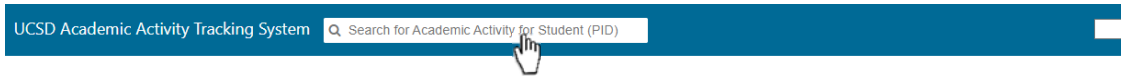


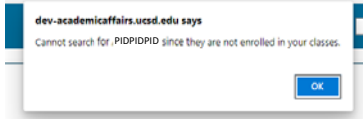
Commencement of Academic Activity

Changing a student's academic activity status after certification

Upon logging in you land on the Instructor Dashboard, you will see a white search box in the blue band at the top of the page. Click inside the box, enter the students PID, and click enter on your keyboard.



Note: you can only search for students in your courses.



The Individual Student Certification page loads. This shows the students information and lists each course the student enrolled in of yours. Also listed is the date and time the student was certified, any comments, a yes/no button to change the status and the save certification button.

Individual Student Certification

Student's Name - PID

Course	Instructor	Certification Status	Comments	Certify	Save Certification
BGRD 200	Instructors Name	Confirmed On: 4/25/2022 8:29 am Instructors Name	Comment: Leave a comment...	<input checked="" type="radio"/> Yes <input type="radio"/> No	Save
BISP 199	Instructors Name	Confirmed On: 4/25/2022 8:29 am Instructors Name	Comment: Leave a comment...	<input type="radio"/> Yes <input checked="" type="radio"/> No	Save

To change the student's status, click the yes/no button to the desired position, any comments, and click the blue Save button.

Individual Student Certification

Student's Name - PID

Course	Instructor	Certification Status	Comments	Certify	Save Certification
BGRD 200	Instructors Name	Confirmed On: 4/25/2022 8:29 am Instructors Name	Comment: Leave a comment...	<input checked="" type="radio"/> Yes <input type="radio"/> No	Save
BISP 199	Instructors Name	Confirmed On: 4/25/2022 8:29 am Instructors Name	Comment: Reason for changing the student's status goes here	<input type="radio"/> Yes <input checked="" type="radio"/> No	Save

A green status change message appears in the upper right of the screen.

