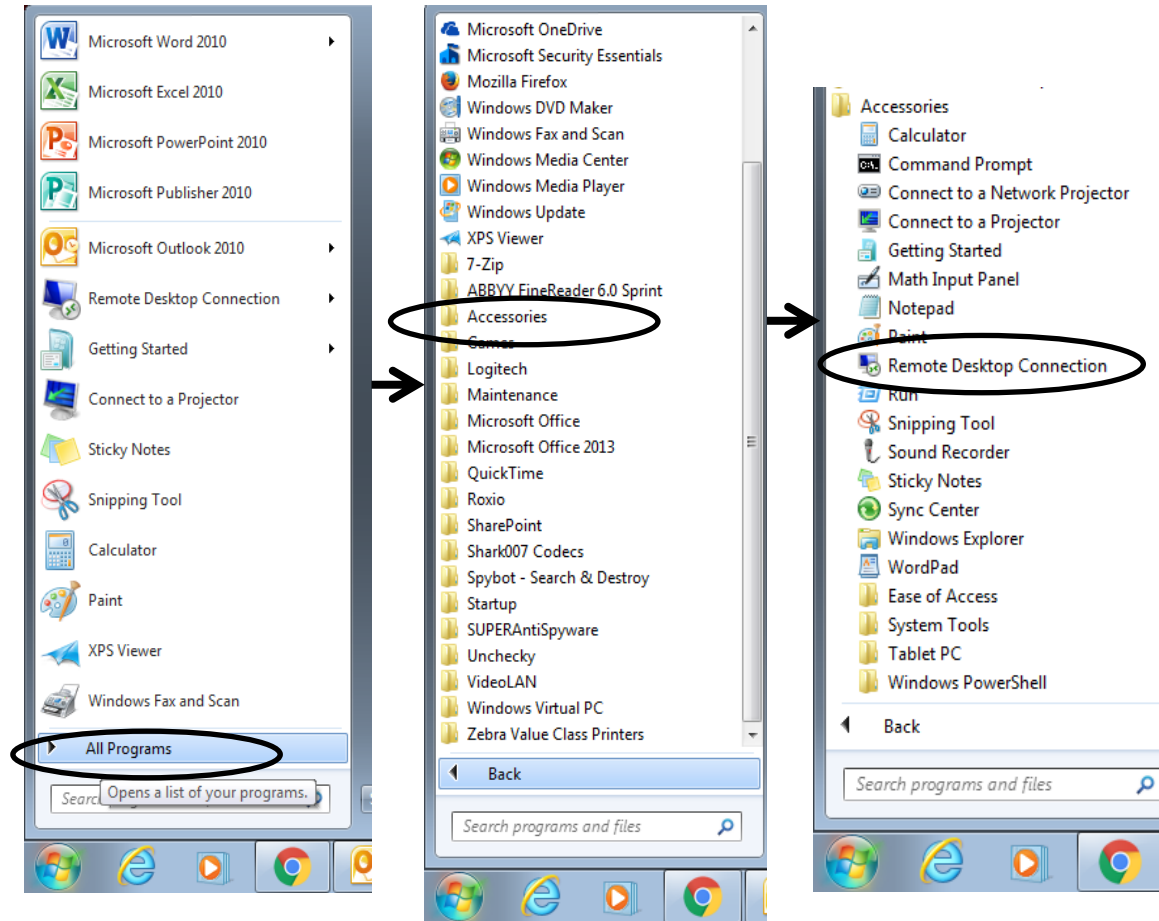


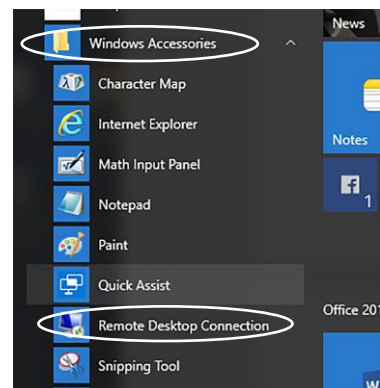
Getting to the Instructor Database

In order to connect to the database, you will need to use a method called “**Remote Desktop**”. It requires an active Internet Connection. Remote Desktop is built into Windows 7 and 10.

