ActiveNet Training with Community Programs

Administrative Account Options for Instructors

Cuesta College
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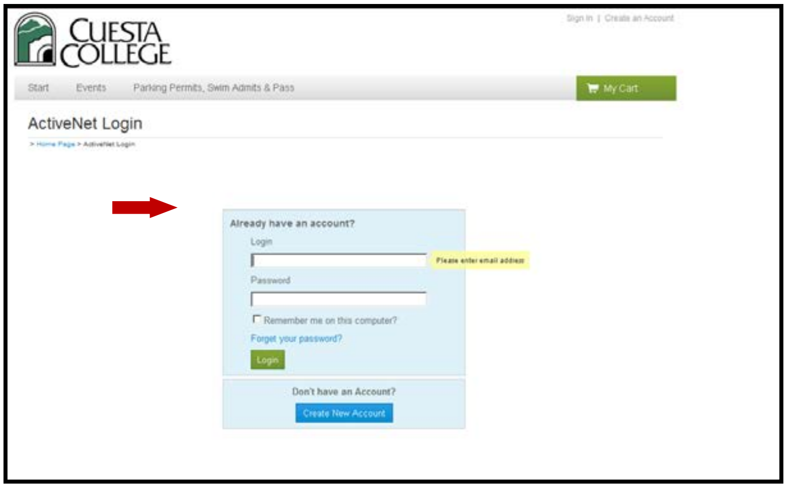
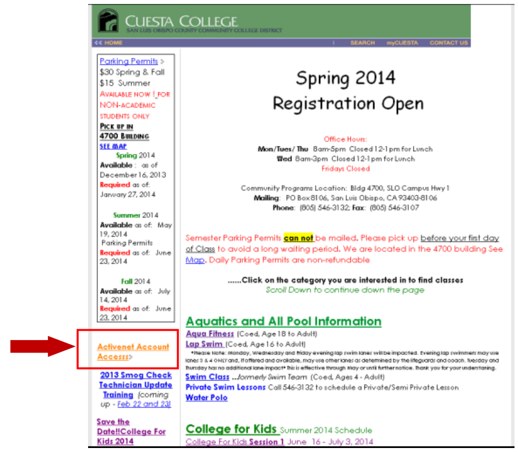
Home

The first page is our “Home” for the ActiveNet online registration system

Link - https://apm.activecommunities.com/cccommunityprograms/ActiveNet_Login

Also available on the www.CommunityPrograms.net homepage, in the left hand margin “**ActiveNet Account Access**”





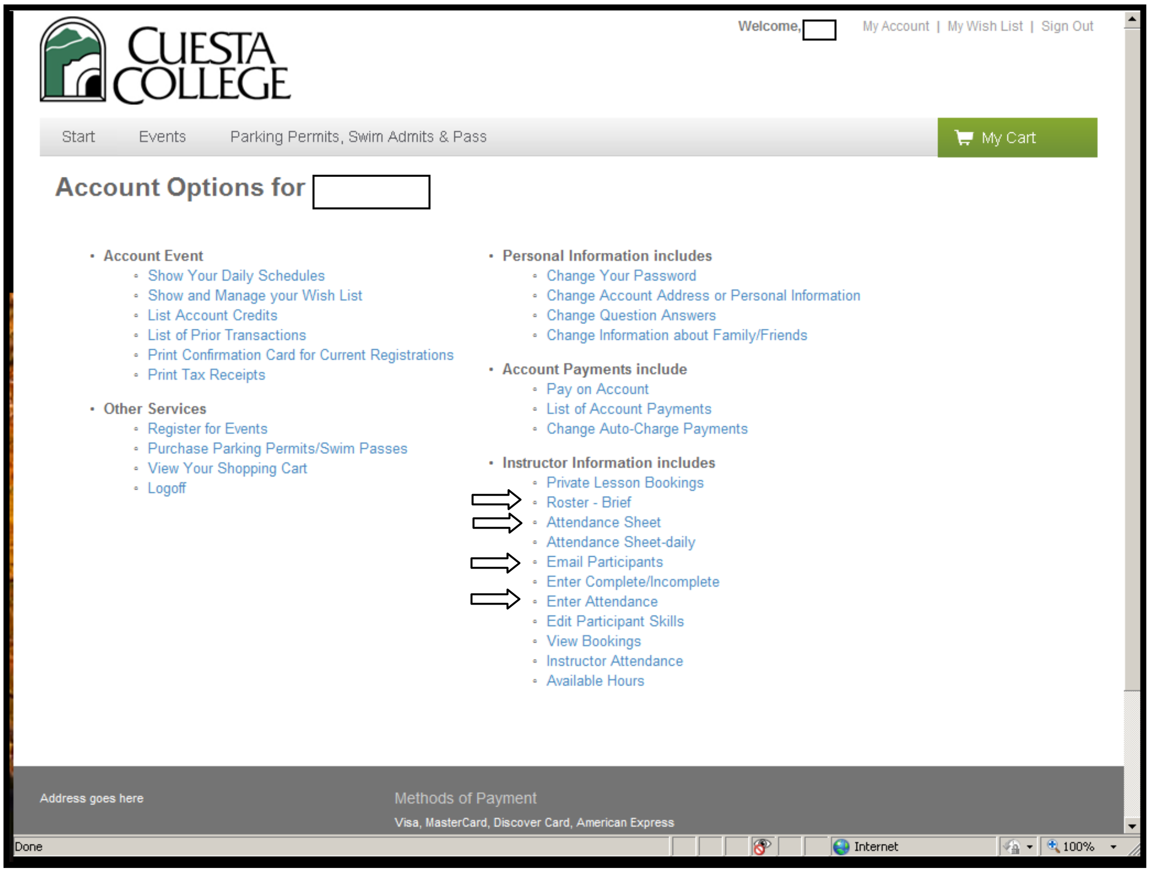
The first page is our “Home” for the online registration system – ActiveNet Log On page

