Instructor Portal
User Guide

Enrole

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Enrole Instructor Portal Documentation

Tulsa Tech Staff Access to the Instructor Portal

IT will provide you with the *Administrator* Username and Password. If you forget the Password to the Administrator account, notify IT. **DO NOT CHANGE THE PASSWORD** for the Administrator account *(if the Administrator Password is changed by an In House Staff Member, it will have to be reset by IT and distributed to all In House Staff Members again).* Access to the Administrator account gives you more privileges and features to the portal than Instructor access. **Please use caution when proceeding through the portal as the Administrator!**

About The Instructor Portal

The **Instructor Portal** is a tool that can be used by your Instructors and/or your in-house staff to view upcoming and unverified past sessions.
The web URL for the **PROD Instructor Portal** is http://tulsa.tech/ip
The web URL for the **TEST Instructor Portal** is http://tulsa.tech/iptest

Instructor Navigation

You will set up your instructors' access to the Instructor Portal within Enrole.
At the top of the page there are 4 links instructors can click on:
Home - Will take you to the home page for instructor portal. You can view Upcoming Sessions or Unverified Past Sessions. Click on the title hyperlink of a session to do one of the following:
- View all details about the session that show on the online shopping cart
- Record Attendance and CEUs/grades for a session
  - **NOTE:** Do not click submit when recording attendance until completely finished with session. When you click submit, CEUs will be able to be accessed on the order history if they are on a course.
- View the Roster for a session
- Print an Attendee List
- View any additional resources that have been uploaded to the course via the Admin Portal.
- **NOTE:** When attendance is submitted through the Instructor Portal, the students' person record in Enrole is updated with the contact hours, CEUs, and grades that were marked as earned in the portal.

Calendar - Instructors can view by the month, which day(s) they have classes, and what class it is. They can click on the session link on the calendar to view all session details.
Profile - Instructors can edit their biographical information and personal contact information.
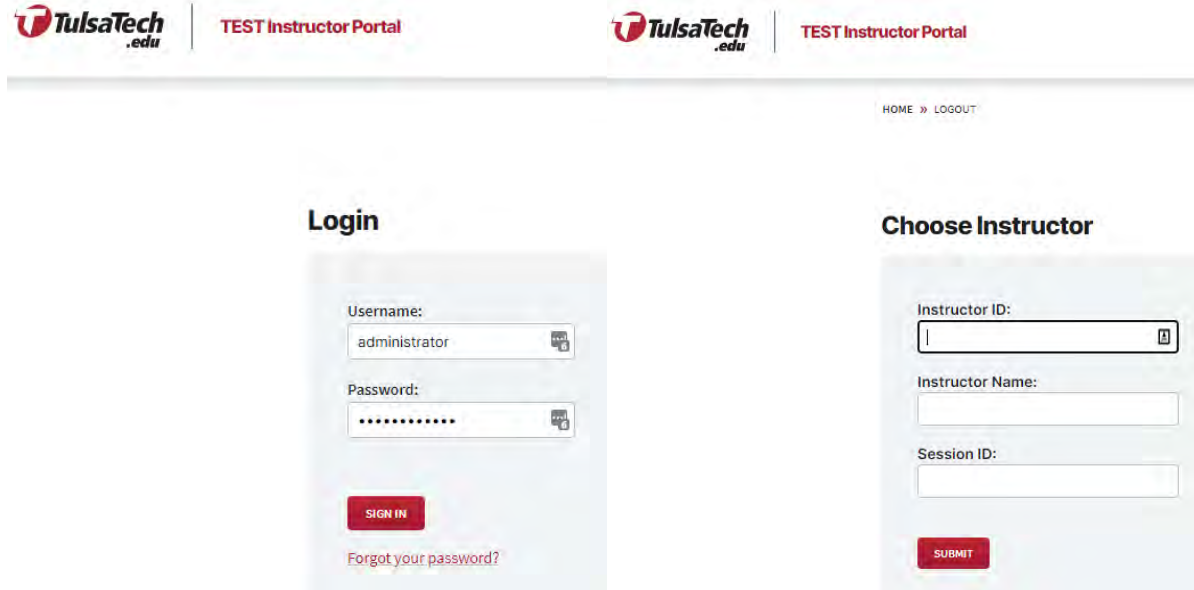**Logout -** Log out of Instructor Portal

