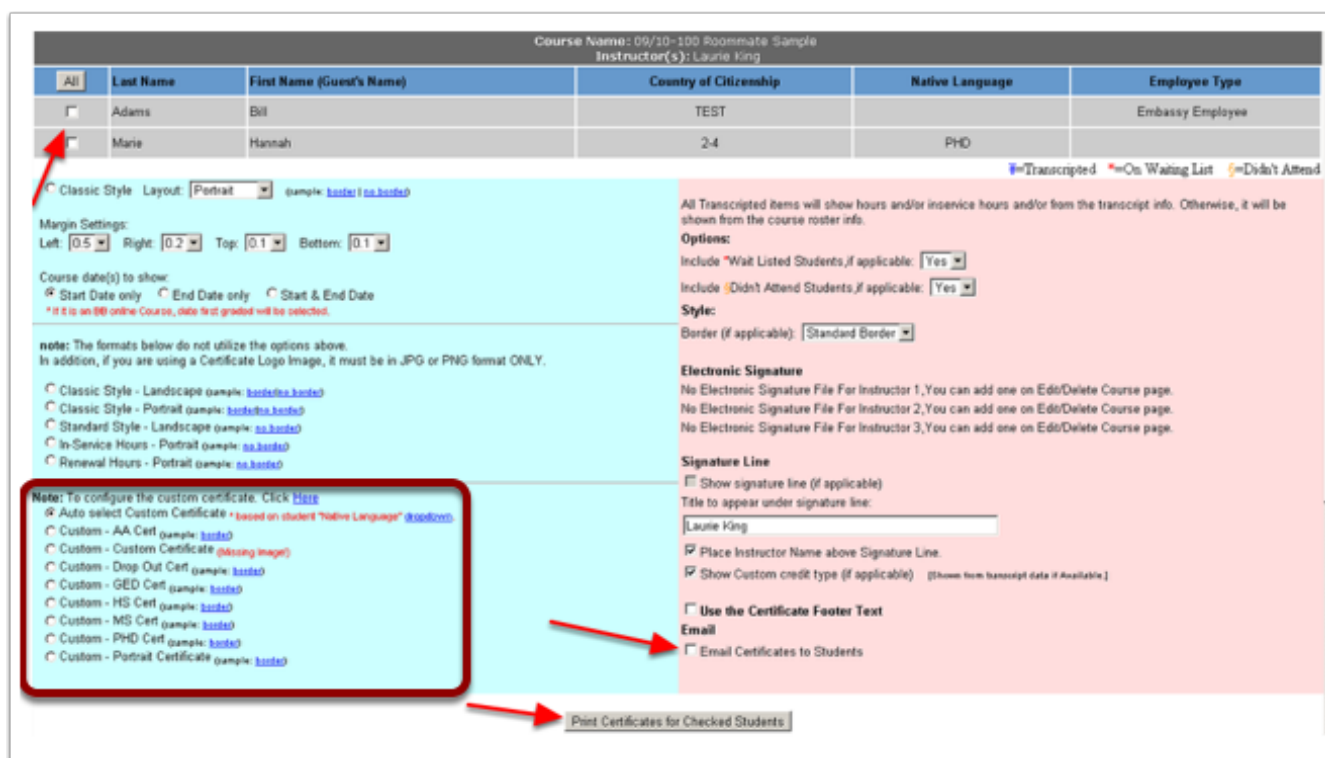
2

Last Name	First Name	District	Unused	School
Test	Trevor	Academy Of the Pacific Rim Charter Public (Distric		
Test	Billy	Academy Of the Pacific Rim Charter Public (Distric		
Trump	Donald	Sudbury		

1) The sign-in sheet can be printed as either a CSV or as a PDF.

2) Set the columns that you want to show in the sign-in sheet. Setting a column to 'Select Field' will remove that column, freeing more space for other columns. The signature column will always show and does not need to be added separately.

Completion Certificates



Course Name: 09/10-100 Roommate Sample
Instructor(s): Laurie King

All	Last Name	First Name (Guest's Name)	Country of Citizenship	Native Language	Employee Type
☐	Adams	Bill	TEST		Embassy Employee
☐	Marie	Hannah	2-4	PHD	

Classic Style Layout: ☐ Portrait (sample: [borders.borders](#))

Margin Settings:
Left: Right: Top: Bottom:

Course date(s) to show:
☒ Start Date only ☐ End Date only ☐ Start & End Date
* If it is an 80 online Course, date first graded will be selected.

Note: The formats below do not utilize the options above.
In addition, if you are using a Certificate Logo Image, it must be in JPG or PNG format ONLY.

