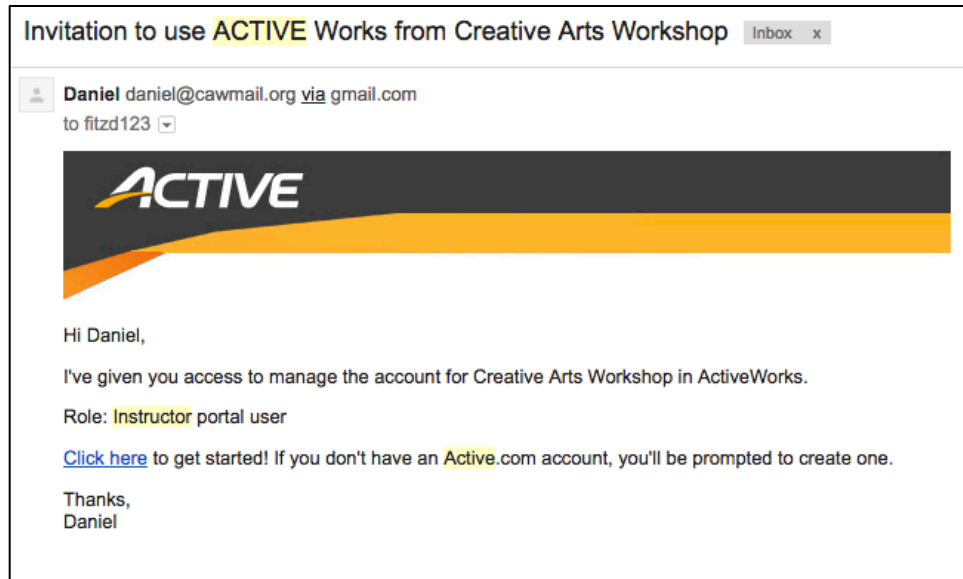


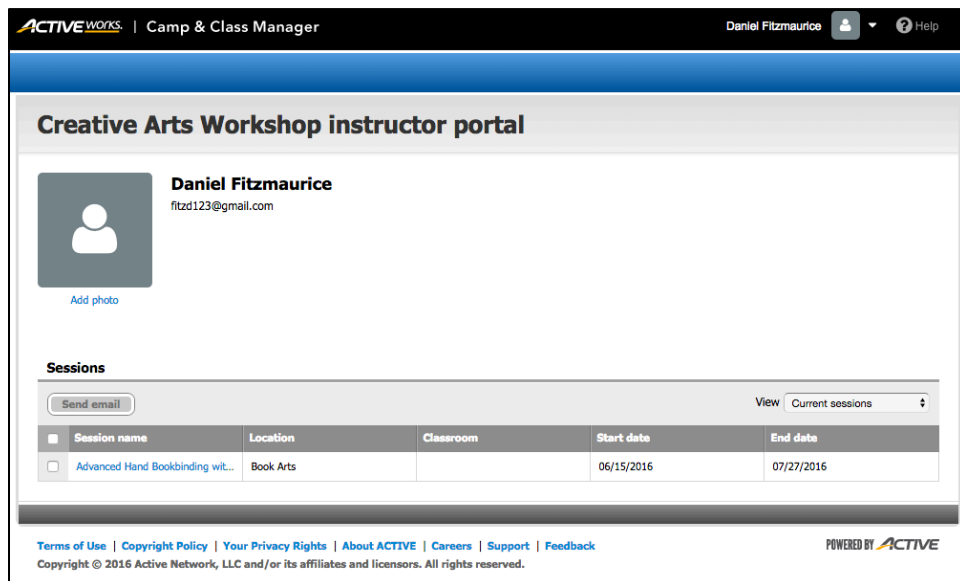
CREATIVE **ARTS** WORKSHOP

How to Use Instructor Portal

1. You will receive an email from Active Network to access to the Instructor Portal
2. If you do not have an account with Active Network, follow the setup procedure



3. Visit camps.active.com/CreativeArtsWorkshop to login to the Instructor Portal
4. The Instructor Portal homepage displays courses currently assigned to you; click "View" to display past and current courses



CREATIVE **ARTS** WORKSHOP

5. Click on a course to view details, description, and currently registered students
6. Click the box next to the student(s) to active the "Send Email" button

The screenshot shows the 'Creative Arts Workshop instructor portal' for the course 'Advanced Hand Bookbinding with Gisela Noack'. The course is scheduled for June 15 - Jul 27, 2016, on Wednesdays from 7:00 PM to 10:00 PM. It is located in the Book Arts room on the 2nd Floor Mezzanine, Bindery Studio, United States. The course level is 'Advanced' and includes special instruction on sewing headbands. Prerequisites include previous experience in bookbinding. A note indicates that there is no class on July 7, 2016, due to a monitored open bench session. Below the course details is a 'Participants' section with a 'Send email' button and a table listing student names and email addresses.

First name	Last name	Email address
[checkbox]	[redacted]	[redacted]
[checkbox]	[redacted]	[redacted]
[checkbox]	[redacted]	[redacted]
[checkbox]	[redacted]	[redacted]
[checkbox]	[redacted]	[redacted]

Notes:

- ▶ For the privacy of our students, please do not share your login information
- ▶ Active Network uses the word "sessions" to describe courses