

# **Instructor Quick Start Guide**

Don't have time to review this online guide? Then download the Instructor Quick Start Guide (PDF)

## 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 and 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**.

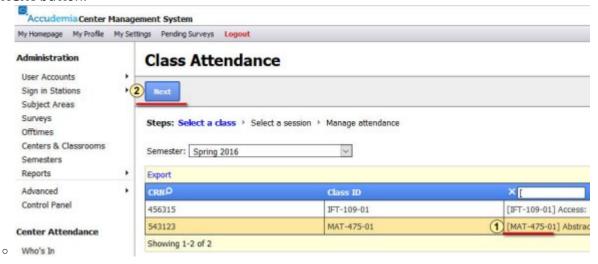
## Managing SI Class Attendance

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.

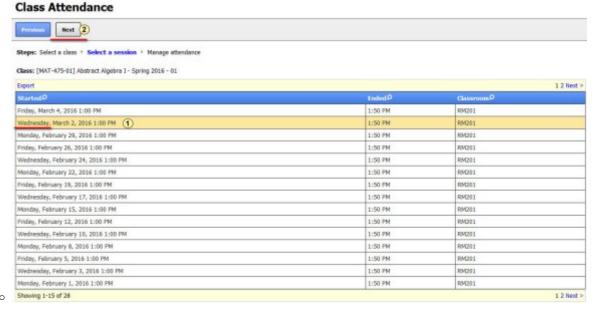
If you are trying to track **SI Class Attendance** for a **Class** in **Accudemia** and it's not showing up in this area you should contact your **System Admin** immediately so they can assign you as the **Instructor** to the **Class**. You may also need to work with them to designate a computer as a **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**

- Navigate to the Attendance section under the SI Class Attendance heading in the left-side menu.
- 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.



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**.



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



### 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:
  - **Present** This means the student(s) did come to **Class** on time and attended the session.
  - Absent This means that the student(s) was/were not there for the Class session.
  - 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.
  - **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:

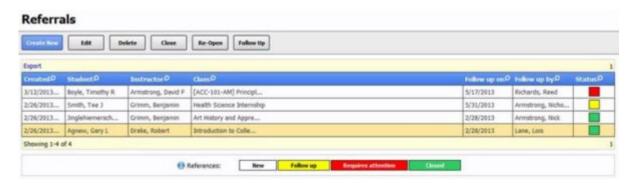
#### SI Class Attendance > Referrals

- 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*.
- 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**. Form here you'll see a Referral Dashboard with the status of the Referrals you've submitted:



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