

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."

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

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- 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.

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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.

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- 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.

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

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

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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.

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

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