



Instructor Quick Start Guide

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Where and how to Login

Your Login Credentials

In order to login to **Accudemia** you'll need the following credentials:

1. **User ID** - This is typically your existing Student ID or Employee ID.
2. **Password** - This is what you'll need to sign-in, login, and manage your school's **Accudemia** account and will be provided by your **System Admin**.

Where to Login

This is the website that your school uses to login to **Accudemia** and typically is formatted like following: <http://<myschool>.accudemia.net>

As noted above the **<myschool>** part of the website above and **User ID/Password** will typically be provided by your school's **Accudemia System Administrator**. [Click here](#) to learn how to contact your **System Admin**.

Forgot your password?

If you forgot your password but know your **User ID** and **Email** that is associated with your **Accudemia** account you can go to your school's **Accudemia** website (<http://<myschool>.accudemia.net>) or at a designated **Sign-in Station** onsite and click the **Forgot my Password** link. You'll then receive an e-mail message with instructions to follow to reset your password.

Watch this brief video to see how it is done:

As noted above the **<myschool>** part of the website above and **User ID** will typically be provided by your school's **Accudemia System Administrator**. If you are still having trouble logging into Accudemia then [Click here](#) to learn how to contact your **System Admin**.

SI Class Attendance

In this section you'll be able to manage your **SI Class Attendance** for each Session and submit/view **Referral** statuses to the **Center(s)** that have setup a **Center Referral Form**.

Managing SI Class Attendance

Managing **SI Class Attendance** is fairly simple as we do not use a traditional attendance book and all information collected in Accudemia is via the **Student** swiping in or typing their ID in at the **Computer Sign-in Station** you have setup.

If you are trying to track **SI Class Attendance** for a **Class** in **Accudemia** and it's not showing up in this area you should contact your **System Admin** immediately so they can assign you as the **Instructor** to the **Class**. You may also need to work with them to designate a computer as a **Sign-in Station** for **Students** to swipe/type their IDs into and collect this **SI Class Attendance**. [Click here](#) to learn how to contact your **Accudemia System Admin**. If they need help with setting this up for you then please refer them to the [SI Class Attendance](#) section in our [Accudemia Reference Manual](#).

View SI Class Attendance Online

1. Navigate to the **Attendance** section under the **SI Class Attendance** heading in the left-side menu.
2. Now select the **Semester** in the drop-down menu and then search for the **Class Name** or **Class Registration Number (CRN)**. Then click on the **Class** in the list below and then click the **Next** button.

The screenshot shows the Accudemia Center Management System interface. On the left is a navigation menu with sections: Administration (User Accounts, Sign in Stations, Subject Areas, Surveys, Offtimes, Centers & Classrooms, Semesters, Reports, Advanced, Control Panel) and Center Attendance (Who's In). The main content area is titled 'Class Attendance' and has a 'Next' button with a circled '2'. Below this, it says 'Steps: Select a class > Select a session > Manage attendance'. There is a 'Semester' dropdown menu set to 'Spring 2016'. An 'Export' link is visible. A table lists classes with columns 'CRN', 'Class ID', and 'Access:'. The table contains two rows: one for CRN 456315 with Class ID IFT-109-01, and another for CRN 543123 with Class ID MAT-475-01. The second row is highlighted in yellow and has a circled '1' next to it. The text 'Showing 1-2 of 2' is at the bottom of the table.

CRN	Class ID	Access:
456315	IFT-109-01	[IFT-109-01] Access:
543123	MAT-475-01	[MAT-475-01] Abstrac

3. Then select the day you would like to view the **SI Class Attendance** for that **Class** and click the **Next** button. **Note:** This view will show all the previous classes that have occurred along with the the next day's **SI Class Attendance**.

Class Attendance

Previous **Next 2**

Steps: Select a class > **Select a session** > Manage attendance

Class: [MAT-475-01] Abstract Algebra I - Spring 2016 - 01

Export 1 2 Next >

Started	Ended	Classroom
Friday, March 4, 2016 1:00 PM	1:50 PM	RM201
Wednesday, March 2, 2016 1:00 PM 1	1:50 PM	RM201
Monday, February 29, 2016 1:00 PM	1:50 PM	RM201
Friday, February 26, 2016 1:00 PM	1:50 PM	RM201
Wednesday, February 24, 2016 1:00 PM	1:50 PM	RM201
Monday, February 22, 2016 1:00 PM	1:50 PM	RM201
Friday, February 19, 2016 1:00 PM	1:50 PM	RM201
Wednesday, February 17, 2016 1:00 PM	1:50 PM	RM201
Monday, February 15, 2016 1:00 PM	1:50 PM	RM201
Friday, February 12, 2016 1:00 PM	1:50 PM	RM201
Wednesday, February 10, 2016 1:00 PM	1:50 PM	RM201
Monday, February 8, 2016 1:00 PM	1:50 PM	RM201
Friday, February 5, 2016 1:00 PM	1:50 PM	RM201
Wednesday, February 3, 2016 1:00 PM	1:50 PM	RM201
Monday, February 1, 2016 1:00 PM	1:50 PM	RM201