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Administrator

As internal staff, you can sign into the Instructor Portal as the "administrator" using the password provided by ITS. When you login to the Instructor Portal, you can search for instructors by their Instructor ID or Name. You can also search by the session ID. You will be able to view all of your instructor's upcoming and unverified past sessions, along with the ability to record attendance, view rosters and attendee lists.
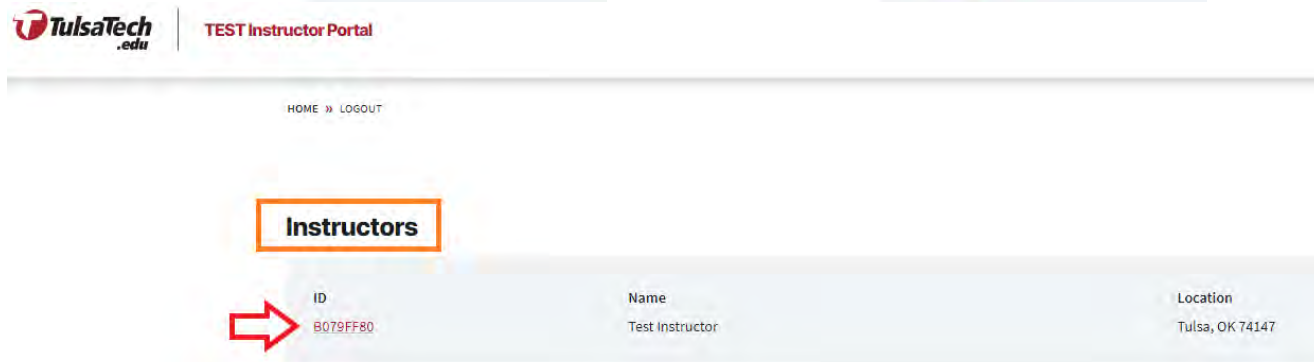
The administrator can also "verify" sessions, while instructors cannot. When a session is verified, the session's status is changed in Enrole and the class is now closed for registration.

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View Roster and Attendee List

Instructors have the ability to view rosters and attendee lists for their upcoming and unverified past sessions by using the Instructor Portal.

Roster

1. Sign into the Instructor Portal
2. Click on the session you wish to view the roster for
3. Click the middle button at the top called "Roster"
4. The list of registered attendees will appear

The instructor can email all of the attendees in one go by clicking the "Email all students" button in the top left corner.

To email individual attendees, click the button in the top right corner of each attendee's box that looks like an envelope.

If the envelope icon is not present, the attendee does not have an Email Address listed on their Order.

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Course Detail - Rachel's Test Course

(RECORD ATTENDANCE FOR A DAY) (RECORD ATTENDANCE & GRADES) (ROSTER) (ATTENDEE LIST) (ATTENDANCE WORKSHEET)

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✉ Email all students

Session Roster
Session ID: 2022ST-RACH-1234-B001 Date: 08/09/21
Title: Rachel's Test Course
Number of students: 1

Student 1, Test ✉
Employer Name: Tulsa Tech
Phone: 555551234
Balance Due: $0.00 USD (Order ID: B0789C09, Person ID: B073FC70)
Signature _____ Check Number _____

Attendee List

1. Sign into the Instructor Portal
2. Click on the session you wish to view the roster for
3. Click the button at the top called "Attendee List"
   - This page is view only and not interactive. To print this list, right click with your mouse and click "Print"

Record Attendance, CEUs, and Grades

Attendance can be recorded by the session's instructor or by your staff. When attendance is submitted in the Instructor Portal, the students' person record is updated in Enrole with the latest contact hours, CEUs, and grades. Their order status also changes from "Enrolled" to "Verified."

