INSTRUCTOR ROSTER ACCESS AND PRINTING

You have been sent this sheet because you requested the ability to access and/or print Wheelhouse Course Attendance Sheets and Rosters via the Wheelhouse Course web site. Please pay careful attention to the directions, assumptions, and policies outlined below. If you have any questions or concerns contact your Program Planner.

Steps in Accessing Rosters

Step 1
Log into the Wheelhouse Course web site via the direct URL http://activenet1.active.com/mini-courses/ or via www.wisc.edu/minicourses and clicking through the ActiveNet “View Activities” button to get to the Activities List page.

Step 2
Click on the “My Account” button in the upper right hand corner.

Enter your login name and password:

Login Name: ________________________
Password: __________________________
You can change these if you wish under “Change Your Password” once logged in.

The “Instructor Services” section on the resulting menu lists the various roster options available. Choose the one that best serves your purposes by clicking on that option.

Any “open” courses that you are assigned to teach will appear in the selection box at the top of the page, sorted by Wheelhouse Course Term. Click to highlight the course(s) you want. If you want to access rosters for courses that are already underway or finished you need to change the default search on the opening page before going to “Your Account”.

You can choose to output the rosters as Adobe files (best printing option but requires that Reader be installed on your computer), HTML, or Excel Files.

Please note:
1. Wheelhouse Courses will assume that you are printing your own roster for all future courses unless we hear otherwise from you. Once given this access we will no longer provide the printed Attendance Sheet or Roster to you. It is still expected that you will take attendance at your course(s) and turn in Attendance Sheet/Roster upon completion of the course(s).

2. Wheelhouse Course privacy and solicitation policies must be strictly adhered to. Participants give us their personal information with the understanding that it will be used for Wheelhouse Course purposes only. Use of the information available via this access by an Instructor for any other purpose, without the express permission of the individual participant, may result in revocation of any current Instructor Agreement and adversely effect possible future teaching opportunities. Please respect the privacy of our participants.