

# CE Instructor Portal

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The Continuing Education Instructor Portal allows instructors to easily view all of their courses, past and present. Also available are bulk email functions, bulk updating of course attendee details and results, and creation of reports.

## Setting up the CE Instructor Portal

### Details

As for all apps/portals, you need to set up a name, Alias (URL), brand, live dates, and messaging for before and after the app is live. [Read this article for more information.](#)

### Localization

#### Changing the wording in the app/portal

Changes made to the default language in Application Settings will affect all events. However, you can still make unique local changes for each portal in each event in the Portal Setup. [Read more about Localization.](#)

## Content – CE Instructor Portal

Change the navigation links, headings, page content and text labels for the following portal pages:

- Sign-in Page
- Help Page
- Update Contact Page – also includes:
  - Update Details Interactive Site – choose the existing Interactive Site that will be used to Update Details.
- View Current Courses Page
- View Past Courses Page

- **Email Page** – Also includes:
  - **Message Detail Heading**
  - **Message Detail Content**
- **Course Detail**
- **Reports** – place a tick next to the Reports you want to be visible in the portal.
- **Course Attendee Update** – also includes:
  - **Record Grade**
  - **Record Score**
- **Help Page**
- **Additional Pages 1–3** – any required extra information can be placed here.
- **Generic Buttons and Labels**

# Using the CE Instructor Portal App

## Home

This will show a Welcome message, and any special instructions from the event organizer.

## Update Details

Instructors can update Contact Details here. The fields that can be updated depend on which Interactive Site was chosen in the Update Contact Page setup page.

## View Current Courses

All live courses that list the logged-in user as the Instructor will be displayed here. Each course listed has the following options:

- **Email Attendees** – send an email to all (or selected) attendees.
- **Reports** – generate any report that has been allowed in the Report setup screen in the app (Content).

Note, the attendees shown in these reports are those attending the selected course.

## View Past Courses

All past Courses that list the logged-in user as the Instructor can be viewed here. Each course listed has the following options:

- **Email Attendees** – send an email to all (or selected) attendees.
- **Update** – bulk update Attendance Status, Grade and Score for all (or selected) attendees.

## Help Page

The instructor can see any special instructions from the organizer.

If changes made to the Help in Setup do not yet appear here, try clearing your browser's cache, then re-load the page.

## Sign in / Sign off

The instructor should enter their email and password to sign in to the portal. They can also create a new account from here.

Pressing Sign off will sign them out of the portal.

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