


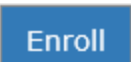
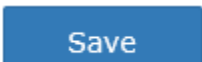
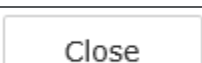



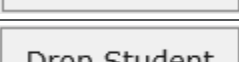
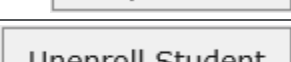





Instructor – Manage the Roster

Common Buttons & Icons

	Log In button
	Event Management button
	Calendar icon
	Enroll button
	Save button
	Close button
	Enrolled button
	Attended button
	Not Attended button
	Drop Student button
	Unenroll Student button
	Print Roster button
	Options icon
	Print button

Instructor – Manage the Roster

Add Yourself as an Instructor

From the PromisePoint login screen:

1. Enter your username and password; then click **Log In**. The PromisePoint Home screen displays.
2. Click **Training**. The Event Management option displays.
Note: The first time you use the scheduler you need to enter your email address before you can continue.
3. Click **Event Management**. The PASS session scheduler displays.
4. Click the **Calendar** icon.

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5. Select the appropriate date of the session you want to edit. The calendar displays the selected date and the sessions for the date.
6. To modify session details, double-click the appropriate session. The Edit Session window displays.
7. Click the **Instructor** field.
8. Type your name. The system auto-populates with matching results.
9. Click the appropriate result. Your name displays in the Instructors field.
10. Click **Save**.

Note: To remove an instructor or facilitator from the session, click the **red X** icon next to their name.

11. Click **Close**.

Add a Learner to the Session

From the session scheduler screen:

1. Right-click the appropriate session; then click **Session Roster**. The Roster window displays.
2. Click the **Student Name** field.
3. Enter the student's name. Matching results auto-populate as you type.
4. Click the appropriate student. The student's name displays in the Student Name field.
5. Click **Enroll**. The student is added to the session.
6. To minimize the green confirmation ribbon, click the **X Close** button.

Update a Student's Status

From the Session Roster screen:

1. Select the appropriate student from the roster.
2. Use the **Enrolled**, **Attended**, or **Not Attended** buttons above to update their status, and use the **Drop Student** and **Unenroll Student** buttons to drop or unenroll the student from the session.

Print a Roster

From the Session Roster screen:

1. Click **Print Roster**. The roster preview displays in a new Internet browser tab.
Note: You need to use the printer options for the Internet browser you are using.
2. Click the **Options** icon.
3. Click **Print**. The system dialog window displays.
4. Select the appropriate printer; then click **Print**.