Manager: Manage Tasks (Connect)

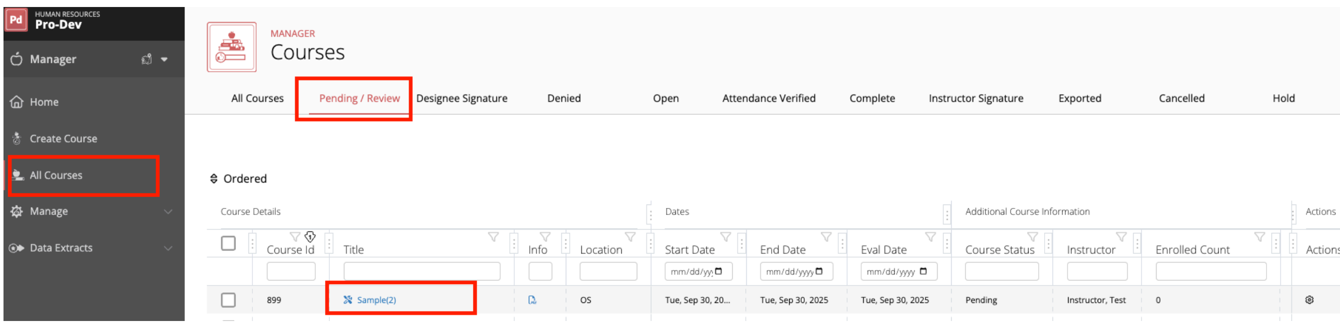
Here, as the Manager, you will learn to view instructors, external course attendance requests, residual payments, and course reimbursement requests.

Review: Approve/Deny Course Tab

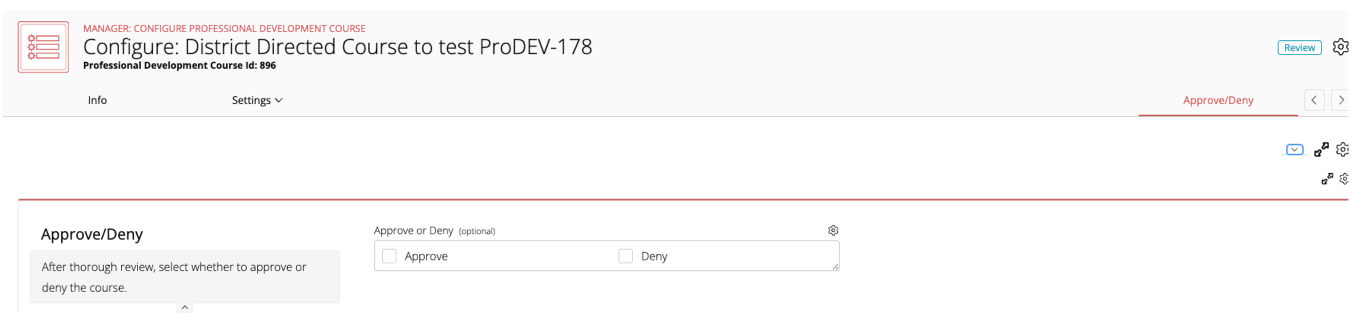
1. Start under "**All Courses**" in the left navigation menu.

2. Click the **Pending/Review subpage (tab)** at the top of the page.

3. Click the **Course Title** in the **Course Title column**.



4. Click the **Approve/Deny tab** in the top right.
   a. After thoroughly reviewing the course, click the **"Approve"** or "**Deny" checkbox.**
   b. Click **Save.**



5. The instructor, course requester, and facilitator will receive an email informing them whether the course has been **approved or denied**.

6. If **approved**, the course status will be updated to **'Open'** and will be visible on the course registration page.

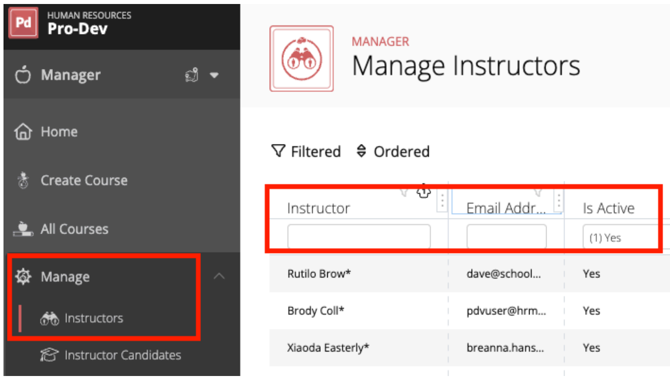
View Instructors

Here, you will learn how to view learners assigned the instructor role and determine whether they are active or inactive.

