# LearnAlaska

## *Reference Guide for Instructors*

***State of Alaska*** learn.alaska.gov/portal **November 11, 2013** **Version 1.3**

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# 1 Introduction

This ***Reference Guide for Instructors*** provides information on the functionality available to the *Instructor* role within LearnAlaska.

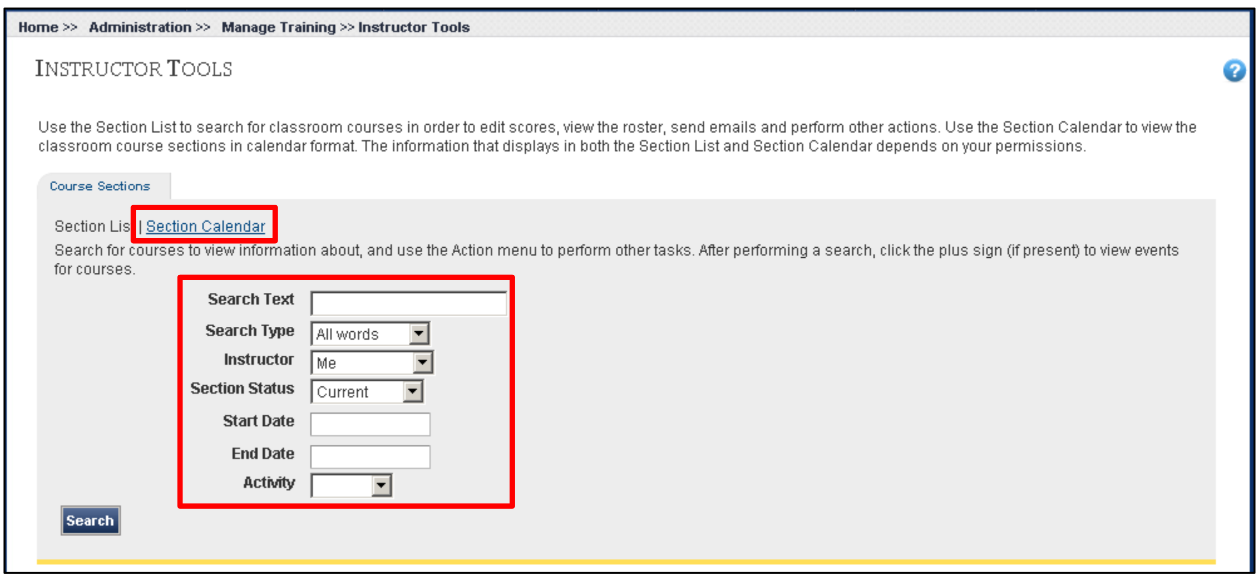
Instructors should be knowledgeable of general LearnAlaska functionality covered within the ***LearnAlaska Reference Guide for Users***, which covers the basic LearnAlaska functionality that is available to all users. The information covered within this ***Reference Guide for Instructors*** addresses the additional options available to the Instructor role.

For additional detailed Instructor information, the ***Meridian Global User Guide*** and ***Meridian Global Administrator Guide*** are available within the ***LearnAlaska Reference Center***.

# 2 Instructor Role and Instructor Tools

Users assigned to facilitate a training section are automatically granted the *Instructor* role within LearnAlaska. Instructors only have access to the ***Instructor Tools*** functionality for the training sections they have been assigned to facilitate.

***Instructor Tools*** is accessed through ***Administration > Manage Training > Instructor Tools***.




From the ***Instructor Tools*** page, you can search for the individual training sections you are assigned to facilitate and view all your assigned training sections on a calendar layout.

