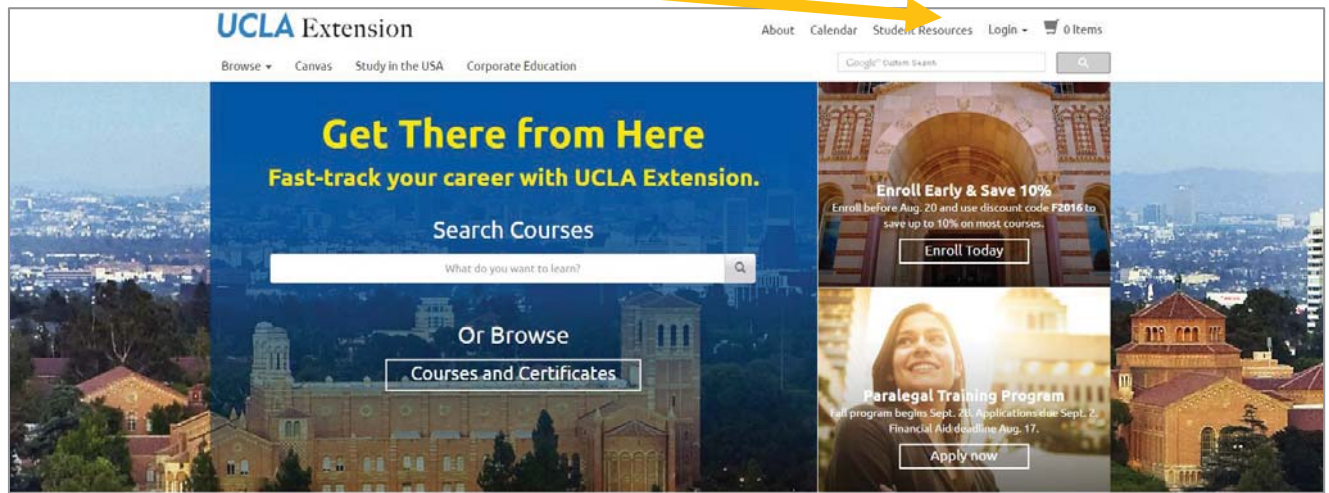
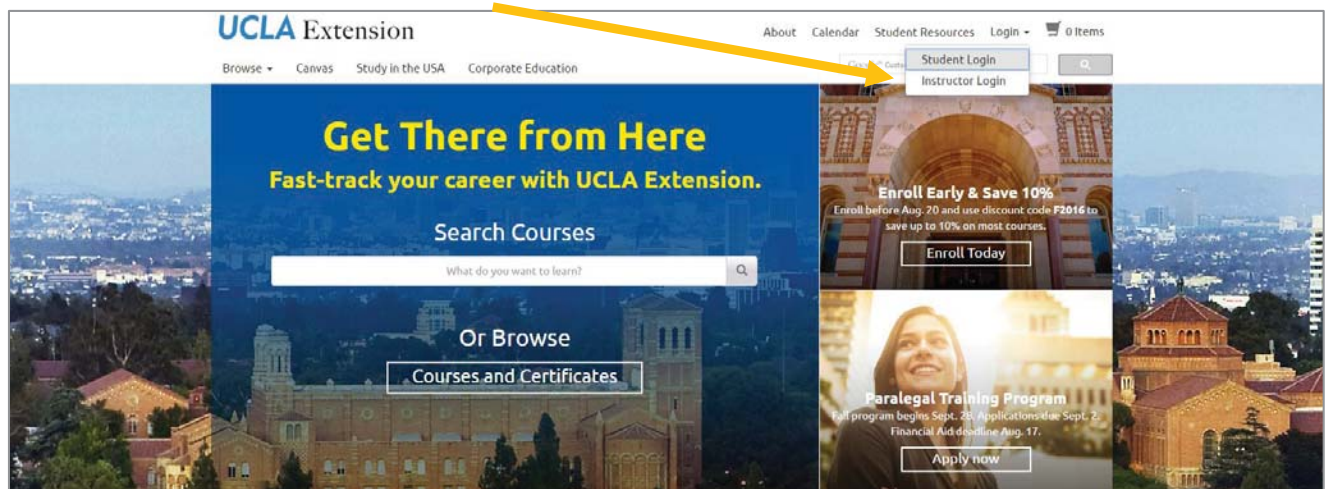


Navigate to <https://www.uclaextension.edu>

Hover over the **Login** link



Click on **Instructor Login**



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

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.

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.

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My Profile Joe Bruin T028191

My Profile

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

Joe Bruin
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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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 **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

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Joe Bruin

T028191

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 top navigation bar includes links for About, Calendar, Student Resources, Welcome Joe | Log Out, and a shopping cart icon with 0 items. Below this is a search bar with the text "Google™ Custom Search" and a magnifying glass icon. The left sidebar contains a list of navigation options: 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 the message "No news found". The user's name, Joe Bruin, and ID, T028191, are shown in the top right corner.

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 top navigation bar and left sidebar are identical to the previous screenshot. 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 shown in the top right corner.