



 Please enter your Account ID **1**

 Please enter your Login ID **2**

 Please enter your password **3**

Instructor Sign In

Forgot Password? **4**

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2. Instructor's Dashboard

The screenshot shows the LearningStream Instructor's Dashboard. At the top left is a home icon. The logo 'LEARNINGSTREAM' is in the center. At the top right, a red circle with the number '1' highlights a refresh icon. Below the logo, there is a user profile picture and the text 'Welcome Test Instructor!'. A message box says 'Welcome back! It looks like you're all caught up!'. Below this, there are tabs for 'Past Event(s)', 'Current Event(s)', 'Needs Attendance', and 'Needs Grading'. The 'Needs Grading' tab is highlighted with a red circle and the number '2'. To the left of the table are 'Excel' and 'PDF' buttons. To the right is a search bar. The table has columns for 'Event Date' and 'Event Title'. One entry is shown: '05/31/2021' and 'Template (Do not post)'. Below the table, it says 'Showing 1 to 1 of 1 entries'. A menu is open on the right side of the table, listing actions: 'Roster' (3), 'Sign-In Sheet' (4), 'Name Tags' (5), 'Attendance*' (6), 'Grading' (7), 'Certificates' (8), 'Continuing Education' (9), and 'Registration Details' (10). A 'Next' button is also visible.

From your home page, you can:

1. Logout
2. Default tab shows Current Event(s). Click tabs to view Past Event(s), Event(s) that Need Attendance and Event(s) that need grading. View and print as an Excel or in PDF format. Search bar allows you to enter Course Name.

Click on the menu button which consists of three parallel horizontal lines to display actions for the event.

3. Sample Roster

Confirmed Registrants				
The Learning Center				
Event: Template (Do not post)				
Start Date: 05/31/2021		5/7/2021		
Event Owner: Tracey Coffey		1:35:59PM		
Location: The Learning Center				
First Name	Last Name	Organization	Phone	E-Mail
1. Sandi	Benda		9495551212	sandi@gosignmeup.com
Total Registrants		1		

4. Sample of Sign-In Sheet

Sign-in Sheet	
The Learning Center	
Template (Do not post)	
Date: 5/31/2021	
Instructor(s): Test Instructor;	
Last Names: A - Z	
Name	
Benda, Sandi	_____

5. Name Tags (Sample) - Created by Admin and assigned to the course with layout format: Avery 5384 or Avery 5395

The Learning Center
Template (Do not post)
Sandi Benda
5/31/2021

6. Attendance Page **PLEASE MARK ATTENDANCE FOR VIRTUAL SESSIONS**

Template (Do not post) - 5/31/2021 - Marking Attendance for 5/31/2021 9:00:00 AM
 Mark all as: ▼

Show 10 entries Search:

Last	First	Status	Options
Benda	Sandi	Attended	<input type="button" value="ATD"/> <input type="button" value="ABS"/>

Previous 1 Next

7. Grading - Grades manually recorded for assignments assigned to an event in Learning Stream. *We will use CANVAS for our grading purposes for asynchronous courses*

8. Sample of Certificates-*these are set to be distributed after students complete evaluation*



9. Continuing Education - Sample

CE for Template (Do not post) - 5/31/2021 9:00 AM

PDP

Show 10 entries Search:

First Name	Last Name	CE Description	Type	Quantity
Sandi	Benda	PDP	Hours	4

Previous 1 Next

10. Registration Details - Sample - Report is in excel format

	A	B	C	D	E	F
1	Template (Do not post) - 5/31/2021 9:00:00 AM - The Learning Center					
2	First Name	Last Name	Email Address	School*	Registration Date	Registration Status
3	Sandi	Benda	sandi1@gosignmeup.com	Science Hill High School	5/4/21 15:48	Confirmed
4						
5						