

# Welcome to the new UWGB Instructor Dashboard!

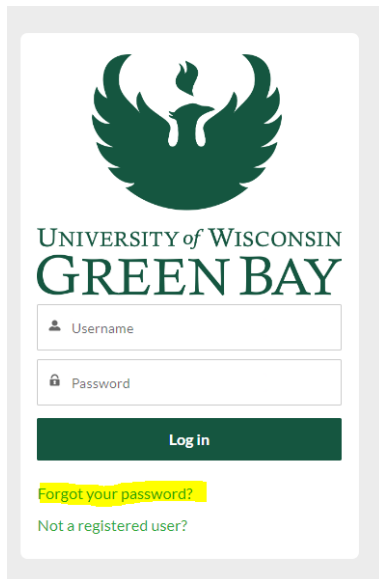
## Instructor Dashboard – User Guide – Corporate Rep

Your one-stop shop for all things registry!

A corporate representative is someone who is submitting on behalf of other instructors. If you are an instructor and corporate rep, please make two accounts in the Instructor Dashboard. You will need to use two separate emails for each login. If you do not have a second email, you can create the second account by adding "+corp" before the @ to your email address (for example johnsmith+corp@uwgb.edu)

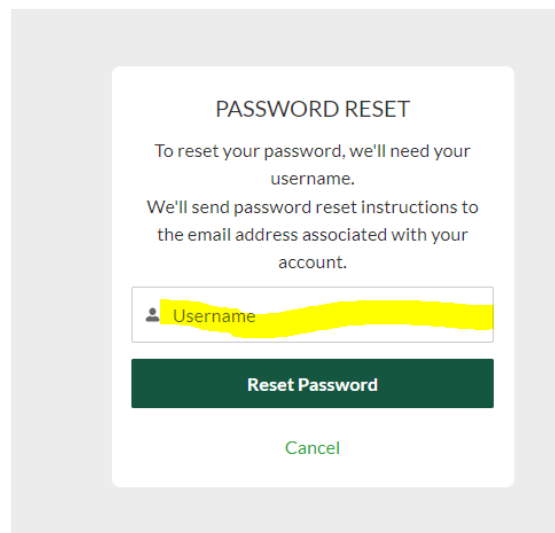
### Getting Started - Creating Your Account

1. If your email is already in our system, such as you are already an approved instructor, follow these steps. (New users proceed to step 2)
  - Access the Dashboard at <https://instructors.uwgb.edu/s/login/>

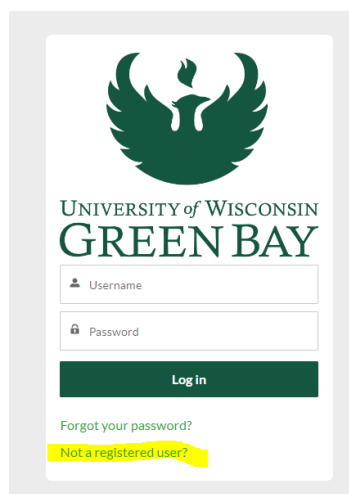


Click the "Forgot your password?" link.

Enter your email under the username and click reset password. Follow the directions in the email to create a password.

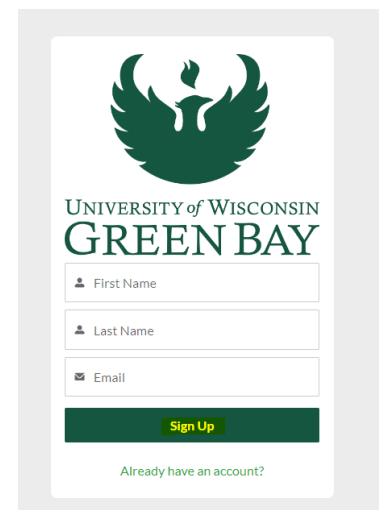


2. New Users – To create a new account if your email is not in our system or you already have an existing instructor account.
  - Access the Dashboard at <https://instructors.uwgb.edu/s/login/>




Fill in your name and email and click sign up.

You will receive an email with a link to create your new password and account.



