

Instructor View — one instructor's classes

What an instructor sees: their cohorts, rosters and check-offs, and nobody else's. A demonstration of role-scoped access.

1 What this page is for

WHAT THIS PAGE IS FOR

Everything an instructor needs for their own classes without the rest of the school's data: rosters, attendance, skills check-offs, at-risk students, and a place to log a note. Choose the instructor in the dropdown; the banner explains what is scoped.

2 The number cards

The cards across the top of the page, left to right.

CARD	WHAT IT COUNTS
My cohorts	Classes assigned to this instructor.
My students	Students across those classes.
At risk	Attendance under 80% or a checklist item flagged.
Skills passed	Skills check-offs marked passed across my students.

3 My cohorts

Roster, attendance and skills for each class. The attendance button opens the same tap-

to-cycle grid the office uses.

4 At-risk students

Attendance under 80%, or a checklist item flagged past due / attention needed. Name, class, reason, and a button to open the record.

5 Log a student note

Choose a student, type the note, press Save note. Recorded with your email and the time; visible on the student's Notes tab.

6 Step by step

Log a note about a student

1. Scroll to **Log a student note**.
2. Choose the student, type what happened in class, press **Save note**. It appears on the student's record under Notes.

Take attendance from here

1. Under **My cohorts** press the attendance button on the class. The same tap-to-cycle grid opens.

7 If something looks wrong

The dropdown has no instructors.

Instructors are assigned to classes in the class record. Ask the office to assign them.