

## Cy-Fair Learning Management System (CFLMS) Facilitator/ Instructor Roles

### As a facilitator in the new CFLMS, you will be able to:

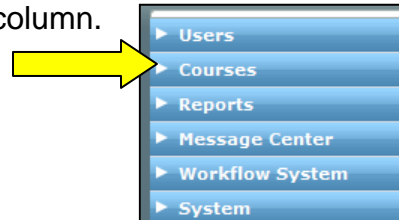
- Print a sign-in sheet
- Record attendance
- Issue credit
- Print a course record sheet
- View the names of students on a “waiting list”
- Receive emails about class registration
- Send emails to your participants
- Send an email to Joanna Orlando to cancel a class.

### Access the Learning Management System

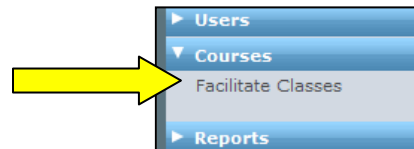
1. Open the Cy-Fair web site.
2. Open the Staff Development web page.
3. Click the Cy-Fair Learning Management System Link.
4. Login with your Novell login and employee id.
5. Click on “**Admin**” in the top navigation row.



6. Click “**Courses**” using the left side navigation column.



7. Select “**Facilitate classes.**”



8. Select the class from the list.

Class Code	Name	First Meeting	Waiting List	Attendance	Roster
1537	WORD XP, PART 1, OCTOBER, 2007	10/27/2007	Waiting List	Attendance (pdf)	Issue Credit
1523	WORD XP, PART 1, SEPTEMBER, 2007	9/26/2007	Waiting List	Attendance (pdf)	Issue Credit

### Print a Sign-In Sheet

1. Go to the “**Attendance**” column.

Class Code	Name	First Meeting	Waiting List	Attendance
1537	WORD XP, PART 1, OCTOBER, 2007	10/27/2007	Waiting List	Attendance (pdf)

2. Click the “**pdf**” link.

Class Code	Name	First Meeting	Waiting List	Attendance
1537	WORD XP, PART 1, OCTOBER, 2007	10/27/2007	Waiting List	Attendance (pdf)

3. **Print** the form to use as a “Sign-in Sheet.”

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4. If you allow walk-ins, the **employees must sign in and record their Employee ID#** on the sign in sheet.

### Record Attendance

1. Go to the “**Attendance**” column.
2. Click the “**Attendance**” link to view the roster.

Class Code	Name	First Meeting	Waiting List	Attendance
1537	WORD XP, PART 1, OCTOBER, 2007	10/27/2007	Waiting List	<a href="#">Attendance (pdf)</a>

3. The online roster shows a list of employees registered for your class.
4. If the class has multiple meeting dates, a checkbox will show for each meeting date.
5. If you allowed walk-ins, enter their **Employee ID #** in the designated field, and click the “Add” button. Verify the person’s name and then select the “Finalize” button.

Sessions  
January 23, 2008 4:30 am To 7:30 pm  
January 24, 2008 4:30 pm To 7:30 pm

Employee ID:  Add

Participants	Employee ID	Campus Site	1/23/2008 4:30 am	1/24/2008 4:30 pm
Select / Unselect All			<input type="checkbox"/>	<input type="checkbox"/>

6. Click the “**Select/ Unselect All**” button to quickly record attendance.

Sessions  
September 24, 2007 5:30 pm To 7:30 pm

Employee ID:  Add

Participants	Employee ID	Campus Site	9/24/2007 5:30 pm
Select / Unselect All			<input type="checkbox"/>

7. Click on individual names to deselect their credit.
8. Complete all changes.
9. Click “**Save Changes**” button at the bottom of the page.

### Issue Credit

1. Click the “**Issue Credit**” link found under the Roster column.

Class Code	Name	First Meeting	Waiting List	Attendance	Roster	PD Development Course Record	Assignments
1506	TECHNOLOGY BASIC SKILLS FALL, 2007	9/24/2007	Waiting List	<a href="#">Attendance (pdf)</a>	<a href="#">Issue Credit</a>	New	Assignments

2. The current roster opens with a list of each participant and the credit status.
3. Give credit to the entire roster by using the “**Credit Status All**” drop down menu.

Participant Name	Attendance	Credit Status : All In-Progress
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4. Use the drop down menu and select “**Attended**” to issue credit.
5. Select “**Absent**” for anyone who is registered but did not attend.
6. Click the “**Save Changes**” button to confirm the new status.

