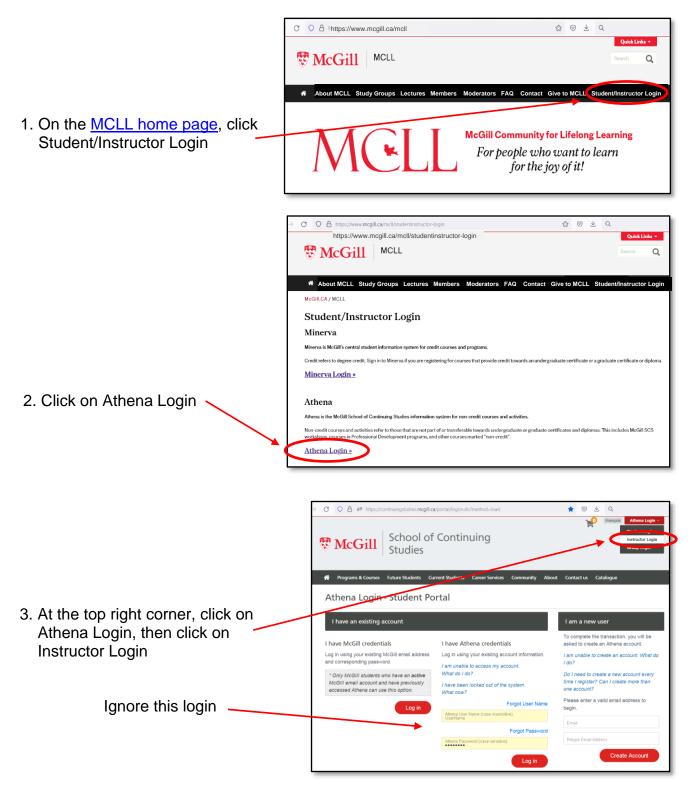
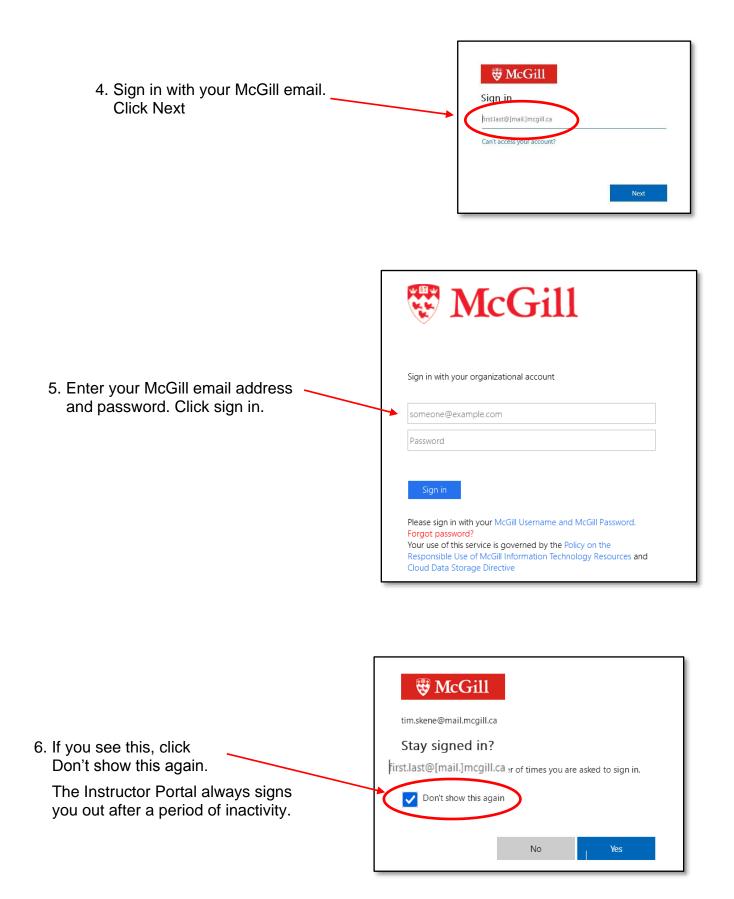
## How to Access the Instructor Portal for MCLL Hosts & Moderators

The Instructor Portal provides an easy way to communicate with your study group participants. You'll need an active McGill email address and password and be one of the course instructors.