1. Start by navigating to **Manage** in the left navigation menu and selecting **Instructors**.

2. You will see a data table that lists instructors, their email addresses, and whether they are active or inactive.

3. Use the **filters** at the top of each column to search the list.



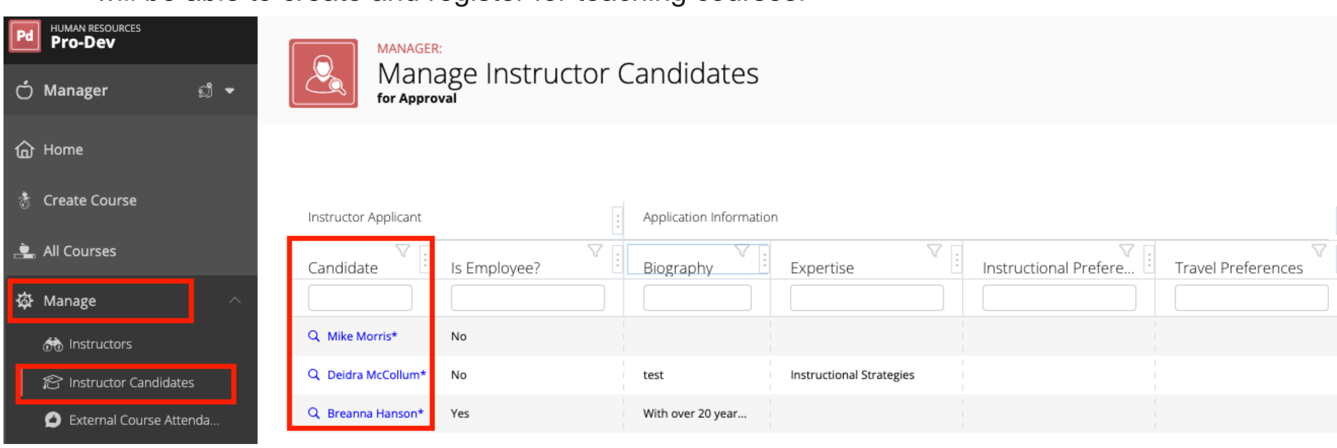
View and Approve Instructor Candidates

Here, you will learn how to view and approve professional development learners who have requested to become instructors.

1. Start by navigating to **'Manage'** in the left navigation menu and selecting **'Instructor Candidates'**.

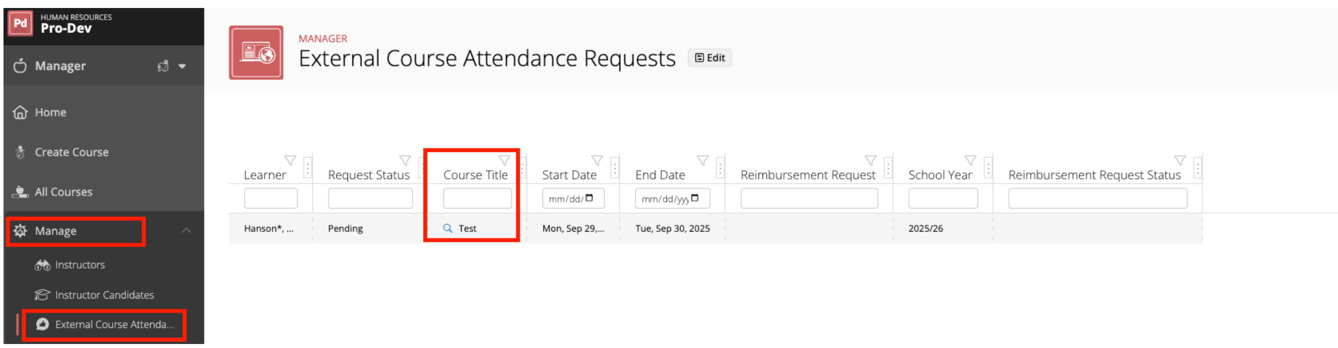
2. You will see a data table that lists instructor applicants and their application information.