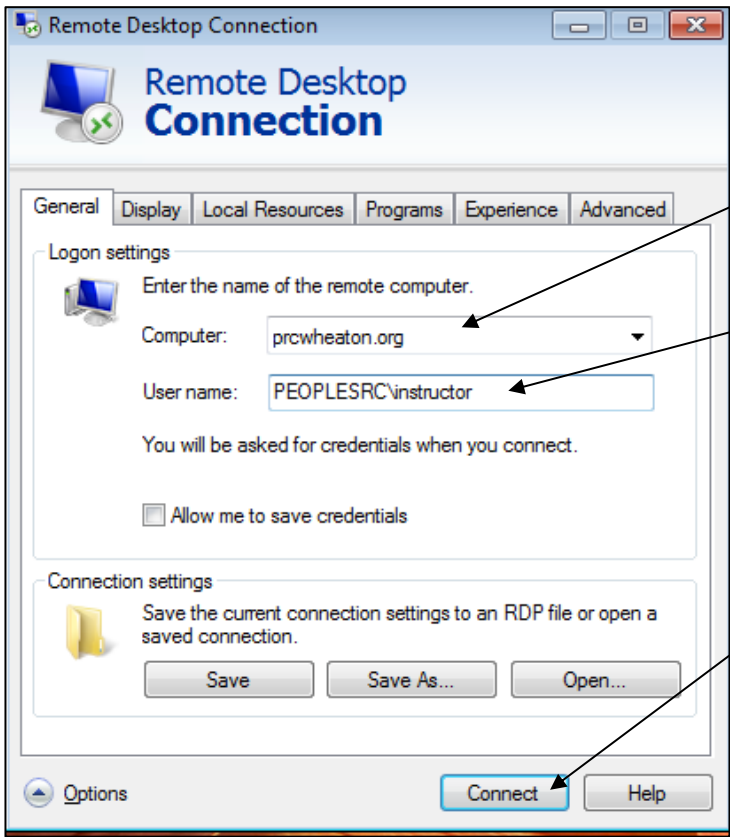
In Windows 7, Remote Desktop is in All Programs/Accessories.



In Windows 10, it is in Windows Accessories
or search for "Remote Desktop" using Cortana.



For a Mac computer, download Remote Desktop from the Mac App Store.



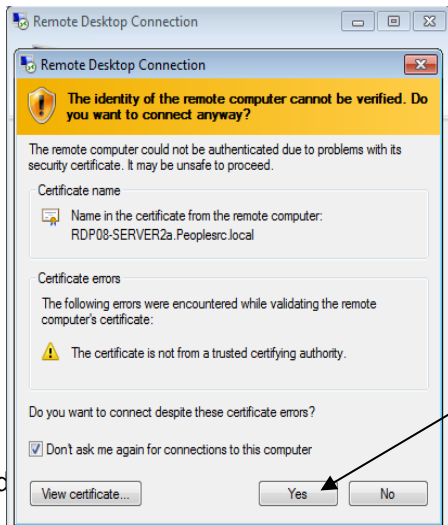
Computer name:
prcwheaton.org

User name:
peoplesrc\instructor

Click Connect.




Password is **go2teach**



Screen you will see next. Click Yes.

Revised

Log In Build: 170117



PRC Instructor Database

User Name

Password

User Name: First Initial Last Name (no spaces)
Password: volunter number

You will be given another Log In screen. This time, enter your first initial + last name as the User Name. The Computer Training Coordinator will give you your password.

Enter the current year and session at the next prompt. Enter "*" to see all your sessions.