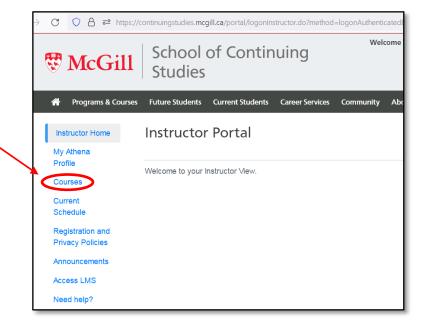
- If you don't have an active McGill email How to activate your McGill email
- You may need to use 2 factor authentication <u>How to set up 2FA</u>

**NOTE TO HOSTS:** If you access the Instructor Portal and are not currently logged into Zoom, you'll be logged into your student Zoom account. To access an MCLL account, log out first.





7. At the Instructor Portal, click on Courses



₽ School of Continuing Q 🐯 McGill **Studies** A Programs & Courses Future Students Current Students Career Services Community About Contact us Catalogue Richard Jones Instructor Home Courses T000451 My Athena Profile Courses Current Schedule Courses Open for Enrollment/In Progress 8. Click on the Course - Section No. Privacy Policies Course - Section Section Title Start Date End Date you want to access Announcements YCMS 374 - 84 "Net Zero" by 2050 – Is It Possible? Mar 17, Jan 13, ess LMS 2022 2022 Need help? eethoven's Symphonies, Part 2: Creative Tsunami; Crisis; and Snapping Back with the Ninth YCMS 370 - 84 Jan 12, Mar 16, Your Name **Completed Courses** Courses you have previously taught. Section Title Start Date End Date Course - Section No YCMS 334 - 84 Beethoven's Symphonies: The Extended Year of Beethoven, Sep 15, Nov 17, Part 3 2021 2021 Apr 14, 2021 Jun 16, 2021 YCMS 315 - 84 Understanding Great Music Through the Ages - Part 2 Jan 13, 2021 Mar 17, 2021 YCMS 292 - 118 Understanding Great Music Through the Ages - Part I The Year of Beethoven, 2020: The Piano Sonatas YCMS 263 - 118 Sep 16, Nov 18, 2020 2020 YCMS 221 - 118 Zero Waste - Is It Possible? Jan 15, Mar 18, 2020 2020

<ul> <li>9. Click on Class List to see who is currently registered. There may be a delay, be patient.</li> <li>Click on Name or Date Added to sort the list</li> </ul>	Programs & Course Instructor Home My Athena Profile Courses Classe List Crasting Sheet Courses Profile Courses Profile Courses Frofile Current Schedule Registration and Privacy Policies Announcements Access LMS Need help?	see       Ruture Students       Current Students       Cancer Services       Community       About       Contact us       Catalogue         Class List       Your Name         "Toootsi         ""Net Zero" by 2050 – Is It Possible?         Student contact information shown below is PRNATE AND CONFIDENTIAL. It may only be used for course-related communications.         Class List (as of Jan 20, 2022 413:41 PM)				
			Name	Student No. Units Me	thod Date Added	
			-///WHIIID55555000	X017856	06 Dec 2021	
			- AAAOOBERELI	X011735	03 Jan 2022	_
			EBoohmeewv	X020632	06 Dec 2021	
			COUNTRY COUNTRY	X012064	06 Dec 2021	_
			5500009988466	X022953	06 Dec 2021	
			COOPERATION COOPERATIO	X029405	10 Jan 2022	
10. Click at the bottom to:			(Etreesat/Philip)	X011795	05 Jan 2022	
<ul> <li>Create a PDF class list</li> <li>Create a PDF attendance sheet</li> <li>Email selected students</li> <li>Email all students</li> </ul>			(Coccessional)	X012519	06 Dec 2021	
			(COMPENSION CO	X006101	03 Jan 2022	
			MMMMMM	X045929	09 Dec 2021	_
			1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	X011403	06 Dec 2021	
			MAAnleessasswww.waaaggeet	X043218	07 Dec 2021	_
			-Hobineco//E2280011	X012463	08 Dec 2021	
			- FFINADOBOLISAMAN/V/V	X016999	06 Dec 2021	_
			TTTTTT	X011657	06 Dec 2021	
			WWW	X006587	06 Dec 2021	
			ns found, displaying all items.	Email Selected Students Email	AI	