### Print a Course Record Sheet

1. Click **“View”** link under the **“PD Course Record”** column.

Class Code	Name	First Meeting	Waiting List	Attendance	Roster	PD Development Course Record	Assignments
1506	TECHNOLOGY BASIC SKILLS FALL, 2007	9/24/2007	Waiting List	Attendance (pdf)	Issue Credit	<b>View</b>	Assignments

2. **Print** the page.
3. **Complete** the form.
4. Return the **“PD Course Record”** and a **copy of the sign-in sheet** to:
  - Joanna Orlando @ISC-S **OR**
  - Theresia Mattern (for all technology classes) ISC-W

### View the Waiting List Roster

1. Click on the **“Waiting List”** link found under the **“Waiting List”** column.
2. The waiting list shows all participants waiting for a class opening.

### Receive Email Message- Registered Numbers

As a facilitator, you may receive a GroupWise email message if the registered number of participants is less than the minimum number.

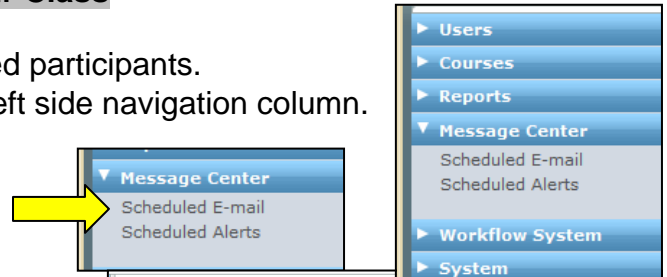
The message will state:

*The class listed below has less than the minimum number of registrants. You have two options as a Facilitator:*

- 1) You may request that the class be canceled through an email to Joanna Orlando.
- 2) You may conduct the class and select Professional Development Credit for as a Facilitator, but you may not select payment as a Facilitator.

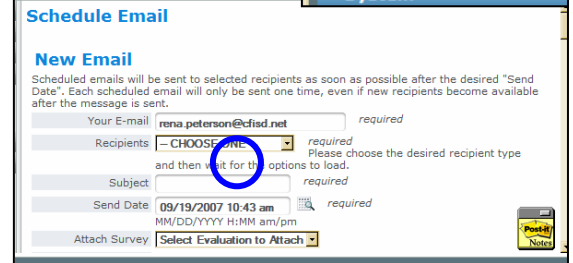
### Send an Email to the Participants in Your Class

1. Send an email message to the registered participants.
  - Click **“Message Center”** using the left side navigation column.
  - Click **“Scheduled Email.”**

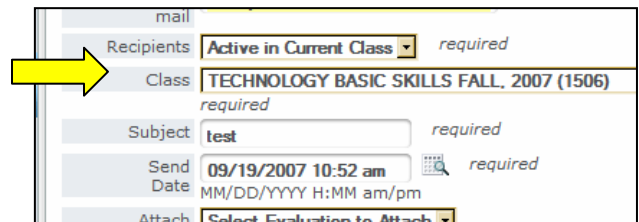


- a. **“Recipients”**- Click the drop down menu. Choose:
  - i. **“Active in Current Class”** or
  - ii. **“Enrolled in Current Class”**

*When you choose the recipients, “Class” field shows.*

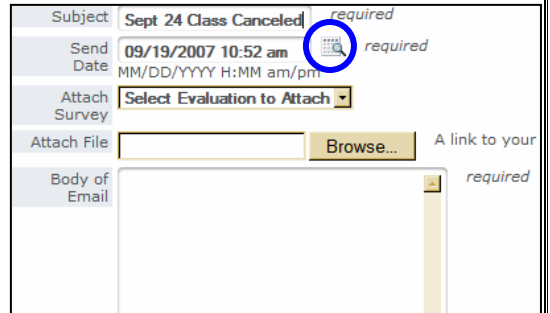


- b. **“Class”**
  - i. Click in the **“Class”** box.
  - ii. **Type the first letter** of the class name.
  - iii. Use the **down arrow key** on your keyboard to select your class.



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- iv. Press “**Enter**” to select your class.
- c. “**Subject**”- Type the email subject message.
- d. “**Send date**”- Click the calendar to set date and time delivery. The date and time can be set to delay the delivery.
- e. “**Attach Survey or File**”- You may attach a file.
- f. “**Body of Email**”- Type message.
- g. Click “**Save as New**” button to send message.



The screenshot shows an email composition interface with the following fields and controls:

- Subject:** "Sept 24 Class Canceled" (required)
- Send Date:** "09/19/2007 10:52 am" (required). A blue circle highlights a calendar icon to the right of the date field.
- Attach Survey:** "Select Evaluation to Attach" (dropdown menu)
- Attach File:** An empty text box followed by a "Browse..." button and the text "A link to your" (required).
- Body of Email:** A large empty text area (required).

### **Cancel a Class**

1. Send an email message to **Joanna Orlando**. Include:
  - h. instructor's name
  - i. name of the class
  - j. date
  - k. class number
2. An email will be sent to each participant notifying them of the cancellation.