

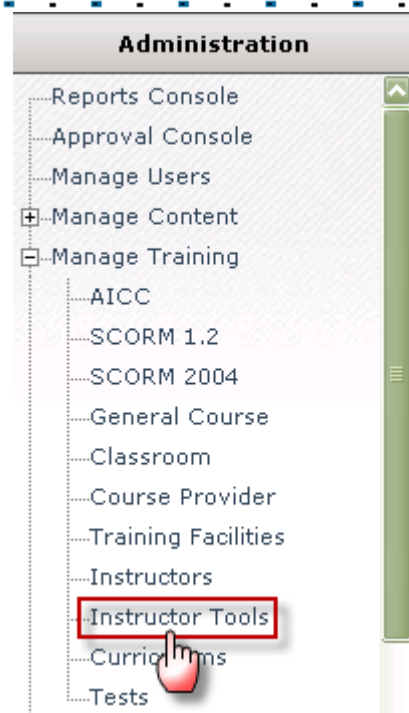
# ILEARNOREGON INSTRUCTOR TOOLS

This job aid shows you how to view and print a course roster and how to complete a roster after the course.

## COURSE ROSTER

To view and print a course roster complete the following steps:

1. Click **Administration**.
2. Click the plus sign next to **Manage Training**.
3. Click **Instructor Tools**.



4. From the instructor tools page, type a keyword or phrase in the **Search Text** field.
5. Click **Search** to view a list of courses that match your search criteria.

## Instructor Tools

Use the Section List to search for classroom courses in order to edit scores, view the roster, send emails and perform other actions. Use the Section Calendar to view the classroom course sections in calendar format. The information that displays in both the Section List and Section Calendar depends on your permissions.

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6. Select *Roster* from the Action menu.
7. Click *Go*. The Roster page is displayed.



8. The roster will list the students that have registered for the class.
9. Click *Export to Excel* to format the roster and to print it for the students to sign-in during the class.

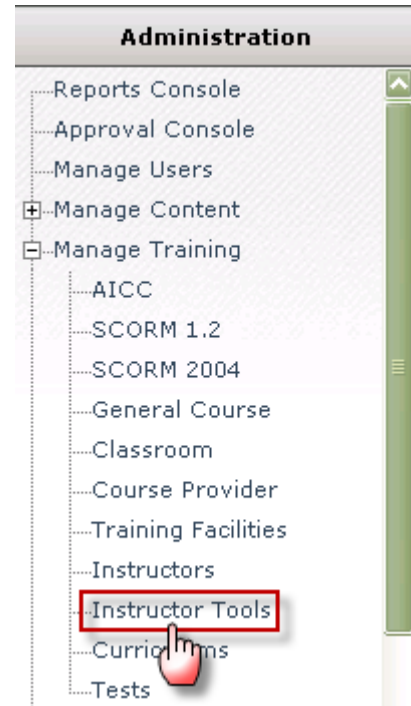


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## STUDENT SCORES

Once the class is over you will need to edit each student's progress status for the class. To manage student scores, complete the following steps:

1. Click **Administration**.
2. Click the plus sign next to **Manage Training**.
3. Click **Instructor Tools**.



4. From the course sections search page, you will need to change the section status to a date range since the class occurred in the past.

A screenshot of the "Course Sections" search page. The page has a header "Course Sections" and a sub-header "Section List | Section Calendar". Below the header is a search form with the following fields: "Search Text" (text input), "Search Type" (dropdown menu set to "Any words"), "Instructor" (dropdown menu set to "Me"), "Section Status" (dropdown menu set to "Date Range"), "Start Date" (calendar icon, dropdown for "Month" set to "Aug", dropdown for "Day" set to "3", dropdown for "Year" set to "2009"), "End Date" (calendar icon, dropdown for "Month" set to "Aug", dropdown for "Day" set to "3", dropdown for "Year" set to "2009"), and "Activity" (dropdown menu). A red box highlights the "Section Status" dropdown and the "Start Date" and "End Date" fields. A "Search" button is located at the bottom left of the form, with a mouse cursor pointing to it.







