As an instructor, the ILT module in Skillport allows you easy access to information on the sessions you deliver such as a list of sessions you are teaching along with the enrollment for those sessions. When you are assigned a session to teach, you will receive an email notification with the session details, or if a session you are teaching is canceled, you will receive an email notification of the cancelation.

**Sessions I am Teaching**

For easy access, log in to Skillport at [https://uahr.skillport.com](https://uahr.skillport.com) or from the Skillport link on the HR Learning and Development website at [http://hr.ua.edu/](http://hr.ua.edu/). For problems logging in, contact HR Learning and Development at 348-9700 or HRLearningandDevelopment@ua.edu.

From the home page, you can either click on the **Sessions I am Teaching** link in the left-side menu on the homepage or on the **Admin** link in the upper-right menu and then click **Content > ILT > Sessions I Am Teaching**.

The **Sessions I Am Teaching** page displays. Click on the course name for a listing of all sessions. You can click a session ID to view session details on your upcoming sessions.
View Enrollment of Learners in a Session and Print a Roster

Once you’ve clicked on the Session ID you wish to view, the View Session window displays.

Click the Roster tab. The list of learners enrolled in the session appears.
Click **Attendance Sheet**. The attendance sheet opens in a new window.

This sheet contains the following details:

- **Instructor**: Name of the Instructor.
- **Session ID**: ID of the session that the Learner has enrolled for.
- **Course ID**: ID of the course which contains the session.
- **Title**: Title of the session.
- **Facility**: Facility which the session is conducted in.
- **Classroom**: Classroom which the session is conducted in.
- **Start**: Date and time that the session starts.
- **End**: Date and time that the session ends.
- **Name**: Name of the Learner.
- **User Name**: User name of the Learner
- **Email**: Email address of the Learner
- **Student Signature**: Space for signature of the student.

Click **Print** to print out the attendance sheet, or click **Close** to close the window.

To Return to the Home Page (MY PLAN, MY PROGRESS, CATALOG) click on **Exit to Skillport** in the upper-right menu. Do **NOT** click on the **Close** button as it will close the session and learners will not be able to enroll.