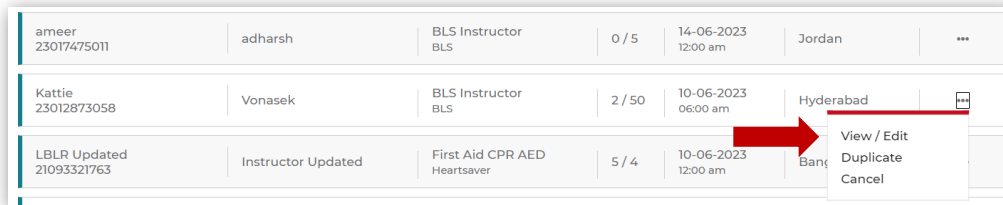# Class Management Tool – Manage an Instructor Class

An Instructor class is no different than any other class created in the Class Management tool. The Instructor selection dropdown will populate with available Faculty to teach the class.

Manage an Instructor Class

NOTE: We have incorrectly used the term "Finalize the Class." This does not happen. Each individual student can have their last score or skills check-off date entered and be issued their eCard one-at-a-time. There is no single action that makes a class "finalized." A class is considered "Complete" when there are no "students in progress" on the roster.

1. From the Class List page
   1.1. Use the filters to search for the class that was created
   1.2. In the Actions column, select View/Edit to view or edit the class (Figure 1)

Figure 1

   1.3. The Class page (title of the page is the type of class that was created) allows the ability to (Figure 2):
   - Edit the Class
   - View Student Details
   - View Class Details
   - Add Student (by sending a student a request)
     o The student will receive an email notifying them to accept the invitation.
     o If the student is registered in Atlas, they will have a "task" tile displayed on their Dashboard notifying them to accept the invitation
   - Resend Invitations
   - Cancel the Class
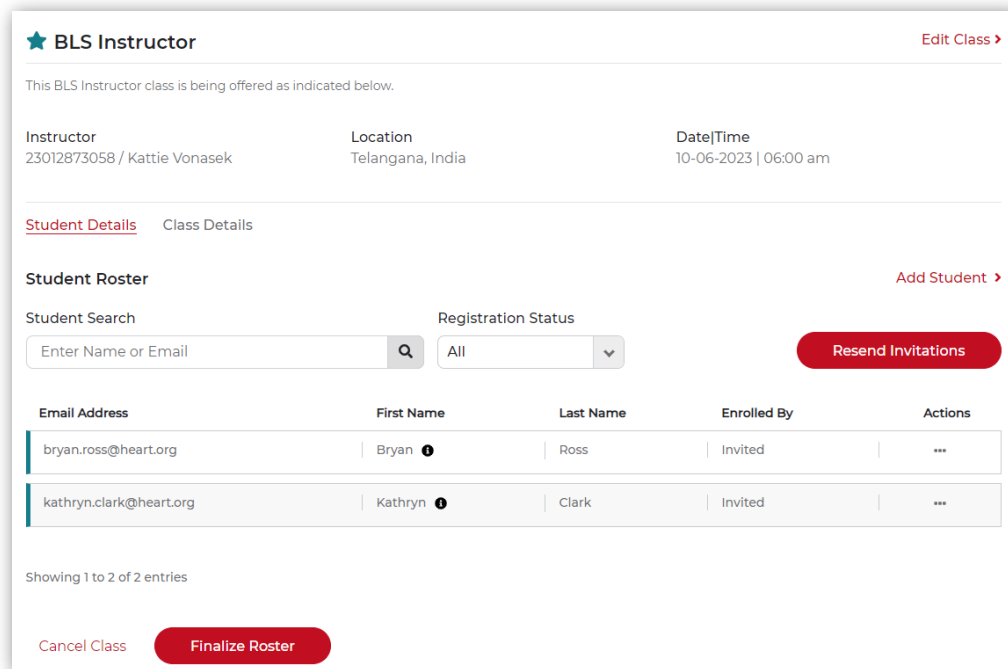   - Finalize Roster

Figure 2

1.4. To Finalize the roster (this reserves the eCards for the students enrolled in the class), click Finalize Roster button (Figure 3). This can be done:

- Only after the scheduled class start date/time
- Only if all the pending requests from the students for a scheduled class are either Accepted or Declined
- Only if all the students added in the roster show a Preassessment Status of Pass (if required)
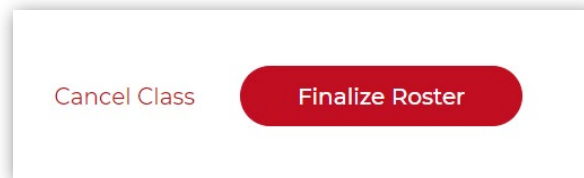- Only if the Training Center has enough eCard inventory for the number of students added to the roster

Figure 3

- In the confirmation pop-up box (Figure 4):
  - Click Finalize to complete the action
  - Click Cancel to return to the Class page
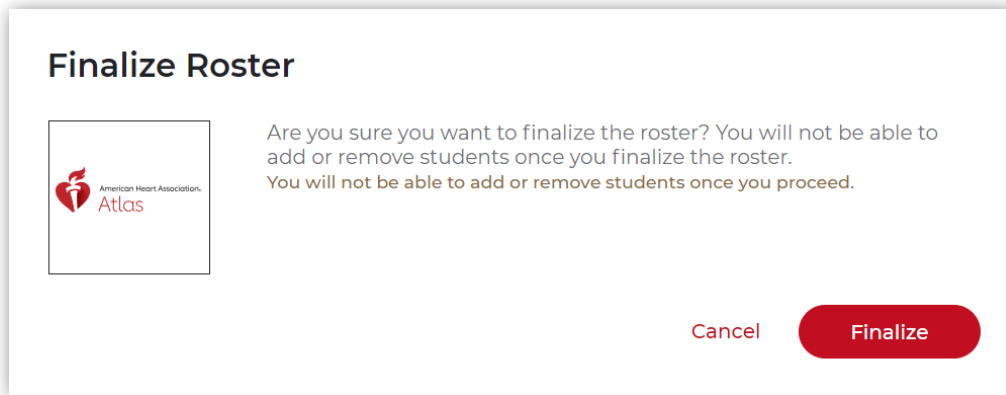- A notification will display above the class title indicating the roster has been finalized

Figure 4

- The roster can now be exported to a .csv file (Figure 5). Click Export
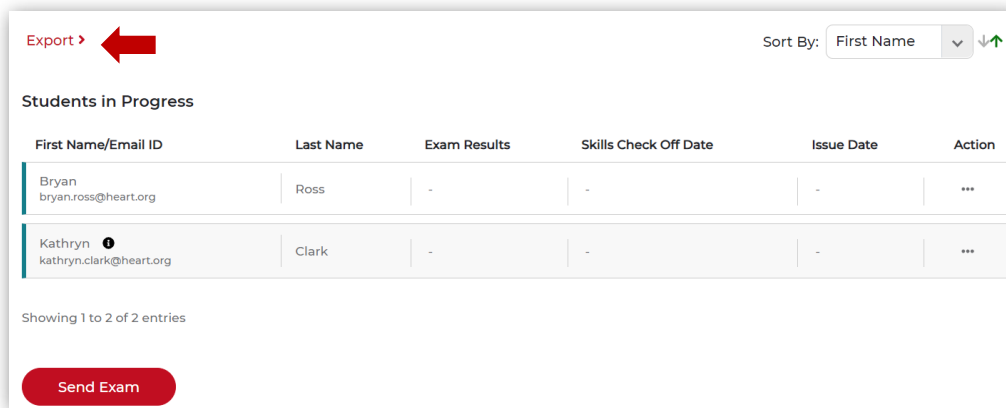

