

Welcome to the new UW-Green Bay Instructor Dashboard!

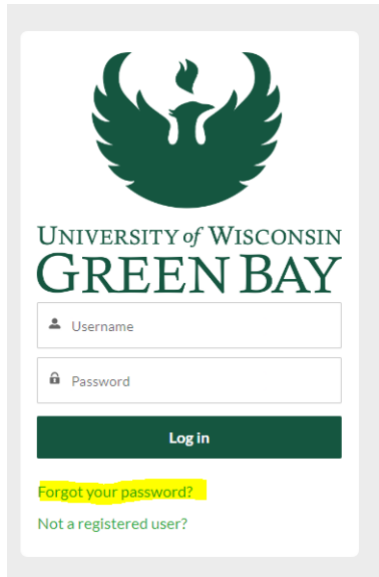
Instructor Dashboard – User Guide – Corporate Rep

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)

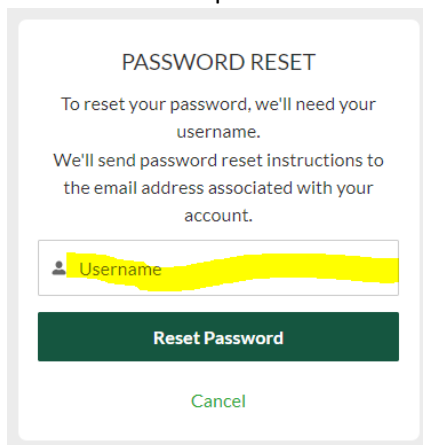
Getting Started - Creating Your Account

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.



The screenshot shows the login page for the University of Wisconsin Green Bay. At the top is the university's logo, a green bird with wings spread. Below the logo is the text "UNIVERSITY of WISCONSIN GREEN BAY". There are two input fields: "Username" and "Password". Below the fields is a green "Log in" button. At the bottom, there are two links: "Forgot your password?" (highlighted in yellow) and "Not a registered user?".

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



The screenshot shows the "PASSWORD RESET" page. The text reads: "To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account." Below this is a "Username" input field (highlighted in yellow) and a green "Reset Password" button. At the bottom, there is a "Cancel" link.

2. New Users – To create a new account if your email is not in our system.

- Access the Dashboard at <https://instructors.uwgb.edu/s/login/>
- Fill in your name and email and click sign up.

The image displays two side-by-side screenshots of the University of Wisconsin Green Bay's instructor dashboard interface. Both pages feature the university's logo at the top, which is a green bird with its wings spread, perched on a stylized tree. Below the logo, the text 'UNIVERSITY of WISCONSIN GREEN BAY' is displayed in a serif font.


The left screenshot shows the login page. It has two input fields: 'Username' and 'Password'. Below these fields is a dark green button labeled 'Log In'. At the bottom of the page, there are two links: 'Forgot your password?' and 'Not a registered user?'. The 'Not a registered user?' link is highlighted with a yellow background.

The right screenshot shows the sign-up page. It has three input fields: 'First Name', 'Last Name', and 'Email'. Below these fields is a dark green button labeled 'Sign Up'. At the bottom of the page, there is a link: 'Already have an account?'.

- 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.




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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

"Home" brings you back to this main page.

The screenshot shows the top navigation bar with the University of Wisconsin Green Bay logo, a "Home" link, and two program-specific links: "Train-the-Trainer Program Only" and "Assisted Living Administrator Training Program". A red box highlights these two links, with an arrow pointing to the text "Stop! These links are only for programs, not instructors." Below the navigation is a large banner image with the text "Welcome to the UW-Green Bay Instructor Dashboard" and "We unlock limitless knowledge." The main content area contains a welcome message, instructions for submitting classes, and a "Helpful Link" section. The "Helpful Link" section includes a link to a "Roster Template" with an arrow pointing to the text "Find the roster template here!". Below this is the "Instructor Approvals" section, which contains five icons representing different class types: Fire Safety (Pending), First Aid and Choking (Apply), Standard Precautions (Apply), Medication Administration (Apply), and Distance Learning (Apply). An arrow points from the text "The Instructor Approval box is how you apply, renew, and know the status of your approvals." to the "Instructor Approvals" section. At the bottom is the "My Classes" section with an "Add a class" button.

