Go through “VUB LRN courses” to your TEO homepage to the subtab “For instructors” on your VUB LRN homepage.

When you are assigned to a session as a teacher, you can use the teacher portal to track into the “Scheduled classes” and view how many people have already registered per session.

Click on a session for more information. You can see all registered participants in the tile “Users”. To contact them, select the staff members and click on the tab “Send Email”.

To print the attendance list, click on the tab “View Roster”.

You can find all the sessions you have taught in the tab “Past classes”.

Click on a session to register the completion of the training in the learning history of the employees.

Select the employees you want to register for the training in the learning history and click on the button “Record Completions”.

Select the correct completion status and click on confirm.

If employees have followed a training for which they have not registered in advance, you can add them via this button.