

To follow up on participation for courses you have instructed:

- 1. Click the "Instructor Work Overview" link on the left side menu.**
Instructors Work Center Page appears.
- 2. Click the "Courses for Follow-up" link.**
A list of your courses appears.
- 3. Click the box next to course title you want to follow up.**
The course row is highlighted in orange.
The "Follow-Up" button is active.
- 4. Click the "Follow-Up" button.**
Course Follow-Up page appears.
- 5. Select an Attendance status for each participant using the Attendance drop-down.**
Helpful Hint: Click the "All Present" button at the bottom of the page if everyone on the roster attended the course.
- 6. Click the "Next" button.**
- 7. Evaluate each participant by marking them as "Passed" or "Failed" using the Participant Assessment drop down.**
Helpful Hints: Click the "All Passed" button at the bottom of the page if everyone on the roster passed the course.
If you select Course Failed, a drop down list becomes available in the Reason for Not Passing column.
You can give learners a grade by double clicking in the Grade field and entering a numeric value.
- 8. Click the "Next" button.**
- 9. Review your data.**
Helpful Hint: Click the "Previous" button if you need to make corrections.
- 10. Click the "Next" button.**
"Detailed follow-up information has been saved" message appears.

Please contact your agency training officer for assistance.