5. Change "Section Status" to "Date Range".
6. Click on the calendar button to the right of "Start Date" and select the start date of the event.
7. Click on the calendar button to the right of "End Date" and select the end date of the event.

8. Click **Search** to view a list of courses that match your search criteria.

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9. Select *Edit Scores* from the Action menu.
10. Click *Go*. The Edit Scores page is displayed.

Records found: 10

	Course Title	Section	Action
 	DAS - Domestic Violence Awareness Part 1	Title: Domestic Violence Awareness Part 1 (10:00 AM - 12:00 PM) Code: Location - DAS Executive Bldg. 155 Cottage St. NE, Salem Number: 45 Dates: 8/25/2009 - 8/24/2009 Enrollment Cancellation Deadline: Waitlist Type: Automatic Capacity (Min/Max): 0/35 Enrolled/Waitlisted/Pending: 12/0/0	<span>Edit Scores</span>  <span>Go</span>
 	DAS - Domestic Violence Awareness Part 1	Title: Domestic Violence Awareness Part 1 (1:00 PM - 3:00 PM) Code: Location - DAS Executive Bldg. 155 Cottage St. NE, Salem Number: 46	<span>Roster</span>  <span>Go</span>

11. If everyone enrolled on the roster attended the event; then perform the following steps:

**Edit Scores**



Use the fields and menus above the table and click Apply to enter information (e.g., attendance) for all students at the same time (then you may directly edit the information in the table if needed), or use the fields and menus in the table to enter information for each student. No information is recorded until you click Save.

**Course Title** DAS - Domestic Violence Awareness Part 1  
**Section Title** Domestic Violence Awareness Part 1 (10:00 AM - 12:00 PM)  
**Section Code** Location - DAS Executive Bldg. 155 Cottage St. NE, Salem  
**Section Number** 45  
**Maximum Capacity** 35  
**Enrolled / Waitlisted / Pending Users** 12/0/0  
**Section Start Date** 8/25/2009  
**Section End Date** 8/24/2009

**Attendance**  ● Click in the box to the right of *Attendance*.

**Progress Status** ▼ ● Change "Progress Status" to *Completed*.


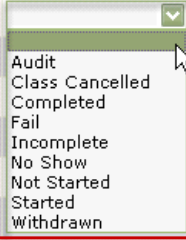

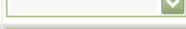

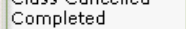



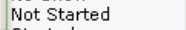

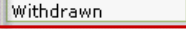

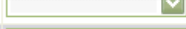

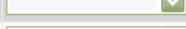

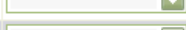

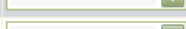

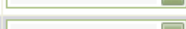

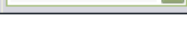
**Score**

12. Click *Apply*.

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13. If attendees require different results, then go to each person and select their progress status from the drop down menu.

	Last Name	First Name	Attendance	Progress Status	Score
	Aldrich	Gregory	<input type="checkbox"/>		<input type="text"/>
	Aldridge	Jeff	<input type="checkbox"/>		<input type="text"/>
	Bennett	Joan	<input type="checkbox"/>		<input type="text"/>
	Briscoe	John	<input type="checkbox"/>		<input type="text"/>
	Bullock	Nole	<input type="checkbox"/>		<input type="text"/>
	Galbraith	Maury	<input type="checkbox"/>		<input type="text"/>
	Jepsen	David	<input type="checkbox"/>		<input type="text"/>
	Martinez	Joyce	<input type="checkbox"/>		<input type="text"/>
	Rileyralphs	Melody	<input type="checkbox"/>		<input type="text"/>
	Webb	Marilyn	<input type="checkbox"/>		<input type="text"/>
	Wren	Stacy	<input type="checkbox"/>		<input type="text"/>
	Zollner	Paul	<input type="checkbox"/>		<input type="text"/>

**Note:** As you update the roster, attendee's will receive an email generated by the system. This email provides the user with the information you enter for them and serves as a reminder for the user to log-into iLearn and check their transcript.