UCI Extension
Using Instructor My Account Features
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To access the online web features for instructors, you must have a web user account, or create one using the instructions below. If you have an existing web user account, review instructions under Using Your Existing Web User Account.

Our online web features provide instructors with real time access to view your class rosters, submit grades, enter AV equipment requests for your classes, and update your personal information. If you enroll in a course you can view your class schedules for two current terms, view unofficial transcripts, print grade cards, and change grade options.

For New and Existing Web Users

The My Account Login screen will be used by all instructors. The URL address is https://unex.uci.edu/catalog/secure/signin.asp. Below is an example of this login screen.

To access your existing web user account, enter your email address and password (case sensitive) you used when you created your web account. Click Login.
For New Web Users

To create your new web user account, UCI Extension must have your last name, birth date and Social Security Number (SSN) in our database for verification purposes only. You’ll need to enter this information when you click the “Create New Account” button on the My Account Login screen. See example above.

1. Click “Create New Account”. The following screen will be displayed on your monitor.

   ![Create New Account Screen]

2. Enter your **First name** and press the **tab** key.

3. Enter your **Last Name** and press the **tab** key.

4. Enter your **Gender** and press the **tab** key. (You can also click the down arrow and make your selection from the drop down list.)

5. Enter your **Date of Birth** by selecting the month, day, year from the drop down list and press the tab key.

6. Enter your **SSN**.

7. When you enter your **Social Security Number**, the cursor will move to the **Confirm your Social Security Number** button for you.

8. Click **Continue Registration**. The following screen will be displayed.
On the above screen you will create a password to access your account online.

9. Enter the e-mail address that you will use as your web user account ID.

10. Create a 6 to 15 character password and press the tab key.

11. Confirm your password by typing it a second time.

12. Click Create My Profile. This will take you to “My account” screen.
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My Account Main Screen

The My Account Main screen welcomes you to your account and will display important notices about the classes you teach or your student class schedule. The left side lists the areas you have access to as an instructor. See table below for brief description of each option.

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<th>My Account Main</th>
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<tbody>
<tr>
<td><strong>Update My Profile</strong></td>
<td>Update your web account profile (mail and email addresses, phone numbers, and employer information) to keep this information current.</td>
</tr>
<tr>
<td><strong>Change Password</strong></td>
<td>Change your web user account password.</td>
</tr>
<tr>
<td><strong>View Unofficial Transcript/Grade Cards</strong></td>
<td>If you have taken classes through Extension you will have this option available.</td>
</tr>
<tr>
<td><strong>Order Official transcript</strong></td>
<td>If you have taken classes through Extension you will have this option available.</td>
</tr>
<tr>
<td><strong>Certificate/Specialized Study Application</strong></td>
<td>If you have taken classes through Extension you will have this option available.</td>
</tr>
<tr>
<td><strong>Rosters</strong></td>
<td>View class rosters. You can view your rosters for the two current terms. If you are only teaching one quarter, only the rosters for that term will be displayed.</td>
</tr>
<tr>
<td><strong>Enter Grades</strong></td>
<td>Enter and submit grades for current quarters and update incomplete grades.</td>
</tr>
<tr>
<td><strong>Request AV Equipment</strong></td>
<td>Enter AV equipment request for your classes up to seven (7) days before the class meeting.</td>
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<td><strong>Instructor Guide</strong></td>
<td>View the online Instructor Guide.</td>
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If you have taken classes through Extension you will have an additional button for your student information. You can view your Unofficial Transcript/Grade Cards, Order Official Transcript, and application to Certificate or Specialized Studies. If you have not taken any UCI courses at Extension you will not see this option.
Update My Profile

Update or change your mailing address, phone numbers and preferred address. When you click on this link, a screen similar to the one below will be displayed on your monitor.
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In the My Account Information under the My Local Address and My Business Address, you’ll need to select one of the radio dials to indicate your preferred mail and email address. You will receive all mail and email communications from us at the address you specify.

Once you have finished updating your information, scroll to the bottom of the page and click Update Profile. This will save the changes you have made. You can also cancel the changes by clicking Cancel and Return.

**Change Password**

You can change your password at anytime by using the Change Password link. The following screen will be displayed.

1. Enter your current password for the e-mail address listed above and press the Tab key.

2. Enter your new password; it must be at least 6 characters but no longer than 15 characters, then press the Tab key.

3. Confirm your new password.

4. Click Change. Your password has been changed. Next time you log onto your account use your new password with the email address listed above.

5. You will receive an e-mail confirmation telling you that your data has been submitted.
Rosters

1. To view a class roster you will **click the desired Term/Year Rosters**. In the example below you would click on FALL 2005 Rosters. A screen similar to the one below will be displayed.