Home

Train-the-Trainer Program Only

Assisted Living Administrator Training Program

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

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 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
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My Classes

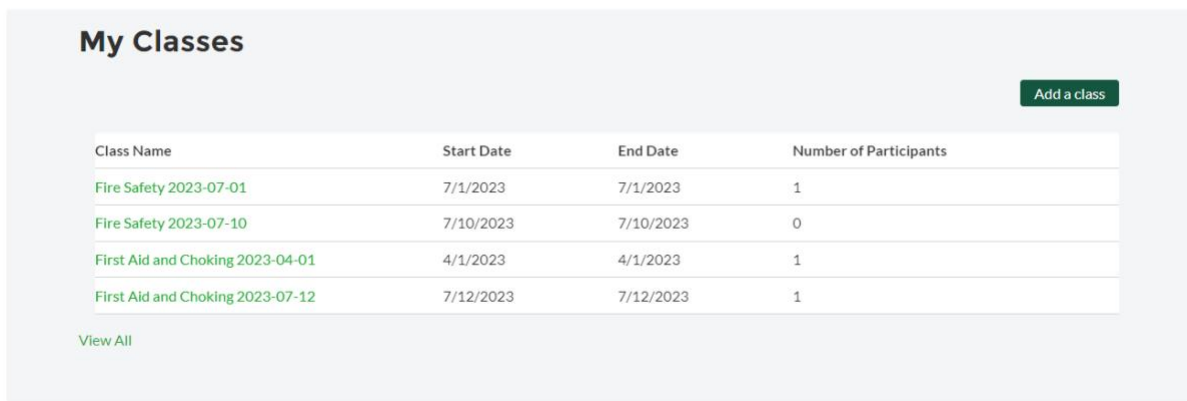
Add a class

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

Find the roster template here!

Adding Class and Participants to the Registry

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



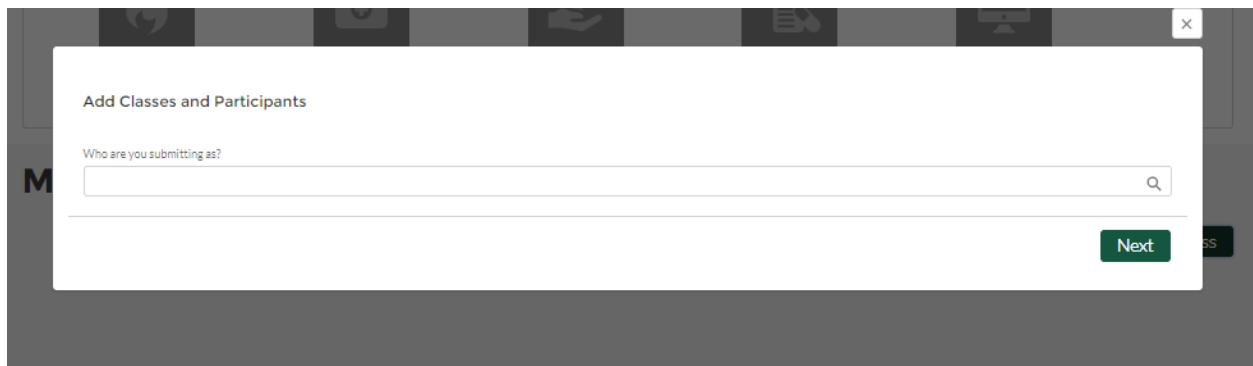
My Classes [Add a class](#)

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”

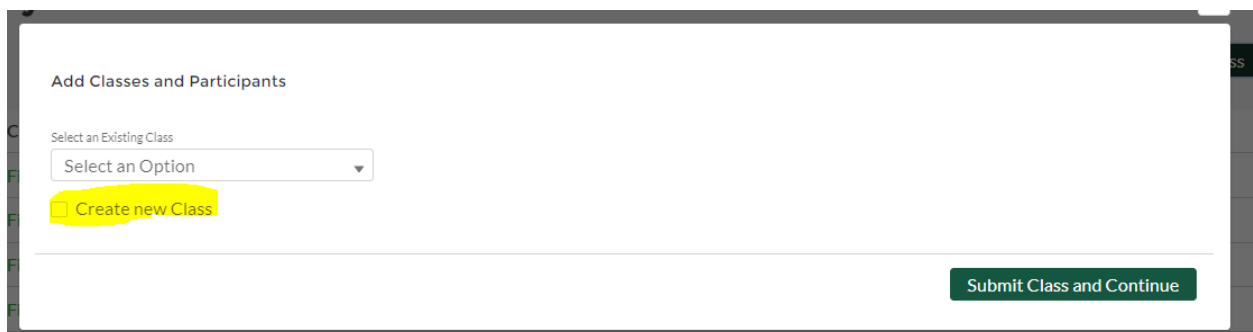
Then pick the instructor you are submitting for:



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.

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

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.

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

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
AT-1087398	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
AT-1087398	Laura-Test Testing23	7/23/2023, 8:25 PM

[View All](#)

Employee Evaluation (0)

 **Class Roster Upload** 