## Navigating the Instructor Portal

When logging into the dashboard for the first time, pick the corporate rep option.



UNIVERSITY of WISCONSIN  
GREEN BAY

nolanl+sallytest@uwgb.edu [Log Out](#)


\* Are you an Instructor or Corporate representative

Instructor

Corporate representative

[Next](#)

Next, you will be asked to complete your information and then add the instructor you are submitting on behalf of for their classes. They must be an approved instructor. Add all the instructors you are submitting for, and then click next. See the screenshots below.




UNIVERSITY of WISCONSIN  
GREEN BAY

nolanl+sallytest@uwgb.edu [Log Out](#)

Please add the instructors you will be managing through the portal:

Add Instructor

[Previous](#) [Next](#)



UNIVERSITY of WISCONSIN  
GREEN BAY

nolanl+sallytest@uwgb.edu [Log Out](#)

Instructors To Add:

Laura Nolan //

[Add Another Instructor](#)

[Next](#)

After submitting, you will receive a confirmation that your request is received and will be reviewed by the registry team. Upon approval, you receive an email informing you that you have been approved. At that time, you may log into the dashboard and begin submitting on behalf of the instructor.

# Tour the Dashboard

The screenshot shows the top navigation bar with the University of Wisconsin Green Bay logo and a 'Home' link. Two program links are highlighted with a red box: 'Train-the-Trainer Program Only' and 'Assisted Living Administrator Training Program'. Below the navigation is a large banner with the text 'Welcome to the UW-Green Bay Instructor Dashboard' and 'We unlock limitless knowledge.' The main content area contains a welcome message, a helpful link section, and two main sections: 'Instructor Approvals' and 'My Classes'. The 'Instructor Approvals' section features five icons for different class types: Fire Safety (Pending), First Aid and Choking (Apply), Standard Precautions (Apply), Medication Administration (Apply), and Distance Learning (Apply). The 'My Classes' section has an 'Add a class' button.

UNIVERSITY OF WISCONSIN  
**GREEN BAY**

Home

Train-the-Trainer Program Only    Assisted Living Administrator Training Program

## Welcome to the UW-Green Bay Instructor Dashboard






We unlock limitless knowledge.

Welcome to the UWGB Dashboard. This dashboard is your central location for managing your instructor tasks with The Wisconsin Training Registry. You can apply for instructor approval, renew your approvals, and submit and/or add to your classes from the dashboard.

To submit a class, apply for approval, or apply for renewal, please click the appropriate class type and follow the directions for the action you wish to complete. If you require assistance, please contact The Wisconsin Training Registries at [registry@uwgb.edu](mailto:registry@uwgb.edu) or 920-465-2554.

Helpful Link:  
Download the Standard Precautions, Fire Safety, First Aid and Choking, and Medication Administration handwritten/typed [Roster Template](#).

### Instructor Approvals

 Fire Safety Pending	 First Aid and Choking Apply	 Standard Precautions Apply	 Medication Administration Apply	 Distance Learning Apply
--------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------

### My Classes

Add a class

"Home" brings you back to this main page.

Stop! These links are only for programs, not instructors.

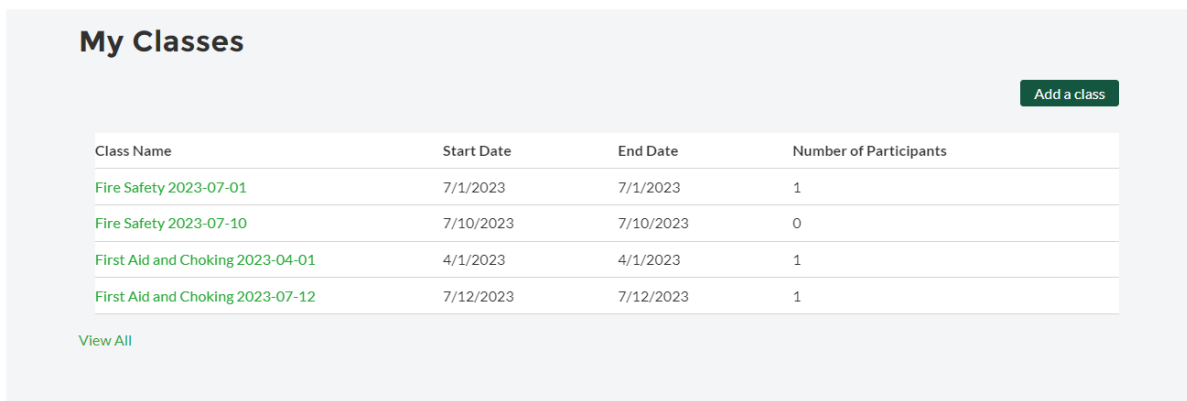
Find the roster template here!

