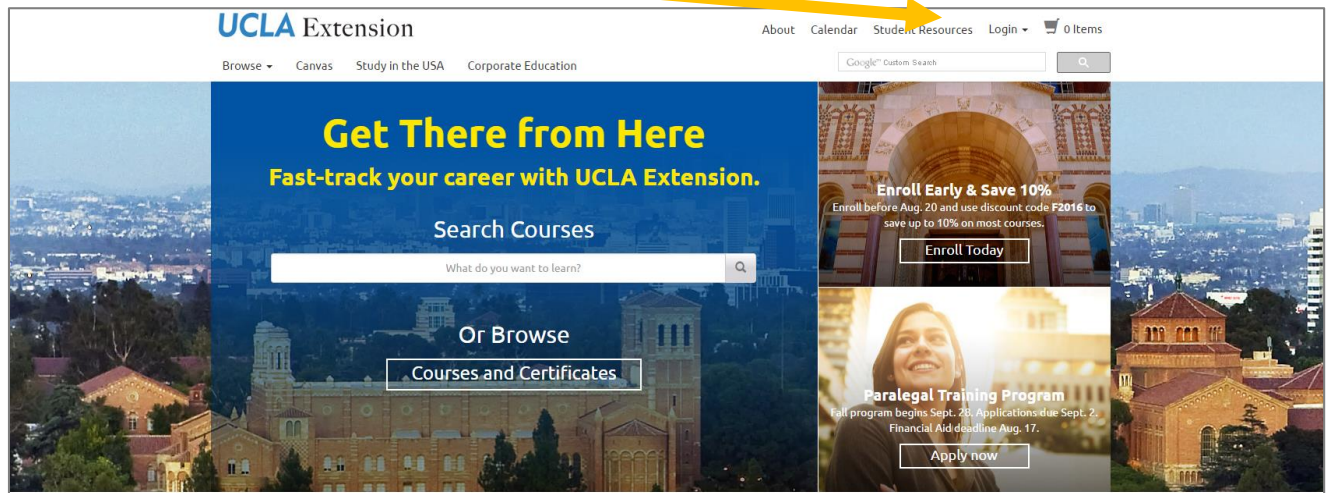
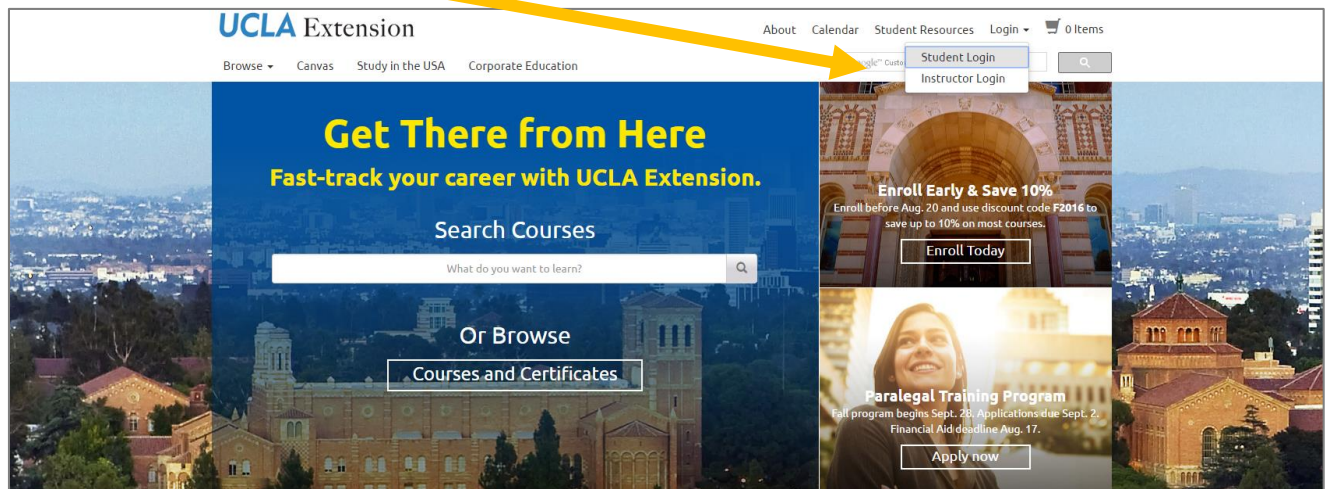


