



DARE TO DO MORE

Instructor Quicktools Dashboard

1. Please open your preferred web browser and go to the following URL:
<https://qt.xendirect.com/laguardia/index.cfm>
2. You will see the login screen as listed below where you can enter your credentials.

A screenshot of the QuickTools login dashboard. The page has a blue header with the "QuickTools" logo on the left and the "Xenegrade" logo on the right. Below the header is an orange horizontal bar. The main content area is white and contains a "Login" form on the left and a large blue "X" logo on the right. The login form includes fields for "Username" and "Password", a "Login" button, and links for "Forgot Username?" and "Forgot Password?". Below the "X" logo, it says "Registrations to Date: 10,481,751" and has social media icons for Facebook, LinkedIn, Twitter, and YouTube. At the bottom right, it says "Powered by XenDirect © 2010-2023 Xenegrade ®".

3. Once you logged in successfully you will see the Quicktools **Dashboard Home** page option and on top right side the **log out** option.

QuickTools

Xenegrade

Jeanne Connolly Logout

Menu

- Dashboard
- Course List
- News
- Course Proposal
- Documents
- Change Password
- Help

Courses/News Instructions

News Headlines

Current Courses

Course Code	Course Title	Start	End	Start-End Times
05PLMFAML1W20	CAPP Plumbing	07/15/2020	04/21/2021	
PLUM101W20.T23.1	Plumbing 1	01/06/2021	04/30/2021	04:30 PM-09:30 PM
TELC100W21.T12.01.00	Intensive English Program	01/08/2021	03/19/2021	08:45 AM-12:45 PM

- The Dashboard Home menu page contains all the additional sections that will be available to you regarding the course you will be teaching and registered students.
- The sections will also contain additional tabs on the center of the page.
 - Courses/News tab:** This will list the courses you recently have been assigned.
 - Instructions tab:** Currently not available.

4. The **Course List** section will list past, current and future courses you will be teaching.

The screenshot shows the Xenegrade QuickTools interface. On the left is a 'Menu' with options: Dashboard, Course List, News, Course Proposal, Documents, Change Password, Edit Profile, and Help. The main content area has two tabs: 'Courses' and 'Instructions'. Below the tabs is a 'Select range' dropdown menu with 'Current' selected. Below the dropdown is the text 'No Courses Currently being taught'. Below that is a table header with columns: 'Course ID', 'Title', 'Start Date', 'End Date', and 'Time Start/End'. A 'Back' button is located at the bottom right of the table area.

- a. You can select past courses by changing the option to **Select range**.
- b. The sections will also contain additional tabs on the center of the page.
 - i. **Courses tab**: This will list the courses you recently have been assigned.
 - ii. **Instructions tab**: Currently not available.

5. When you select the course you will be teaching you will open an additional menu that allows

Menu

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Enrollments | Reports | Grades/Hours/Notes | **Daily Attendance** | Instructions

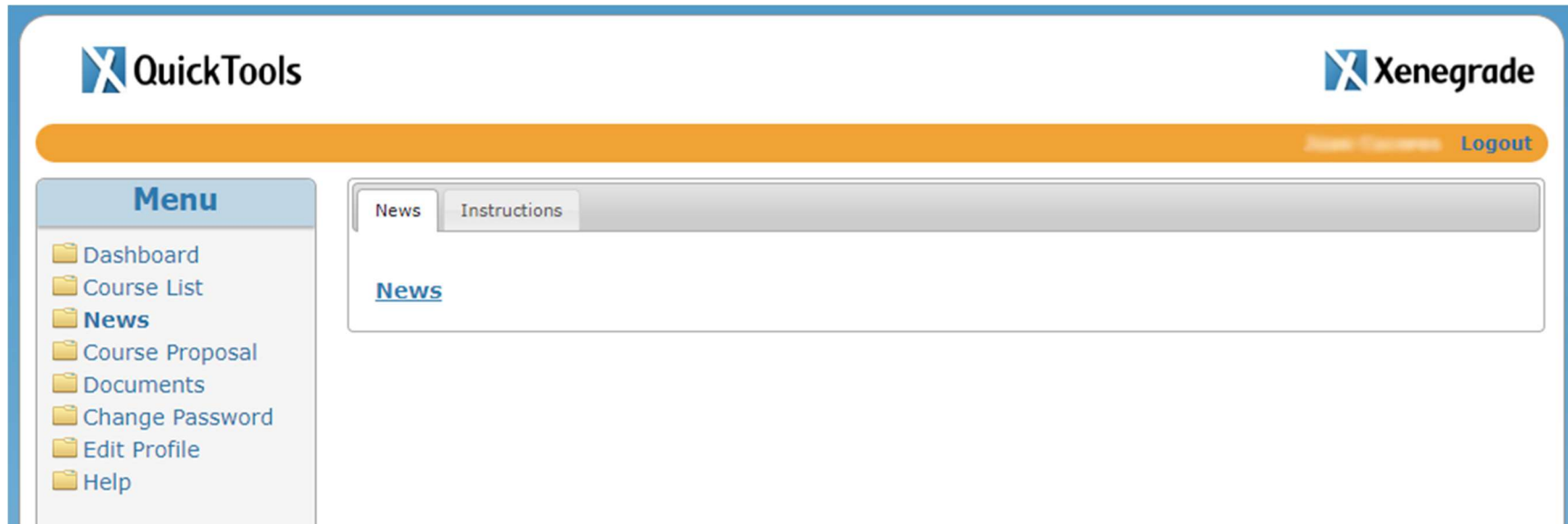
Attendance Date: Monday, April 20, 2020
REFR101S20.T05.01 - Refrigeration Machine Operator License Preparation
Start: 4/20/20 **End:** 12/16/20
Start Times: 6:00 PM **End Time:** 9:00 PM **Days:** Monday, Wednesday
Location: LaGuardia Community College - C Building, -, C413

