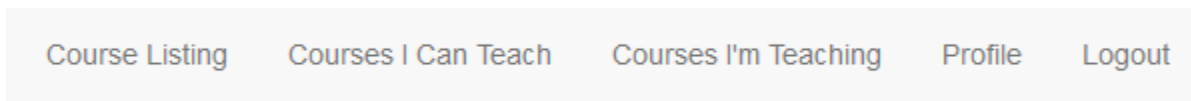# Registration System 1.0

Professor User Documentation

2016

NOTE: If you do not yet have an account you must create one. To do so you must visit the login page and click the "registration" link. The administrator will notify you when the account has been activated.

Navigation

As a professor you may teach courses and view student lists. At the top of the app you have the following options you may select:

| Course Listing | Courses I Can Teach | Courses I'm Teaching | Profile | Logout |

Course listing shows you all the courses currently offered.

Courses I can Teach shows you the courses from your department that you may teach

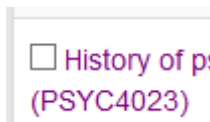*Courses I'm Teaching* shows you courses that you are currently teaching.

Profile shows you basic information about your profile

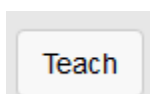*Logout* will log you out of the application.

Teaching a Course

You may teach a new course by selecting a course under "Course Listings":

1. Select the course you want to teach by selecting the checkbox next to the course listing:
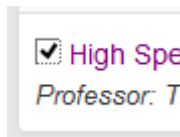
☐ History of p:
(PSYC4023)

2. Click the submit button at the bottom of the application:
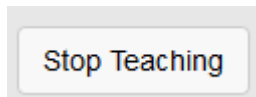
Teach

Stop Teaching a Course

You may stop teaching a course under "Courses I'm Teaching".

1. Select the course you wish to no longer teach by selecting the checkbox next to the course listing:
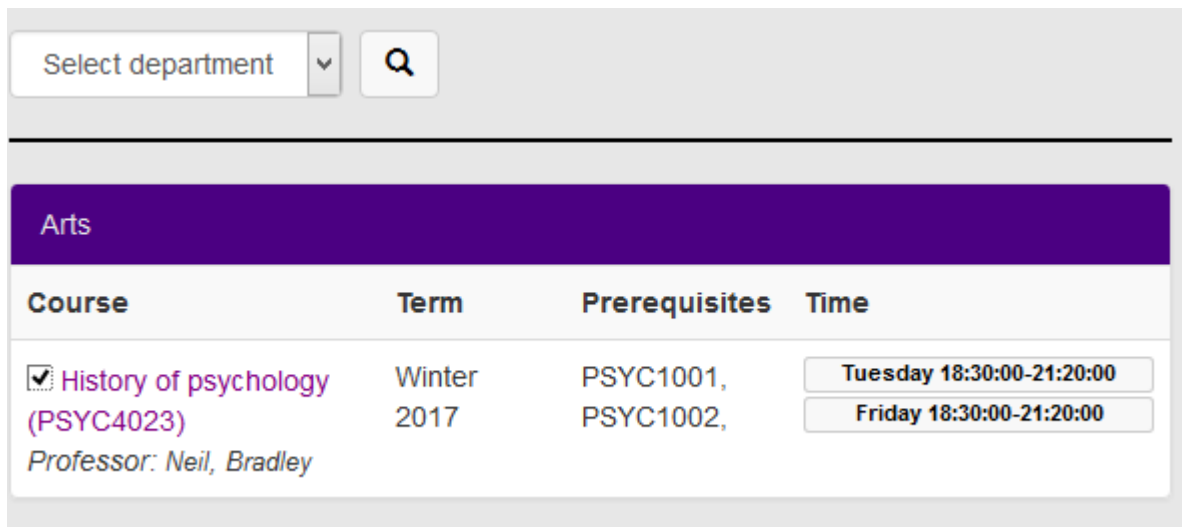
☑ High Spe
Professor: T

2. Click the submit button at the bottom of the page:

Stop Teaching

Viewing Courses

"All Courses" and "Courses I'm Teaching" sections show you basic information about the course. Under each section you may view more details by clicking the name of the course. For example, under "All Courses" you will see listings similar to the below picture:

Select department ⌄ 🔍

Arts

Course	Term	Prerequisites	Time
☑ History of psychology (PSYC4023) Professor: Neil, Bradley	Winter 2017	PSYC1001, PSYC1002,	Tuesday 18:30:00-21:20:00 Friday 18:30:00-21:20:00

Clicking on the "History of Psychology (PSYC4023)" will show you more information about the course:

Course Information

High Speed Computing (CS3123)

General

Department: Computer Science
Prerequisites: CS1001, CS1002,
Description: Parallel programming and matrix stuff
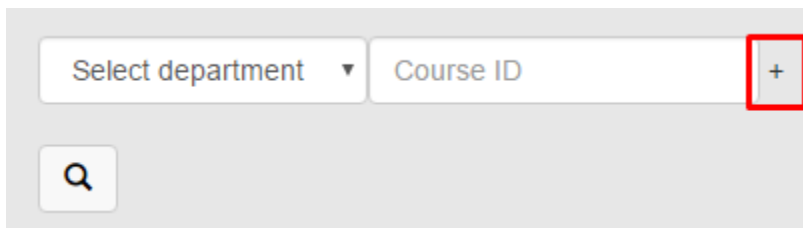**Building** HH101

Times

Class Times Tuesday 18:30:00-21:20:00
Start Date: Sept. 9, 2016 - Dec. 15, 2016
Registration: Sept. 8, 2016 - Jan. 9, 2017
Withdrawal date: March 1, 2017

You may search for courses by course id, category, or both. The below diagram shows the search feature:

Select department ▼ | Course ID | +

🔍

Notice the marked "+" sign in red. Clicking this icon will add an additional search filter.