Navigate to <https://www.uclaextension.edu>

Hover over the **Login** link



Click on **Instructor Login**



Enter your **User Name & Password** and click **Continue**

The screenshot shows the UCLA Extension Instructor Login page. At the top, there's a navigation bar with links: About, Calendar, Student Resources, Login, and a shopping cart icon showing 0 items. Below this is a search bar labeled 'Google™ Custom Search'. The main heading is 'Instructor Login'. A blue button says 'I have an account already'. Below that are two input fields: 'User Name (case sensitive):' and 'Password (case sensitive):'. To the right of each field is a link: 'Forgot User Name' and 'Forgot Password'. At the bottom of the login section is a blue 'Continue' button. The footer contains contact information, student resources (Financial Aid, FAQs, Transcripts), a site map, and a mailing list sign-up form.

This is the main page of the Instructor Portal. Your name will appear on the right side of the page. Click the options on the side menu to navigate different areas of the portal.

The screenshot shows the main page of the UCLA Extension Instructor Portal. The top navigation bar includes links: About, Calendar, Student Resources, 'Welcome Joe | Log Out', and a shopping cart icon showing 0 items. A search bar labeled 'Google™ Custom Search' is on the right. On the left is a side menu with a yellow circle around it, containing links: Instructor Home, My Profile, Courses, Current Schedule, Forms and Policies, Announcements, and Help. The main heading is 'Instructor Portal'. Below it is a welcome message: 'Welcome to the UCLA Extension Instructor Portal! This online tool enables instructors to view/update their personal profile, view their teaching history and upcoming course schedule, track enrollments, view rosters, submit grades, and much more. Please explore the menu options, starting with "My Profile" to get familiar with the tools available to you.' Below this is a link to the 'Instructor Portal Guide'. On the right, the user's name 'Joe Bruin' and ID 'T028191' are displayed. Below this is an 'Announcements' box that says 'There are no items to show.'.

From these menu options, clicking on **My Profile** accesses your:

- User Information
- Personal Information
- Email Address
- Telephone/Fax
- Address
- Preferred Contact Method
- Biography 1 (displays in the print catalog) – Note if you wish to update the information listed here, please contact your Program Representative.
- Biography 2 (displays online) – Note if you wish to update the information listed here, please contact your Program Representative.
- Employer

Note: As an instructor you have an instructor & student record. If you make changes to your information here in the instructor profile, i.e. contact information (name, email, etc.), you will also need to change your student record to match. Failing to do so may result in log in issues. If you need assistance with this process, please contact your Program Representative.

UCLA Extension About Calendar Student Resources Welcome Joe | Log Out 0 Items

Browse ▾ Canvas Study in the USA Corporate Education Google™ Custom Search

Instructor Home
My Profile
User Information
Personal Information
Email Address
Telephone / Fax
Address
Preferred Contact Method
Biography 1
Biography 2
Courses
Current Schedule
Forms and Policies
Announcements
Help

My Profile

Joe Bruin
T028191

Remember to click Save to save changes made to information. To make changes to information that is not editable, please contact a program assistant responsible for your courses.
For email, telephone, and address information:

- Selecting "Release" will allow us to make that contact information available to anyone on your course rosters.
- Selecting "Preferred" indicates how you wish to be contacted.
- Note that changing your address here will not update your address in other systems, including payroll. Contact the payroll coordinator if you have an address change.

Contact Information

User Information

User Name:
joebruin
[Change My User Name or Password](#)

Personal Information

Salutation:

First Name: Joe **Middle Name:**

Last Name: Bruin **Suffix:**

Instructor Number: T028191 **Credentials:** Bachelor's Degree

Name to Appear in Print: Joe Bruin **Name Tag Name:**

When you click on **Courses** from the menu options, you can see your:

- Courses open for enrollment or in progress
- Completed Courses – those you previously taught
- Canceled Courses – courses not offered or not run

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Courses

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T028191

Courses Open for Enrollment/In Progress

Course - Section No.	Section Title	Start Date - End Date
GENINT X 400ZZ - 350026	UCLA Campus Tours	Jun 27, 2016 - Sep 12, 2016
GENINT X 400ZZ - 350031	UCLA Campus Tours	Jan 10, 2017 - Feb 14, 2017

