**INSTRUCTOR GUIDE**

**Overview**

The instructor dashboard allows instructors to manage courses, create new courses, track student progress, and monitor student activities through Google Classroom integration.

**Instructor Dashboard Features**

1. **View Courses:**
	* Once logged in, the instructor can view all the courses they have created.
	* The list includes the course name, course code, and the number of enrolled students.
	* The instructor can click on any course to access detailed information, including coursework, student submissions, and progress.
2. **Create a New Course:**
	* Instructors have the ability to create new courses directly from the dashboard.

**Steps to Create a Course:**

* + From the **Instructor Dashboard**, click on the **Create New Course** button.
	+ Fill in the required details for the course:
		- **Course Name**: Enter a descriptive name for the course.
		- **Course Description**: Provide a detailed description of the course, outlining the content, learning objectives, and any prerequisites.
		- **Course Code**: This is typically auto-generated, but instructors can modify it if needed.
		- **Course Start Date & End Date**: Specify the dates when the course will begin and end.
		- **Instructor Information**: Confirm the instructor’s details (this will be auto-filled based on your account information).
		- **Other Settings**: You can adjust privacy, allow enrolments, and set the course difficulty level.
	+ After entering all the required details, click **Create Course** to save the course. The course will be added to your list of active courses, and you can begin adding coursework and students.
1. **Access Course Details:**
	* Upon selecting a specific course, the instructor can view the following:
		+ **Coursework**: This will show all assignments and activities for the course.
		+ **Student Submissions**: The instructor can track which students have submitted their assignments and their grades.
		+ **Students Enrolled**: The instructor can view the full list of students enrolled in the course.
		+ **Progress Tracking**: The instructor can track each student's progress, including whether they have completed the coursework or not.
2. **Track Learner Progress:**
	* The instructor can monitor the progress of each student using the Google Classroom API.
		+ **View Student Submissions**: Check the status of student submissions (e.g., whether they are graded or in-progress).
		+ **Grades & Feedback**: Review submitted assignments and provide grades or feedback directly in Google Classroom.
3. **Mark Student Completion:**
	* The instructor can mark students as "Course Completed" once they finish all the required coursework. This will be visible on the instructor's dashboard.
4. **View Students’ Progress:**
	* The instructor can view detailed progress reports for each student:
		+ **Completion Status**: Indicate whether the student has completed the course or not.
		+ **Grades**: View grades or feedback submitted for coursework.
		+ **Total Submissions**: See how many assignments have been submitted by each student.

**Step-by-Step:**

**1. Log in to the Instructor Dashboard:**

* Visit the login page and enter your credentials to access your instructor dashboard.

**2. Create a New Course:**

* On your instructor dashboard, click on the **Create New Course** button.
* Fill out the necessary details for the course, including name, description, course code, dates, and other settings.
* Click **Create Course** to add it to your dashboard. Your new course is now live and ready for students to enrol.

**3. View Your Courses:**

* After creating the course, you will see a list of all your courses in the dashboard.
* Click on any course to access detailed information such as assignments, student submissions, and progress tracking.

**4. Track Student Progress:**

* For each course, you can track the progress of all enrolled students by checking assignment submissions, grades, and feedback.
* Use the Google Classroom API to get real-time updates on each student’s activity and status.

**5. Mark Course Completion:**

* Once a student has finished all coursework, you can mark them as "Course Completed." This will be reflected on both your dashboard and the student's progress section.

**6. Provide Feedback:**

* In the coursework section, you can grade assignments and provide feedback to students. Ensure that all grades and feedback are synced with Google Classroom for consistency.

**Additional Features for Instructors:**

* **Course Management**: You can edit or delete courses you've created if necessary.
* **Course Visibility**: Set the course to public or private depending on who can enroll.
* **Assignments & Grades**: Create assignments, set due dates, and manage student submissions through the Google Classroom integration.

This guide provides a view of all **Instructor** functionality within the system,. It also outlines all the tools available for instructors to manage their courses, track student progress, and provide feedback.