2. To see a list of the students who have signed up for your class, **click on the Course Name**. This displays class information, a list of students in the class, their current grade option and enrollment status, and a summary total of adds, drops, and waitlisted students.

3. You can report students who are in attendance but do not appear on the class roster, by using use the text box at the bottom of the screen. Enter the student’s name, phone numbers, and email addresses and click the Email Student Services button. This will electronically notify UCI Extension Student Services Office to contact the student to official enroll them.

4. You can print the roster by clicking the Print Roster button at the bottom of the screen.

5. Once you have printed your roster click the Close window button and you will return to the previous page. Repeat the above steps for each of your classes.
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**Enter Grades**

Submitting grades electronically requires you to grade all enrolled students. If you have given a student some extra time to complete a project, enter the grade of incomplete. At the instructor's discretion, the student has up to one year to complete the class work. Once you have verified that your student has completed all the agreed upon course work, you will be able to go back within one year from the class end date to change the grade.

Follow the steps below to grade students. For guidelines on how to grade, set your browser URL to [http://unex.uci.edu/instructor/your_role/teaching_policies.asp#grades](http://unex.uci.edu/instructor/your_role/teaching_policies.asp#grades).

1. Click the Enter Grades link; your screen will look similar to the one below.

![Image of Enter Grades screen](image.png)

2. Click on the Course Name to enter your grades. A list of students will be displayed. See example.

![Example of student list](example.png)
3. Under Final Grade, Click on the drop down arrow next to the student’s name and select the grade for each student on the list.

4. Repeat step 3 for each student in your class. All students must have a grade submitted at the same time. If you click Continue before you have entered a grade for each student you will get an error message indicating “You must enter a grade for every student”.

5. After all grades have been entered click Continue at the bottom of the screen. A screen similar to the one below will be displayed.

6. In the text box, at the bottom, enter the names, phone, and email address for any students who participated in class, but who do not appear on the roster in order to report these students to UCI Extension Records.

7. Once you click continue, the drop down for each grade option will no longer be available. If for some reason you would like to change a grade for a student click the Reset Form button at the bottom of the page. Note that selecting Reset Form button will require you to re-enter ALL of the grades.
8. Review the grades you have entered and if they are OK click the Submit Grades button. The system will now verify each grade and individually notify all of your students via e-mail. Each student will then have the ability to login and view their grade online. The UCI Extension Student Services Office will also be notified that your grading has been completed.

   When this process has finished a “Grading Complete” message will be displayed. Click the Finished Grading button to return back to you My Account page.

9. To print this page for your records, simply click the Print Grade Roster button.

10. You will see confirmation of your grades once you finalize the grades. Repeat the steps above for each course you need to grade.

**Important Note:**

If you try to enter grades before the end of the class you will see the following message: “You do not have any courses to grade. Return to your account.”

All grades must be entered within two weeks from the last class meeting. Entering grades late, will affect your compensation. Refer to your contract.
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Requesting AV Equipment
Instructors can now enter their request for AV equipment online. You must have an account created to access Extension Web site. All AV requests will be on a first come, first serve basis. We will track AV requests by the date and time the order is made. An automated e-mail is generated for each piece of equipment and sent to Events and Facilities Management (EFM). You can enter your AV request up to one week before the start of your class, after that you must contact your Planning unit during regular business hours. If two instructors are scheduled to co-teach the same class, only the designated primary instructors will be able to request AV equipment for the class. This will depend on how the program representative enters each of the instructors into our system. If you do not see a course you are teaching listed for AV equipment, you will need to contract your program representative. You can only request AV equipment for classes held at UCI main campus and the UCI Learning Center. For other locations, contact your Planning unit. Follow the steps below to enter your requests.

As a reminder, please order only what you need on specific dates as planning units are charged for AV equipment.

Log onto the Web
1. Go to Extensions Web site. Extension.uci.edu
2. Click the My Account Login button in the upper right hand corner of the screen.
3. The My Account Login screen will be displayed, enter your e-mail address and password. See example below.

Important Note:
If you currently don’t have a Web account, you can create one by clicking on the Create New Account button on the My Account Login screen. Complete the screen to gain access to Instructor Extensions Web site. For assistance creating an online account, contact Student Services at (949)824-1010.
4. **Click Login.** The My Account screen will be displayed on your screen. See example below.