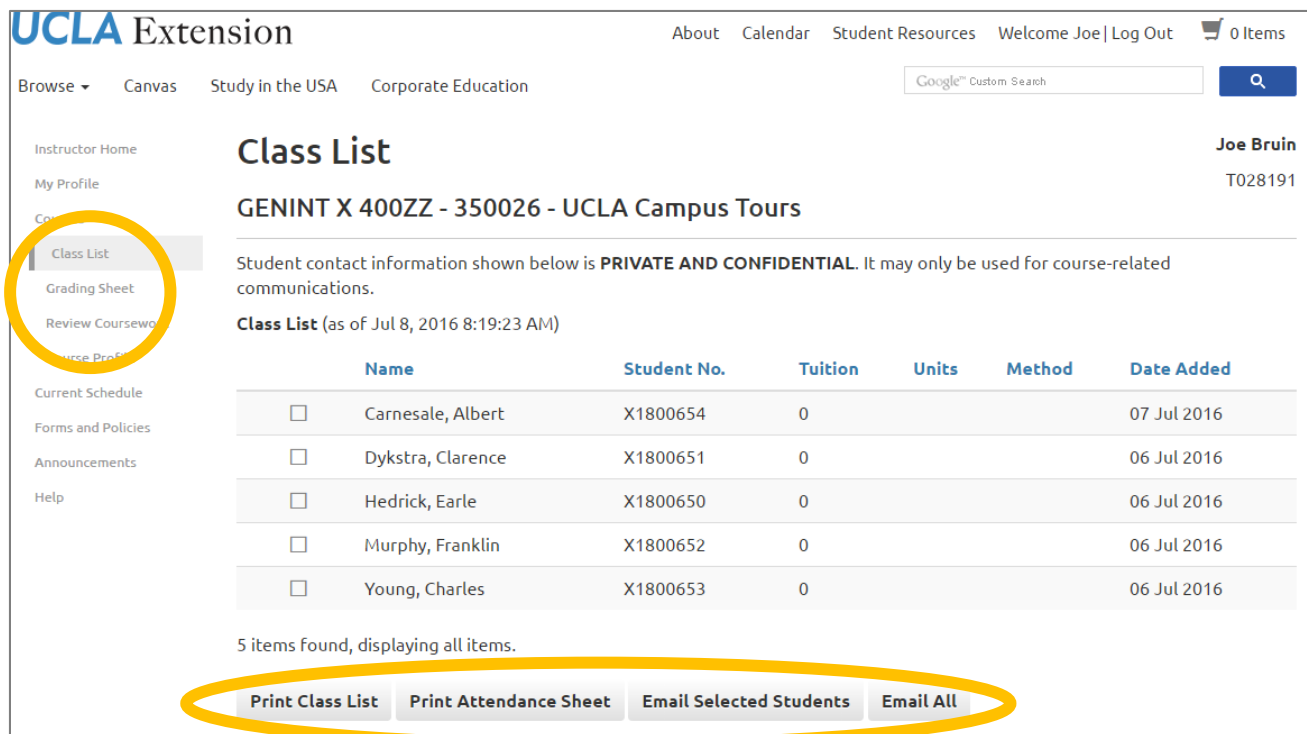
Completed Courses
Courses you have previously taught.

Course - Section No.	Section Title	Start Date - End Date
GENINT X 400ZZ - 350030	UCLA Campus Tours	Jan 4, 2016 - Feb 8, 2016

Canceled Courses: Courses not offered or not run.

Course - Section No.	Section Title	Start Date - End Date
GENINT X 400ZZ - 350025	UCLA Campus Tours	Jun 20, 2016 - Sep 18, 2016

When you click on a **Specific Course Number**, you can see your class list and a new submenu where you can access the grading sheet and course profile. You can also print a class list, print an attendance sheet and email students from within the portal. The Review Coursework page is empty. As applicable, all online coursework will continue to be accessed through the Canvas LMS.



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Browse ▾ Canvas Study in the USA Corporate Education

Google™ Custom Search

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Course Profile
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Class List Joe Bruin T028191

GENINT X 400ZZ - 350026 - UCLA Campus Tours

Student contact information shown below is **PRIVATE AND CONFIDENTIAL**. It may only be used for course-related communications.

Class List (as of Jul 8, 2016 8:19:23 AM)

	Name	Student No.	Tuition	Units	Method	Date Added
<input type="checkbox"/>	Carnesale, Albert	X1800654	0			07 Jul 2016
<input type="checkbox"/>	Dykstra, Clarence	X1800651	0			06 Jul 2016
<input type="checkbox"/>	Hedrick, Earle	X1800650	0			06 Jul 2016
<input type="checkbox"/>	Murphy, Franklin	X1800652	0			06 Jul 2016
<input type="checkbox"/>	Young, Charles	X1800653	0			06 Jul 2016

5 items found, displaying all items.