Classroom Year ✕

Enter the Session YEAR
Use asterisk (*) for all years

Classroom Session # ✕

Enter the Session Number (1-7)
Use asterisk (*) for all sessions

Your Class Roster will be shown with the students' names, phone and email address.

Communicate with Registrar

Student Needs a Computer

Record Attendance each week

End of Class Recommendation

Print Roster will EMAIL the roster to you so you can print from your email.

Enter in the correct phone number and email for the student. Help us keep our information current!

Send an email to your students using a generic PRC email address. The students will not be able to reply.

Communicate with Registrar – To request adding walk-in students to your roster or other comments, first type in the *Add Note* section and then click *Email Notes to Administrator*. DO NOT ERASE PRIOR NOTES, append to them. If adding new students include Date, Student Name and PRC#. If the student does not have a PRC #, they can attend the current class, but need to register with the PRC before returning the next week.

Student Needs a Computer – Check the “Needs Computer” or “N” box for the student.

Record Attendance each week – Pull down W1, W2 ...W7 (for each week) and record P – present, A – Absent, E- Excused (Student let you or PRC administration know that they will not be attending), C-Canceled from the class

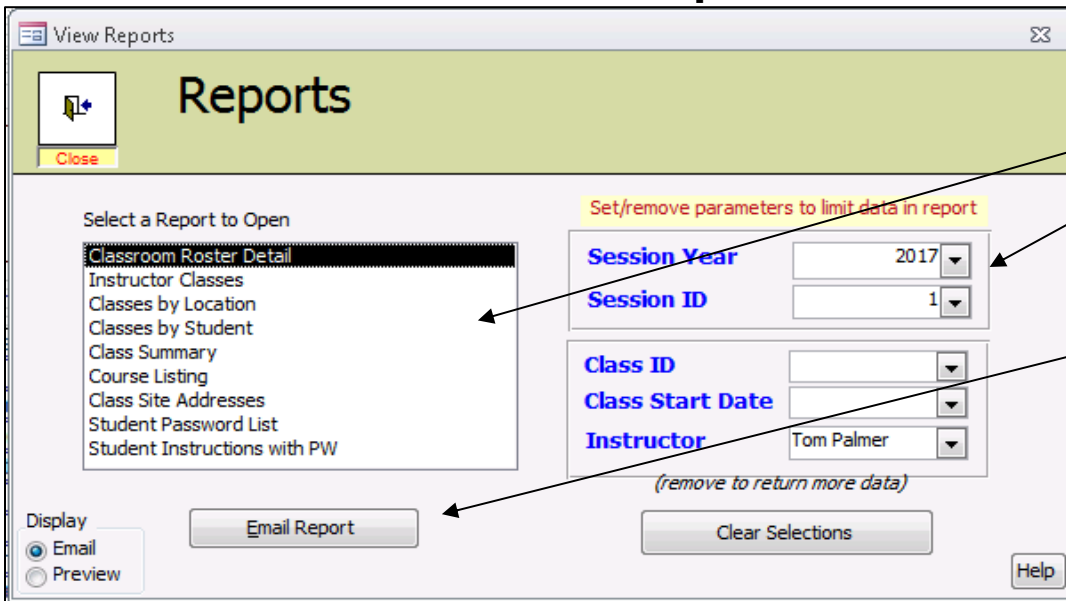
End of Class Recommendation – Pull down to recommend “Advance” to the next level class or “Repeat” the same class. “Remediate” is for the student that needs to go back a level from the current class. “ESL” is for student who could use English tutoring/instruction before attending the next class. “Exit” if the student was a disruption to the entire class and you think they should not be allowed to take any future classes. Please contact the Computer Training Coordinator about this student before putting in this recommendation.

Print Roster – Will email the roster report to your email so you can print it.

Email all students – Sends an email to all of your students with an email address using a generic PRC email account. The students will not be able to reply to the email.

Update phone and email address – Enter in the correct information that will directly update the Computer Training database.