5. In the list under My Account main screen, you will see up to two course terms listed that you might be teaching. I.e. Winter 2006 A/V Equipment Requests and Fall 2005 A/V Equipment Request. **Select the term** you want to enter your request for AV equipment. Your screen will look similar to the following.
6. A list of courses you are scheduled to teach will appear. **Click on the course name** to order your AV equipment. Once you select a course, a screen similar to the one below will be displayed.
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Entering AV for All Class Meeting

On this screen you have two options. You can request the same AV equipment for every class meeting or you can add AV equipment to individual class meetings. All AV equipment must be entered one (1) week or more weeks before the start of the class. If you need to request AV equipment for a class that is starting in less than a week, you need to call your Planning unit during regular business hours to make this request. You may only request AV equipment for classes held at UCI main campus or the UCI Learning Center in Orange. All other locations must go through your planning unit.

Enter Same Equipment for all meetings

1. If you want the same AV equipment for each class meeting click the arrow in the textbox labeled Equipment and a list of equipment will be displayed. Select the piece of equipment for all your meetings.

2. The quantity will default to 1, you can change this by clicking on the arrow to select the quantity desired.

3. The Note text box is optional. You can enter a free form note about your request for this piece of AV equipment or class meeting.

4. Click Apply to All Meetings. The selected piece of equipment and note will be displayed next to each meeting. An e-mail is sent to Event Facility Management (EFM) for each request you make and is date and time stamped.

5. Repeat steps 1 through 4 for each additional piece of equipment needed for every meeting.

6. Click the Close button you may need to scroll down to see this button. Do not use the X in the upper right corner of the screen. This will not save your request. You will be returned to the “Your Account” screen.

If you would like to add additional AV equipment to a specific class date, follow the steps below.

Important Note:

As a reminder, please order only what you need on specific dates as planning units are charged for AV equipment.
Individual Meeting Dates

1. To request AV equipment for a **specific class**, **click on the Add/Delete button next to the date** for the meeting. A screen similar to the one below will be displayed.

   ![AV Equipment Request Screen]

2. **Click on Add**, your screen will look similar to the one below.

   ![AV Equipment Request Screen with Add option selected]
3. **The quantity defaults to 1.** You can change this number if necessary.

4. **Click on the arrow to display a list of AV equipment, select the required equipment.**

5. You can enter a free form note in the Note textbox, this is optional.

6. **Click Save** once you have filled in all the boxes. Your screen will look similar to the one below.

7. **Click Add** again if you want to add another piece of equipment for the same day and repeat steps 3 through 6.

8. When you have finished selecting the AV equipment for the selected class, **click the Close Window button.** The AV Equipment Request form will be re-displayed on your screen.

9. **Select another class date** to add AV equipment and repeat the steps above.

10. When you have finished selecting your AV equipment, **click the Close button at the bottom** you may need to scroll down to see this button. **Do not use the X in the upper right hand corner to close the screen, if you have not saved your entry it will be lost and you will need to re-enter it.** You will be returned to your Account screen.
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Important Note:
All AV equipment must be added one week or more weeks before the start of the class. If you need to request AV equipment for a class that is starting in less than a week you need to call your planning unit during regular business hours to make this request.

Delete AV Equipment

1. You need to logon to the system and select the course term and class.

2. With the AV Equipment Request screen open, select the class meeting date you need to change the equipment and click the Add/Delete button.

3. Click the Remove button next to the piece of equipment you want to delete. If you need to remove more than one piece of equipment for the same day repeat this step for each piece.

4. Click Save.

5. Click Close Window. If you need to cancel equipment for a different day, go to step 6, otherwise go to step 7.

6. To remove AV equipment from another class meeting, select the class date and repeat steps 3 through to 5.

7. Once you have removed all equipment Click Close to close the AV Equipment request screen. An e-mail message is sent to EFM that is date and time stamped with your request.

Important Note:
To change a piece of equipment you must remove it first and then select the new piece of AV equipment. If you are changing an AV equipment requirement less than 7 days prior to a meeting, please contact your planning department 24 hours in advance.
Please Note: Accessing equipment list less than seven (7) days before meeting.

In the example above, the first two meetings have a View button only and no option for Add/Delete. This is because the class meets in less than 7 days. When you click on the View button any requested AV equipment is displayed along with a message informing you to contact your Planning unit if you need to change your AV requirements. If no AV equipment has been requested, the following message will be displayed. See example below.
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Note about Personal Laptops

If you are planning to use your personal laptop and only require internet access, you will get a message informing you that your computer must be registered with the UCI’s Network & Academic Computing Services (NACS) department prior to connecting to the UCI network in class. A link to register your computer will be displayed. Please allow 10 working day to complete registration. If your computer is already register, please continue with your AV equipment request. See example below.

Link to NACS web site.
Additional Resources

Click on the link, to access the instructor resources web pages https://unex.uci.edu/instructor/

On this site, you will find teaching resources and guidelines for all UCI Extension instructors. For example, all instructors must provide a detailed and standardized formatted syllabus. You can find all information and templates you need to create a syllabus.

For information about, UCI Extension textbook information, facilities support, and event information click on these links.