

eLearning Quick Reference Guide - Instructor

E-Learning Reports Pagelet

The E-Learning Reports pagelet provides an Instructor access to the eLearning system course and participant information.



Adding pagelet to MYPACK

1. Begin by selecting the **Content** link on the landing page of the **MYPACK** portal.
2. The Personalize Content page is displayed. Click the **E-Learning Reports** option.
3. Click the **Save** button.
4. The **E-Learning Reports** pagelet appears on the landing page in its default position.
5. To change the layout and column number of the landing page select the **Layout** link.
6. Select 2 column or 3 column layout.
7. To move the E-Learning pagelet to another column, select **E-Learning Reports** list item.
8. Click the preferred directional button; example **Move Right** button.
9. E-Learning Reports is moved to Center Column.
10. Click the **Save** button.

Accessing the Instructor Class Roster

1. Select the **Instructor Class Roster** link located on the **E-Learning Reports** pagelet.
2. Click the **Search** button on the NC_EL_INSTR_ROSTER page.
3. Select the preferred course session from the search results listing.
4. The **Instructor's Class Roster** is displayed.

Emailing all course participants

1. Click the **Notify Students via Email** button to email all participants.
2. Enter the desired information into the **Subject Line** field.
3. Fill in the body of the message.
4. Click the **Preview Email** button.
5. Click the **OK** button to keep the message or Cancel to discard.

Create Printable Class Roster

1. Click the **Create Printable Friendly Document** link.
2. Click the **OK** button.
3. The roster is generated in a PDF format.
4. Click the **Send This Page to My Email** link to forward to self.

Instructor Class Roster

The Instructor Class Roster will provide course session rosters for all courses that the instructor is assigned to teach.



Instructor Training Schedule

The Instructor Training Schedule provides a list of upcoming courses that the Instructor is assigned to teach.

A screenshot of the 'Instructor's Training Schedule' page. It shows a table with columns for 'Start Time', 'End Time', 'Course Code', 'Course Title', 'Session', 'Facility', 'Room', 'Students Enrolled', and 'Take Action'. The table lists one course: 'DHP Intro Course' starting on 06/19/2009 at 8:00AM and ending at 12:00PM in Room Admin II, Room 101. A 'Generate Roster' button is visible in the 'Take Action' column.

Start Time	End Time	Course Code	Course Title	Session	Facility	Room	Students Enrolled	Take Action
06/19/2009 8:00AM	06/19/2009 12:00PM	DHP001	DHP Intro Course	0001	ADMINISTRATIVE SERVICES II	Admin II, Room 101	1	Generate Roster

Accessing the Instructor Training Schedule

1. Select **Instructor Training Schedule** from the E-Learning Reports pagelet.
2. Select **Generate Roster** in the **Take Action** column.
3. Click the **OK** button to run the report. This process may take 10-20 seconds to complete.
4. Instructor Class Roster is generated in a PDF format.
5. Instructors may email the participant directly from the roster by clicking the email link.