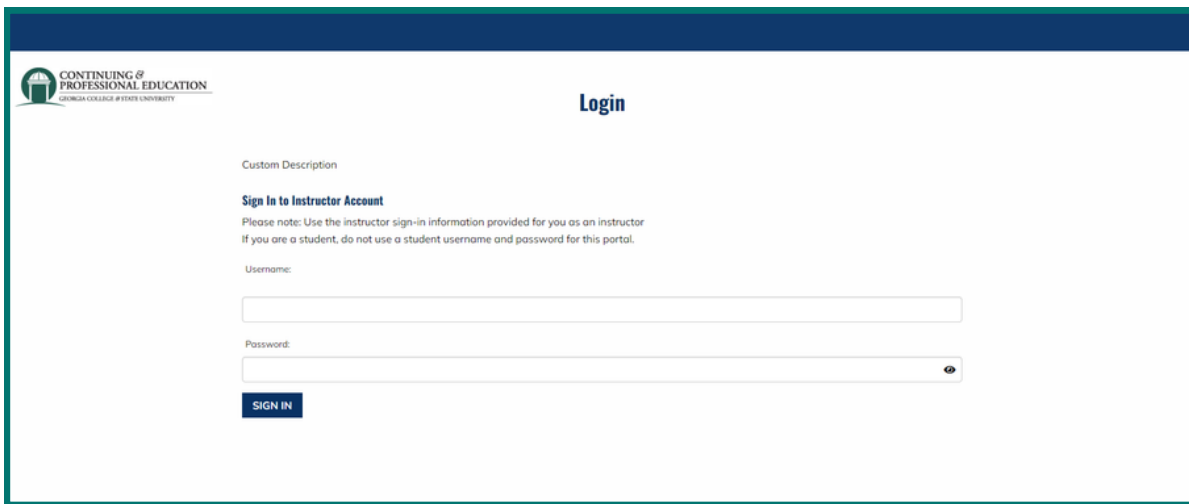


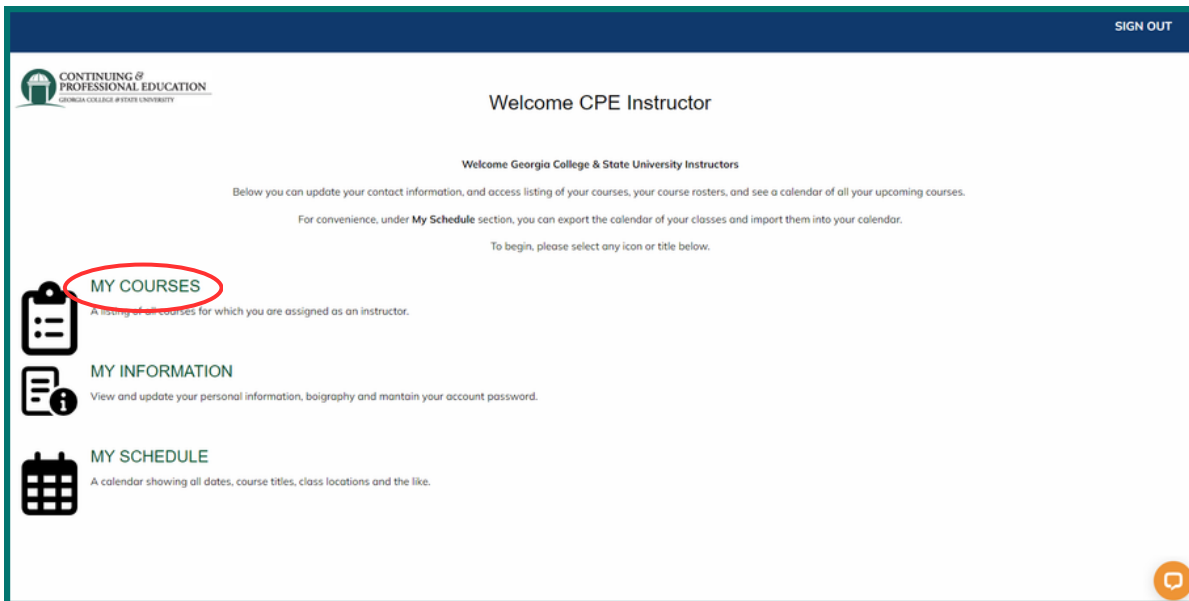
How to Mark Attendance IN THE INSTRUCTOR PORTAL

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



The screenshot shows the 'Login' page of the Continuing & Professional Education portal. It features the university logo in the top left. The main heading is 'Login'. Below it, there is a 'Custom Description' section. A 'Sign In to Instructor Account' section contains a note: '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.' There are two input fields: 'Username:' and 'Password:'. The 'Password:' field has a toggle icon for visibility. A 'SIGN IN' button is located at the bottom of the form.

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



The screenshot shows the 'Welcome CPE Instructor' dashboard. The top right corner has a 'SIGN OUT' link. The main heading is 'Welcome CPE Instructor'. Below it, there is a 'Welcome Georgia College & State University Instructors' section. A paragraph states: 'Below you can update your contact information, and access listing of your courses, your course rosters, and see a calendar of all your upcoming courses. For convenience, under My Schedule section, you can export the calendar of your classes and import them into your calendar. To begin, please select any icon or title below.' On the left side, there are three main menu items: 'MY COURSES' (with a clipboard icon), 'MY INFORMATION' (with a document icon), and 'MY SCHEDULE' (with a calendar icon). The 'MY COURSES' item is circled in red. A small chat icon is visible in the bottom right corner.

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

How

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

SIGN OUT

EXPORT

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

CONTINUING & PROFESSIONAL EDUCATION

GEORGIA COLLEGE & STATE UNIVERSITY

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

Show

25

entries

Search

Search

Search

Search

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

ATTENDANCE

GRADES

PRINT

EXPORT

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.

SIGN OUT



CONTINUING & PROFESSIONAL EDUCATION
GEORGIA COLLEGE & STATE UNIVERSITY

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.

Attendance

BACK TO ROSTER

GRADES

PRINT

EXPORT

Search Student

Show
25
entries

Name	DayPhone	Email	Status	12/1	12/4	12/6
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

SAVE CHANGES

RETURN TO COURSES LIST

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.

If the coordinator is unavailable, contact (478) 445-5277 or continuingeducation@gcsu.edu.