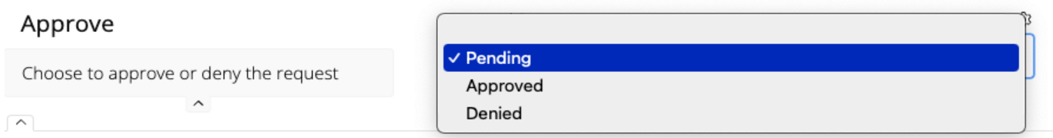
3. Click the Candidate to review their profile and make an informed decision about whether to approve them as an instructor.
    a. Once you feel this candidate might be good for the District Instructors team, scroll to the bottom and select **Yes/No** from the **Publish in Directory** dropdown menu.
    b. Click the **Approve Candidate as Instructor button.** At this point, the newly accepted instructor will be able to create and register for teaching courses.



Manage External Course Attendance Requests

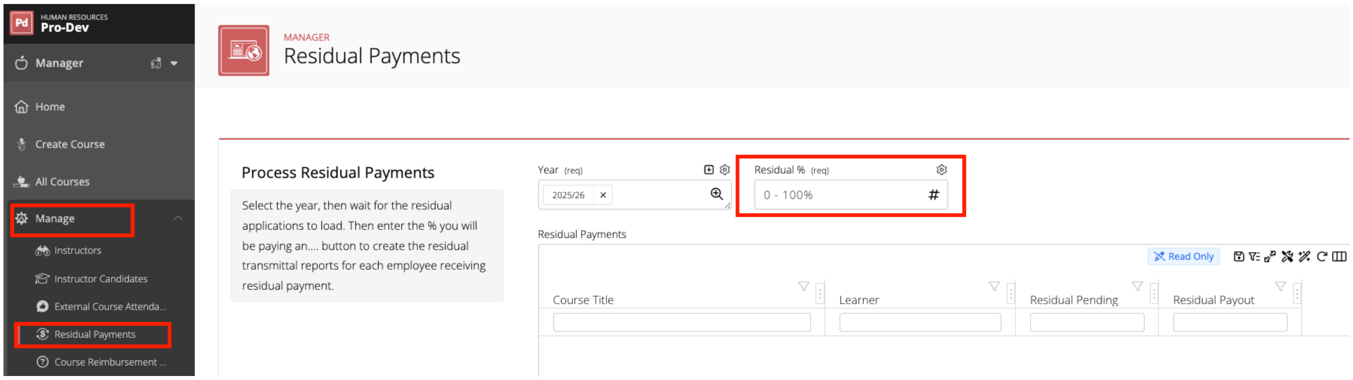
1. Start by navigating to **'Manage'** in the left navigation menu and selecting **External Course Attendance Requests.**
2. You will see a data table of requests.
3. Use the **Edit Page Settings button** next to the title to select the **School Year.**
4. Click **View Reimbursement Request** in the **Reimbursement Request Column.**
5. Click the **Course Title** to manage the request.
    a. Scroll to the bottom of the **Approve section** and choose **Pending, Approve**, or **Deny** the request.
6. Click the **Row Actions Gear** and select **Print Learner Expense Report.**





