# KCELTS Instructor Responsibilities

**Check your session enrollment** through EagleNet.
Directions for checking enrollment:
1. Go to EagleNet for Faculty
2. Log-in
3. Click on “Class Roster” (right side of screen under “Faculty Information.”)
4. Ignore “Select a Term” option. Instead, enter a date. If you’re not certain of the date, provide enough range to capture it, i.e. for Dog Days and/or fall semester, 08-10-08 and 12-25-08.
5. Click the radio button for the section you want to check; click submit.

**A minimum of three participants is required** if you are being compensated for teaching or facilitating most sessions; six participants are the minimum for Teaching Circles and Reading Groups. If you do not have three registrants, you may choose to cancel the session, or to teach/facilitate it without compensation.

**Enroll yourself** in the course as a student if you are not being paid to teach the session but instead are receiving professional renewal credit for it.

**Cancel sessions** for low enrollment or your own emergencies by emailing registrants (not simply by informing KCELTS staff.) Please explain the reason for the cancellation.
CC: Lauri Hughes, Bonnie Cackoski, Jodie Stoessel.

**If you have a session which requires software**, check one week in advance that the computers in KCELTS can accommodate your needs. If any software program needs to be installed, contact Bonnie Cackoski.

**Arrive at the location** of your session **at least 10 minutes early** to:
- make certain technology is booted and working
- greet your registrants (this is solely the instructor’s responsibility)

**Attendance** is required. This is especially important as a means of catching those who have not registered. A **class roster** will be provided at the instructor station (for Cedar Hall rooms 2097 & 2095), on the table (for Cedar Hall rooms 2077 and 2083), or emailed to the instructor the day before for all other locations. Please mark attendance on this roster.

**Drop class roster attendance sheet** in the marked file tray on Jodie Stoessels desk (or mail to Cedar Hall 2092).