1. Sign into the Instructor Portal
   - If signed in as the administrator, you can search for the session by Instructor ID, Instructor name or Session ID.
   - If the instructor is signed in, only his/her sessions will be shown
2. Click on the Session you wish to record attendance and grades for
3. Click on the "Record Attendance & Grades" button
4. Select the radio button under the yes column (☑ box) for those who attended
   - If checked as yes, the contact hours and CEUs will auto-populate, but you can override those by typing in new values
5. Select the radio button under the no column (☒ box) for those who did not attend
6. Select a grade for each attendee, if applicable *(SEE NOTES BELOW ABOUT GRADING)*
7. Click Submit

NOTE:
- If a student does not attend at least 50% of the course, select the radio button under the no column (☒ box) and do not enter a grade.
- If a student attends 50% or more of the course, but does not finish the course, select the radio button under the yes column (☑ box) and enter a grade of "W".
- If a student finishes the course, but does not earn the grade required to pass the course, select the radio button under the yes column (☑ box) and enter the appropriate grade.

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Course Detail - Rachel's Test Course

(RECORD ATTENDANCE FOR A DAY)   (RECORD ATTENDANCE & GRADES)   (ROSTER)   (ATTENDEE LIST)   (ATTENDANCE WORKSHEET)

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Back to Session

Session: 2022ST-RACH-1234-B001
Title: Rachel's Test Course
Start Date: 08/09/21
Total Meeting Days: 5
Total Hours: 40.00
Enrollment: 1/5

Click on the student name to mark their attendance for today

☐ Toggle all orders between verified and unprocessed:

S

[Student 1, Test - Tulsa Tech (order: B0789C09)]
Daily Attendance (0/5 0.00%)

Mon 8-9	Tue 8-10	Wed 8-11	Thu 8-12	Fri 8-13
☒	☒	☒	☒	☒

Credit Awarded

☑ ☒ 🖐 Hours   CEU Type   CEU Value   Grade

○ ○ ◉ [0.00]   [CEU Type... ▼]   [0.00]   [Grade... ▼]

☐ Verify Session

[SUBMIT]

Record Attendance per Day

Attendance can be recorded in bulk through the "Record Attendance & Grades" tab. You may also "Record Attendance for a Day" using the tab at the top of the session.

1. Sign into the Instructor Portal
   - If signed in as the administrator, you can search for the session by Instructor ID, Instructor Name or Session ID.
   - If the instructor is signed in, only their sessions will be shown
2. Click on the Session you wish to record attendance for
3. Click on the "Record Attendance for a Day" button
4. Choose the day you want to take attendance for from the dropdown list
5. Click on the Student's Name to mark their attendance for the day
   - You may check the box to "Mark All Students as Present" if applicable
   - A green check mark will appear in front of their name
6. Click Submit
   - A green banner will appear under the Session Details stating "Success! Attendance for [date] was saved"

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Verify a Session

Instructors cannot verify a session, only the Administrator can. When signed in as the administrator and on the "Record Attendance & Grades" screen, a "Verify Session" box will be shown under the Attendees.

1. Select the box beside "Verify Session"
2. Click Submit

The session's status will be updated to Verified in Enrole & the session is no longer open for registration.

Instructors Web Access to the Portal

In order for your Instructors to be able to sign into the Instructor Portal, you will need to set up their Web Access within Enrole.

