Instructor's Guide
Elevate the Learning Experience

Understanding ElevatED Course Codes

Course Code	Course Title
C M 1 0 3 C	Effective Telephone Communication Skills

The first two letters indicate the primary skill the course focuses on developing. In this example **C M** stands for Communication.

The last letter indicates the course delivery method.
- V for virtual (Zoom)
- **C** for classroom (In-person)
- E for self-paced (On-demand)

Each course code is followed by the course title.

Note: Course codes that end in E are self-paced (or on-demand). Instructors will not receive any notifications for these courses.

ElevatED Quick Glossary

Course: This is the course that you teach. For example, Effective Telephone Communication Skills.

Session: Formerly called "offerings", these are the dates your course will be offered. For example, Effective Telephone Communication Skills has two sessions, one in October and one in November.

Learners: Any individual enrolled in a learning event at Auburn University or A U M.

Instructor: Formerly "facilitators", all individuals who partner with H R D to deliver courses to our Learners.

Instructor Email* Notifications
*As ElevatED grows and we receive feedback, emails are subject to change.

When Your Course Is Scheduled:
When you are added to ElevatED and assigned a course, you will receive up to four emails for a virtual session and two emails for an in-person classroom session.

Added as Instructor Email
The first email you review will be from hrddept@auburn.edu and it will let you know you have been added as an instructor to a course. Please confirm the V or C at the end of your course code.

You have been added as an Instructor

AH Auburn Human Resource Development <hrddept@auburn.edu>

↩ Reply   ↩ Reply All   → Forward   ⊡   ···

Mon 10/3/2022 11:40 AM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

ElevatED Auburn's Employee Education Center

You have been added as an Instructor

Hello

You have been added as the Instructor for the session, CM103C Effective Telephone Communication Skills.
This session is part of the Course, CM103C Effective Telephone Communication Skills.
Session Timings: 09:00 AM CST, Tue Nov 29 2022 - 11:00 AM CST, Tue Nov 29 2022

Thanks and War Eagle!
Auburn Human Resource Development
Contact hrddept@auburn.edu for questions or to request accommodations.

Help

Virtual Session Emails

When you are scheduled for a virtual session, you may receive the following emails:

- A Zoom invitation from zoomhrd@auburn.edu. (This may go to your Other/Unfocused folder.) We recommend clicking Add to Calendar for direct access to your session U R L from Outlook on the day you're scheduled to instruct. This allows you to bypass ElevatED and go directly into your Zoom session.

NOTE: H R D has found this notification to be the most comprehensive and helpful for instructors to schedule and access their virtual learning session.

- A Zoom Session Details email with the Zoom link. This U R L will allow you to enter your virtual session directly from your email, bypassing ElevatED.
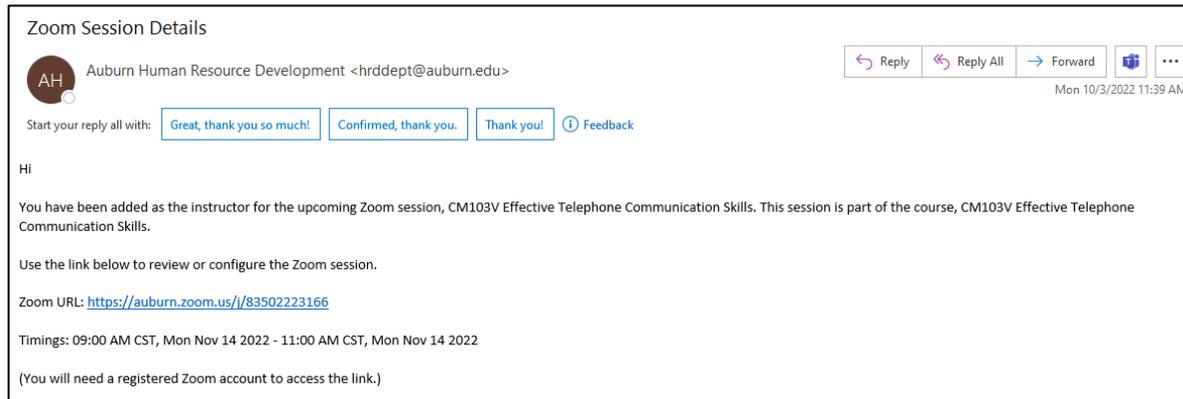
- A calendar invitation will mark the time for your session on your Outlook calendar. If you chose to enter your course from the hyperlink in the calendar invitation, you will be taken to ElevatED and may need to switch to the Instructor role to access your course U R L. (More on that in Entering ElevatED.)
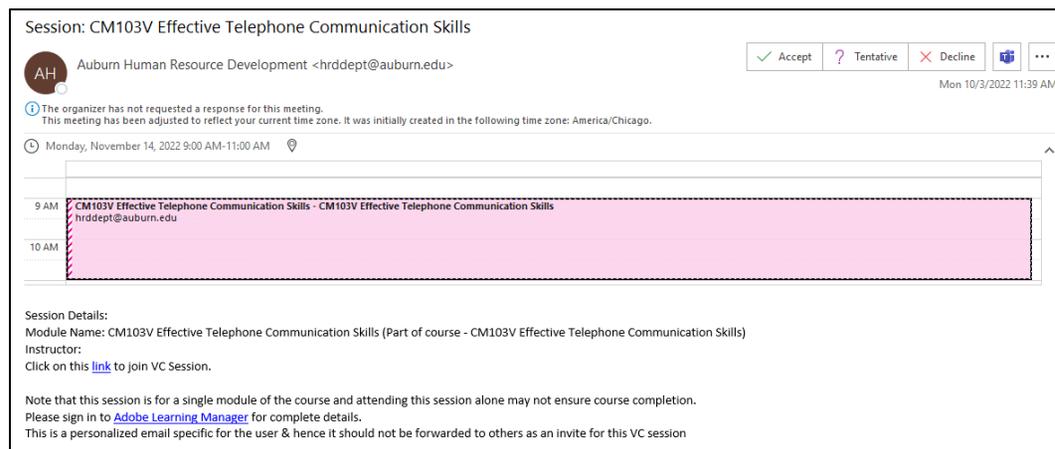
In-person Classroom Session Emails

When you are scheduled for an in-person classroom session, you will receive a calendar invitation. This will add the course to your Outlook calendar and include the location and address.

NOTE: H R D has found this notification to be the most comprehensive and helpful for instructors to schedule their in-person learning session.

Reminder: as ElevatED grows and we receive feedback, emails are subject to change.

Entering ElevatED

When you enter ElevatED, you may be brought in as a Learner. To access your Instructor information, switch roles by clicking on your profile picture in the top right of your screen. Select Instructor from the dropdown.
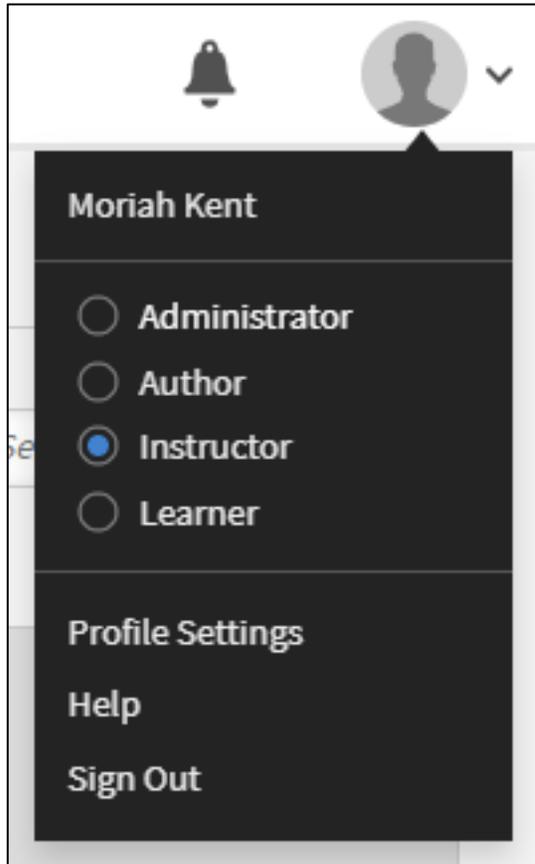
Access Your Courses

You will be taken to your Instructor Dashboard. Here you can see all your upcoming sessions. To access past sessions, use the navigation menu on the left-hand side of your dashboard.

Before Class

Virtual Class Set-Up

Location: Zoom

1. Be sure that your Zoom is updated with the most recent version. Click here to learn how to check for updates.
2. Make sure that you log on at least 10-15 minutes early to make sure technology is working properly.
3. Enable Live Transcription within Zoom.

   a. Make sure you are running the latest version of Zoom before you enable Live Transcription.
   b. Start your Zoom Session.

c. Click Live Transcription from your Zoom toolbar at the bottom of your screen.
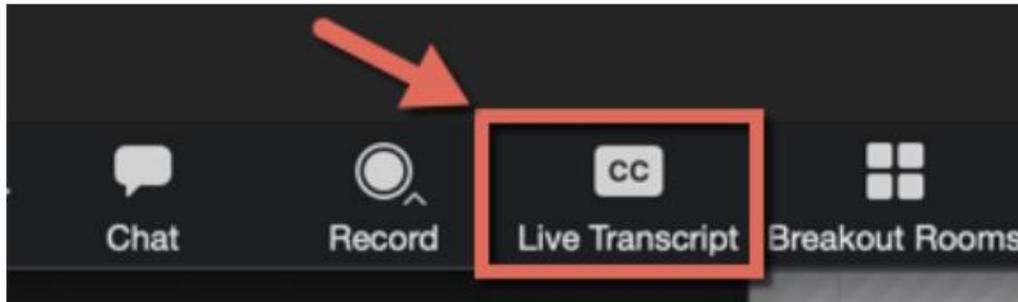
d. When Live Transcription is open, click the Enable Auto-Transcription button.
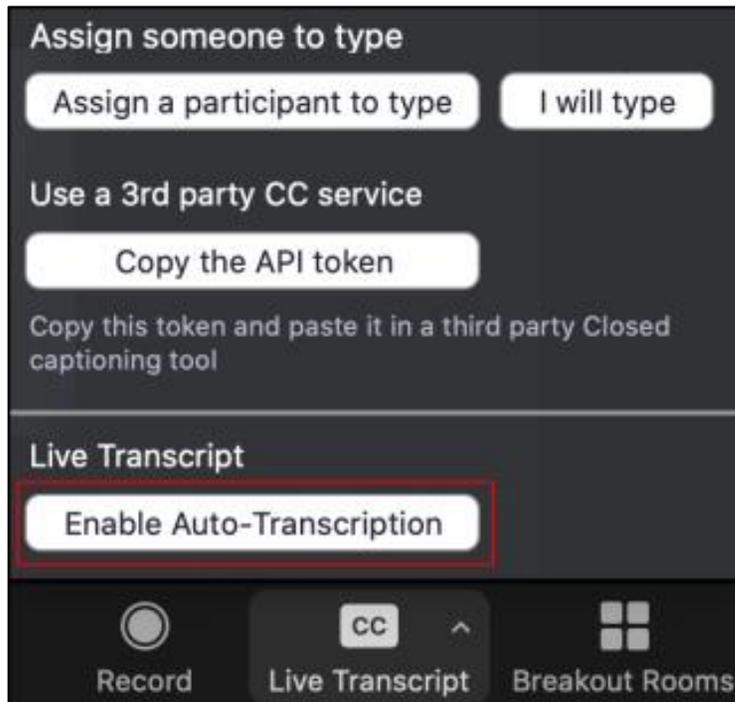
Adding Materials to Virtual and In-Person Classroom Sessions

H R D strongly recommends that you upload materials such as handouts, PowerPoints, P D Fs, etc., a few days prior to your session as paper copies will no longer be made available unless a specific accommodation request has been made. To upload materials, do so in the Resources section of your course. Select the session you would like add materials to by clicking on the Session Name.

From the left-hand side menu select Resources.

Select the blue Add button in the top right of your Resources Screen. You'll be able to add a resource from your computer.
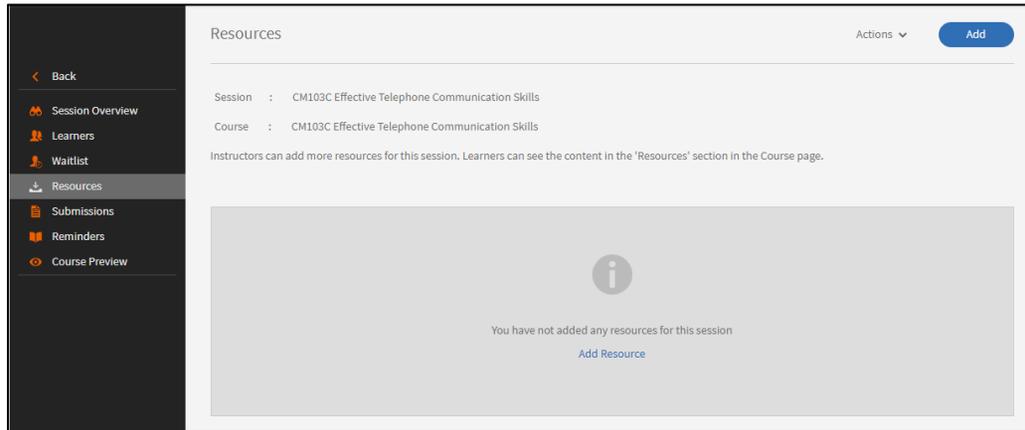
You will see your added Resource appear on the Resource page.
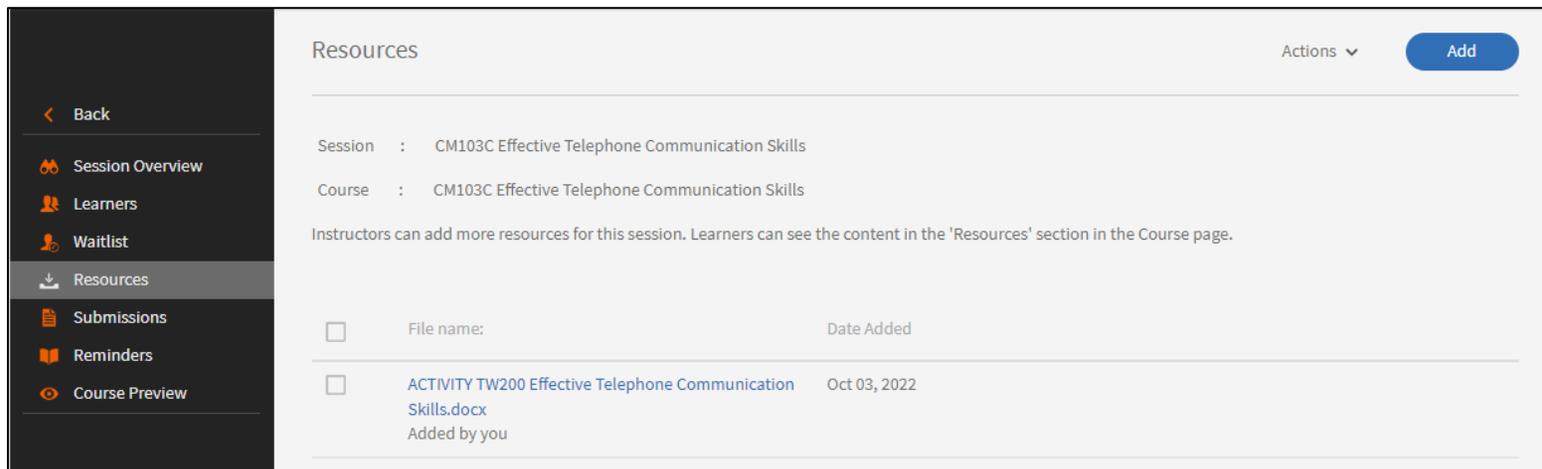
To preview your materials, select Course Preview from the navigation menu on the left-hand side of your Resources page. On the Course Preview page, you can confirm that your resources are available to Learners on the right side of the course under Resources.

Check Your Course Roster

Within your course, you can access your classroom and virtual session rosters by selecting Learners from the left-hand Navigation menu.
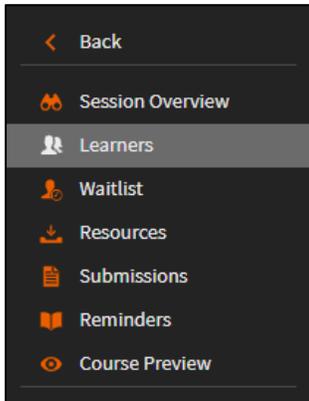
From here, you can access a list of enrolled Learners.

