Instructor view

David Berg - 2024-04-10 - Roles

In this help article, we will guide you through the instructor view and everything it entails when viewed as an instructor.

Note

If you would like to learn more about what an instructor is, you can find information here.

The first page that instructors encounter looks like this:

This is the view that instructors have upon entering the instructor view. Here, we have three different options available to instructors: By Course, By Session, and By Company. Let's delve into these options:

By course

The "By Course" section contains all the courses to which you've been assigned as an instructor. The view resembles the following:

By session

In the "By Session" section, you'll find events associated with the courses to which you've been assigned. This section displays courses with events such as Classroom or Virtual events. Here's what the view looks like:

By Company

The "By Company" section displays the client portals to which you've been added as an instructor. It provides an overview of the projects you've been assigned to. For example, the client portal name could be "Academy." Clicking into a client portal allows access to the assigned project.

Different permissions depending on price plan

Upon clicking into the project assigned to you as an instructor, the overview varies depending on your price plan (Starter, Professional, Enterprise).

Instructors with the Professional price plan have the ability to edit projects and manage participants, a feature not available in the Starter price plan.

For specifics on what each price plan allows instructors to do, refer to this help article.

When Clicking into a project (for a instructor on the price plan Professional)

Upon clicking into a project, the instructor's overview appears as follows:

Here, you can view course participants and access functions such as:

- *Edit course.* If you want to check further on the course builder you can look at the following help article.

- *Preview*: View the course from the participant's perspective.

Participants tab

To monitor participant progress, click on "Participants" to view their status (Not started, In progress, Completed). Here's how it appears in the Instructor view:

Additionally, you can communicate with participants via text or email, or remove them if necessary.

As an instructor, you are also from the Participants tab able to invite participants either individually or through an Excel roster:

Assignments

Instructors can find information, answers, and reports for specific tasks (surveys, quizzes, or assignments) from this view.

Events

1. To manage attendance for specific events, navigate to the "Events" tab in the project menu.

2. Click on "Participants" to access the list, then select participants and click "Change Status" to manage their attendance.

You can read more about Events in this help article here.