Showing 1-15 of 28 1 2 Next >

4. Finally you can manage the **Class Attendance** for the selected **Class** for that specific day.

Class Attendance

Previous **Mark As Present** **Mark As Absent** **Excuse** **Tardy** **Add Student** **Remove Student**

Show Filters

Steps: Select a class > Select a session > **Manage attendance**

Session: [MAT-475-01] Abstract Algebra I - Spring 2016 - 01 - RM201 - 3/2/2016 1:00 PM - 3/2/2016 1:50 PM

Clear All | Show | Export

User ID	Student	Date	Present	Comments
<input type="checkbox"/> D00811199	Ackerman, Jenny W			
<input type="checkbox"/> D00905190	Adam, Brandon C			
<input type="checkbox"/> D00904954	Bishop, Stuart G			
<input type="checkbox"/> A83223222	Jinglehiemerschmidt, John Jacob			
<input type="checkbox"/> D00901188	Abel, Elise R			Tardy: 17 mins.
<input type="checkbox"/> A88888888	Apple, Bite F			

Showing 1-6 of 6 [0 selected]

Mark a Student Present, Absent, Tardy, or Excused

To get to proper area manage the **SI Class Attendance** for a specific Class on a specific day follow the above article [View SI Class Attendance Online](#). Once here you'll notice you can mark the student several different **Attendance Statuses**. To change their mark for that day:

1. Select all the students that you want to change by placing a check next to their name.
2. Now click the appropriate button you want to mark their **Attendance Status** and here is a brief explanation of each option:
 - o **Present** - This means the student(s) did come to **Class** on time and attended the session.
 - o **Absent** - This means that the student(s) was/were not there for the **Class** session.
 - o **Tardy** - This means that the student(s) did come to the **Class** session but they were late. This status still counts student as **Present**. **Note:** The system will ask you to state how **Tardy/late** they were if you would like to provide this information.
 - o **Excused** - This means that the student was either absent or late but given credit as showing because of a valid excuse. This status still counts student as **Present**. **Note:** The system will ask you to state the reason they were **Excused** if you would like to provide

this information.

3. You can also add/or remove a student to this session if they attended it but are not a regular attendee or if they were not signed-up/enrolled in the class on that date. If you want to enroll students in the Class permanently then follow the steps outlined in the next article.

Referrals

Referrals are used to refer a Student to a **Center** for additional assistance. In order for this section to be available your **Center Admins** must have created a [Referral Form](#). If this section cannot be accessed or the **Center** you need to refer them to does not have a referral form setup you please [click here](#) to learn how to contact the Accudemia System Admin.

Creating a Referral

- To create a new referral go to:

SI Class Attendance > Referrals

1. Click on **Create New**.
2. Select the Referral Template you want to use (*Tutoring Assistance, Advising Support, etc.*).
3. Notice that you'll be filled in as the **Instructor** so simply search for the **Class** by typing the **Class** name and selecting the **Class** in the drop-down box.
4. Search for the **Student** by typing the **Student's** name and selecting the **Student** in the drop-down box.
5. If there's no **"Follow-up by"** person assigned to the **Referral** automatically then you can search for the **Staff** by typing their name and select the **Staff** whom you'd like to **"Follow-up"** with the **Student**.
6. If there's no **"Follow-up date"** set then select date you'd like for the **"follow-up"** to be completed on the **Referral** (This is important as it's used as a reminder of when this referral should be reviewed/updated for the **"Follow-up By"** person).
7. Fill in the **Comments** with the reasoning the student is being referred to the **Center**.
8. Next set whether or not the student receives updates on the **Referral**.
9. The next item is the option to type and select the users who you would also like notified with any updates on this **Referral**. *Note: This may be preset by the **Center Admins**.*
10. Complete the **Referral Questionnaire** portion being sure the **Required Answers** are completed which have been setup by your **Center Admins** as information that they need to know in order to assist the **Student**.
11. Finally, scroll up through the form checking for any omissions and fill them in. Once you've made it back to the top of this page click the **Save Changes** button on this form to complete this process.

The **Follow-up by** can be left blank as the **Center Admins** can assign it to someone once they receive this Referral.

View the Status of a Referral

To view your existing Referrals simply click the **Referrals** option under **SI Class Attendance**. From here you'll see a Referral Dashboard with the status of the Referrals you've submitted:

Referrals						
Create New	Edit	Delete	Close	Re-Open	Follow Up	
Export						
Created	Student	Instructor	Class	Follow up on	Follow up by	Status
3/12/2013...	Boyle, Timothy R	Armstrong, David F	[ACC-101-AM] Princip...	5/17/2013	Richards, Reed	
2/26/2013...	Smith, Tee J	Grimm, Benjamin	Health Science Internship	5/31/2013	Armstrong, Nicho...	
2/26/2013...	Jinglehemersch...	Grimm, Benjamin	Art History and Appre...	2/28/2013	Armstrong, Nick	
2/26/2013...	Agnew, Gary L	Drake, Robert	Introduction to Colle...	2/28/2013	Lane, Lori	
Showing 1-4 of 4						
References:    						

Notice the Color Reference chart at the bottom to know the referral status: