



Instructor Center Instructions

The **Instructor Center** at our website enables you to print your own class Sign-In Sheet and Class List, e-mail the participants in your class, submit grades, view the summary of your evaluations, and update/review your Vita.

To Access the Instructor Center

- Website address: www.aeaponline.org
- Click on **Instructor Toolbox** located in the gold bar.
- Click on **Instructor Center**, and then enter your **Instructor Login** information and click on **Continue**
(User name is first four letters of last name; Password is last four digits of Social Security #)

Print Sign-In Sheet

After your participants have registered, you will be able to print a class sign-in sheet. Select the activity and click on **Print Sign-In Sheet**. This list contains the participants' names and their school district and building.

Print Class List

You are also able to print a class list. Select the activity and click on **Print Class List**. This list contains addresses, phone numbers, and e-mail addresses, so it is **confidential** and is for instructor use only. If you asked the participants to answer a question at the time of registration, you can view their responses on this class list.

E-mail Participants

Select the class you want to e-mail and click on **E-mail Participants**. After you have entered your message, click on **Select Participants for E-mail**. You can either **E-mail All Confirmed**, or select certain participants and click on **Send E-mail to Selected Participants**. You are able to send attachments. The attachment link will only be accessible for thirty days. Attachment names should not contain spaces or slashes and should not be too long.

Submit Grades

Select the class you want to grade and click on **Enter/Update Grades**. If a participant earns an **F** or **I**, a reason **MUST** be stated (i.e. missed a day, did not turn in the assignment, etc.). The participants will not see these comments. Use an **F** if the participant did not attend all days or is not planning to do the assignment. Only use an **I** if the assignment is expected to be turned in later. When applicable, use an **NC** if the participant attended all days but registered for "no credit." Once the entire class has been completed, click on **Grade Entry is Complete**. This will alert the Professional Development Department that the course is ready to be closed and will automatically be sent to Drake (if applicable). You will **NOT** need to send in grades or class lists/attendance sheets to either Heartland or Drake.

View Evaluations

Select the class you want to view and click on **View Evaluations**. This will show you a summary of the evaluations completed by your participants.

Update/Review Vita

In the upper right corner, click on **Update/Review Vita**. This will allow you to update your contact information, academic background and professional experience.

Log out

To log out of the Instructor Center, click on **Log out** at the bottom of the page.