

KCELT 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 KCELT 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 KCELT 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 Stoessel's desk (or mail to Cedar Hall 2092).