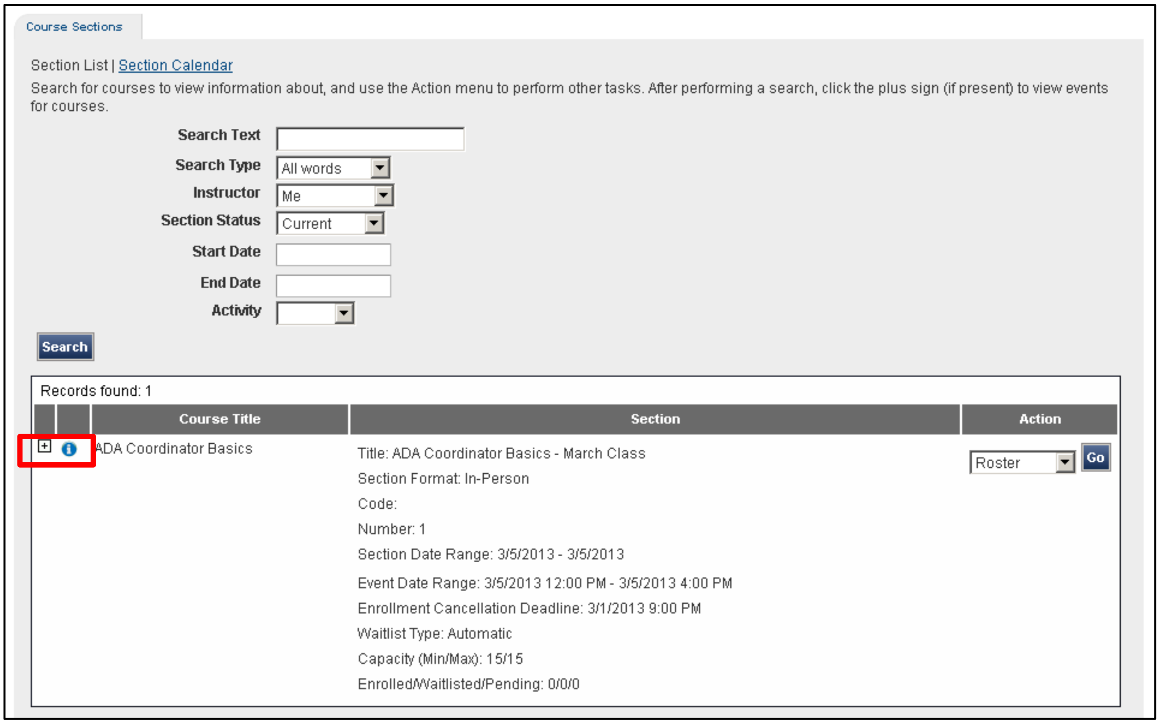
## 2.1 Search for Your Assigned Training Sections

1. From the ***Instructor Tools*** page, enter the name or a portion of the name of the training course in the Search Text field and click. To narrow your search results, use the additional search options fields. To display all assigned training sections, click on **Search** without entering any values in the search option fields.

   You may also view all your assigned training sessions on a calendar layout by selecting the Section Calendar link.

2. You can display additional event information regarding each training section by clicking the **Expand** icon next to the Course Title. The **Expand** icon is used to display *Event* information below the Course Title and Section information.

3. You can display additional course and section information by clicking the blue **Information** icon next to the Course Title. The course information will display in a new window.




# 3 Class Rosters

Prior to the start of a class, an Instructor may want or need to review the *Roster* for the section they have been assigned to facilitate in order to:

- Review how many users are enrolled and/or waitlisted
- Send an email to one or more users on the roster through the LearnAlaska email
- Export the Roster to Excel to send to others or use as a sign-in sheet

***Note:*** If an instructor requires access to manage the class roster for a course to enroll/cancel/waitlist students they will need to contact the course manager or domain administrator responsible for the course to request the permission to *Manage* the course.