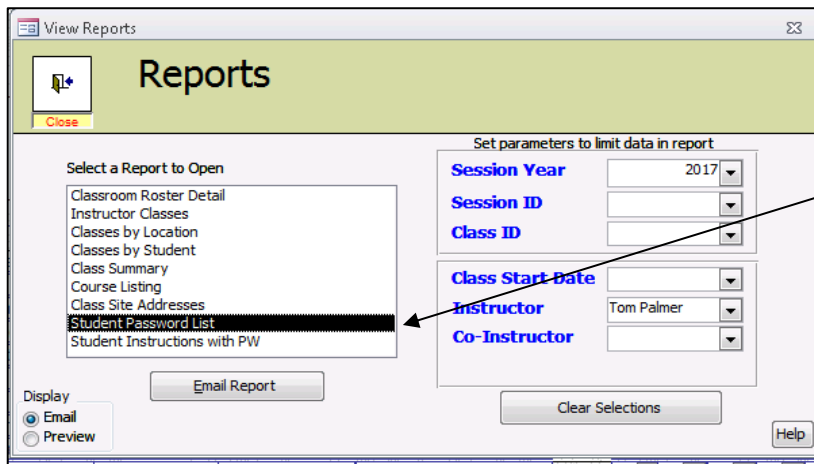
Reports



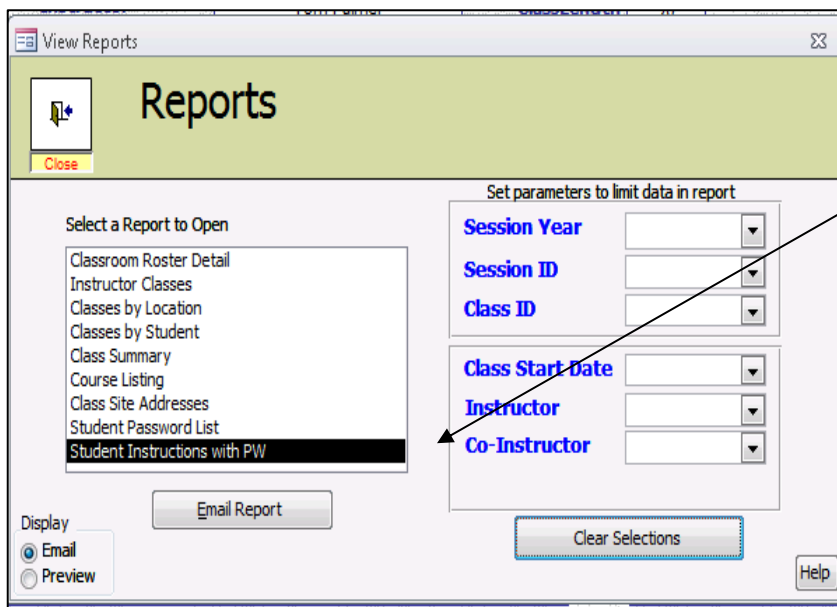
1. Select the Report

2. Select Session Year and Session ID

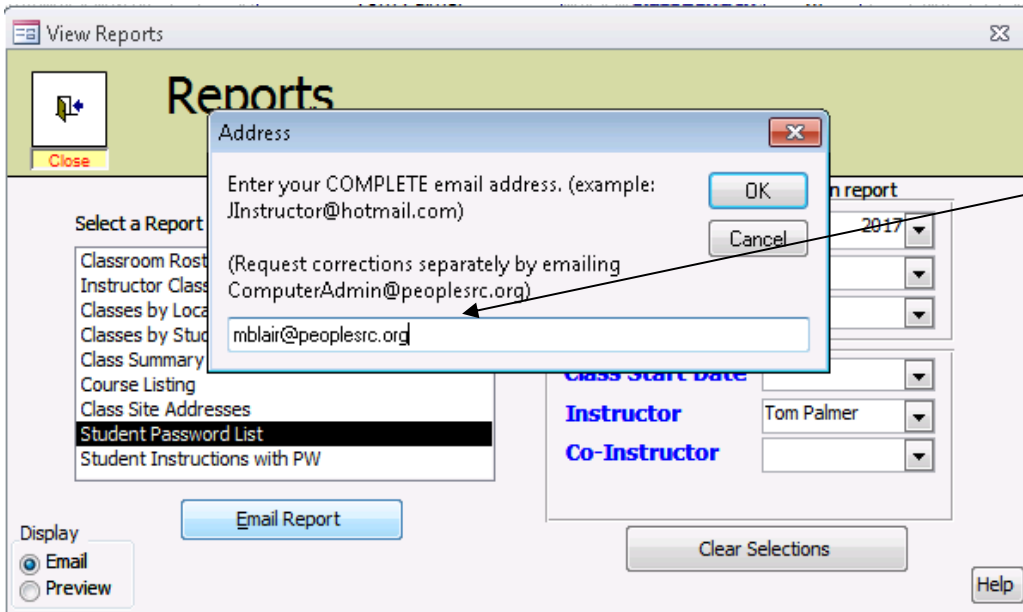
3. Click *Email Report* to have the report emailed to you for printing.



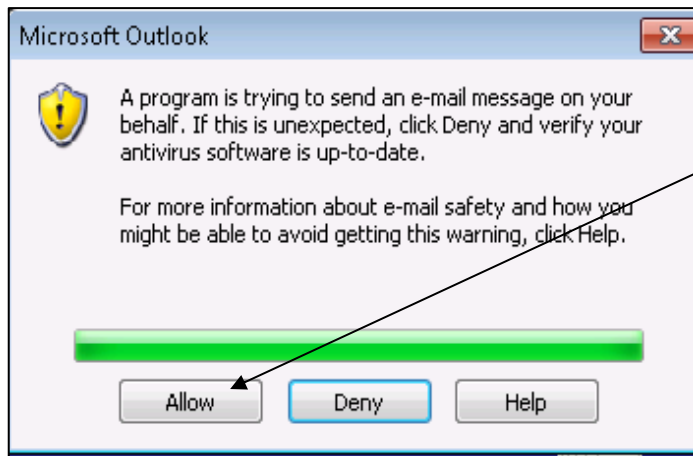