1. Click on the "Events" tab at the top of the Enrole screen
2. Click on the "Instructors" in the left menu
3. Search for the Instructor by ID or Name, then click on their record
4. Click on the "Web Access" link from the left menu
5. Enter their **Tulsa Tech Username**
6. Enter their password as their First Name Initial in upper case, Last Name Initial in lower case, exclamation mark, and then their Colleague ID *Example:* Ti!01234567
7. Select a Security Question and enter an Answer, then click Save

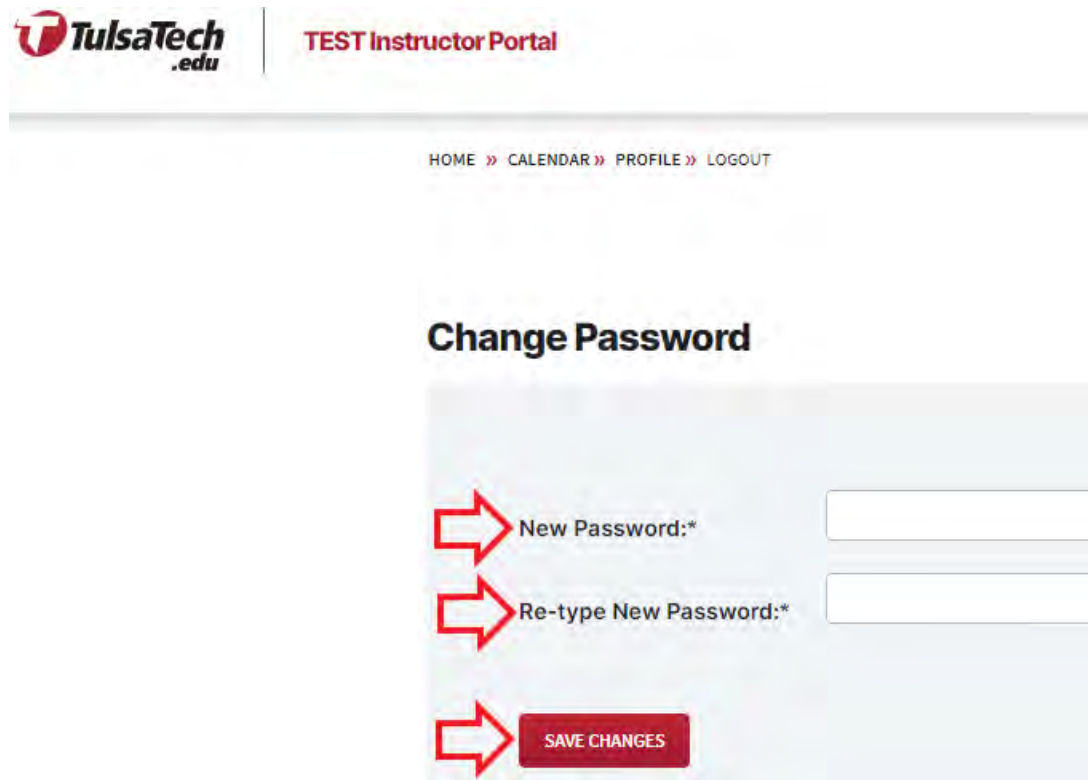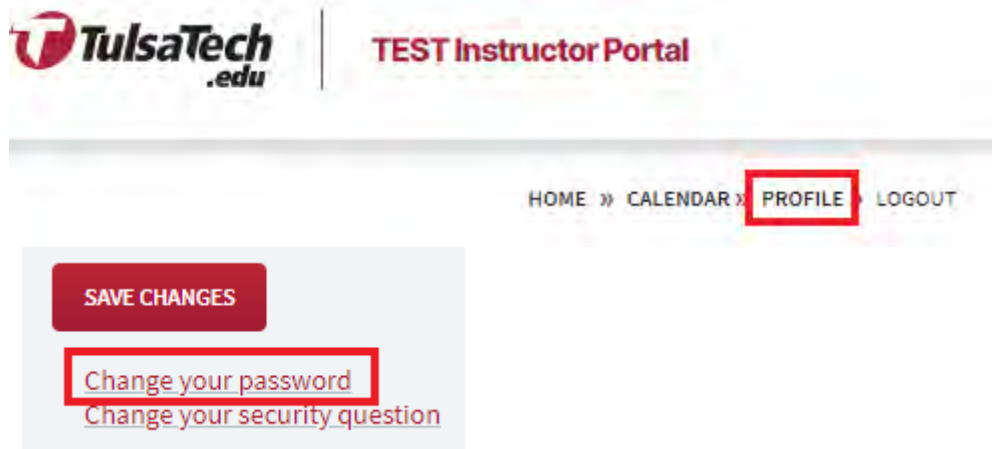The instructor can then log into the Instructor Portal and immediately change their password.
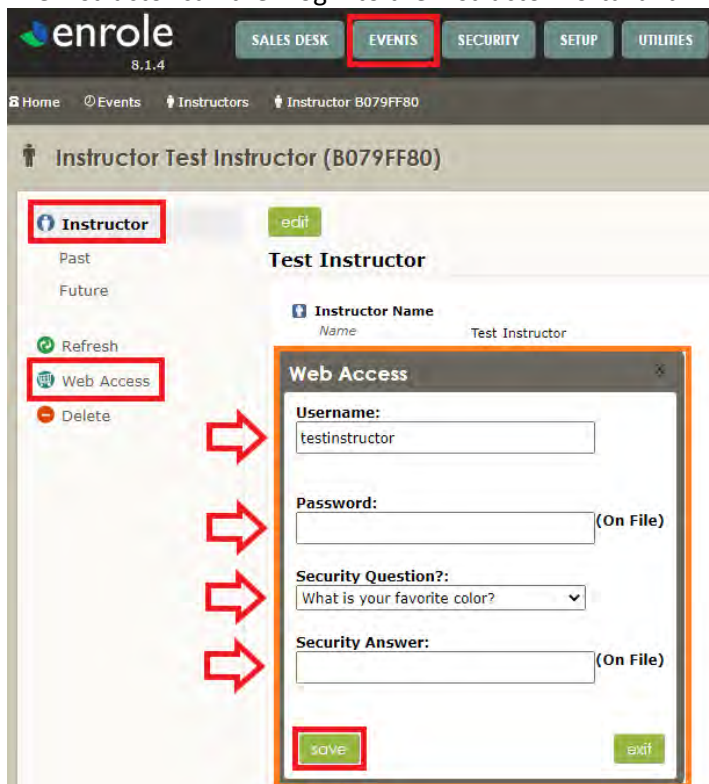
Instructor Can Change Their Password to the Instructor Portal

