

## **AEA Professional Learning Registration System Instructor Center Directions**

Go to <https://aelearning.truenorthlogic.com> and log into your record.

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### **Access Courses You Are Teaching** (two options)

**Home Tab:** Locate the **Courses I'm Teaching** channel, use search criteria options to find your Section. You may need to change the "In Session" dropdown to "All." On the dropdown arrow beside your Section, click on **Roster**.

**Instructor Center Tab:** Click on **Instructor Summary**. (If your section does not display, change the Start Date to a date prior to the start of your class.) On the **Actions** dropdown beside your Section, click on **Roster**.

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### **Before Your Course Starts**

**Sign-In Sheets:** Click on **Sign In Sheet** button. A pop up window will be displayed with the sign-in sheet to print. You can click on the blue arrow to scroll through the meeting dates and print a sheet for each meeting.

**Name Tags:** Click on **Name Tags** button. You can print Table Tents or Name Badges. You can include QR codes for taking attendance (See Performance App information below). Click on the appropriate layout which prints to a pdf.

\*If additional people show up for your class, please have them contact the Professional Learning Office to make sure they are registered and any course fees have been paid before you finalize your course.

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### **Performance Matters Mobile App**

Information on how to download and use the Performance Matters Mobile App for taking attendance is located on the **Home** Tab of your record. (Resource guides and videos are available.)

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### **Email Participants**

To send an email to participants on the roster, click on **Email All** button.

- Fill in the desired fields of the email.
  - If you want to receive a copy of the email, enter your email address in the "Also send to" field.
  - Select the checkboxes for all intended recipients. You can select **All** to send the email to all participants.
  - Once the email and recipient selections are complete, click **Send**.
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### **Access Survey Results**

- On the **Home** tab, locate the **Courses I'm Teaching** channel.
  - On the **In Session** dropdown, click on **Recently Ended** or **All**.
  - Locate the **Section** for your **Course**. On the dropdown list beside the **Section #**, click on **Roster**.
  - On the **Section Roster** page, scroll down and click **Show Survey Results** button.
  - On the **Section Survey** page, click on **Course Survey Results**.
  - On the **Reporting** page, click on the download pdf icon.
  - On the **Print Options** screen, click **Print**.
  - Your 10-page **Report** will open on a new tab or page (depending on your browser setup.) Each page has the number of responses to the survey question, percentages, and a graph of the answers (if applicable).
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## Finalize your Course

There are four steps to finalize your course: entering attendance, assigning grades, assign a registration status, and locking the course. When all four steps are complete, the participant will see the course and grade on their transcript.

### Step 1: Entering Attendance

Click on **Attendance**.

You can take attendance several different ways:

- Use the Performance Matters App, OR
- Take attendance for a participant by using the dropdown to the left of the participant's name, OR
- Take daily attendance by using the dropdown at the top of each column by each date, OR
- Take attendance by clicking on each dropdown in the date columns

When done, click on the **Back** button in the upper left. It will automatically save your attendance and return you to your roster.

### Step 2: Assigning Grades

1. First scroll down to the bottom of the roster list to make sure all participants show. IF they do not all show, there will be a small box at the bottom of your page called "Results per page." Here you can change this to a higher number so that all appear. (This will enable you to see and change data for the whole class rather than having to do one page at a time and having to save multiple times.)
2. Scroll up and click on Roster Status. (This opens up the page for assigning each participant's grade.)
3. You can enter each grade individually. OR, if applicable, you can use the option Change all Grades to:

Graduate Credit is A, B, C, D, F

Licensure Renewal/Substitute Authorization/Paraeducator Credit is P or F for Pass/Fail

Participant Only is N

Incomplete assignment: I for Incomplete

Click on **Save This Page** before choosing **Registration Status**.

### Step 3: Assign a Registration Status to Each Participant

**IMPORTANT:** This is the step that issues the transcripts.

Scroll back to the top of the page if necessary.

Again, you can make a global entry to change the status of all participants, or change each participant individually.

Global: **Change all Roster Status to:** and choose the Completed option.

- **Completed** - participant attended the class the entire time and completed all assignments.
- **Incomplete** - participant did not attend all days or missed parts of days or did not complete all of the assignments. These participants will remain an Incomplete unless they make up the time face-to-face and complete the assignments.

Individually: In the **Registration Status** column next to the participant name, select Completed or Incomplete.

**SAVE:** After all grades and registration statuses are set, click on **Save This Page** which is directly above the Roster to the left.

### Step 4: Lock Icons

After grades and registration statuses have been assigned, each participant must be locked for the training to appear on a transcript. You can lock each participant individually, or lock all participants at one time by clicking on the lock icon at the top of the column in the gray header.