The Student Password List report lists the passwords for all your students accessing the Training Server.



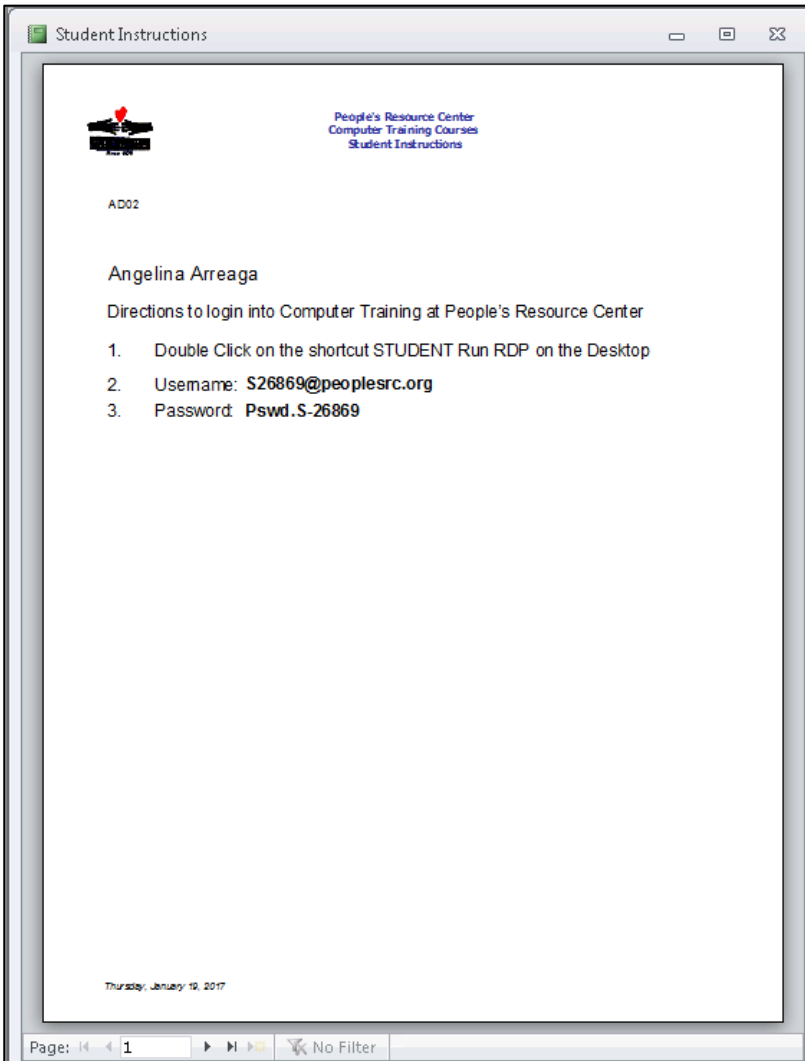
The Student Instructions with PW report produces 1 page per student with the student's login and password for the Training Server



