

# Instructor Quick Start Guide

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Instructor Quick Start Manual (PDF)



# Instructor - Quick Start Guide

## Accudemia Layout

### NAVIGATION MENU

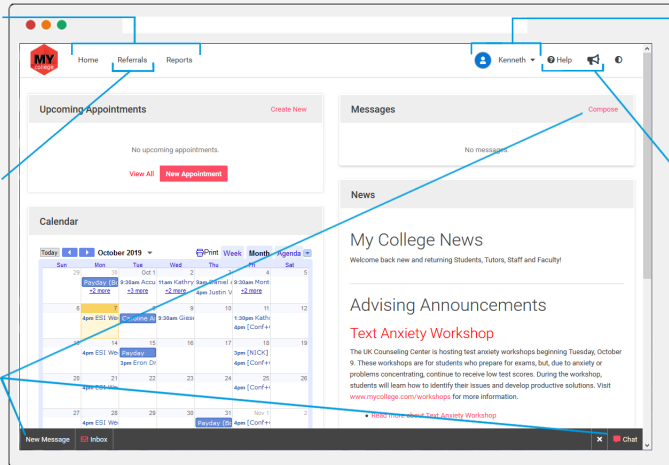
Use these links to perform functions such as Running Reports and Referring Students to the Center in Accudemia.

### SUBMIT REFERRALS

Use these quick views to Sign-in a Student or setup an Appointment without leaving the screen you are using!

### COMMUNICATION

There are many ways to communicate with other Staff, Center Admins, and Students in Accudemia. Highlighted are just a few options.



### PERSONAL MENU

Click on your name to update your contact information and control system notifications.

### HELP & UPDATES

The Help menu item gives you access to KB Articles, a way to contact center admins, and submit feedback about the software. The megaphone shows any updates or planned maintenance in Accudemia.

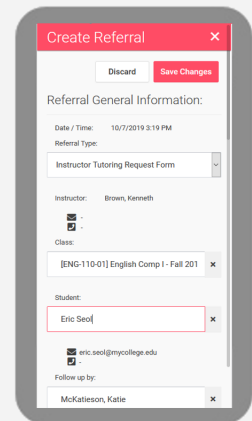
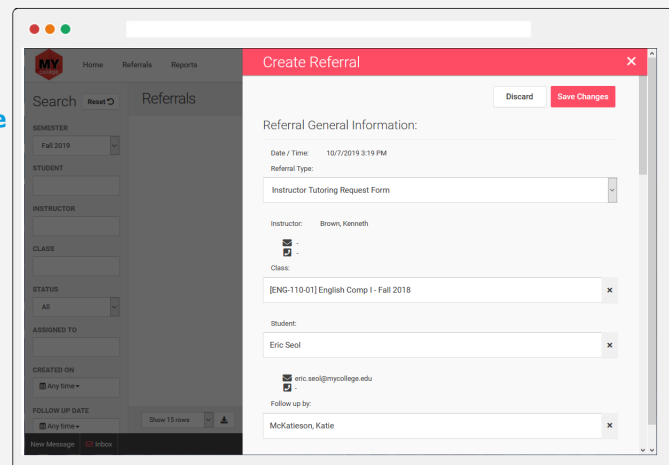
### MOBILE-FRIENDLY

The website was built for use on smartphones, tablets, as well as desktop computers so try creating a Student Referral from your own device too.

## Creating a Student Referral

1. Click **Referrals** on the top Navigation bar.
2. First **click the Create New button** when looking at the Referrals list screen.
3. Now **select the Center's Appropriate Referral** to send to the Center Administration.
4. **Once you have completed all the required fields on the Referral Form click the Save Changes button** to submit the Student Referral.

**Note:** Emailed updates should follow as the Center Administration and Staff work with the referred student.



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<http://www.attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:

<http://www.attendance-tracking.com/docs/doku.php/accudemia/7/instructor/quickstart>

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