

# Instructors



## Classes

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This page is used to create a **Instructor** account that will be assigned to class(es). These instructors will be able to manage the **class attendance**, **student registration**, and **roll call** they are assigned.

## Import Instructors

By using the **import method**, AccuClass will automatically have all your **instructors** available in the system.

To import your instructors into AccuClass you must first create a **.CSV** file with all the **instructors** data.

To view/edit a sample file to import instructors [Click Here](#)

## Create New Instructor

### Instructors

Create New	Send App Login Instructions
	
 Elrich Bachman	<a href="#">Delete</a>
8888   <a href="mailto:ebachman@engineerica.com">ebachman@engineerica.com</a>   <a href="#">Instructor</a>	
 Michael Scott	<a href="#">Delete</a>
100000001   <a href="mailto:msscott@engineerica.com">msscott@engineerica.com</a>   <a href="#">Instructor</a>	

### To Create a New Instructor:

1. Start by clicking the **Instructor** button under the **View/Edit Classes** section from the AccuClass **home** screen.
2. Then click **Create New** and fill in the following information:
  - **Unique ID:** The Unique ID is the one that tutors will use to sign in with
  - **First Name:** Complete with the first name of your **Instructor**.
  - **Last Name:** Complete with the last name of your **Instructor**.
  - **Preferred Name:** Complete with the preferred name of your **Instructor**.
  - **Email:** Complete with the email of your **Instructor**.
  - **Password:** This field is to create a password for an instructor.
3. Finally, click the **Save** button to save your input information.

This section will only be seen on an **Institutional Account**

## Assign Instructor to Class

To **Assign an instructor to a class**:

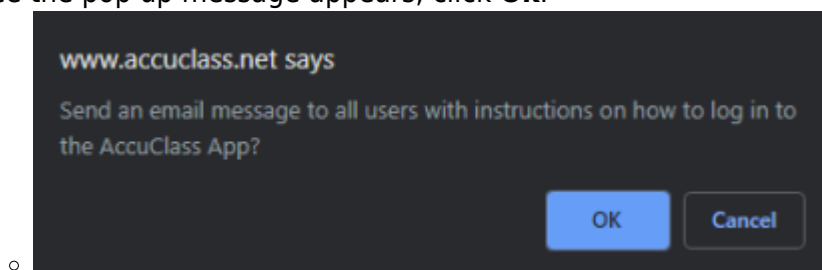
1. Go to **View/Edit Classes** under the **Classes** section.
2. Search for the **Class** they teach in the list of **Classes**
3. Type their name in the **Instructors** section of the specific **Class** selected.
4. When finished click the **Save** button at the bottom of the page.

If you do not assign Instructors to their Classes as an admin they will not see any when they login to **AccuClass**.

## Send App Login Instructions

To **Send App Login Instructions to Instructor**:

1. Go to **Instructor** under the **Classes** section.
2. Click on **Send App Login Instructions** next to Create New.
3. Once the pop up message appears, click **Ok**.



## Edit Instructor

### Instructors

Create New	Send App Login Instructions
 <b>Erich Bachman</b> 8888   <a href="mailto:ebachman@engineerica.com">ebachman@engineerica.com</a>   <a href="#">Instructor</a>	<a href="#">Delete</a>
 <b>Michael Scott</b> 100000001   <a href="mailto:msscott@engineerica.com">msscott@engineerica.com</a>   <a href="#">Instructor</a>	<a href="#">Delete</a>

To **Edit an Instructor**:

1. Click the **instructor** button under the **View/Edit Classes** section from the AccuClass home screen.
2. Next, you should click blue **Title** link.
3. Once in the instructor menu you can simply **edit** the instructor information in the fields provided.

- When finished click the **Save** button at the bottom of the screen.

## Delete Instructor

### Instructors

[Create New](#) [Send App Login Instructions](#)

 <b>Elrich Bachman</b> 8888   <a href="mailto:ebachman@engineerica.com">ebachman@engineerica.com</a>   <a href="#">Instructor</a>	<a href="#">Delete</a>
 <b>Michael Scott</b> 100000001   <a href="mailto:miscott@engineerica.com">miscott@engineerica.com</a>   <a href="#">Instructor</a>	<a href="#">Delete</a>

### To Delete an Instructor:

- If trying to Delete a instructor look for a **“More Actions”** box in the top-right corner of the page. Click the blue [Delete Instructor](#) link in the box.
- Finally, click the **OK** button to confirm the deletion request.

You can also click the blue [Delete](#) link and confirm the pop-up message directly from the list of **instructor** on the **instructor** screen.

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