



Instructor Guide



Table of Contents

<i>Exploring Your SkillsPass Account</i>	2
Logging In	2
Forgot your password	2
<i>The Home Page</i>	3
My Profile.....	3
My Network	4
Notifications	4
Language	4
Help	4
<i>Course Offerings</i>	4
Grades and Attendance.....	5

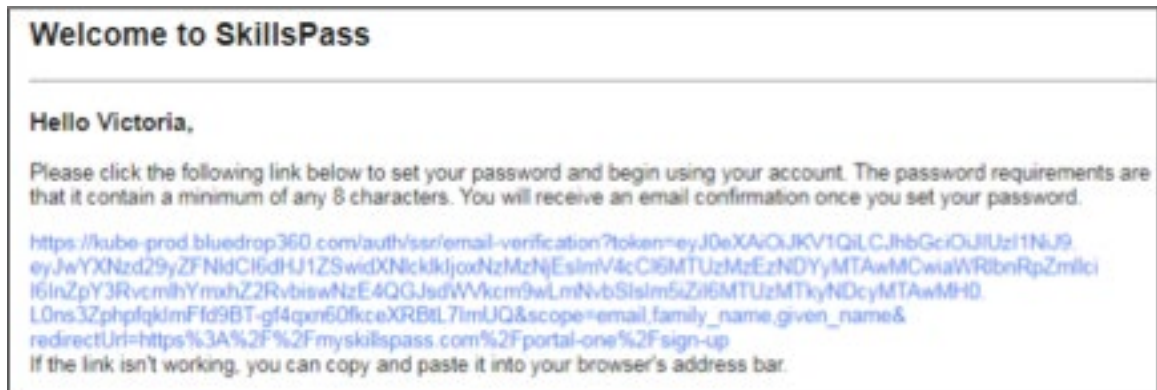


Instructor Guide

Exploring Your SkillsPass Account

Logging In

Once your account has been configured for you, you'll receive a confirmation email inviting you to set up your profile:



Follow the prompts and fill in all the required fields to complete your profile and set a password.

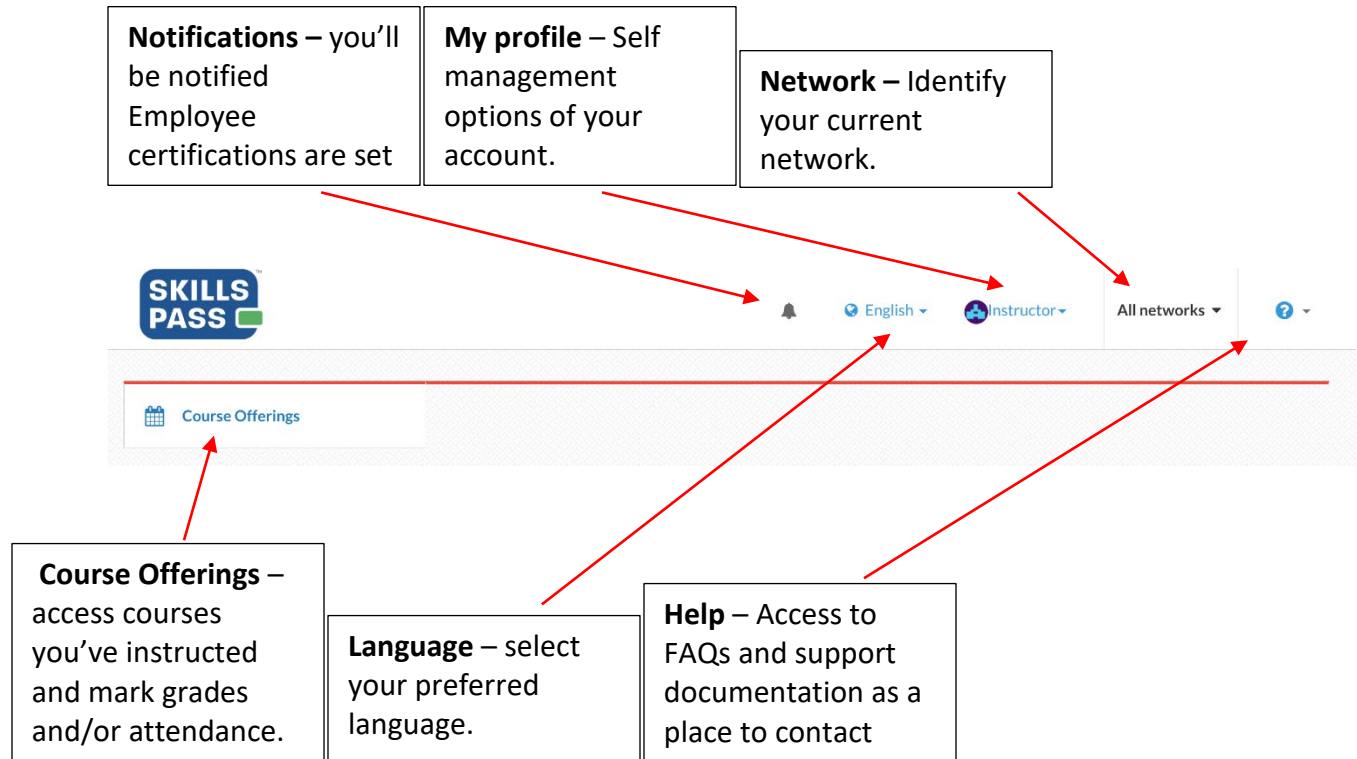
Once the initial setup is complete, you'll log in to the SkillsPass platform using the email and password you've set.