- ☐ Classic Style - Landscape (sample: [borders.borders](#))
- ☐ Classic Style - Portrait (sample: [borders.borders](#))
- ☐ Standard Style - Landscape (sample: [aa.borders](#))
- ☐ In-Service Hours - Portrait (sample: [aa.borders](#))
- ☐ Renewal Hours - Portrait (sample: [aa.borders](#))

Note: To configure the custom certificate. Click [Here](#)
☒ Auto select Custom Certificate * based on student "Native Language" @ 800/2000

- ☐ Custom - AA Cert (sample: [borders](#))
- ☐ Custom - Custom Certificate (missing image)
- ☐ Custom - Drop Out Cert (sample: [borders](#))
- ☐ Custom - GED Cert (sample: [borders](#))
- ☐ Custom - HS Cert (sample: [borders](#))
- ☐ Custom - MS Cert (sample: [borders](#))
- ☐ Custom - PHD Cert (sample: [borders](#))
- ☐ Custom - Portrait Certificate (sample: [borders](#))

All Transcribed items will show hours and/or inservice hours and/or from the transcript info. Otherwise, it will be shown from the course roster info.

Options:
Include ☒ Wait Listed Students, if applicable:
Include ☒ Didn't Attend Students, if applicable:

Style:
Border (if applicable):

Electronic Signature
No Electronic Signature File For Instructor 1, You can add one on Edit/Delete Course page.
No Electronic Signature File For Instructor 2, You can add one on Edit/Delete Course page.
No Electronic Signature File For Instructor 3, You can add one on Edit/Delete Course page.

Signature Line
☐ Show signature line (if applicable)
Title to appear under signature line:

☒ Place Instructor Name above Signature Line.
☒ Show Custom credit type (if applicable) [Shown from transcript data if Available]

☐ Use the Certificate Footer Text

Email
☐ Email Certificates to Students

When sending certificates, select the students to send a certificate to.

Choose a certificate to send to all the selected students.

Select the 'Email Certificates to Students' checkbox when ready to email certificates. Leaving it unchecked allows instructors to preview the certificates before sending them, or to print the certificates themselves.

Name Tags

Print Name Tags/Labels

Notes: For best alignment, you should use Adobe Reader 6. On the "PRINT" dialog box, by either "Fit To Printer Margins" or "Page Scaling" set to None.

Name Tags

☒ Avery #8395 [image size: 225x40] Option for this size only.

First Name: Counter 32 First & Last Name color: Black

Last Name: Counter 21 Align: center left

Additional Line #1: Counter 14 Line #1 Color: Black

Additional Line #2: Counter 14 Line #2 Color: Black

Border Color: No Border ☐ Border Special Adj. Line Color: No Line

Selecting a border for nametags that have lengthy lines of text may cause it to print into the border and is not recommended.

*If you select image position to the right (see option below), please select first and last name alignment to the left.

☐ Avery #5392 [image size: 266x40] Additional Name Tag Info: line #1 line #2

Mailing Labels

☐ Avery #5160 ☐ Avery #5163 ☐ return address Additional Mailing Label Info:

Table Tents

☐ Table Tent #1 ☐ Avery #5309 Additional Table Tent Info:

Name Badge

☐ Name Badge Logo Height: 70 Course Name, Location font-size: 14

For Avery #8395: ☐ Top ☐ Right Upload an image: Choose File No file chosen Images on file: Please Select

Offset Default Margins

Left: 0 Right: 0 Top: 0 Bottom: 0

Course Name: 09/10-100 Roommate Sample
Instructor(s): Laurie King

	Last Name	First Name	Country of Citizenship	Native Language	Employee Type
☐	Adams	Bill	TEST		Embassy Employee
☐	Marie	Hannah	2-4	PHD	

Print Name Tags/Labels

This page allows instructors to print name tags for their students. Refer to the Help guide lesson "[How Do I Print Name Tags?](#)" for details.

Attendance

Take Attendance

Current Status = Instructor Partial hours can be given.

Course Name: [FA16M20022-17 Copyright Compliance Complexities in Today's K - 12 Schools 12/6/2016](#)
Original Attendance Taken Date: Set Credit Type: Select...

Course Credit Hour: 3 Course Inservice Hour: 0 Course Custom Credit Hour: 0

Last Name	First Name	Attended All	Did Not Attend All	Contact Hours	Grad Credit	Credit Type
Test	Billy	☐ 12/6/2016	☐ 12/6/2016	3 sub total: 3	0	NONE

☐ Finalize Attendance.

(If not checked, attendance will be saved and you will be able to modify. Once Finalize Attendance is checked, you will not be able to modify attendance.)