If an instructor would like to change their password to the Instructor Portal, they can do so by following these steps:

1. Sign into the Instructor Portal using the username and password that were set up in Enrole
2. Click the Profile tab
3. At the bottom of the page, click the Change your Password button
4. Enter new password
5. Re-type new password
6. Click Save Changes

NOTE - This can only be done if they are already logged into the Instructor Portal. If they cannot access the portal - then their Web Access on the instructor's record will have to be edited by one of your internal staff members.
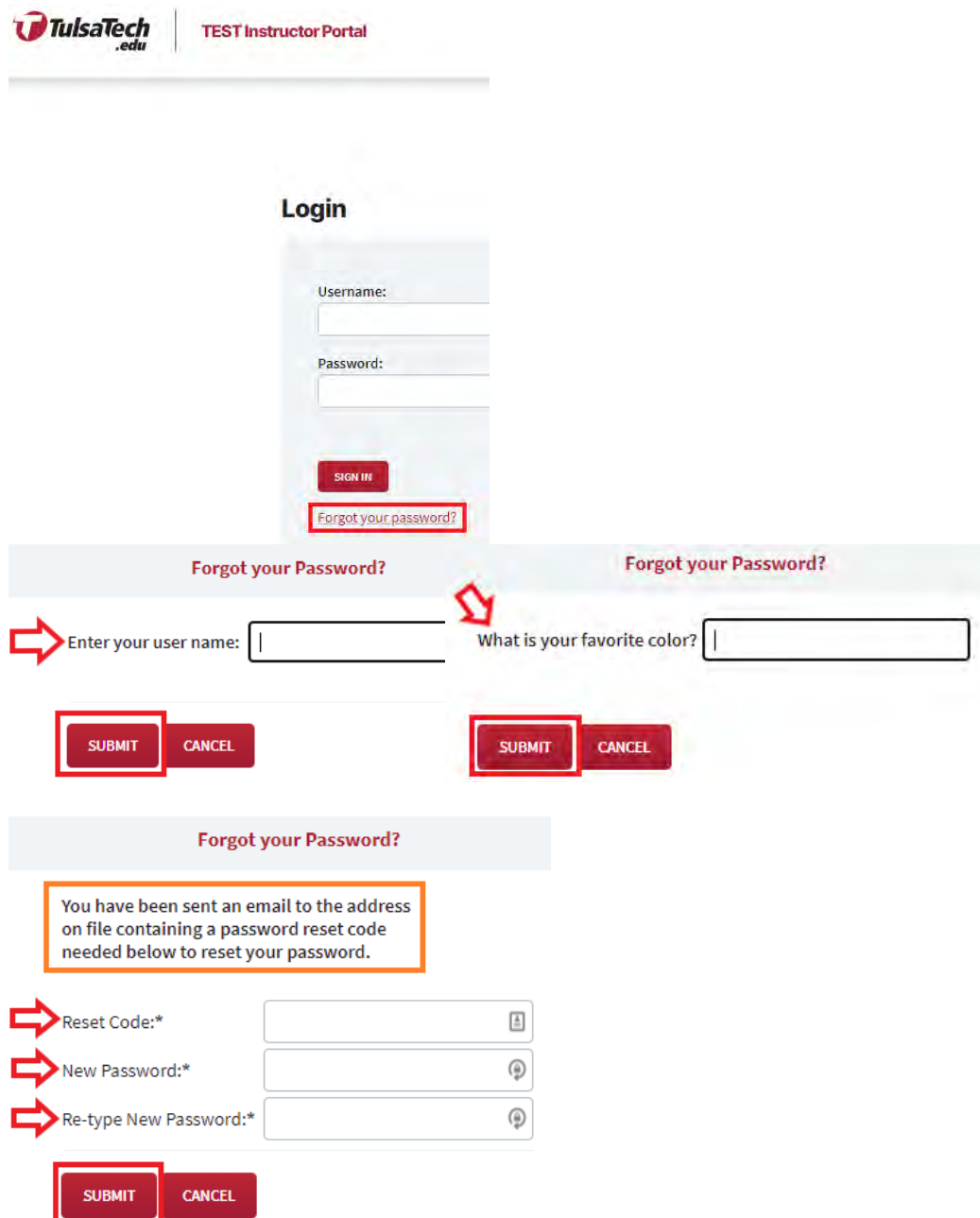
Instructor Forgot their Password to Instructor Portal

If an instructor cannot remember their password to the Instructor Portal, here are the steps they can follow to reset it:

1. On the login page of the Instructor Portal, click on "Forgot your Password?"
2. Enter username and click Submit
3. Enter answer to Security Question and click Submit
4. An email will be sent with a reset code. Once the email has been received, enter the code onto the Instructor Portal screen
5. Then enter a new password and retype the new password then click Submit

NOTE: If an Instructor cannot remember their username, internal staff members can reset their Web Access for them from their Instructor Record in Enrole.

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How an Instructor Can Manage Their Profile
Within the Instructor Portal, Instructors have the ability to maintain their personal and biographical information. Here's how they can do so:
1. Sign into the Instructor Portal with your username and password
2. Click on the "Profile" tab
3. Add or edit Personal Information as needed
    - **NOTE:** Leave the Biography box blank
4. Click Save Changes