



# HELP DOCUMENT

Revised: 20 February 2014

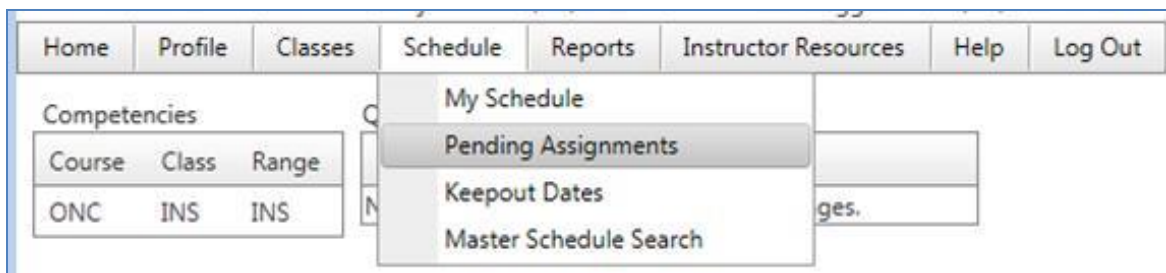
## INSTRUCTOR AUTOMATED ASSIGNMENTS

*(Accepting or Declining Automated Assignments)*

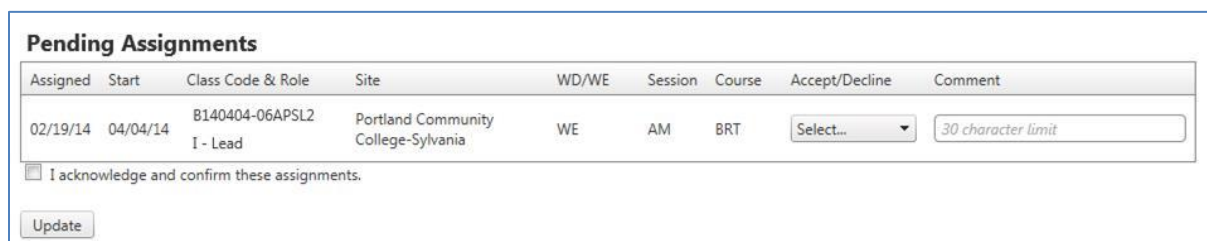
Automated assignments will roll out every Wednesday. If you are given an assignment you will receive an e-mail notification and the assignment(s) will appear for approval on the Instructor Zone website.

### 1) To accept or decline assignments:

- a. From your Instructor Zone dashboard, click on *Schedule* then *Pending Assignments*:



- b. You will see a list of pending assignments.

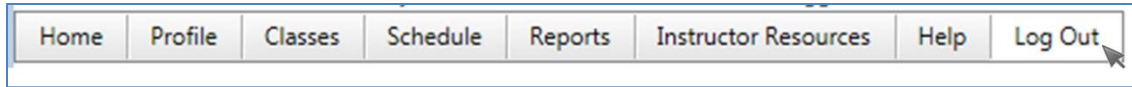


- c. In the drop-down box for each assignment select Accept or Decline.
- d. If you decline an assignment you will be required to leave a specific comment as to why the assignment was declined.
- e. Once you have accepted or declined all assignments, check the box next to "*I acknowledge and confirm these assignments*" and hit the **Update** button.
- f. Those assignments accepted will now show as *Auto Confirmed* on your *My Schedule* list. Assignments declined will be removed from your *My Schedule* list and those dates will be marked unavailable on your calendar.

## 2) Logging out

It is very important for you to log out of your dashboard when done making changes.

To do so, click on **Logout** on the right of your dashboard menu.



Your session is now complete.