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

8. Once on Instructor page select “View Class”
9. Arrive at Class Information page

10. To enter attendance select the “attendance” tab, then enter the hours that each student was in class. (8 hours for HEO&MECH 1&2). Insert a zero if student did not attend that day. Then select “save changes”.

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”

Questions:

Contact:
Janessa Jones – jjones@azbuilders.org

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