[Print Class List](#) [Print Attendance Sheet](#) [Email Selected Students](#) [Email All](#)

When you click on **Grading Sheet** from a specific course's submenu, you can access the grading area of the portal. This is where you will enter/submit student grades. At the top of the page, you will see instructions for entering student grades:

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Section Grading Sheet

GENINT X 400ZZ - 350026 - UCLA Campus Tours

Be sure to click SAVE at the bottom of this page to save your entries.

The Filter option allows you to filter students by name or by grade approval status.

The batch update option allows you to assign a grade and update the grade status for the filtered group of students.

You can enter and save grades individually (you do not have to enter all grades at once)

Grades:

1. Explanation of non-standard grades:

1. W – Withdrawal, does not appear on transcripts.

2. DR – Deferred Report, used to indicate that you are investigating a case of academic misconduct.

3. N – Not for Credit, appears on transcripts to indicate attendance.

4. NR – Do Not Record, does not appear on transcripts.

5. FF – Failure due to not taking the final, does not appear on transcripts.

6. FN – Failure due to not attending class, does not appear on transcripts.

7. X – Ungraded, replace this grade with a final grade.

How to enter grades:

1. For each student below, select the appropriate final grade from the dropdown list.

2. Comments entered in the "Student Notes" field appear only to staff and instructors (not to students).

3. Any data you enter will not be captured by the system until you click the SAVE button at the bottom of this sheet. Remember to save your work frequently. As a security measure, if you have not clicked on SAVE for 30 minutes, the system will close your access and all your work since the last save will be lost.

4. During your course, you may return to this sheet at any time to make changes. Once your course is complete and you are comfortable with the final grades, you should enter the Completion Date, select the Certificate or Program Requirements Met checkbox if the course is part of a certificate or program, select the Instructor Approved checkbox, and click on the SAVE button at the bottom of this page. Beware that you will no longer be able to modify grades directly. Do not mark the Instructor Approved checkbox for a student if you still expect to change that student's grades.

5. If you find any errors in this grading sheet, please contact your program representative.

Number of Students:5

Last Schedule Date:

Hours & Meetings

Section Grading Distribution

	Calc.	Override		
			Number of Passes	0 (0.0%)
Meetings	N/A		Number of Failures	0 (0.0%)

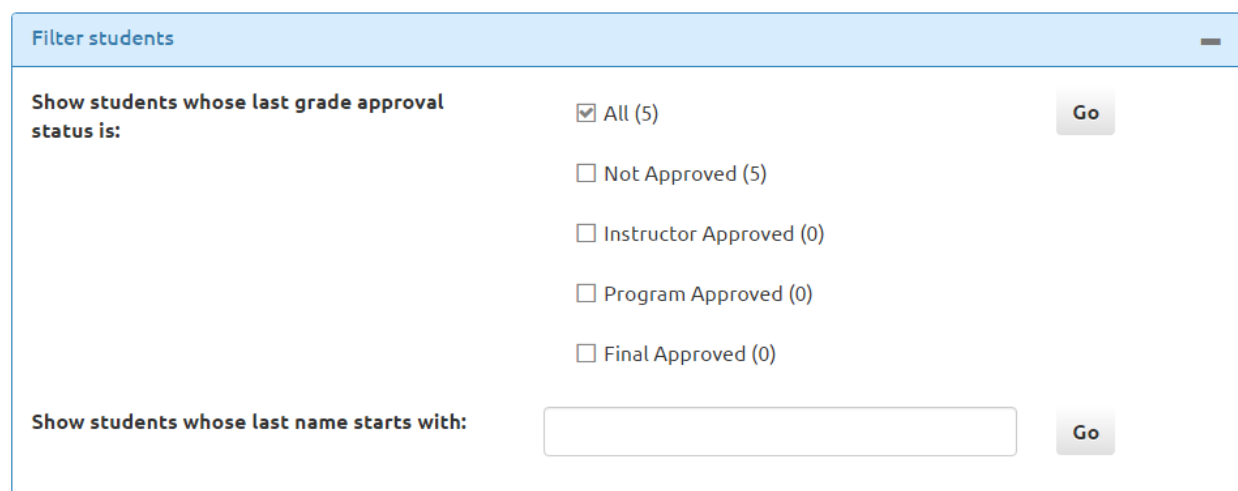
Below this, you will see options to **Filter Students** and to **Batch Update**. Click on the + button on the right of the fields to expand them.