The Instructor Approval box is how you apply, renew, and know the status of your approvals.

The "My Classes" section is how you submit classes or check any information about classes you have submitted, including seeing your evaluations.

## Adding Class and Participants to the Registry

To add a class and participants, go to “My Classes”.



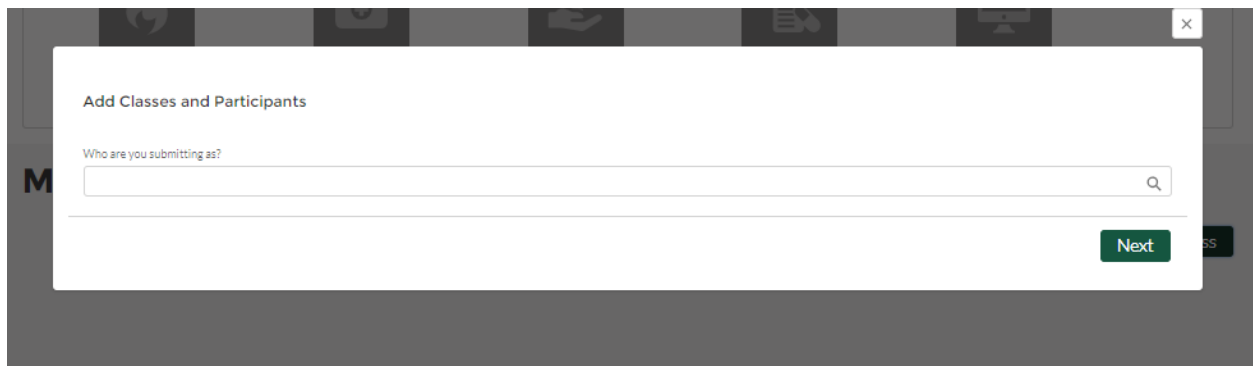
**My Classes** [Add a class](#)

Class Name	Start Date	End Date	Number of Participants
Fire Safety 2023-07-01	7/1/2023	7/1/2023	1
Fire Safety 2023-07-10	7/10/2023	7/10/2023	0
First Aid and Choking 2023-04-01	4/1/2023	4/1/2023	1
First Aid and Choking 2023-07-12	7/12/2023	7/12/2023	1

[View All](#)

Click on “Add a class”

Then pick the instructor you are submitting for:

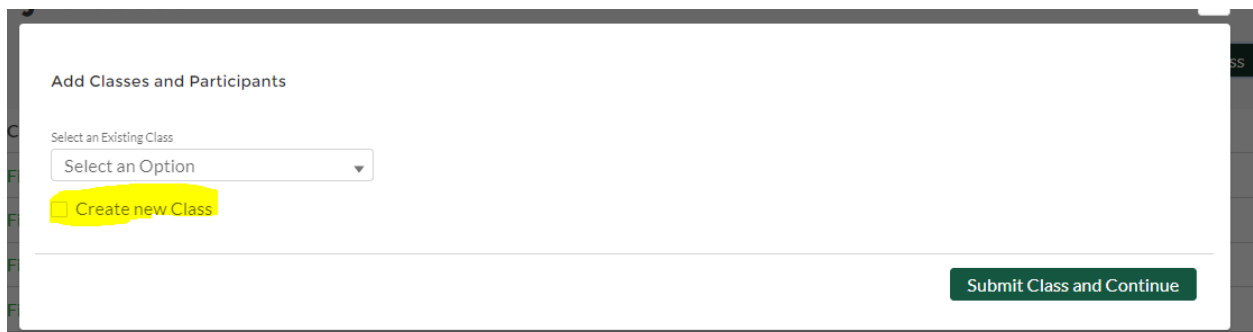


**Add Classes and Participants**

Who are you submitting as?

