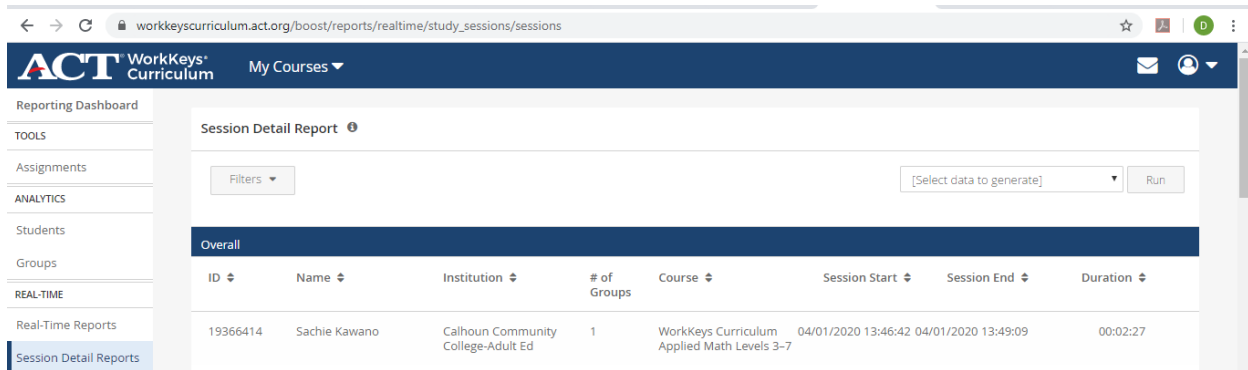# Online Instructor Guide

- Connect with students during regular classroom time via Zoom, email, telephone, **and/or** Canvas.
- Document interactions with students using a weekly activity tracker, some options are on the ACCS/RTW website.
- Enter student time into AAESAP using appropriate guidelines.
- We are now allowed to enter time on unscheduled class days/times.
- Provide students with the online curriculum outline which includes websites, modules, and videos necessary to complete the course.
- Record student WorkKeys placement scores on the portfolio document located on the Ready To Work website.
- Instruct students to login to WorkKeys Curriculum regularly in order to document student time.
- Use the following steps to track student time spent on WorkKeys Curriculum:
  1. Login to instructor account.
  2. Select the arrow beside the administrator option in the top right corner.
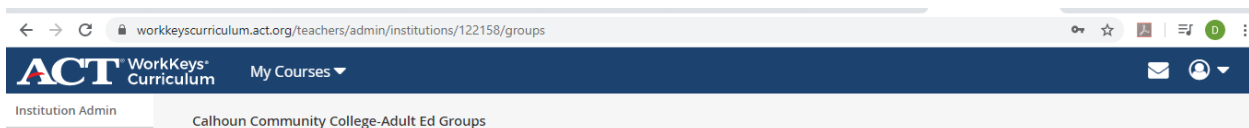
  3. Choose Reporting Dashboard.
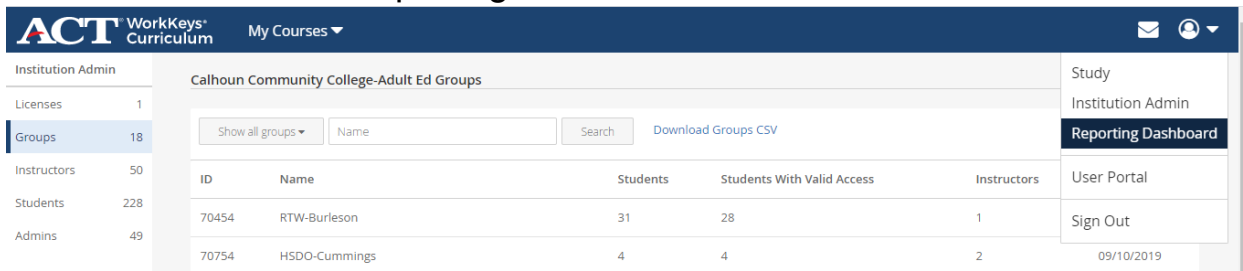
4. Select Session Detail Reports on the left where you will be able to track the time of your students. Use this as a tool to enter time into AAESAP.

- Reassure students they will be able to take the WorkKeys assessment when building access is granted.
- Provide support to fellow colleagues as needed.