



Instructor Center Instructions

You are now able to print your own Class Sign-In Form, e-mail the participants in your class, submit grades, and view the summary of your evaluations by going to the **Instructor Center** at our website.

To Access the Instructor Center

- Website address: www.aea11.k12.ia.us
- On the left side of our home page, click on "**Classes, Workshops & Trainings**," and then click on the "**Instructor Center**" in the drop-down list
- Enter your social security number and click the "**Continue**" button

Registration Deadline for Site-Based Courses

Participants must be registered before the last day of the course. (Exception: If the course is less than one week in length, the registration deadline is one week from the end date of the course or before the instructor enters his grades online.)

Print Sign-In Sheet

After your participants have registered, you will be able to print the **Class Sign-In Form**. Select the activity and click on "**Print Sign-In Sheet**."

Print Class List

You are also able to print the **Class List**. Select the activity and click on "**Print Class List**." This list contains addresses and phone numbers, so it is "**confidential**" and is for instructor use only.

E-mail Participants

Select the class you want to e-mail and click on "**E-Mail Participants**." After you have entered your message, you can either "**E-Mail All Participants**," or click on "**E-Mail Selected Participants**" to select individual recipients. **You are now able to send attachments**. The attachment link will only be accessible for thirty days.

Submit Grades

Select the class you want to grade and click on "**Enter/Update Grades**." If a participant earns an "**F**" or "**I**," a reason **MUST** be stated (i.e. missed a day, did not turn in the assignment, etc.). Use an "**F**" if the participant did not attend all days or is not planning to do the assignment. Only use an "**I**" if the assignment is expected to be turned in later. When applicable, use an "**NC**" if the participant attended all days but registered for "no credit." Once the entire class has been completed, click on "**Grade Entry Complete**." This will alert the Professional Development Department that the course is ready to be closed and will automatically be sent to Drake. You will **NOT** need to send in grades or class lists/attendance sheets to either Heartland or Drake.

View Evaluations

Select the class you want to view and click on "**View Evaluations**." This will show you the summary of the evaluations completed by your participants.