Figure 5

- Click Send Exam, which unlocks the ability to enter scores and an issue date. There are two ways to enter results (Figure 6):
  o Results can be uploaded using a template
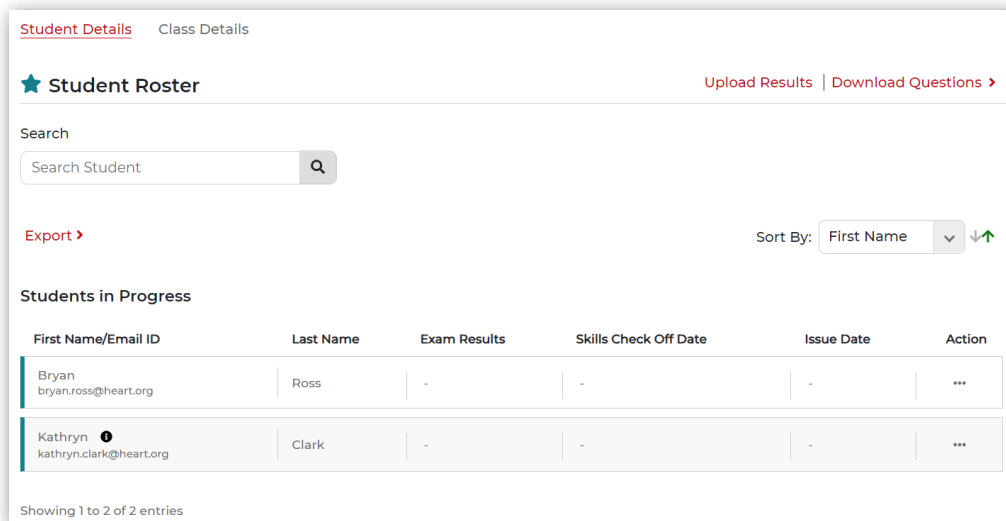 o Results can be entered one student at a time

Figure 6

- o To Upload Results:
  - ▪ First, select any student who has failed the class (Figure 7)
    - • Under the Actions ellipses (…)
    - • Select Fail Student

Figure 7

- • On the confirmation page (Figure 8), click the Fail Student button
- • This marks the student as Failed
  - o This removes the student from the roster (Figure 9)
  - o **And releases the eCard that was reserved for that student**

Figure 8

Figure 9

- o Select Upload Results to receive a template and instructions to complete the template, save the file, and upload the file to complete a set of scores (Figure 10)
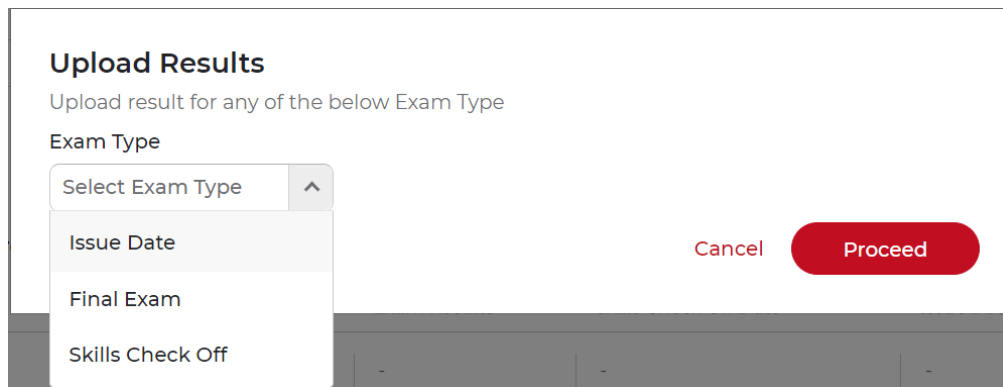
Figure 10

