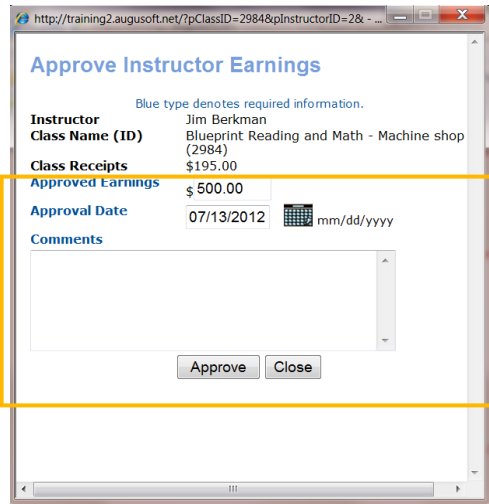


## QRA: Instructor Contracts – Multiple Classes

### Instructor Contracts for One Instructor/Multiple Classes

Instructor contracts allow you to create a contract for a single instructor with multiple classes (or single class, please see other QRA for instructions) in a single contract. To ensure effective functionality, you must create a contract template for multiple classes separate from a template for single classes. Tips for creating the template are at the bottom of this quick reference aid.



Approve Instructor Earnings

Blue type denotes required information.

**Instructor** Jim Berkman  
**Class Name (ID)** Blueprint Reading and Math - Machine shop (2984)  
**Class Receipts** \$195.00  
**Approved Earnings** \$ 500.00  
**Approval Date** 07/13/2012 mm/dd/yyyy  
**Comments**

Approve Close

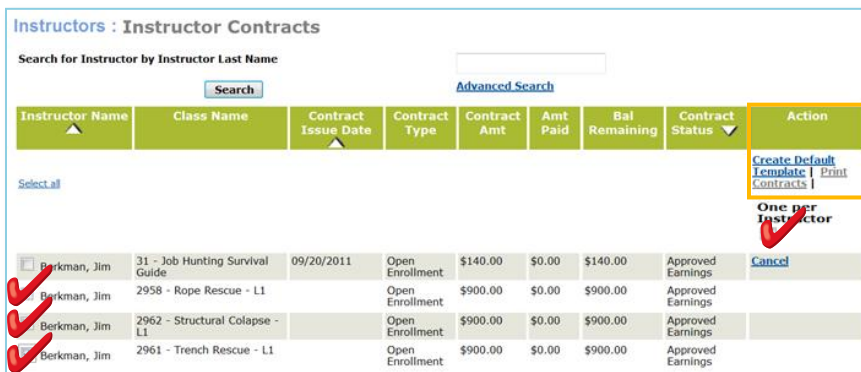
### Approve Earnings:

*Instructors > Instructor Profiles*

- Locate Instructor
- Click 'Earnings & Payment'
- Locate Class
- Click Approve

Note:

- Approved Earnings amount can be modified to match contract amount.
- Approval Date defaults to current. Can be changed
- Comments are recommended.



Instructors : Instructor Contracts

Search for Instructor by Instructor Last Name

Search Advanced Search

Instructor Name	Class Name	Contract Issue Date	Contract Type	Contract Amt	Amt Paid	Bal Remaining	Contract Status	Action
Berkman, Jim	31 - Job Hunting Survival Guide	09/20/2011	Open Enrollment	\$140.00	\$0.00	\$140.00	Approved Earnings	Cancel
Berkman, Jim	2958 - Rope Rescue - L1		Open Enrollment	\$900.00	\$0.00	\$900.00	Approved Earnings	One per Instructor
Berkman, Jim	2962 - Structural Collapse - L1		Open Enrollment	\$900.00	\$0.00	\$900.00	Approved Earnings	
Berkman, Jim	2961 - Trench Rescue - L1		Open Enrollment	\$900.00	\$0.00	\$900.00	Approved Earnings	