Filter students +

Batch update +

The **Filter Students** option allows you to filter students by name or by grade approval status.



Filter students

Show students whose last grade approval status is:

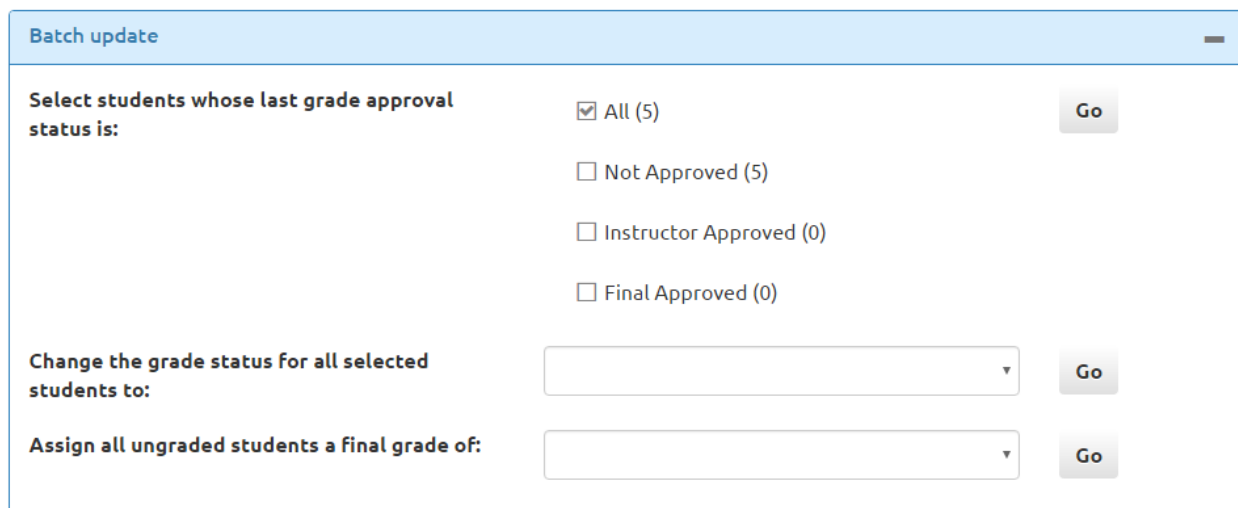
☒ All (5) ☐ Not Approved (5) ☐ Instructor Approved (0) ☐ Program Approved (0) ☐ Final Approved (0)

Go

Show students whose last name starts with:

Go

The **Batch Update** option allows you to assign a grade and update grade status for the filtered group of students.



Batch update

Select students whose last grade approval status is:

☒ All (5) ☐ Not Approved (5) ☐ Instructor Approved (0) ☐ Final Approved (0)

Go

Change the grade status for all selected students to:

Go



Assign all ungraded students a final grade of:



Go

When you are ready to enter final grades, scroll down below the grading instructions and filter options to see your list of students and enter grades. You can enter grades for individual students or the entire class, all at once.

Class List

5 items found, displaying all items.

<input type="checkbox"/> Carnesale, Albert (X1800654)		Back to Top	
Final Grade(T):	<input type="text"/>	Completion Date:	<input type="text" value="Click to select date"/> 
Comments - Choose a comment to be added to the student's grade:	<input type="text" value="Student prefers letter gr."/> 	Instructor Approved:	<input type="checkbox"/>
	Add	Program Approved:	<input type="checkbox"/>
	Nothing found to display.	Final Approved:	<input type="checkbox"/>
Student Notes:	<input type="text"/>		

<input type="checkbox"/> Dykstra, Clarence (X1800651)		Back to Top	
Final Grade(T):	<input type="text"/>	Completion Date:	<input type="text" value="Click to select date"/> 
Comments - Choose a comment to be added to the student's grade:	<input type="text" value="Student prefers letter gr."/> 	Instructor Approved:	<input type="checkbox"/>
	Add	Program Approved:	<input type="checkbox"/>
	Nothing found to display.	Final Approved:	<input type="checkbox"/>
Student Notes:	<input type="text"/>		