- The three templates that can be uploaded are:
  - Issue Date
  - Final Exam
  - Skills Check Off
- Each Template will have instructions to open the template, save it, and upload it (Figure 11)
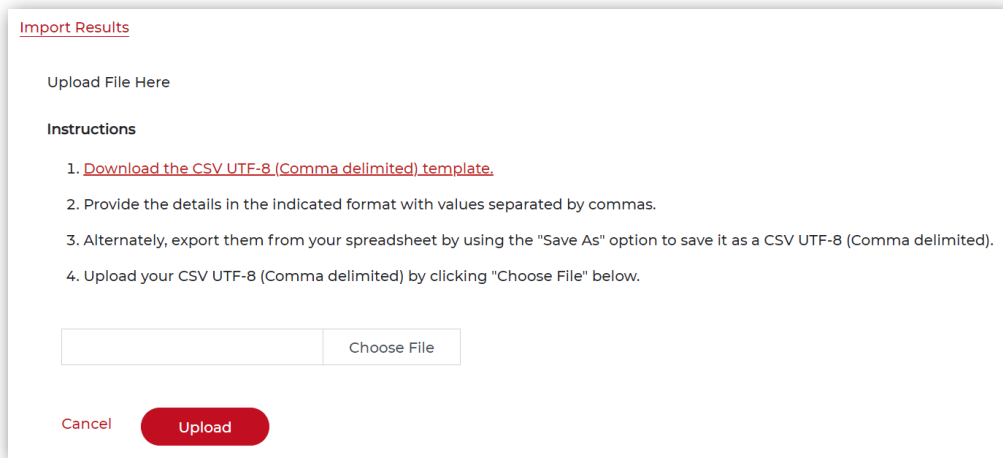

Figure 11

- The template must be downloaded and uploaded separately, and the results uploaded for each result
- Each template will open with the list of students who have not failed
- Each template will need the column completed for each set of results
- When entering information in the template
  - DO NOT change any of the student information pre-loaded in the template
  - DO NOT have spaces before or after the data you enter
  - SAVE the file as a *CSV COMMA DELIMITED* file to upload
- To complete the process, once the saved file is listed in the data field in the Import Results dialog box, click Upload
  o To enter results one student at a time, select each student and under the Actions ellipses (…) (Figure 12)

Figure 12

- ▪ Click View/Edit
- ▪ In the display for the student (Figure 13):

Figure 13

- • Click Edit (Figure 14)

Figure 14

- • Each Student can be marked one of two ways, as:
  - ○ **Failed**, by clicking the orange button at the top right of the student's page
    - ▪ To complete the process click Update
    - ▪ A notification message will appear
    - ▪ This marks the student as Failed
      - • This removes the student from the roster
      - • **And releases the eCard that was reserved for that student**
  - ○ **Passed** by:
    - ▪ Entering the Final Exam Score
    - ▪ Entering the Skills Check Off Date (the date of the monitor)
    - ▪ Entering the Issue Date (date of the monitor)
    - ▪ Click Update (this action will issue the eCard)
    - ▪ To complete the process, click Update

- As each result is entered, the Students in Progress page will display the information in colors to indicate passing or failing (Figure 15)

Figure 15

- When the last result is entered for a student, a notification of successful completion will display above the Students in Progress title for that student
- When all the results are entered, the page is titled Student Roster and displays the results for all student (Figure 16)

Figure 16

- The class is now "finalized" and cannot be edited
- The class will be listed in the Classes search for the Training Center and Training Site (if it was taught under the TS)

IMPORTANT to Note:
- **Entering the Issue Date:**
  - **Issues the eCard to the Student**
  - **Auto-claims the eCard**
- **The student will receive a notification tile on their Dashboard reminding them to take the class survey**

2. **What the Student sees**
   2.1. Tasks to Complete tiles (Figure 17)
   - There will be Class Updated tiles that need to be viewed, showing the Instructor-entered data
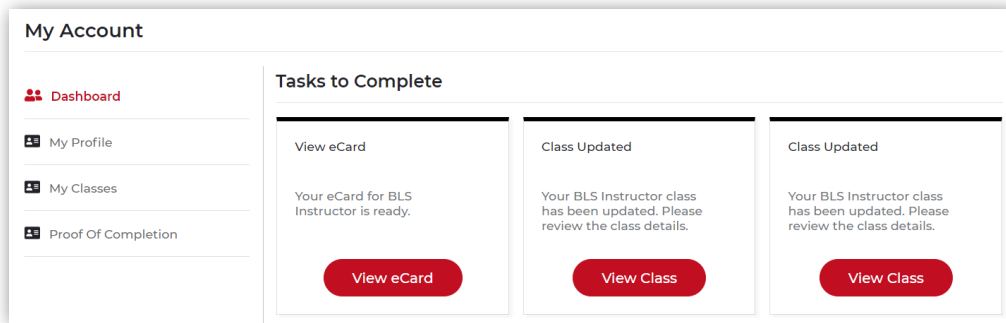   - There will be a View eCard tile