### Create an Instructor Contract for Multiple Class:

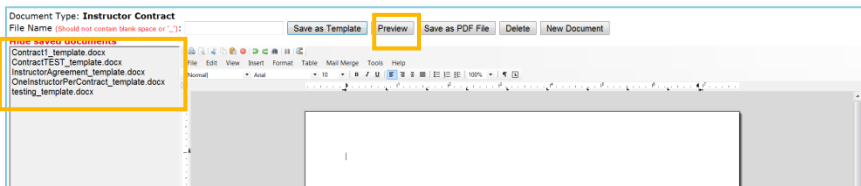
*Instructors > Instructor Contracts*

Use search field to locate applicable instructor

- Select applicable classes
- Click 'One per Instructor'
- Click on 'Print Contract'

**Multiple classes chosen, you must choose 'One Per Instructor' to ensure all classes display on a single contract template.**

**Document Editor – Instructor Contracts will display.**



Document Type: Instructor Contract

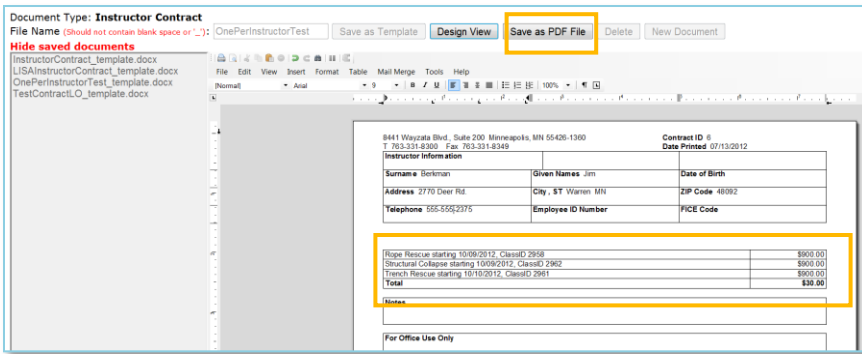
File Name (Should not contain blank space):

Save as Template Preview Save as PDF File Delete New Document

Save as PDF File

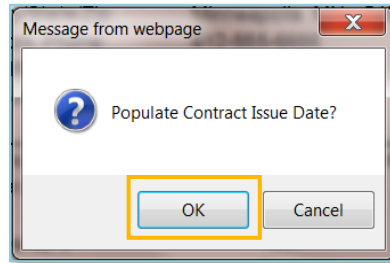
Contract1\_template.docx  
 ContractTEST1\_template.docx  
 InstructorAgreement\_template.docx  
 OneInstructorPerContract\_template.docx  
 testing\_template.docx

- Click on 'Show Saved Documents'
- Choose the applicable Contract Template
- Click 'Preview'



- Click 'Save as PDF File'

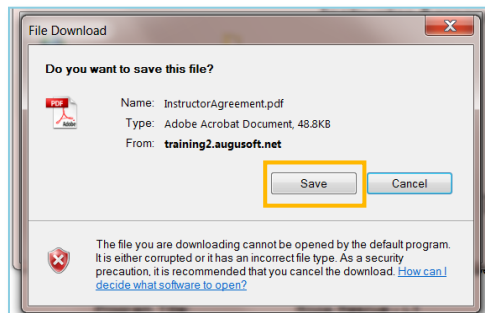
**Populate Contract Issue Date?  
Pop up will display.**



Choose:

- **OK:** Will create a Contract Issue date on the Instructor Contract view.
- **Cancel:** Will create the contract pdf but not save a contract date in Lumens

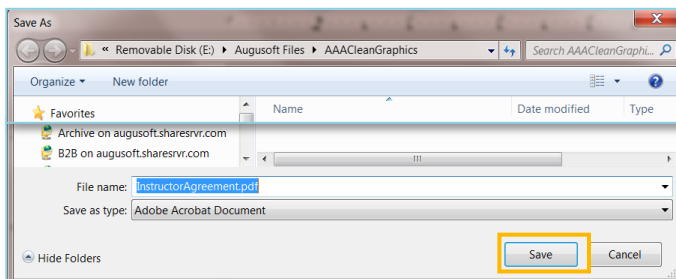
**File Download pop up will display.**



- Click 'Save'

