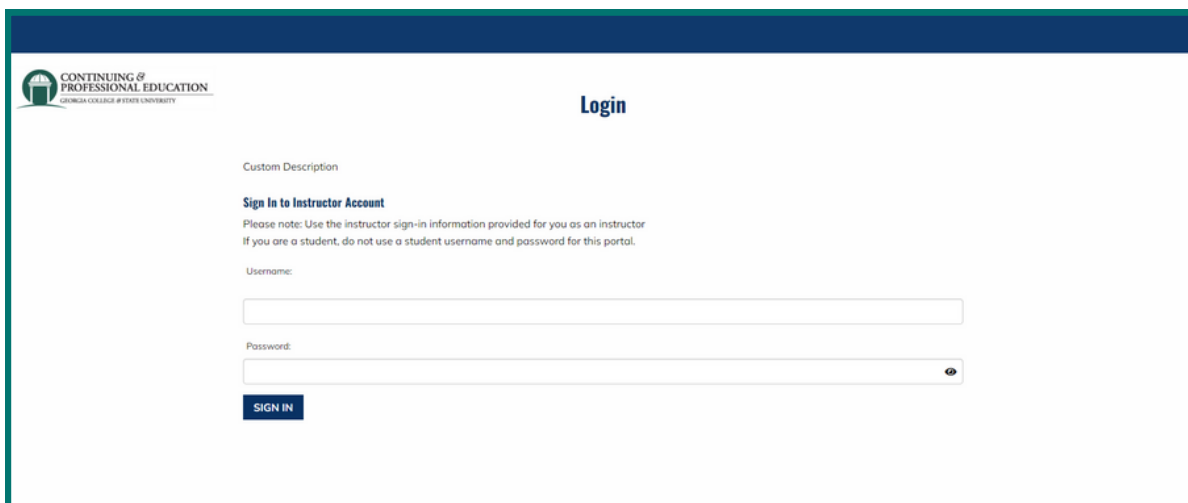


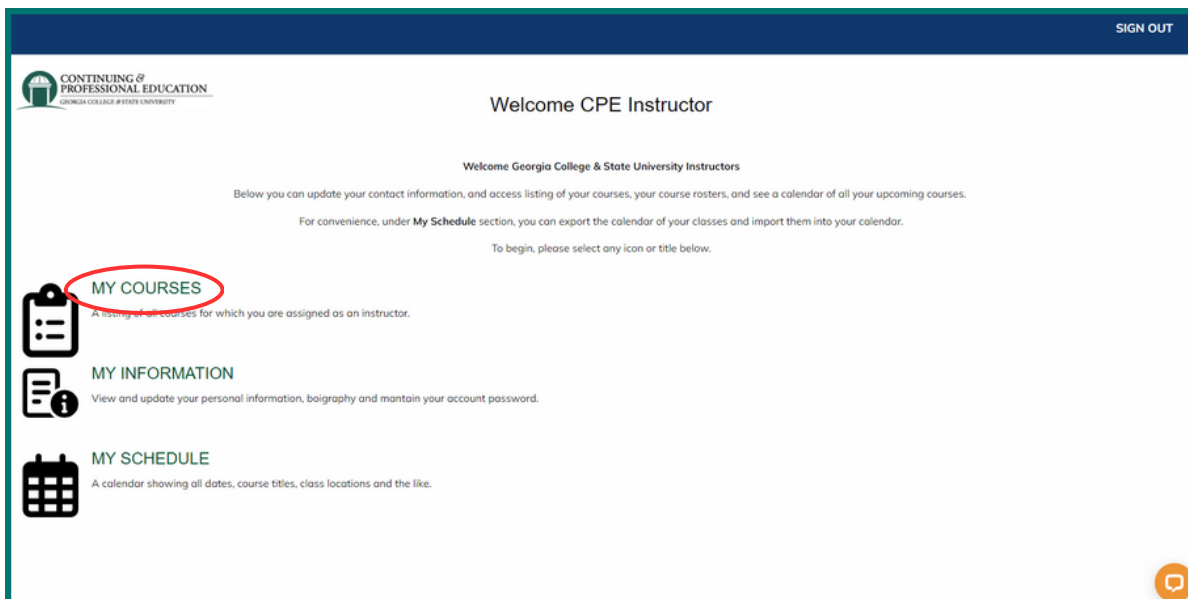
How to Mark Attendance IN THE INSTRUCTOR PORTAL