Forgot your password

If you're unsure of your password, use the "Forgot your password?" button on the sign-in page to trigger a password reset email.

The Home Page

After logging into your SkillsPass Instructor account, the homepage gives you several actions you can take, and information you can view:



My Profile

Access and update your personal information by selecting your name in the top right corner and choosing either **Profile** or **Settings**.

Under Profile, you'll have the ability to:

- Edit your personal information
- Change your password
- Add/remove associated employers

Under Settings, you'll have the ability to:

- Change your privacy settings
- Enable/disable email and text notifications

My Network

Shows you which Network you're currently under – will always show All Networks, unless Training Provider status has been granted for specific Networks, in which case you'll have the ability to switch between Networks.

Notifications

You'll be notified when you are selected to teach an offering, and/or any changes are made to those offerings.

Language

Use the Language drop-down to set your preferred language.

Help

Click the "Help" button in the top right corner of the platform to access:

- **Help** – a link to our extensive, self-help knowledge base
- **Support** – reach out to us directly and we'll respond promptly to your inquiry.

Course Offerings

Under the Course Offerings tab, you'll have the ability to mark the grades and/or attendance of Learners who participated in a Course you've Instructed.

Active Courses will appear at the top of the page, and include courses that have not yet taken place, have grades and/or attendance outstanding, or do not have Learners currently registered.

Completed Courses will appear at the bottom of the page – these are past Offerings where all the grade and/or attendance requirements have been met.

You can filter all Course Offerings, using the options at the top of page, to find a specific Course more quickly.

Grades and Attendance

To finalize a Course Offering and provide the registrants with access to their certificates, you may need to mark Grades and Attendance for that course. This can be completed by using the “Class Record” button located beside a Course Offering.

You’ll see a list of the Learners that were registered for that Course, and three empty columns – Attendance, Grade, and Additional Certificate Details:

- Save **Attendance** by clicking in the column – one click will give you a positive checkmark (indicating they attended) and clicking on the same column again will give you a negative x (indicating they did not attend).
- Save a **Grade** by clicking in the column associated with a Learner – you will be prompted to select Passed or Failed.
- When a Learner is marked as having passed a Course, you’ll be able to add **Additional Certificate Details** – up to 200 characters, these details will be visible on all scanned and printed copies of the Learner’s certification.

Once you have completed marking attendance and grades for all the registrants, confirm your changes by selecting “Save Class Record” in the bottom right of the page. You will then be shown a summary of the changes you made and asked to confirm again.

***NOTE: once you mark attendance and grades, they cannot be edited.** If you make a mistake, please reach out to support for help.

***NOTE:** You will only be able to access the Class Records of a Course Offering that:

- Is past its start date and time. For example, you can take attendance at 9:01am for a Course Offering scheduled to begin 9:00am that same day.
- Has Learners registered – attendance cannot be taken for an empty Offering.