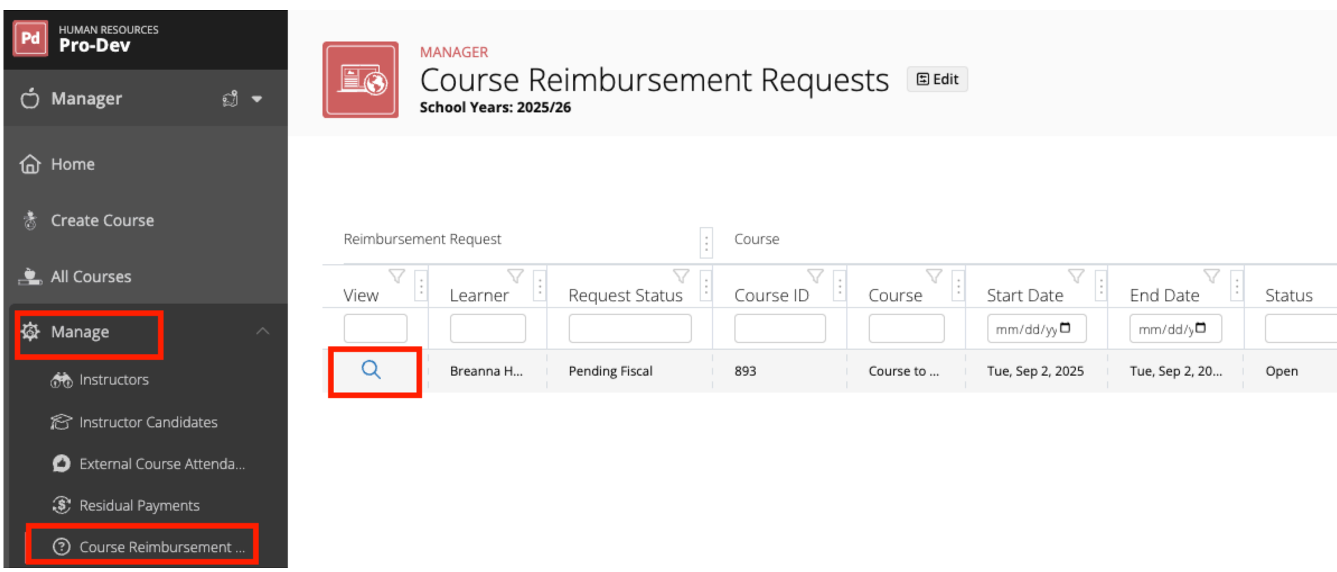
View Residual Payments

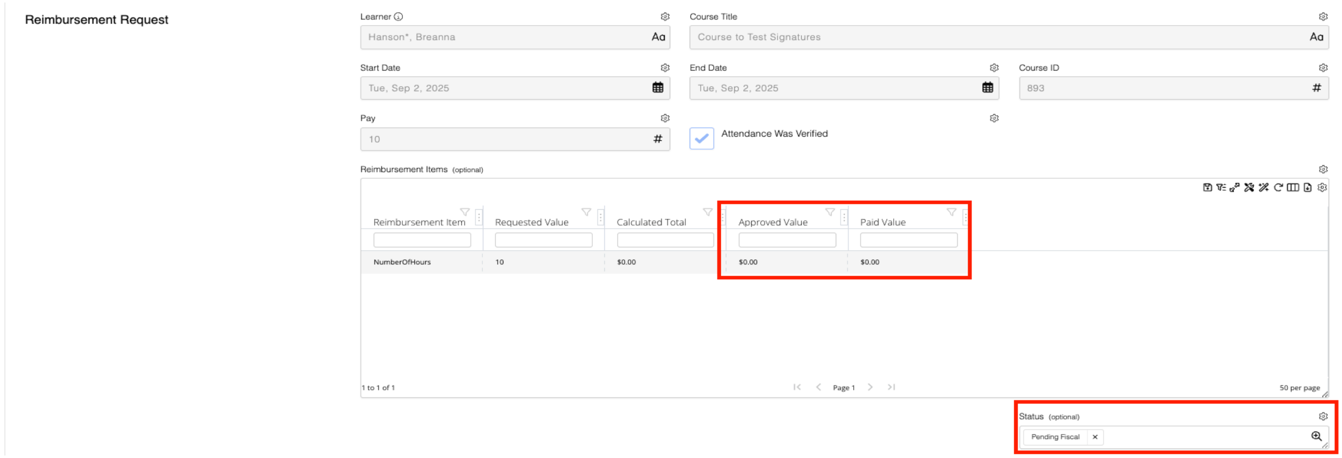
1. Start by navigating to **'Manage' in the left navigation menu and selecting 'Residual Payments'**.
2. Click the magnifying glass in the **Year** field, and click the **checkmark** to the left.
3. Fill in the **Residual Percentage** you will be paying, numerically.
4. Click **Save**.
5. View the report.



Manage Course Reimbursement Requests

1. Start by navigating to Manage in the left navigation menu and selecting **Course Reimbursement Requests.**
2. Click the **magnifying glass** in the **View column.**
   a. In the **Reimbursement Request section,** double-click the **Approved Value** and **Paid Value Column Cells** to edit the amount.
3. Click the **Status** field at the bottom of that section and click the **checkbox** for the status.
4. Click **Save.**




Reimbursement Request
Learner
Hanson*, Breanna
Course Title
Course to Test Signatures
Start Date
Tue, Sep 2, 2025
End Date
Tue, Sep 2, 2025
Course ID
893
Pay
10
Attendance Was Verified
Reimbursement Items (optional)
Reimbursement Item
Requested Value
Calculated Total
Approved Value
Paid Value
NumberOfHours
10
$0.00
$0.00
$0.00
1 to 1 of 1
Page 1
50 per page
Status (optional)
Pending Fiscal