Figure 17

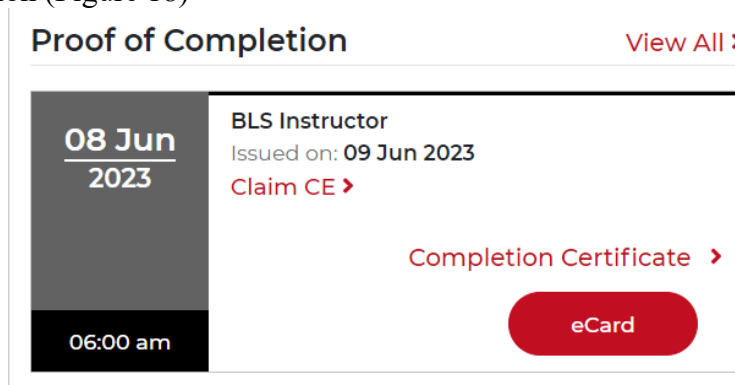2.2. Proof of Completion (Figure 18)

Figure 18

- The card displays:
  - The class information
  - The eCard information
  - A link to claim any available CEs provided by the class
  - Links to view the certificate or the eCard
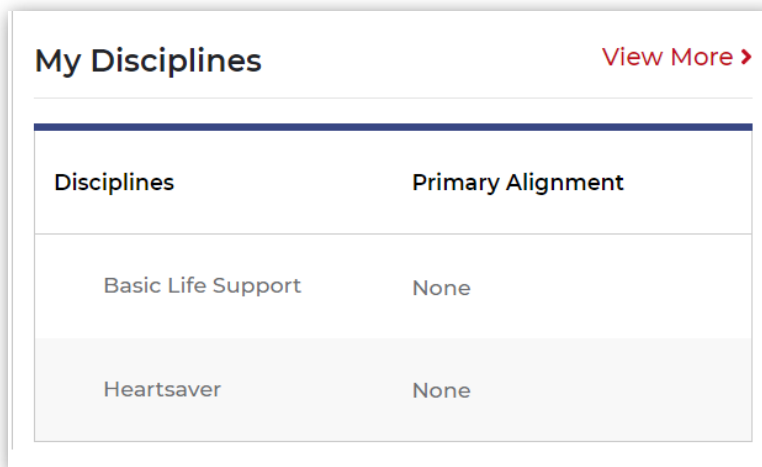
2.3. My Disciplines (Figure 19)

Figure 19

- The card displays:
  - The Disciplines and the alignment
  - Click View More to search for a TC and request an alignment

- o Atlas will open a pop-up dialog box recommending an alignment with the TC/TS from which the student took the Instructor class (Figure 20)
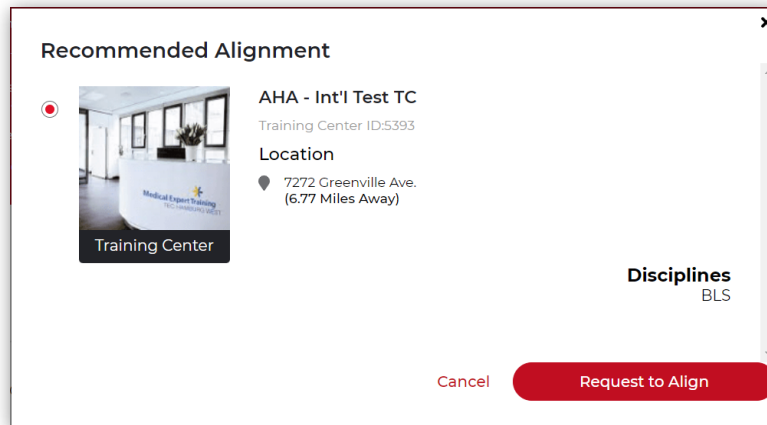

Figure 20

- o To Request this alignment, click the Request to Align button
  - ▪ The request will appear on the TCC's Dashboard
  - ▪ Once the alignment is accepted, it will show on the Instructor's Dashboard
- o To request additional alignments, use the Training Center and Training Site Search features to search for other TCs or TSs