Accudemia 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 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**.

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Class Attendance

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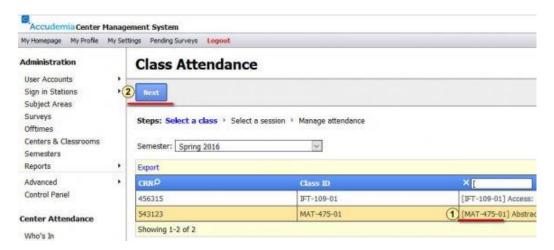
Managing Class Attendance

Managing **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.
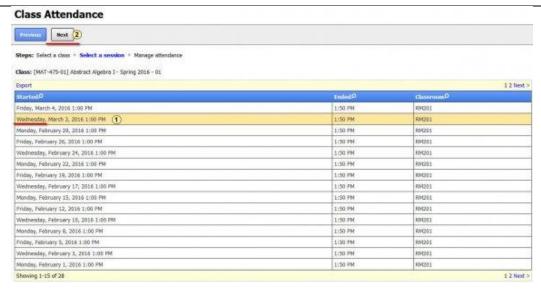
If you are trying to track **Class Attendance** for a **Class** in **Accudemia** and it's not showing up in this area you should contact your **System Admin** immediately so they can assign you as the **Instructor** to the **Class**. You may also need to work with them to designate a computer as a **Sign-in Station** for **Students** to swipe/type their IDs into and collect this **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 Class Attendance section in our Accudemia Reference Manual.

View Class Attendance Online

1. Navigate to the **Attendance** section under the **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.

3. Then select the day you would like to view the **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 **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 Attandance** 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
☐ D00811199	Ackerman, Jenny W		⬆	
☐ D00905190	Adam, Brandon C		⬇	
☐ D00904954	Bishop, Stuart G		⬆	
☐ A83223222	Jinglehiemerschmidt, John Jacob		⬆	
☐ D00901188	Abel, Elise R		⬆	Tardy: 17 mins.
☐ 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 Class Attendance for a specific Class on a specific day follow the above article [View 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:

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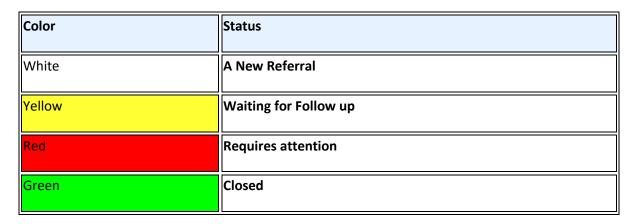
The **Follow-up by** can be left blank as the **Center Admins** can assign it to someone once they receive this Referral.

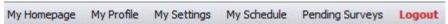## *View the Status of a Referral*

To view your existing Referrals simply click the **Referrals** option under **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:
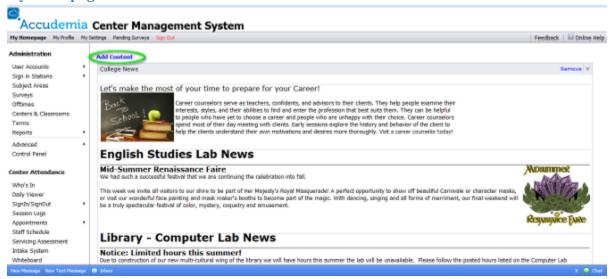
Color	Status
White	**A New Referral**
Yellow	**Waiting for Follow up**
Red	**Requires attention**
Green	**Closed**

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Manage My Personal Settings

My Homepage   My Profile   My Settings   My Schedule   Pending Surveys   **Logout**

You'll notice that when you login at the top of the screen you'll have several personal options on the left-side of the top navigation bar.
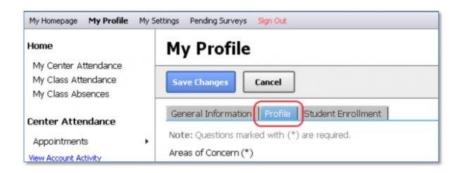
My Homepage

This is the Main screen all user's see when they log into Accudemia with a password. It is featuring all your **College News** from every one of your centers. Optionally it can display any **pending surveys**, **upcoming appointments**, your **Accudemia inbox**, and a box full of other gadgets you can add to customize your Accudemia user's experience.

You can click the **Add Gadgets** at the top of this screen to see some other gadgets such as **News Headlines**, **Google Shared Calendar**, **Messaging tools**, and more. Be sure to check it out!

My Profile

Users can update their profile data. Edit it using the My profile section at the top. Simply click the **My Profile** link.

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My Settings

Notifications

This page allows the user to set when Accudemia should send e-mails and SMS to them. All Items are selected by default.

Send me an Email...

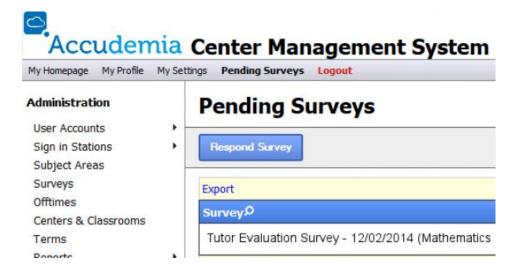Enables users to receive confirmations and reminders via emails.

"When AccuCredits are less than check" box It's available to administrator users only.

Send me an SMS...

Enables users to receive SMS notifications.

Pending Surveys

Users can click **Pending Surveys** to see and respond to any pending surveys awaiting completion thru this screen.

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Reports

Print My Tutoring Activity

Purpose: This will pull a report of Tutoring Sessions for your Classes Students.

Available Filters: **Center(s)**, **Classes**, **Students**, **Student Groups**, and **Time Period**.

Other Options: Show/hide the **Student ID** and **Center Services**.

Way to Access: Home > My Tutoring Activity

Description: This report provides detailed information about your **Tutoring Sessions** with **Students**. The **Report** lists **your name** and then lists the **Subject Area**. For each **Subject Area**, the report lists the sign-in sessions (sign-in date and time, sign out date and time, and time spent) with each **Student**. The total time for each **Student** spent on each **Subject Area** is also shown in this report.

Print Class Attendance

Purpose: This will pull a report of your Classes' Attendance.

Way to Access: Home > Class Attendance

Available Filters: **Classroom(s)**, **Classes**, and **Students**.

Description: This report displays each classes' student information with the **Attendance Status** (**Present** or **Absent**, it will also note if marked **Tardy** or **Excused** as well) that the student earned each day.

Print My Class Absences

Purpose: This will pull a report of your Classes' Absences.

Way to Access: Home > Class Absences

Available Filters: **Classroom(s)**, **Classes**, and **Students**.

Description: This report displays a full list of absentees each class session..

More reports can be made available by your **System Admin** to pull **Center Attendance Reports** with all **Tutoring Activities** if needed. Please click here to learn how to contact your **System Admin**.
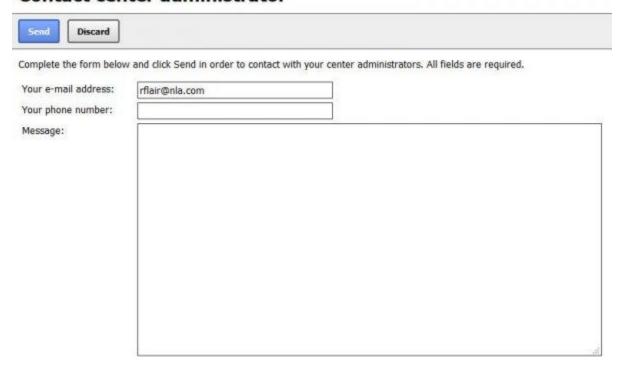
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Who do I contact for support?

How to contact your System Admin

My Homepage   My Profile   My Settings   My Schedule   Pending Surveys   Logout   Contact center administrator   Feedback   Online Help   About

It is simple to contact your **Accudemia Center/System Admin** simply by clicking the link on the right-side of the top navigation bar labeled "Contact Center Administrator".

Contact center administrator

| Send | Discard |

Complete the form below and click Send in order to contact with your center administrators. All fields are required.

Your e-mail address: rflair@nla.com

Your phone number:

Message:

When you fill out this form and submit it **Accudemia** will automatically send it to the designated **System Admin** on your **Accudemia** account via e-mail and their **Accudemia** inbox. When they respond it should appear in your **Accudemia** inbox on My Homepage (which is the first screen that loads when you login) and in your e-mail inbox.