- Use the credentials we gave you for the username and password, then click sign in (if you do not remember this, or have not received this from us, please call our office at 546-3132)
- If you are a new instructor, you will receive an email with this information, and directions

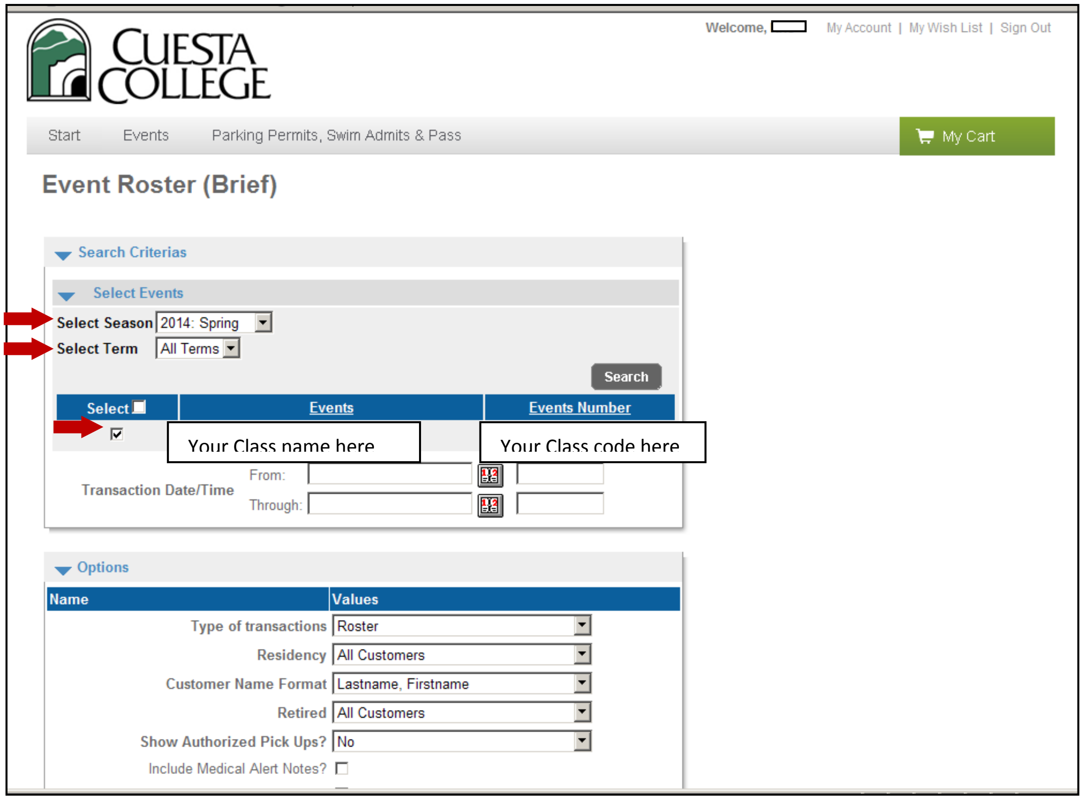
Account Options

- Once you login you will see "Account Options for (Your name here)"
  - You have the options under "Instructor Information Includes" on the bottom right
  - Here, you can see information pertaining to your **Classes**:
    - Rosters – Roster Brief
    - Communication - Email Participants
    - Attendance - Attendance Sheets, Enter Attendance

