



LEARNING THAT WORKSSM

How to “toggle on” Instructor Rights AS A CAMPUS ADMIN

- The following directions will help Campus Admins give privileges to Instructors.
- **Important:** Some Instructors may not have their Rights automatically turned on. Please review all of your active instructors and toggle-on rights as appropriate.
- **Go to NC3Certs.com and login using your Campus Admin Account.**
 - **Note:** Your Campus Admin Log-in ID should be your Email address you’ve used in the past.



- In order to give Instructors access to:
 - Curriculum
 - Ability to enroll students
 - Run grade reports
- NC3's new testing site may not recognize instructor settings from our old website. This should only take a couple minutes!
- Campus Admins **MUST** “toggle” on Instructor Privileges.
- The following steps will help you through the process.

Toggle on

Campus Admin	Instructor	Edit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

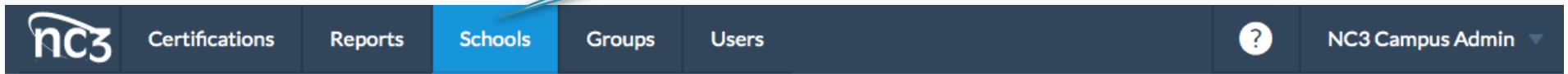
Toggle off



LEARNING THAT WORKSSM

- Go to the Schools Tab

Click the Schools tabs



Schools

School Name ▼	State ▲	Groups	Campus Admins	Instructors	Students	View
NC3 Test	California	5	4	2	17	

Then click the view icon for your School



LEARNING THAT WORKSSM

NC3 Test

Name: NC3 Test

Website:

State: California

Type: Post-Secondary

+ Add Group

Groups

Group Name	Instructors Assigned	Students Assigned	Edit
Test	0	0	<input checked="" type="checkbox"/>
	0	0	<input checked="" type="checkbox"/>
	0	0	<input checked="" type="checkbox"/>
	0	0	<input checked="" type="checkbox"/>
	0	0	<input checked="" type="checkbox"/>

Click green Sort arrow to see all of your Instructors together

+ Add User + Import Users

Users

User Name ▲	User Type ▲	Certifications Available	Certifications Passed	Campus Admin	Instructor	Edit
Test CA	Campus Administrator	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dan Ramirez	Campus Administrator	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Test Student	Student	1	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Test Instructor	Instructor	4	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test instructor2	Instructor	3	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test Student6	Student	1	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Toggle on your instructors