*Note: Clicking 'cancel' will not save the file.*

**File location box will display.**



- Choose applicable location for Instructor Contract pdf to save.
- Create an applicable 'File Name'
- Click 'Save'

## QRA: Instructor Contracts – Page 2

**Instructors : Instructor Contracts**

Search for Instructor by Instructor Last Name

[Advanced Search](#)

Instructor Name	Class Name	Contract Issue Date	Contract Type	Contract Amt	Amt Paid	Bal Remaining	Contract Status	Action
<a href="#">Select all</a>								<a href="#">Create Default Template</a>   <a href="#">Print Contracts</a>   <input type="checkbox"/> <b>One per Instructor</b>
<input type="checkbox"/> Berkman, Jim	31 - Job Hunting Survival Guide	09/20/2011	Open Enrollment	\$140.00	\$0.00	\$140.00	Approved Earnings	<a href="#">Cancel</a>
<input type="checkbox"/> Berkman, Jim	2958 - Rope Rescue - L1	07/13/2012	Open Enrollment	\$900.00	\$0.00	\$900.00	Approved Earnings	<a href="#">Cancel</a>
<input type="checkbox"/> Berkman, Jim	2962 - Structural Collapse - L1	07/13/2012	Open Enrollment	\$900.00	\$0.00	\$900.00	Approved Earnings	<a href="#">Cancel</a>
<input type="checkbox"/> Berkman, Jim	2961 - Trench Rescue - L1	07/13/2012	Open Enrollment	\$900.00	\$0.00	\$900.00	Approved Earnings	<a href="#">Cancel</a>

**Cancel contract will now display.**

<input type="checkbox"/> Berkman, Jim	31 - Job Hunting Survival Guide	09/20/2011	Open Enrollment	\$140.00	\$0.00	\$140.00	Approved Earnings	<a href="#">Cancel</a>
<input type="checkbox"/> Berkman, Jim	2958 - Rope Rescue - L1	07/13/2012	Open Enrollment	\$900.00	\$0.00	\$900.00	Approved Earnings	<a href="#">Cancel</a>
<input type="checkbox"/> Berkman, Jim	2962 - Structural Collapse - L1	07/13/2012	Open Enrollment	\$900.00	\$0.00	\$900.00	Approved Earnings	<a href="#">Cancel</a>

**Message from webpage**

Do you want to cancel this contract.

<input type="checkbox"/> Berkman, Jim	2958 - Rope Rescue - L1	07/13/2012	Open Enrollment	\$900.00	\$0.00	\$900.00	Cancelled
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**No change to the status of the earnings will occur when contract is cancelled.**

Document Type: **Instructor Contract**

File Name (Should not contain blank space or '\_'):

[Save as Template](#) [Preview](#) [Save as PDF File](#) [Delete](#) [New Document](#)

[Show saved documents](#)

File Edit View Insert Format Table Mail Merge Tools Help

**Show saved documents**

File Edit View Insert Format Table Mail Merge Tools Help

- Insert Merge Fields
- Remove Merge Field
- Insert Merge Block
- Edit Merge Block

Contract Issue Date will display IF you chose 'OK' at the 'Contract Issue Date' pop up.

## Cancel Contract:

*Instructors > Instructor Contracts*

- Locate applicable contract
- Click 'Cancel'

Pop up will display

- Click 'OK' to complete cancel

Contract will display as Cancelled in Instructor Contract view

## Template Tips for Multiple Class Contract:

*Instructors > Instructor Contracts > Create Default Template*

Recommendations when creating contract:

- Save indicating for use on Multiple classes (i.e. OnePerInstructor)
- **USE 'Merge Block'** on Contract Template where multiple classes are to display.
- Place class details in a table; highlight the entire row of the table to create the 'Merge Block'.