Select “Create new Class”



**Add Classes and Participants**

Select an Existing Class

  
 Create new Class

The next screen you see will be the class information. Add the start date and time, end date and time, and select the class type. Select either distance learning or pick in person, or hybrid and put the location in the field.

**Add Classes and Participants**

Create new Class

\* Start Date/Time

\* End Date/Time

\* Class Type

Distance Learning (Virtual)

\* Location

Roster Upload

Or drop files

Co-Instructor

Additional Instructors

Next, add participants to the class. Always type in the participant's full name. Put the first name first, then last name. Double check DOB and when selecting from the list.

**Add Classes and Participants**

Participant's Wording - Participant Full Name is required for searching. Put first name first, then last name.

Select Participant

Participant not found

If the participant is not found, click “Participant not found” and add the participant’s info. Click “Add Another Participant” to add more participants or “Next” when done.

Add Classes and Participants

Participant not found

\*First Name

\*Last Name

\*Middle Initial

Date of birth

\*If you do not know your participants middle name, or they do not have one, enter a period.

Phone

Zipcode

Email

[Add Another Participant](#)

[Next](#)

Add Classes and Participants

Please Note: If you do not add participants you will be unable to apply for new approvals or create new classes until participants are added.

If a mistake is made, please hit the X and start over.

Participants to add:

, Laura-Test Testing23

[Add Another Participant](#)

[Next](#)

## Complete payment and click “Charge Card”

Add Classes and Participants

**\$** Payment Details

\* Card Holder Name  \* Email

Complete this field.

\* Card Number  \* CVV

\* Exp Month  \* Exp Year  \* Postal Code

Charge Description

Cost for Enrollement of Participants

**Charge Card 20 USD**

After filling out payment information please hit the charge button before selecting next at the bottom of the screen. You will see a green success message when a payment is successful. Failure to select charge will result in being returned to this screen.

## Then click “Next”

Add Classes and Participants

**\$** Payment Details

**Success**  
The card was successfully charged 20 USD.

After filling out payment information please hit the charge button before selecting next at the bottom of the screen. You will see a green success message when a payment is successful. Failure to select charge will result in being returned to this screen.

Upon completion, you will return to this page:

**Add Participants**

Class Name  
Fire Safety - TtT 2023-07-22

Class Type  
Fire Safety - TtT Student

Instructor  
[Laura-Test A Nolan-Test](#)

Location

Training Location

Start Date  
7/22/2023

Start Date/Time  
7/22/2023, 8:00 PM

Logged in User

Instructor View

Timezone

Suspended

Suspension Reason

Suspension Other

Distance Learning

Instructor Number

End Date  
7/22/2023

End Date/Time  
7/22/2023, 11:15 PM

Consultant

Co-Instructor

Additional Instructors



Consultant Evaluations (0)


Participants (1)

Participant Name	Attendee Full Name	Created Date
<a href="#">AT-1087398</a>	Laura-Test Testing23	7/23/2023, 8:25 PM

[View All](#)

Employee Evaluation (0)

 **Class Roster Upload** 



**No Files Found**

Click "Home" to add another class or to return to main page.

**Add Participants**

Class Name  
Fire Safety - TtT 2023-07-22

Class Type  
Fire Safety - TtT Student

Instructor  
[Laura-Test A Nolan-Test](#)

Location

Training Location

Start Date  
7/22/2023

Distance Learning

Instructor Number

End Date  
7/22/2023

End Date/Time  
7/22/2023, 11:15 PM


Consultant Evaluations (0)

Participants (1)

Participant Name	Attendee Full Name	Created Date
<a href="#">AT-1087398</a>	Laura-Test Testing23	7/23/2023, 8:25 PM

[View All](#)

Employee Evaluation (0)

 **Class Roster Upload** 