Student Name	Hours	Attendance Status
Acosta, Jonathan	3	Attended
Avent, Derrick	3	Attended
Berrios, Adonis	3	Attended
Braithwaite, Othniel	3	Attended
Burke, Scott Joseph	3	Attended
Calvo, Richard	3	Attended
de la rosa, nouel	3	Attended
Gamab, Gerardo	3	Attended
Harris, Richard	3	Attended
POTTS, ROYCE	3	Attended
Remolino, Josh	3	Attended
Reynoso, Noel	3	Attended
SEYDOU, LIONEL	3	Attended
Tloczkowski, Joseph	3	Attended

Submit

- a. The specific courses will also contain additional tabs on the center of the page.
 - i. **Enrollments tab:** This will list the courses you recently have been assigned.
 - ii. **Reports tab:** This will contain all the reports regarding rosters, progress and attendance.
 - iii. **Grades/Hours/Notes tab:** This option will allow you to enter grades and notes for each student.
 - iv. **Daily Attendance tab:** This will allow you to manage daily attendance.
 - v. **Instructions tab:** Currently not available.

6. The **News** section is a message board that contains information related to the entire college or specific courses.



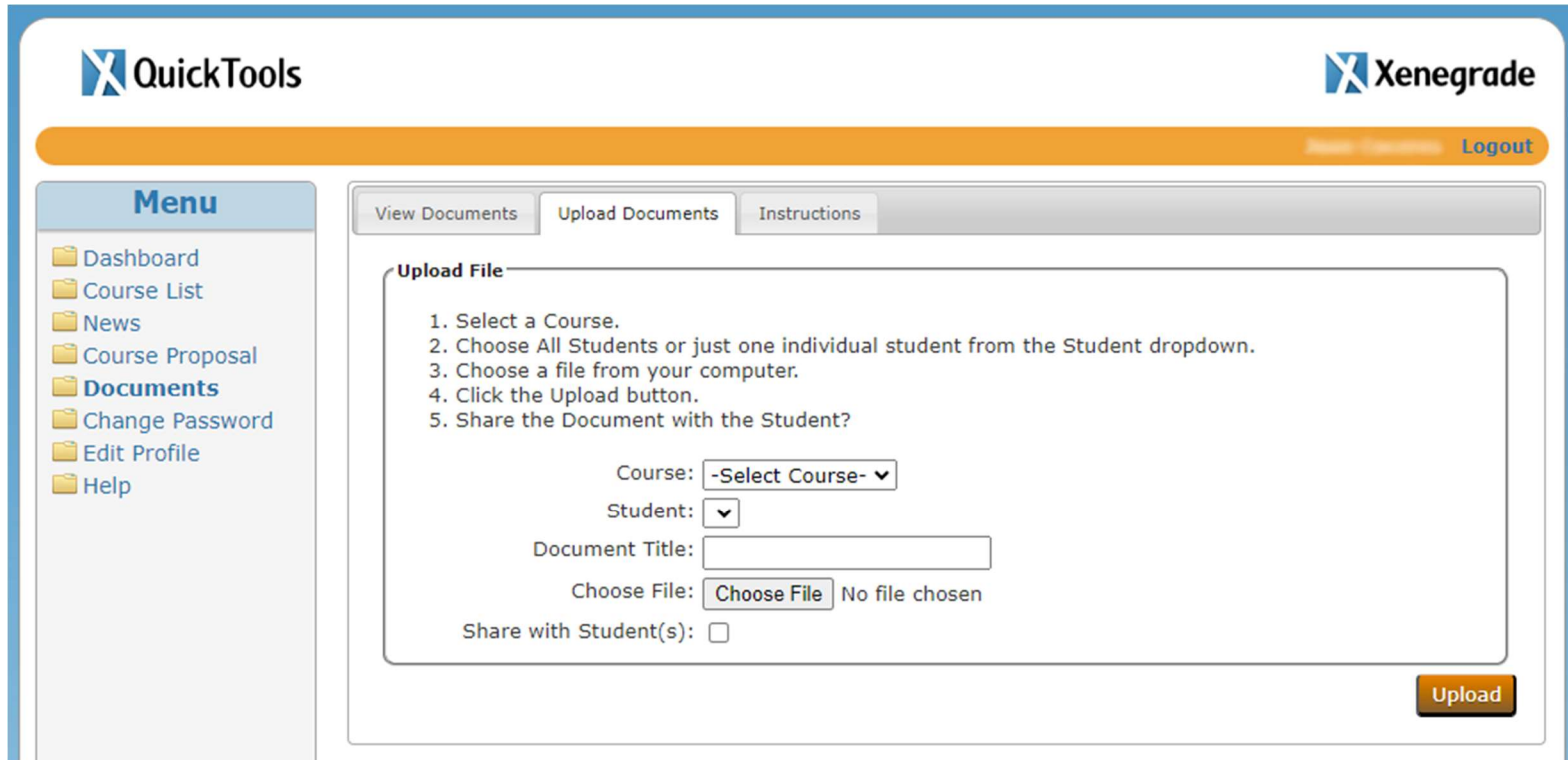
- a. The sections will also contain additional tabs on the center of the page.
 - i. **News tab:** This will list information updates from Administrative staff.
 - ii. **Instructions tab:** Currently not available.