## 3.1 Find and View a Pre-Class Roster

1. Go to ***Administration > Manage Training > Instructor Tools***.
2. Click **Search**.

   ***Note:*** The search results will only include Sections that you have been assigned as the Instructor.

3. Scroll down to locate the desired Section. Select *Roster* from the drop down options in the Action column. Click **Go.**

4. Scroll down to view the users listed on the Enrolled Users and Waitlisted Users tables.

### 3.2 View the Order of Waitlisted Users

1. Access the Pre-Class Roster. View the order of the users on the Waitlisted Users table.
   - Students on the waitlist are listed in order of their enrollment in the course.
   - If a Super User has used Batch Enrollment to waitlist students in the section, students on the waitlist are listed in alphabetical order which determines the order in which they will be enrolled in a seat if it opens up in the course.

### 3.3 Print Class Roster

1. Access the Pre-Class Roster.
2. Click the *Export to Excel* link. If necessary, allow any required pop-up items and download the file.

   ***Note:*** The Roster appears as it looked in LearnAlaska. It can now be saved, printed or adjusted for use as a class sign-in sheet. A macro has been created to assist with formatting the extracted roster information. The workbook that contains the macro and instructions for its use are posted to the **learn.alaska.gov/portal** website.

### 3.4 Send Email to Users on Roster

1. Access the Pre-Class Roster.
2. Select *Send Email* from the drop down options in the Action column. Click **Go.**
3. Complete the required fields on the ***Send Email*** page and click **Send** to distribute the email to the enrolled users. The Email Address and To fields are pre-populated with information from the roster. You cannot change the information in the To field.
4. You may use the Preview link to view how your email will look when displayed to the users.

## 4 Update Post-Class Completions and Scores

Depending on the procedures laid out for your specific training program, the Instructor may need to update completions for the enrollees along with attendance and scores, if applicable. Please contact your training program's domain administrator for instructions specific to your program.

***Note:*** If a user attended a class but was not enrolled on the Roster, an Administrator must perform the *Batch Enrollment* process to add the user to the Roster prior to updating completions and scores.

Status options include the following.

| Status | Description |
|---|---|
| Blank | No status for the user. |
| Audit | User is taking the class for no credit. |
| Class Cancelled | An authorized user cancelled the class (no scores given). |
| Completed | The user finished the class and received a passing score, if applicable. ***Use of this status is final so apply carefully; it cannot be reversed once saved.*** |

| Status | Description |
|---|---|
| Fail | The user finished the class, but did not receive a passing score. |
| Incomplete | The user started the class, but does not have an intention to finish. |
| No Show | The user did not attend the class. |
| Not Started | The user has not yet begun to take the class. |
| Started | The user has started the class, but has not finished it yet. |
| Withdrawn | The user was attending the class, but then dropped the class. |