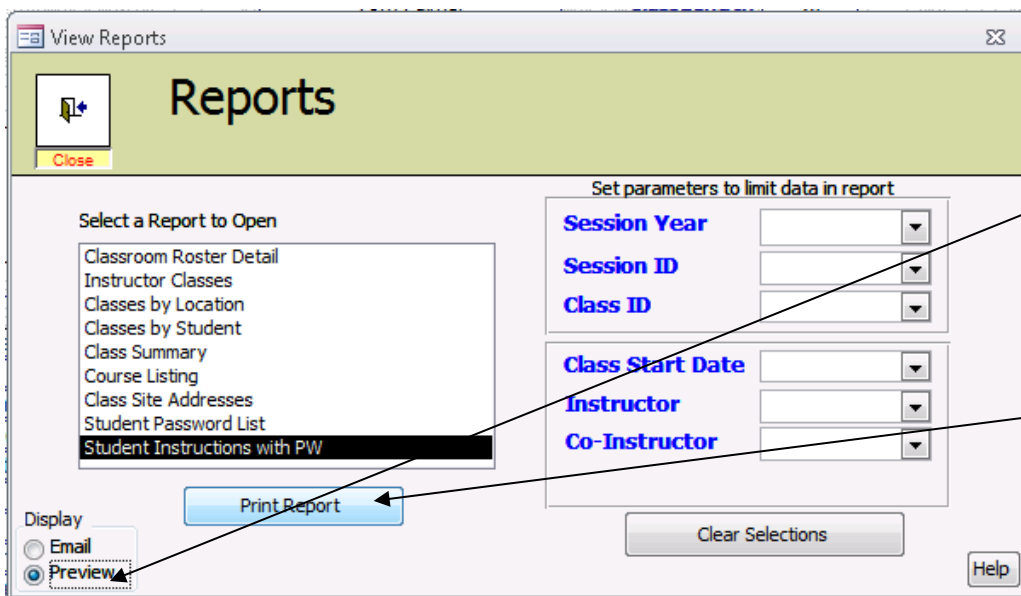
When you click, *Email Report*, your email address will appear. Change if you wish and click OK. This is the email address the PRC has for you. If you would like to change it, contact the Computer Training Coordinator.



Your report is being emailed via Outlook. Click **Allow**.



You will receive an email with a PDF file attached. The file will contain 1 page per student, with the student's name, user name and password. Print out the report and give to each student in class to use to login to the Training Server.



Reports can also be previewed on your screen by selecting **Preview** and then **Print Report**.

If you have any questions, contact Mary or Kathy.

Mary Blair
630-682-5402 x240
mblair@peoplesrc.org

Kathy Richardson
630-682-5402 x249
Krichardson@peoplesrc.org