7. The **News** section is a message board that contains information related to the entire college or specific courses.

The screenshot displays the Xenegrade QuickTools interface. At the top left is the 'QuickTools' logo, and at the top right is the 'Xenegrade' logo with a 'Logout' link. A navigation menu on the left lists: Dashboard, Course List, News, **Course Proposal**, Documents, Change Password, Edit Profile, and Help. The main content area has three tabs: 'Proposals', 'Submit Proposal', and 'Instructions'. The 'Proposals' tab is active, showing a 'Proposal' form with the following fields: Title (max 250), Description, Outline, Audience (max 50), Pre-Requisites (max 500), Materials (max 500), Date Start (with a calendar icon), Number of Hours, Number of Days, Category (dropdown menu), Course Format (dropdown menu), Max Enrollment, and Contact (max 500, with 'Joan Garcia' entered). A 'Submit' button is located at the bottom right of the form.

- a. The sections will also contain additional tabs on the center of the page.
 - i. **Proposal tab:** This will list any proposed courses you have submitted to the Administrative staff.
 - ii. **Submit Proposal tab:** Will allow you to submit course ideas that you are interested in teaching or should be included with the current courses you are teaching. Once you press submit the course will be proposed to administrative staff for review.
 - iii. **Instructions tab:** Currently not available.

8. The **Documents** section allows to upload content for the course which can be shared with students.



- a. The sections will also contain additional tabs on the center of the page.
 - i. **View Documents tab:** This will list any upload documents that you have submitted for the course.
 - ii. **Upload Documents tab:** Will allow you to upload course documents with the option to share with students or use the view documents tab to share it at a later time.
 - iii. **Instructions tab:** Currently not available.

9. The **Change Password** section allows to change your accounts password.

The screenshot shows the Xenegrade QuickTools interface. At the top left is the 'QuickTools' logo, and at the top right is the 'Xenegrade' logo. Below the logos is an orange navigation bar with 'Home Courses' and 'Logout' links. On the left side, there is a 'Menu' sidebar with the following items: Dashboard, Course List, News, Course Proposal, Documents, **Change Password** (highlighted), Edit Profile, and Help. The main content area has two tabs: 'Change Password' (active) and 'Instructions'. Below the tabs, the text reads: 'To change your password, enter a new password and confirm password below.' This is followed by 'Password Requirements:' and two bullet points: '* From a minimum of 8 to a maximum of 15 characters - case sensitive' and '* Special characters allowed but spaces - quotes - apostrophes are not allowed'. There are two input fields: 'New Password:' and 'Confirm Password:'. A 'Submit' button is located below the input fields.

- a. The sections will also contain additional tabs on the center of the page.
 - i. **Change password tab:** This will allow you to change your account's password.
 - If you change your password and are unable to login you can try the forgot password option at the login screen.
 - ii. **Instructions tab:** Currently not available.

