

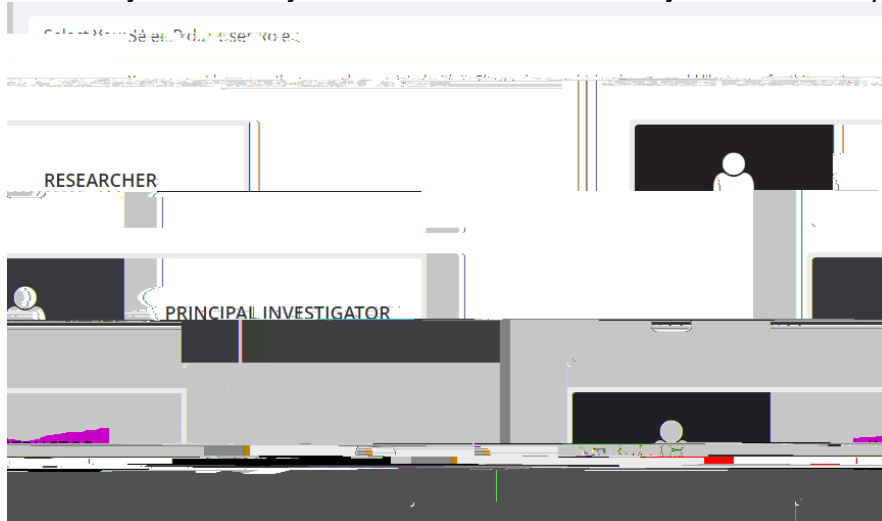
## Instructor Guide

If you do not yet have an Instructor account, e-mail [psychresadmin@towson.edu](mailto:psychresadmin@towson.edu) to request one.

The coordinator will e-mail you when it is time to generate credit reports (**do not generate them before that time or the information may not be complete**). Note that this report is the **ONLY** way in which you should monitor student credit (e.g., do not accept debrief forms or anything else as proof of participation from students).

### Here are the steps for generating credit reports:

- Be sure you are on your “instructor” account if you have multiple accounts.



- Click on “Generate course credit reports”



- Choose which type of report you’d like (“all” or “completed” likely most useful)
- Be sure to use **credits earned for this course** column (as to not allow students to “double dip” credits across courses)

