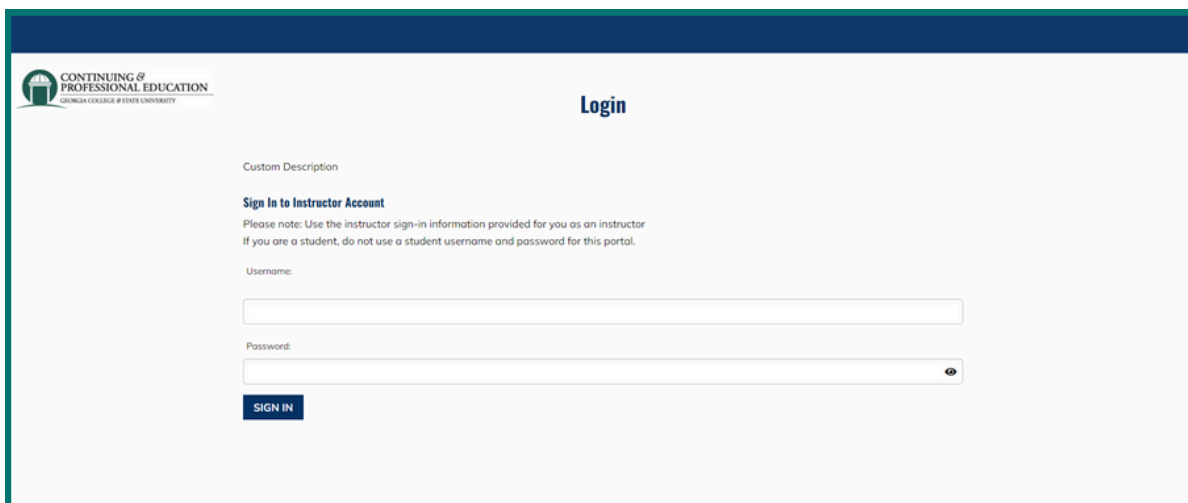


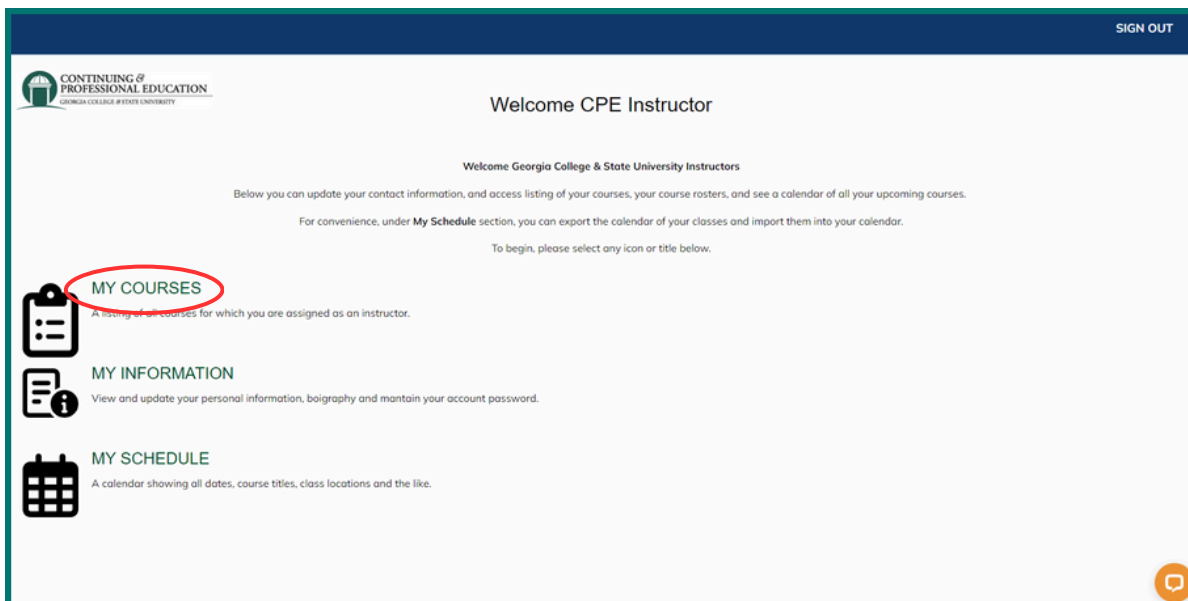
How to Mark Attendance IN THE INSTRUCTOR PORTAL

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 'Please note' message: 'Please note: Use the instructor sign-in information provided for you as an instructor. If you are a student, do not use a student username and password for this portal.' Below this are input fields for 'Username:' and 'Password:', and a 'SIGN IN' button.

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



The screenshot shows the 'Welcome CPE Instructor' dashboard. The 'MY COURSES' link is circled in red. The dashboard includes a 'SIGN OUT' button in the top right corner and a 'Welcome Georgia College & State University Instructors' message. Below the message, there are instructions on how to update contact information and access course listings. The 'MY COURSES' section is described as 'A listing of all courses for which you are assigned as an instructor.' Other sections include 'MY INFORMATION' (View and update your personal information, biography and maintain your account password.) and 'MY SCHEDULE' (A calendar showing all dates, course titles, class locations and the like.)

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
GEORGIA COLLEGE & STATE UNIVERSITY

Welcome CPE Instructor

BACK TO MAIN MENU

My Courses

EXPORT

Show 25 entries

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

Name	DayPhone	Email	Status
Instructor 2, 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. It includes a 'Test Course' section with instructions on using PRINT, EXPORT, and ATTENDANCE buttons. Below is an 'Attendance' section with a search bar and a table. The table has columns for Name, DayPhone, Email, Status, and three session dates: 12/1, 12/4, and 12/6. The first row, 'Instructor 2, CPE', has checked boxes for 12/1 and 12/4, and an unchecked box for 12/6, which is circled in red. Other rows include 'Instructor, CPE', 'Test, Kirsten', and 'Test, Mary'. Navigation buttons like 'BACK TO ROSTER', 'GRADES', 'PRINT', 'EXPORT', 'SAVE CHANGES', and 'RETURN TO COURSES LIST' are visible.

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)

Candice Griffeth (candice.griffeth@gcsu.edu)

Yandchia Higdon (yandchia.higdon@gcsu.edu)

Kirsten Schipper (kirsten.schipper@gcsu.edu)

Jordyn Richardson (jordyn.richardson@gcsu.edu)

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