## 4.1 View Post-Class Roster

1. Go to ***Administration > Manage Training > Instructor Tools***.
2. Click **Search**.

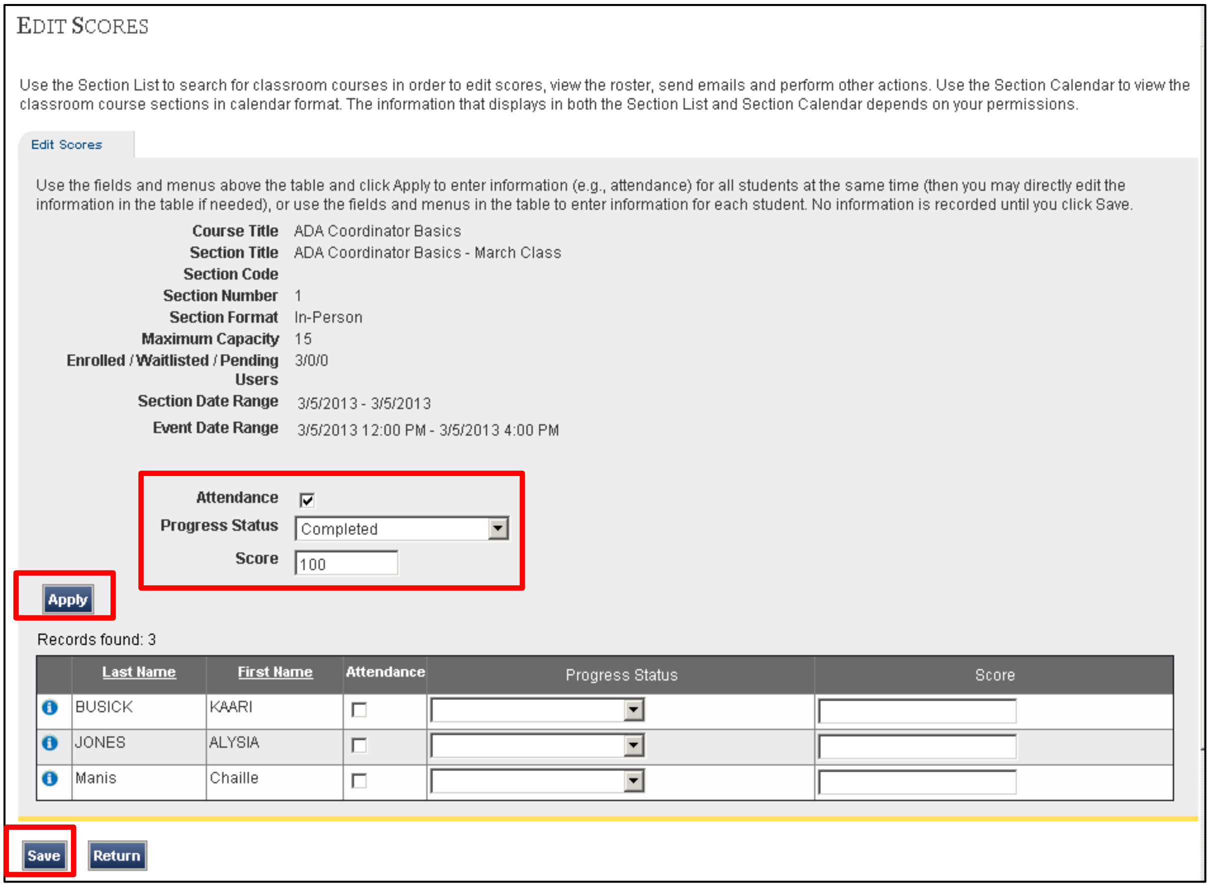
   ***Note:*** The search results will only include sections that you have been assigned as the Instructor.

3. Scroll down to locate the desired Section. Select "Edit Scores" from the drop down options in the **Action** column. Click **Go.**

   ***Note:*** Only users who were enrolled are shown. Waitlisted users have been removed.

## 4.2 Mark All Enrollees Complete

1. View the Post-Class Roster.
2. Select the Attendance checkbox located above the enrollees table.
3. Select *Completed* from the drop down menu in the Progress Status field.
4. Enter a value in the Score field, if applicable. Click **Apply**.
5. Click **OK** in the confirmation window to confirm the updated status and score.
6. You may update the Progress Status or Score for individual enrollees at this time.
7. Click the Save button to save the roster updates. ***This is an irrevocable action, when the status has been updated to "Completed", no further edits to the status may be made.***
8. Click the **Return** button to go back to the ***Instructor Tools*** page.




# 5 ADDITIONAL REFERENCE INFORMATION

## 5.1 MERIDIAN GLOBAL REFERENCE MATERIALS

Detailed information regarding each functional option within LearnAlaska can be found within the ***Meridian Global User Guide*** and ***Meridian Global Administrator Guide***. Both of these detailed information guides can be accessed by selecting ***Reference Center > Documents*** and using the simple search to locate these documents.

## 5.2 ONLINE TUTORIAL VIDEOS

A set of online tutorial videos are available that provide guidance with some of the basic navigation and functions in LearnAlaska. These videos are available from the LearnAlaska portal page at **learn.alaska.gov/portal**.