When you click on **Current Schedule**, you can see your schedule including:

- Meeting dates
- Meeting times
- Course numbers
- Location
- Instructor(s)

UCLA Extension

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Current Schedule

Joe Bruin
T028191

Filter:

Show all schedule blocks

Go

Date	Time	Type	Course	Location	Instructors
Monday 11 Jul 2016	10:00 AM - 12:00 PM	Discussion	GENINT X 400ZZ - 350026 - UCLA Campus Tours	UCLA Ackerman Union Room 2408	Joe Bruin
Monday 18 Jul 2016	10:00 AM - 12:00 PM	Discussion	GENINT X 400ZZ - 350026 - UCLA Campus Tours	UCLA Ackerman Union Room 2408	Joe Bruin
Monday 25 Jul 2016	10:00 AM - 12:00 PM	Discussion	GENINT X 400ZZ - 350026 - UCLA Campus Tours	UCLA Ackerman Union Room 2408	Joe Bruin
Monday 01 Aug 2016	10:00 AM - 12:00 PM	Discussion	GENINT X 400ZZ - 350026 - UCLA Campus Tours	UCLA Ackerman Union Room 2408	Joe Bruin
Monday 08 Aug 2016	10:00 AM - 12:00 PM	Discussion	GENINT X 400ZZ - 350026 - UCLA Campus Tours	UCLA Ackerman Union Room 2408	Joe Bruin

When you click on **Forms and Policies**, you can see:

- A link to the UNEX institutional Instructor Guide
- Information about AV requests

UCLA Extension

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Forms and Policies

UCLA Extension's Instructor Guide has been updated for 2016. This site is divided into two sections: Instructor Guide and Instructor Contract.

To review the updated site, please visit <http://instructor.uclaextension.edu>

To make an AV request, please email us at avdispatch@unex.ucla.edu (ctrl-click email hyperlink)

The following line should auto-populate the Subject line when clicking the email hyperlink above.

Instructor Name: (Name) Registration number: (xxxxxx) Quarter: (Fall/Winter/Spring/Summer) Year: (201x)

Add your name, the 6-digit registration number for your class and specify the Quarter and Year.

Add or remove applicable items as necessary in the body of the email.

- In-room PC, sound for PC, Internet
- Instructor laptop, sound for laptop, Internet
- DVD player
- Mac adapter
- Lavalier/Lapel microphone

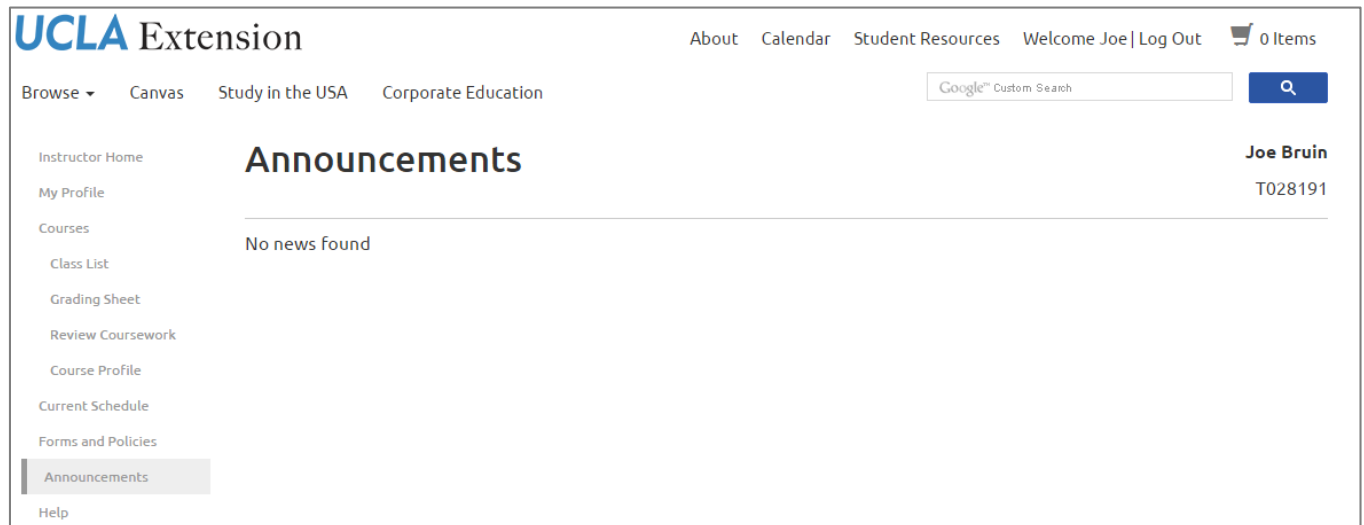
Please be aware that not all rooms have a HDMI connection. If your laptop requires a HDMI connection, it is very important to let us know in the email so we may check the room and provide an adapter or request a room change to a properly equipped room.