10. The **Edit Profile** section allows to update your profile contact details.

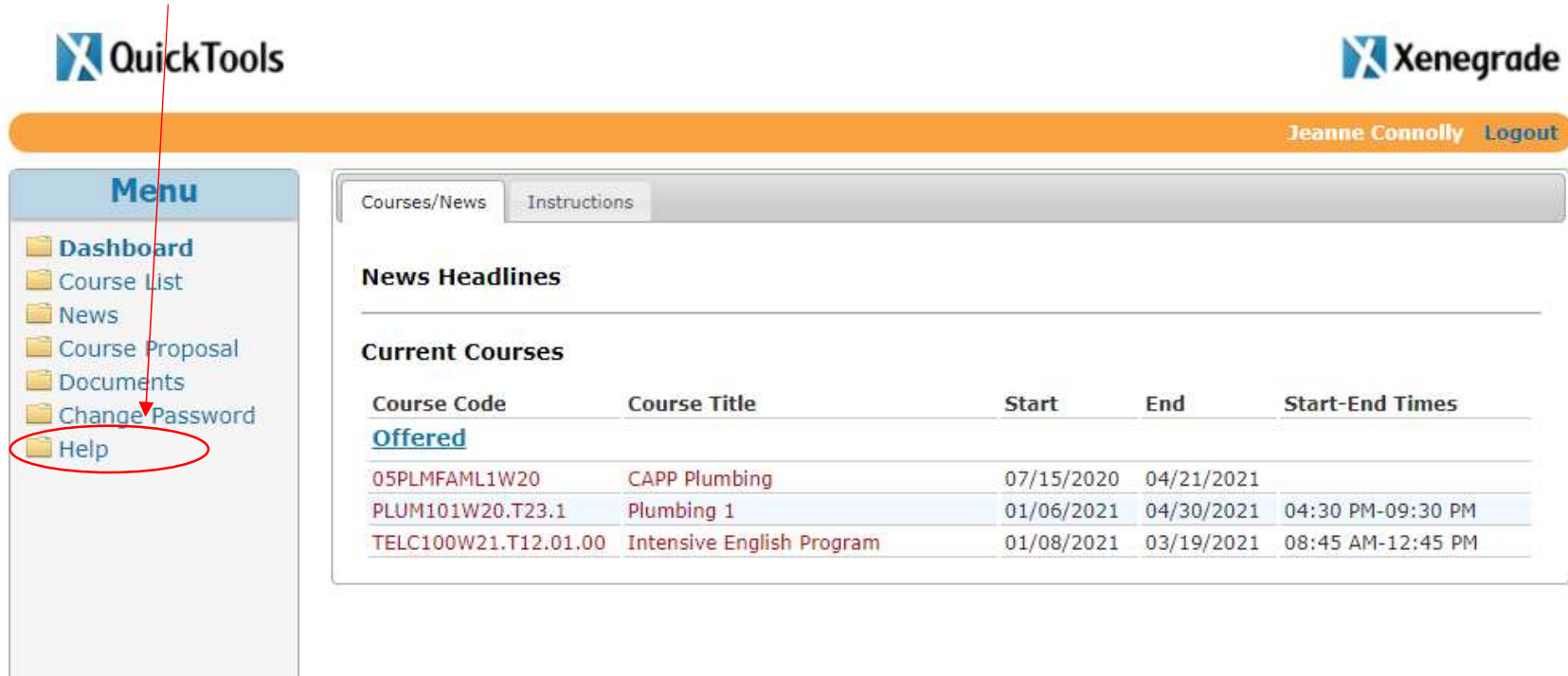
The screenshot shows the 'Edit Profile' form in the Xenegrade system. The form is organized into several sections, each with its own header and a set of input fields:

- Name:** Includes fields for First Name, Middle Initial, and Last Name.
- Home Info:** Includes fields for Home Address, Home Address2, Zip, City, State, and a dropdown menu for Home Country.
- Work Info:** Includes fields for Company, Work Address, Work Address2, Work Zip, Work City, Work State, and a dropdown menu for Work Country.
- Phone/Email:** Includes fields for Home Phone, Work Phone, Mobile Phone, Primary Email (pre-filled with @lagcc.cuny.edu), and Alternate Email.

A 'Submit' button is located at the bottom right of the form area.

- a. The sections will also contain additional tabs on the center of the page.
 - i. **Edit Profile tab:** This will allow you to change your account's profile information.
 - ii. **Instructions tab:** Currently not available.

11. The **Help** section will directly take you to the Xendirect support web page <https://xenegrade.kayako.com/>.



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TELC100W21.T12.01.00	Intensive English Program	01/08/2021	03/19/2021	08:45 AM-12:45 PM

For further info, please visit the Xendirect Knowledge Base page:
<https://xenegrade.kayako.com/article/336-accessing-quicktools>