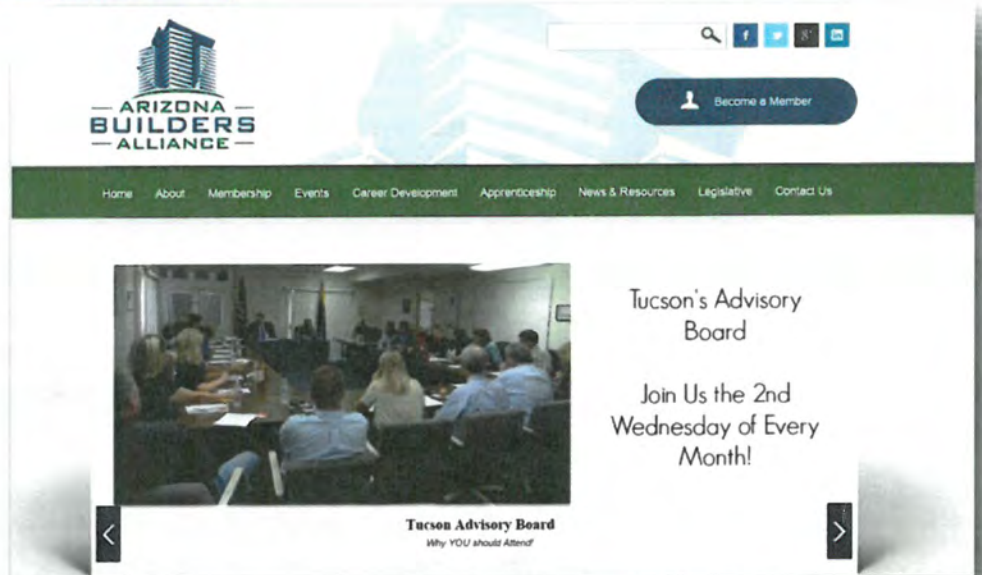


Entering Attendance and Module Final Grades Online

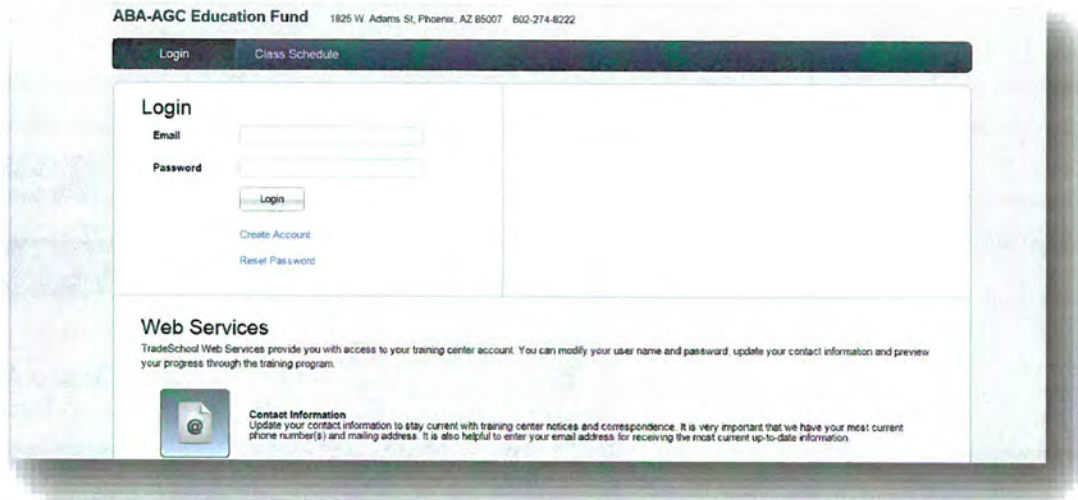
1. Go to www.azbuilders.org



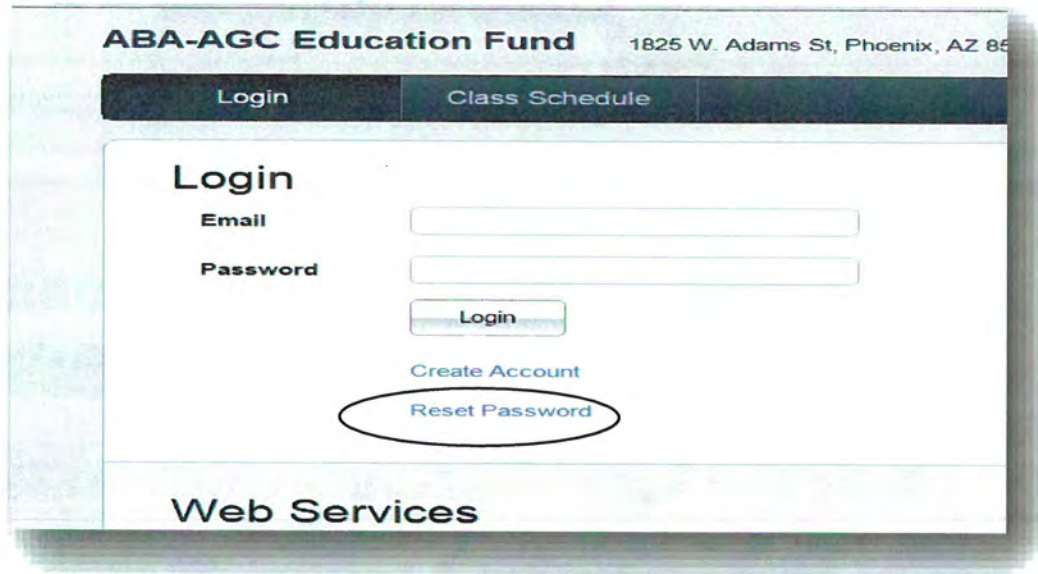
2. Hover over the "Apprenticeship" tab and select "Student/Instructor Login"