By letting us know what you will be using, we can help make your class go more smoothly by assigning equipment to the proper locations, ensuring projectors are activated and making sure your rooms is appropriate for your request.

If you have any questions about any of the information listed above, please do not hesitate to call us at (310) 825-4131 or email us at AVDispatch@unex.ucla.edu

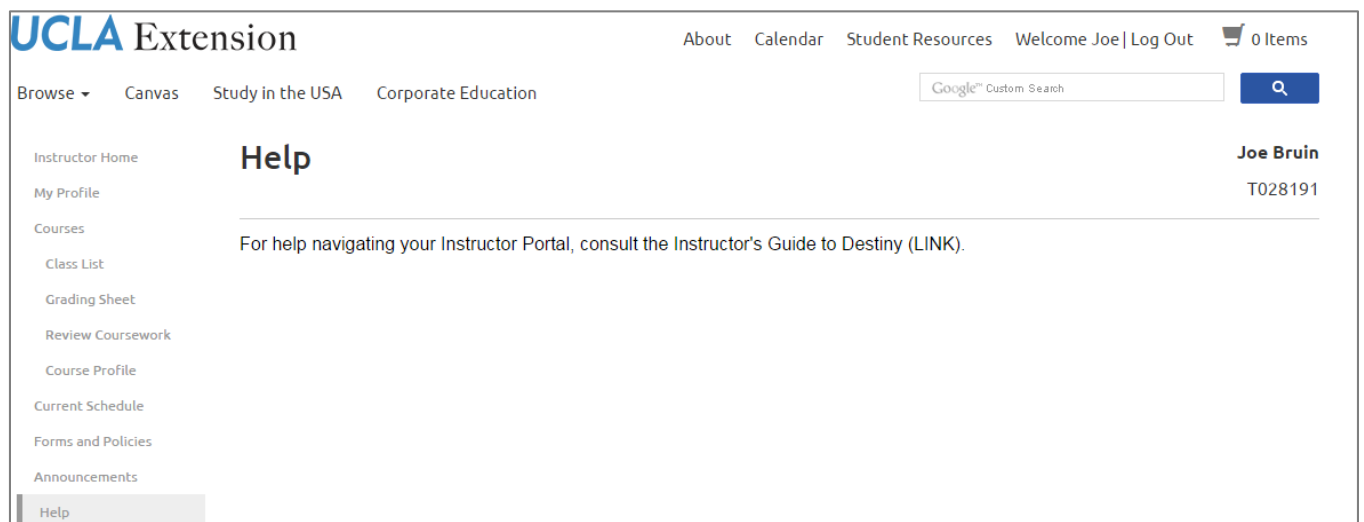
When you click on **Announcements**, you can see:

- Any UNEX announcements



The screenshot shows the UCLA Extension Instructor Portal. The header includes the UCLA Extension logo, navigation links (About, Calendar, Student Resources, Welcome Joe | Log Out), and a shopping cart icon showing 0 items. Below the header is a secondary navigation bar with links: Browse, Canvas, Study in the USA, and Corporate Education. A Google Custom Search bar is also present. On the left is a sidebar menu with links: Instructor Home, My Profile, Courses, Class List, Grading Sheet, Review Coursework, Course Profile, Current Schedule, Forms and Policies, Announcements (highlighted), and Help. The main content area is titled "Announcements" and displays "No news found". On the right, the user's name "Joe Bruin" and ID "T028191" are shown.

When you click on **Help**, you will be referred to this guide for assistance using the portal.



The screenshot shows the UCLA Extension Instructor Portal Help page. The header and secondary navigation bar are identical to the previous screenshot. The sidebar menu is the same, but "Help" is now highlighted. The main content area is titled "Help" and contains the text: "For help navigating your Instructor Portal, consult the Instructor's Guide to Destiny (LINK)." The user's name "Joe Bruin" and ID "T028191" are still displayed on the right.