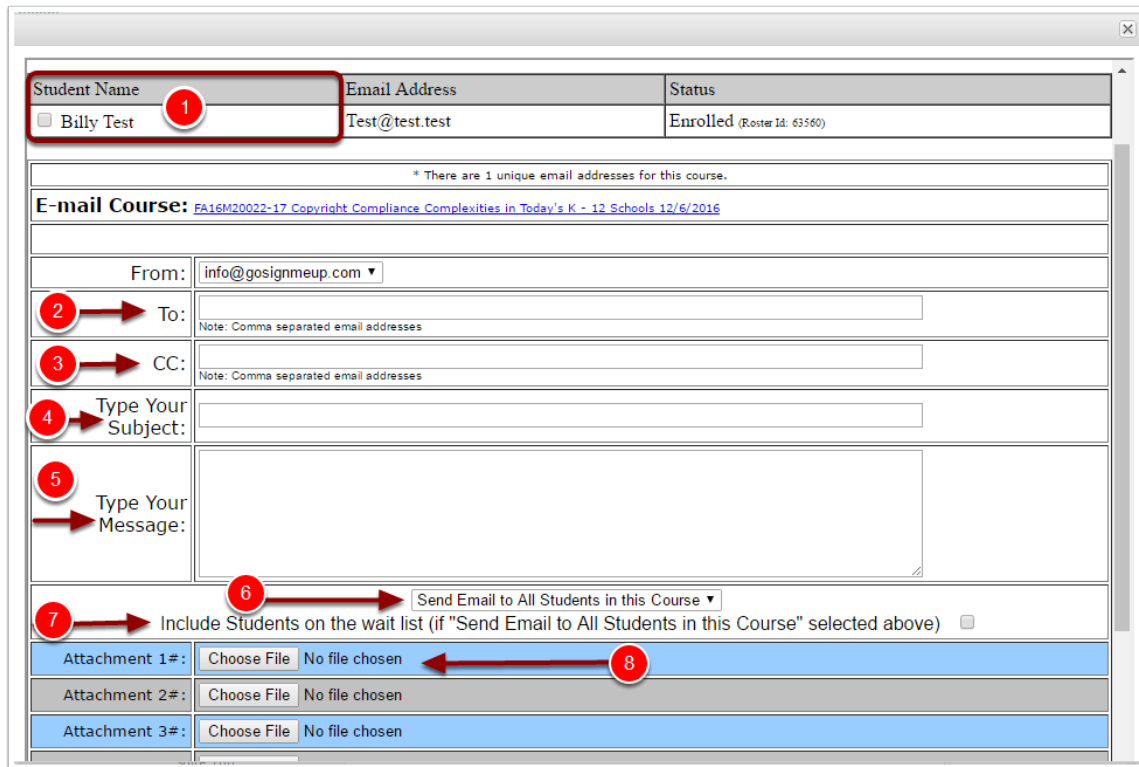
Submit

Mark the attendance record for each student.

When attendance has been entered or edited, press the 'Submit' button at the bottom of the page to save the changes.

Mark 'Finalize Attendance' when attendance is fully completed for the course and then press submit.

Email



The screenshot shows the 'Email' form in the GoSignMeUp interface. It includes a student list at the top, followed by a course selection dropdown, and then fields for 'From', 'To', 'CC', 'Subject', and 'Message'. Below these are options for sending to all students or including waitlist students, and a section for attachments. Red circles with numbers 1 through 8 point to specific elements: 1 points to the checkbox next to 'Billy Test' in the student list; 2 points to the 'To' field; 3 points to the 'CC' field; 4 points to the 'Subject' field; 5 points to the 'Message' text area; 6 points to the 'Send Email to All Students in this Course' dropdown; 7 points to the checkbox for 'Include Students on the wait list'; and 8 points to the 'Choose File' button for Attachment 1.

Student Name	Email Address	Status
☐ Billy Test	Test@test.test	Enrolled (Roster Id: 63560)

* There are 1 unique email addresses for this course.

E-mail Course: [FA16M20022-17 Copyright Compliance Complexities in Today's K - 12 Schools 12/6/2016](#)

From: info@gosignmeup.com ▼

To:
Note: Comma separated email addresses

CC:
Note: Comma separated email addresses

Subject:

Message:

Send Email to All Students in this Course ▼

Include Students on the wait list (if "Send Email to All Students in this Course" selected above) ☐

Attachment 1#: No file chosen

Attachment 2#: No file chosen

Attachment 3#: No file chosen

- 1) When messaging some but not all of the students, mark the box next to the student's name.
- 2) Add any additional primary recipients here.
- 3) Add any recipients who should get a CC.
- 4) Enter the subject of the email.
- 5) Enter the email message here.
- 6) Determines whether emails go to all students, or only the selected ones.
- 7) Allows students in the wait list to also receive the email.
- 8) Attach up to 6 files to the email.

Course Request

Course Request Please complete the following course request form. All Fields are required (except Add'l Info). We will notify you if your course is approved.

Number of Days: 1 Date(01): Start Time Finish Time

Course Description:

Number of Seats Available:

Number of Contact Hours:

Price of Course: \$ 0

Additional Information:

Submit

The Course Request system, if enabled, allows instructors to request a new course by inputting the course details and submitting it to the site admins who can then review it.