



# HELP DOCUMENT

Revised: January 23, 2018

## Instructor Zone Site Needs Tool – Instructor Reporting

*(How to report Site Needs within the Instructor Zone Dashboard)*

- 1) Log into the Instructor Zone.
- 2) On the menu bar, hover over “Classes.”
- 3) Select “Site Needs.”

The screenshot shows the Instructor Zone dashboard for Christine Weedmark. The page title is "Instructor Zone" and the user is logged in as "Idle". The dashboard includes a navigation menu with options like Home, Profile, Classes, Schedule, FAST, Reports, Instructor Resources, Help, and LogOut. The "Classes" menu is open, showing options such as Roster, Performance Evaluation, Student No Show, Student Scoring, Site Needs (highlighted with a red box), and Site Needs PS. Below the menu, there are sections for Competencies, Certifications, and Current Certification Period Taught Summary.

Home	Profile	Classes	Schedule	FAST	Reports	Instructor Resources	Help	LogOut
Competencies		Roster						
Course Class		Performance Evaluation						
ART	INS	Student No Show						
BRT	INS	Student Scoring						
IRT	INS	Site Needs						
ONB	INS	Site Needs PS						
ONI	INS	INS						
RSP	INS	INS						

Certifications

Certification	Period Months	Certified	Expires	Days Left	Last Update
INSTRUCTOR					
FIRST AID					

Current Certification Period Taught Summary

Course Code	Classes Taught	Hours Taught
No records to display.		
<b>Totals:</b>		

4) Select your desired class by double clicking on the Class Code.

**Instructor Zone** Idle  
Welcome, Christine Weedmark! Black

Version 1.4.0.4 Today's Date: 10/17/2017 Last Logged In: 10/17/2017 04:59 PM

Home Profile Classes Schedule FAST Reports Instructor Resources Help LogOut

Home > Site Needs Select Class

### Site Needs Select Class

Class Code	Site	Range Id	No Site Need	Site Needs?
<a href="#">I170709-PORC3</a>	PORTORC	44	<input type="checkbox"/>	Yes
<a href="#">I170514-PORC2</a>	PORTORC	39	<input type="checkbox"/>	Unknown

- a. You will only be able to see those classes which you are assigned the “Lead Instructor” role.
- b. Classes highlighted in red have not had site needs entered; classes without the red highlight have site needs entered.

5) Select the “Create” button to create a site-need request.

**Instructor Zone** Idle  
Welcome, Christine Weedmark! Black

Version 1.4.0.4 Today's Date: 10/17/2017 Last Logged In: 10/17/2017 04:59 PM

Home Profile Classes Schedule FAST Reports Instructor Resources Help LogOut

Home > Site Needs Select Class

Class Code

**Create**

**I170709-PORC3 - 0 requests**

#	Row Error	Row State	Has Errors
No site needs found.			

If site needs have not been entered for the class, this page will show “0 requests.” You will see “Row Error” and “Has Errors” below the class code.

6) After clicking the “Create” button, a pop-up window titled “New Site Need” will appear.

**Instructor Zone** Idle  
**Welcome, Christine Weedmark!** Black

Version 1.4.0.4      Today's Date: 10/17/2017      Last Logged In: 10/17/2017 04:59 PM

Home | Profile | Classes | Schedule | FAST | Reports | Instructor Resources | Help | LogOut

Home > Site Needs Select Class

Class Code

Create

1170709-PORC3

#	Row Error
No site needs found.	

**New Site Need** X

Enter what is needed:

test motorcycle repair

Motorcycle ID #(if applicable):	Mileage
TW1234	564

Insert    Cancel

- a. From here, enter the site need into the text box.
  - If it is for a motorcycle repair, enter the ID# and mileage in the lower text boxes.
- b. Once you have entered all the information for the site need, select “Insert.”

- 7) Insert will bring you back to the “create” page for the class you are working on. The list should populate with the number of requests entered and a description of the requests.

**Instructor Zone** Idle  
Welcome, Christine Weedmark! Black

Version 1.4.0.4 Today's Date: 10/17/2017 Last Logged In: 10/17/2017 04:59 PM

Home Profile Classes Schedule FAST Reports Instructor Resources Help LogOut

Home > Site Needs Select Class

Class Code

Create

**I170709-PORC3 - 1 requests**

#	Trans No.	Site Needs Request	VIN #	Requested by	Status
1	449	Test - motorcycle repair 555 miles	TW1234	Weedmark, Christine	NEW

From here, you can create additional requests, or double click on the individual request to edit it.

- To edit, double click on the site need request you would like to change, and a text box will open.
- Once you have edited the information, select “Update.”

**Instructor Zone** Idle  
Welcome, Christine Weedmark! Black

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Home Profile Classes Schedule FAST Reports Instructor Resources Help LogOut

Home > Site Needs Select Class

Class Code

Create

**I170709-PORC3 - 3 requests**

#	Trans No.	Site Needs Request	VIN #	Requested by	Status
1	449	Test - motorcycle repair	TW1234	Weedmark, Christine	NEW
2	450	test - classroom		Weedmark, Christine	NEW
3	451	test - classroom sheets		Weedmark, Christine	NEW

Edit Site Need

Enter what is needed:  
test motorcycle repair

Motorcycle ID #(if applicable): Mileage  
TW1234 564.00

Update Delete Cancel

- 8) As you enter site needs, a list will populate below the class code. Each site need must have a separate entry.

Example: "Classroom out of pens" would be one site need. "Range needs 2-hole punch" would be a separate site need.

**Instructor Zone** **Idle**

**Welcome, Christine Weedmark!** Black

Version 1.4.0.4      Today's Date: 10/17/2017      Last Logged In: 10/17/2017 04:59 PM

Home | Profile | Classes | Schedule | FAST | Reports | Instructor Resources | Help | LogOut

Home > Site Needs Select Class

Class Code

Create

**1170709-PORC3 - 3 requests**

#	Trans No.	Site Needs Request	VIN #	Requested by	Status
1	449	Test - motorcycle repair - left/rear blinker out 555 miles	TW1234	Weedmark, Christine	NEW
2	450	test - classroom/range need: out of pens		Weedmark, Christine	NEW
3	451	test - classroom/range need: need accident report sheets		Weedmark, Christine	NEW

- 9) If there are no site needs for the class, check the "No Site Needs" box for each corresponding class.

**Instructor Zone** **Idle**

**Welcome, Christine Weedmark!** Black

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Home | Profile | Classes | Schedule | FAST | Reports | Instructor Resources | Help | LogOut

Home > Site Needs Select Class

**Site Needs Select Class**

Class Code	Site	Range Id	No Site Need	Site Needs?
<a href="#">1170709-PORC3</a>	PORTORC	44	<input type="checkbox"/>	Yes
1170514-PORC2	PORTORC	39	<input checked="" type="checkbox"/>	No