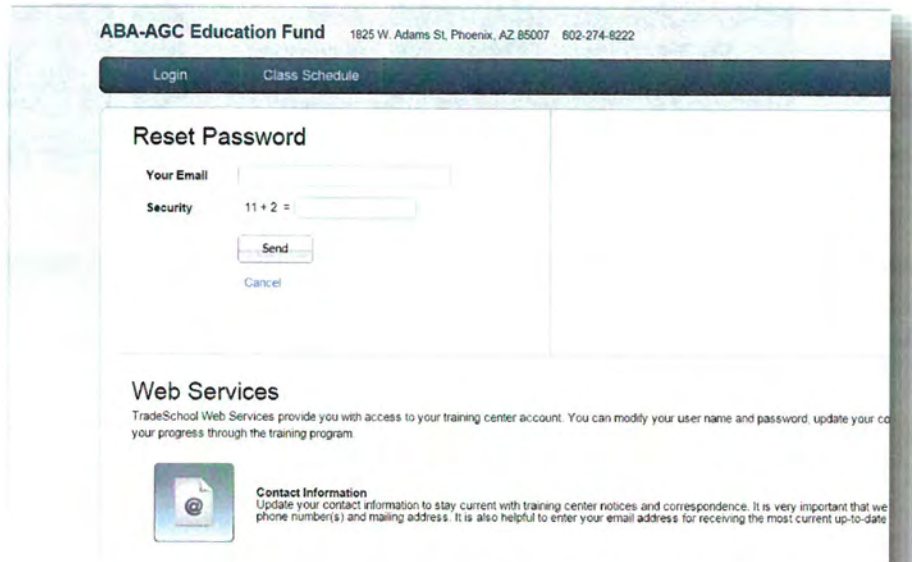
3. Arrive at "Login" Screen



4. Select "Reset Password"



5. Reset Password using the email that we have on file



6. Once your Password is reset login

7. Once logged in select "Instructor" tab

ABA-AGC Education Fund 1825 W. Adams St, Phoenix, AZ 85007 602-274-8222

Logout Class Schedule My Account **Instructor** Apprenticeship

Logged In: Homer Sanders

Personal Certification CEU Training Web Invoices Resume Builder

Address

Street City State Zip County

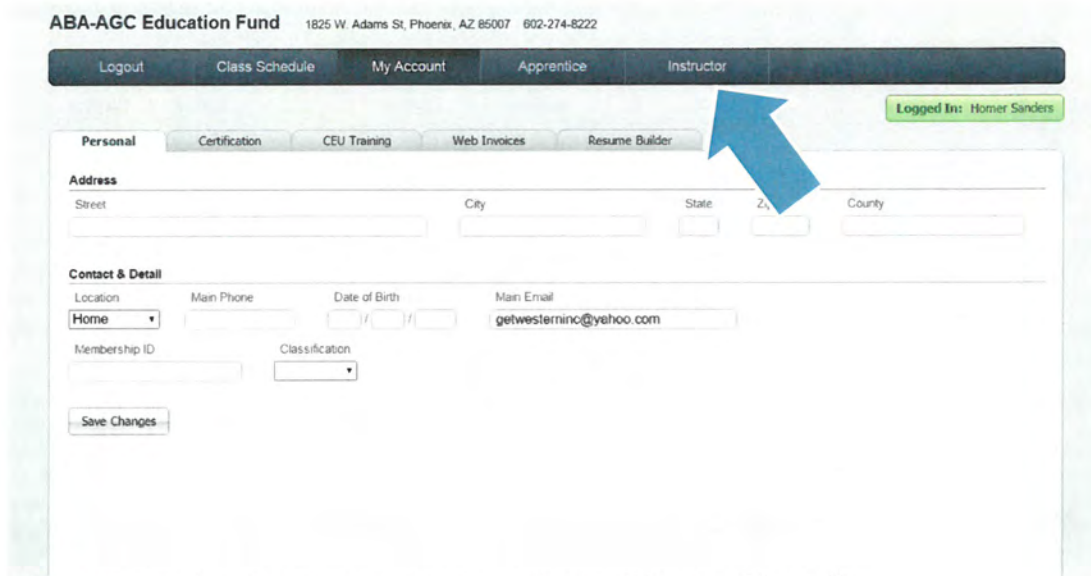
Contact & Detail

Location Main Phone Date of Birth Main Email

Home / / / getwesterninc@yahoo.com

Membership ID Classification

Save Changes



8. Once on Instructor page select "View Class"

ABA-AGC Education Fund 1825 W. Adams St, Phoenix, AZ 85007 602-274-8222

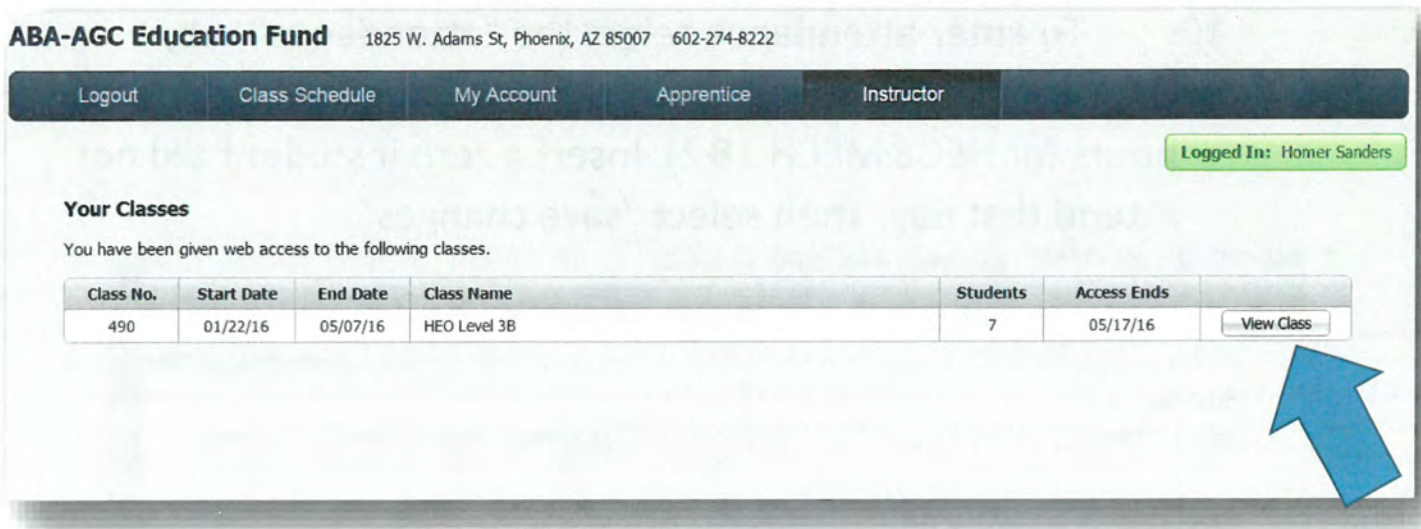
Logout Class Schedule My Account Apprenticeship **Instructor**

Logged In: Homer Sanders

Your Classes

You have been given web access to the following classes.

Class No.	Start Date	End Date	Class Name	Students	Access Ends	
490	01/22/16	05/07/16	HEO Level 3B	7	05/17/16	View Class



11. To enter the final grade for each module select the “tests” tab. Then enter the grade as a percentage for each student. Then select “Save Changes”

The screenshot shows the ABA-AGC Education Fund instructor interface. The page title is "ABA-AGC Education Fund" with the address "1825 W. Adams St, Phoenix, AZ 85007" and phone number "602-274-8222". The user is logged in as "Homer Sanders". The "Class Information" section shows Class No. 490, Name HEO Level 3B, Type Apprentice, Day of Week FRJ/SAT, Days 10, First Day 01/22/16, and Last Day 05/07/16. The "Student Detail" section has tabs for Attendance, Tests, and Final Grade. The "Tests" tab is active, showing a table with 12 test columns. A blue arrow points to the "Save Changes" button.

Student	1	2	3	4	5	6	7	8	9	10	11	12	A
Alonzo, Christopher	80												
Morven, Joshua	95												
Perez Montanoz, Valentin	100												
Schlefelbein, Chad	65												
Singler, Adam	70												
Tabelling, Michael	100												
Torres, Brian	80												

Questions:

Contact:

Janessa Jones – jjones@azbuilders.org

Dana Jones – djones@azbuilders.org or 602-274-8222
ext226