You can also manage **your personal account**: registrations and other (to update and add family members) Under the "Personal Information Includes" bullet

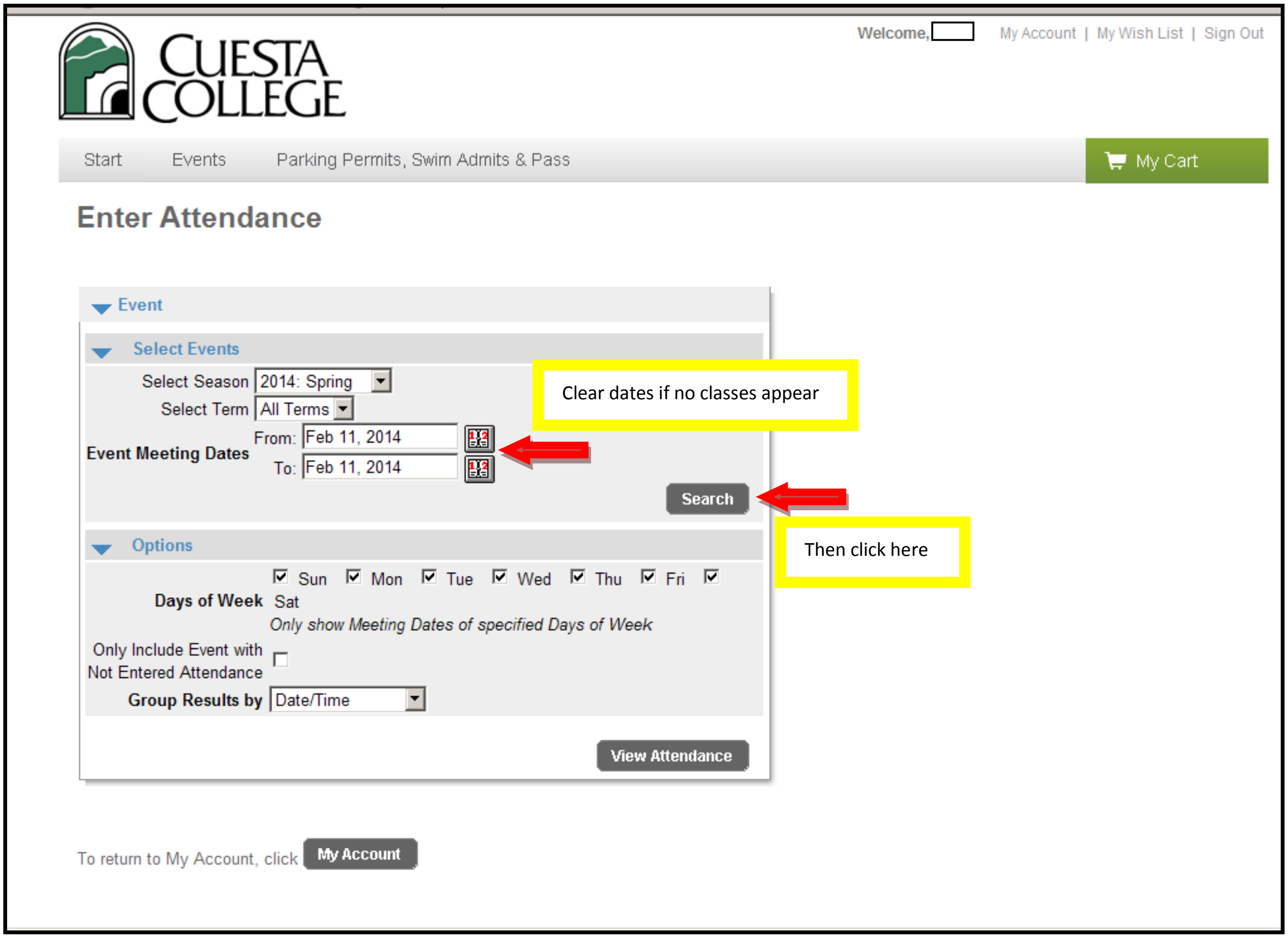


ROSTERS



- **When running rosters through the Instructor Portal:**
  - Choose the Roster **(Brief)** or to run an **Attendance Sheet**
  - Select Season (drop down menu) defaulted to: (current Semester)
  - Select Terms: "All Terms"
  - Click your class listed
  - Transaction Date/Time: N/A
  - All other choices are defaulted correctly and you <u>do not need to click anything else</u>.
  - Scroll Down the page to find the $\boxed{\text{Run Report}}$ button
  - Floating icons will appear at the bottom middle of the screen when you hover over with mouse to show printing options