1. Visit <https://cpe.gcsu.edu/gcsu/instructor/SignIn.aspx> and login.



The screenshot shows the 'Login' page for the Continuing & Professional Education portal. It features a 'Sign In to Instructor Account' section with a 'Username' field, a 'Password' field with a toggle for visibility, and a 'SIGN IN' button. A 'SIGNED OUT' link is visible in the top right corner.

2. On the left side of the page, click “My Courses.”



The screenshot shows the 'Welcome CPE Instructor' dashboard. On the left side, there is a navigation menu with three items: 'MY COURSES' (circled in red), 'MY INFORMATION', and 'MY SCHEDULE'. The main content area displays a welcome message and instructions for updating contact information and accessing course listings.

3. Select the title of the course you would like to mark attendance for. You can use the search bars on the columns to find it if you have multiple.

CONTINUING & PROFESSIONAL EDUCATION
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Welcome CPE Instructor

BACK TO MAIN MENU

My Courses

EXPORT

Show 25 entries

Search	Search	Search	Search	Search	Search	Search	Search	Search	Search
TITLE	SKU	TERM	START DATE	END DATE	START TIME	END TIME	DAYS	STATUS	ENROLLED
Test Course	241Z10201	241-JFM 2024	2023-12-01	2023-12-06	12:00AM	12:00AM	M, W, F	Active	4
Boys Basketball Prospect Camp	233UATH28411	233-JAS 2023	2023-09-09	2023-09-09	11:00AM	4:00PM	Sa	Active	60

FIRST LAST

4. Above your roster on the right, click the “Attendance” button.

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Welcome CPE Instructor

Test Course

To print the course roster, press PRINT. To download the course roster, press EXPORT. To print an attendance sheet to track attendance, press ATTENDANCE.

To sort list, press the arrows next to each column title.

Enrollments

All enrolled

ATTENDANCE GRADES PRINT EXPORT

Show 25 entries

Search	Search	Search	Search
Name	DayPhone	Email	Status
Instructor, CPE	478-445-5277	continuingeducation@gcsu.edu	Registered
Instructor, CPE	478-445-5277	continuingeducation@gcsu.edu	Registered
Test, Kirsten	706-755-7620	kirsten.schipper@gcsu.edu	Registered
Test, Mary	555-555-5555	junk@junkmail.com	Registered

FIRST LAST

RETURN TO COURSES LIST

5. For each session date, make sure to mark attendance for those that came. A checkmark will show when you click the small box indicating that participant was present for that date's session.

The screenshot shows the 'Welcome CPE Instructor' page for a 'Test Course'. It includes a search bar for students and a table for marking attendance. The table has columns for Name, DayPhone, Email, Status, and three session dates: 12/1, 12/4, and 12/6. The 12/6 column for the first two rows has a red circle around the empty checkbox.

Name	DayPhone	Email	Status	12/1	12/4	12/6
Instructor 2, CPE	478-445-5277	continuingeducation@gcsu.edu	Registered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Instructor, CPE	478-445-5277	continuingeducation@gcsu.edu	Registered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test, Kirsten	706-755-7620	kirsten.schipper@gcsu.edu	Registered	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test, Mary	555-555-9555	junk@junkmail.com	Registered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notes:

Attendance must be marked for reporting reasons for all programs. If your program has participants ages 17 and under, an authorized pickup adult should drop-off and pick-up (check ID).

If you have an issue with your instructor account, contact the coordinator you usually work with on your program:

Angie Woodham (angie.woodham@gcsu.edu)

Stephanie Westmoreland (stephanie.westmoreland@gcsu.edu)

Sheryl Melton (sheryl.melton@gcsu.edu)

Kirsten Schipper (kirsten.schipper@gcsu.edu)

Jordyn Richardson (jordyn.richardson@gcsu.edu)

If the coordinator is unavailable, contact (478) 445-5277.