Email Your Roster

From your Learner List, you can email your classroom and virtual learners individually or in bulk. Check the boxes to the left of your Learners to select them individually or select the check box next to Name to select all learners.

From the Action dropdown in the top right of your Learners page, select Send Email to Selected or Send Email to All.
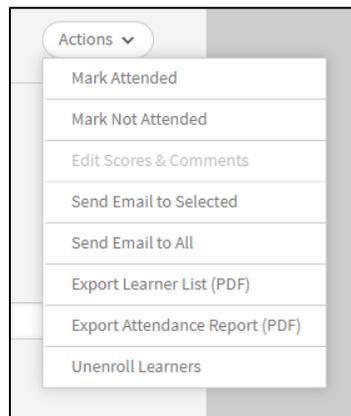
A popup will appear. From here, select the blue Copy button. Open your Outlook and paste into the "to" field. Send your email as normal.
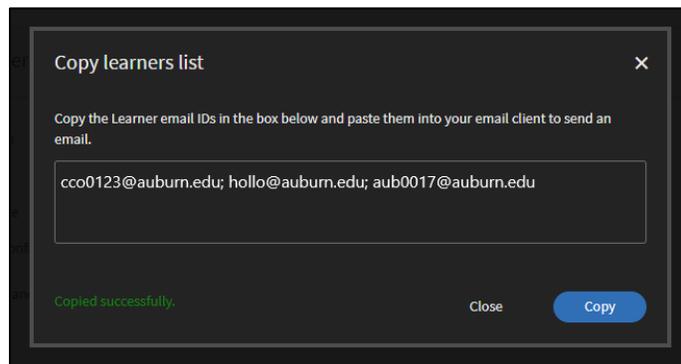
Download Your Roster

From the Action dropdown in the top right of your Learners page, select Export Learner List to download your roster.
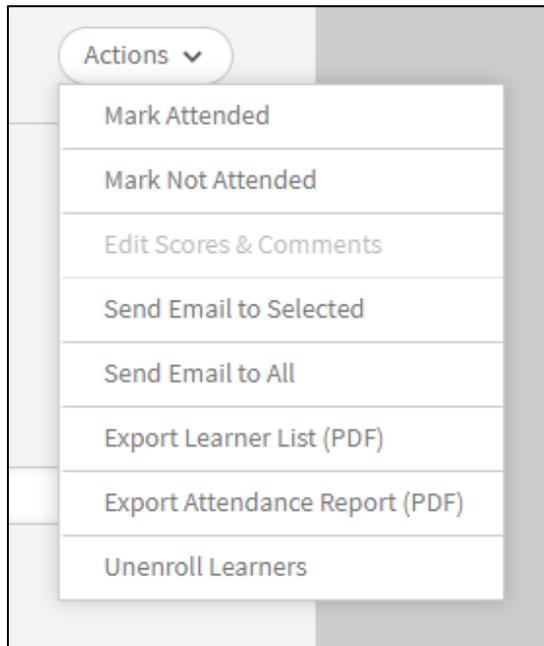
A P D F will immediately download to your computer.

Marking Attendance

For consistency, H R D will be marking attendance for all sessions. It is very important to note that Mark Attended is a permanent designation and cannot be edited or reversed.

In-Person Classroom:
1. For in-person classroom sessions, H R D will continue to provide a printed copy of the roster for attendees to sign in.
2. Return your roster to H R D for processing.

Virtual:
1. For virtual sessions, H R D will be checking Zoom Usage reports.
2. At the end of your virtual session, go to auburn.zoom.us and sign in.
   a. Select Reports on the left-hand navigation menu.
   b. Select Usage. (You may need to adjust the date range at the top of the page.)
   c. Select the number under the Participants column.
   d. Check the boxes for Export with meeting data and then select the blue Export button.
   e. Email the spreadsheet that downloads to hrddept@auburn.edu with the subject line ROSTER PROCESSING.

Accessibility Accommodations

You may receive an email from H R D letting you know that a Learner in your upcoming session requires an accommodation. This could include access to materials ahead of time, reserved seats, microphone usage, etc.

H R D is committed to creating a learning environment that meets the needs of its diverse employee population and we will work with all of our Instructors to ensure learner accommodations are honored.

Questions or Concerns

For any questions, concerns, or technical issues, reach out H R D at hrddept@auburn.edu.