Attendance

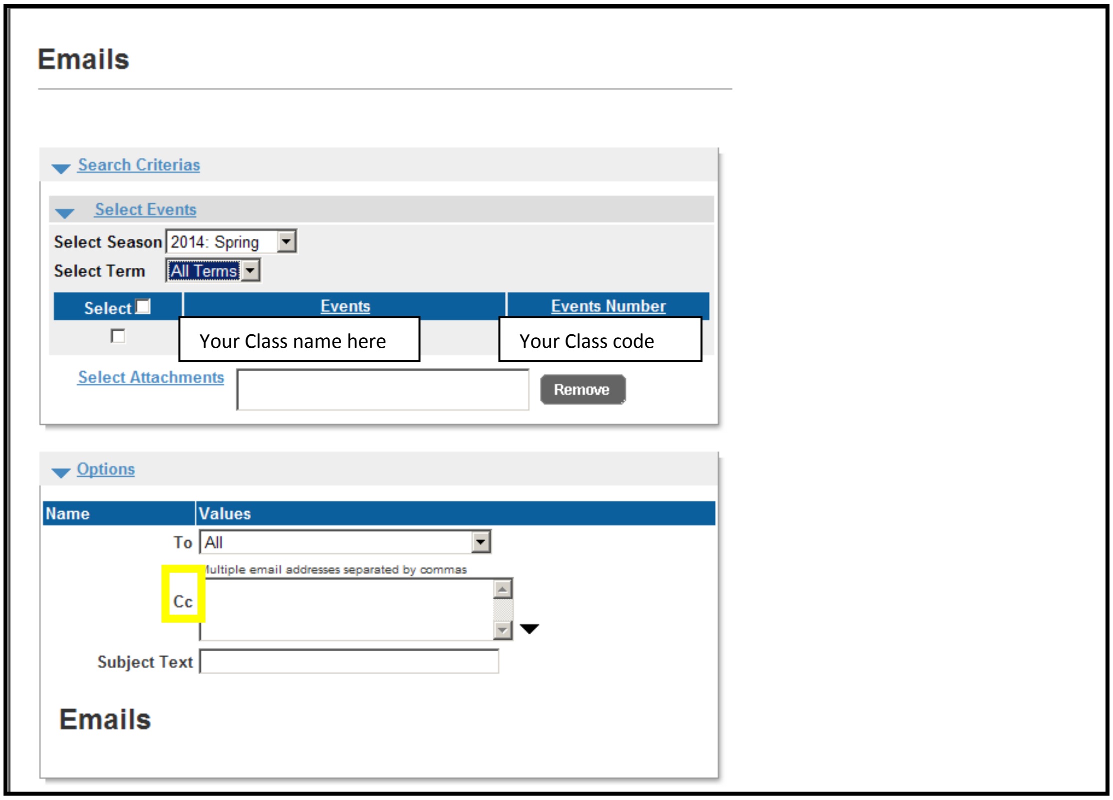


- **Entering Attendance**
  - To return to **"My Account" see bottom of Page**
  - Choose the **"Enter Attendance"** option under the "Instructor Information Includes"
    - This option goes by day; for each day of your class you will need to enter attendance separately
    - Remember to "save".

This has become a requirement for reporting purposes, and for liability reasons we need to know when patrons are attending. Also this assists us with requests such as refunds, credits on account, etc.

EMAILS

The system has some great options for tracking and communication **but** please remember that our patrons' **privacy** is of the utmost importance and any abuse of that will result in loss of privileges through this system:



- **NOTE:** You may only email patrons regarding your current classes or upcoming classes through Cuesta College Community Programs
    - CC: Always copy our department in these types of communications (phillip_martin@cuesta.edu , kirk_carmichael@cuesta.edu , gabriela_rangel@cuesta.edu and npina@cuesta.edu)
    - If we do not have enough enrollments and any of your classes are cancelled **ONLY** Front Office Staff is responsible for contacting patrons.
- **To send an email**
    - Choose the "Email Participants" link on the **Account Options for Instructor** page under instructor information bullet list
    - Select Season (drop down menu) defaulted to 2014: Spring
    - Select Terms: N/A
    - Click your class listed
    - The "To" field defaults to "All" – no need to change anything here
    - Type the email Subject in the "Subject" box
    - Type the information in the body of the email
    - The option to "Preview recipients (do not send emails)" is check-marked by default. To send emails, unclick the check mark for that option
    - Scroll down the page and click on "Run Report" – this sends the email