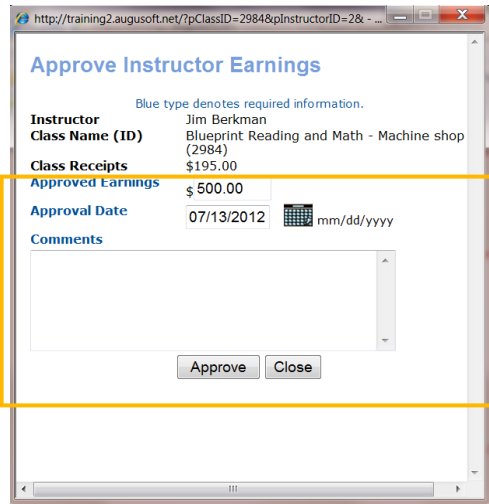# QRA: Instructor Contracts – Multiple Classes

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.
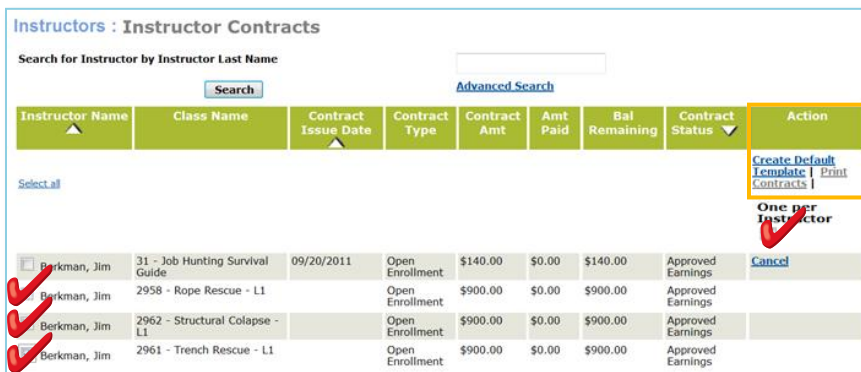

Approve Earnings:

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.

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

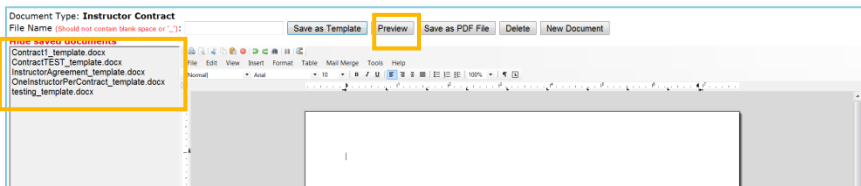### Create an Instructor Contract for Multiple Class:

Instructors > Instructor Contracts

Use search field to locate applicable instructor

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

Document Editor – Instructor Contracts will display.

- Click on 'Show Saved Documents'
- Choose the applicable Contract Template
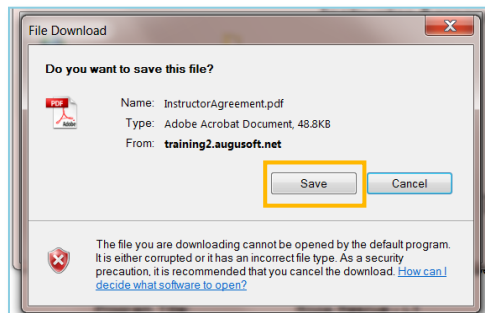- Click 'Preview'
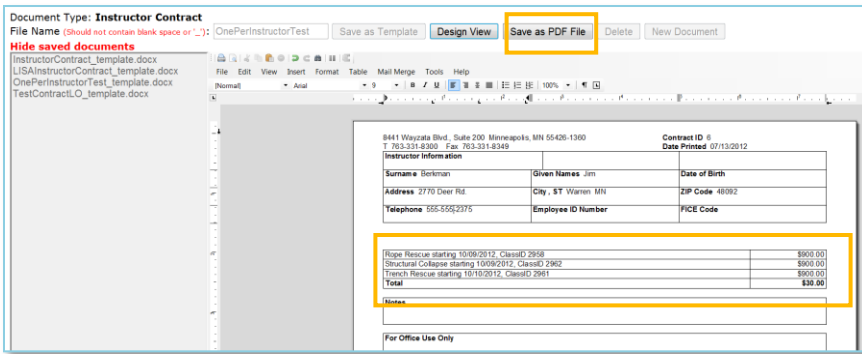
• Click 'Save as PDF File'

Populate Contract Issue Date?
Pop up will display.
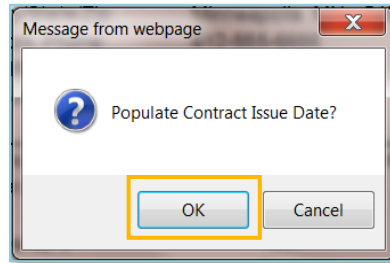
Choose:
• **OK**: Will create a Contract Issue date on the Instructor Contract view.
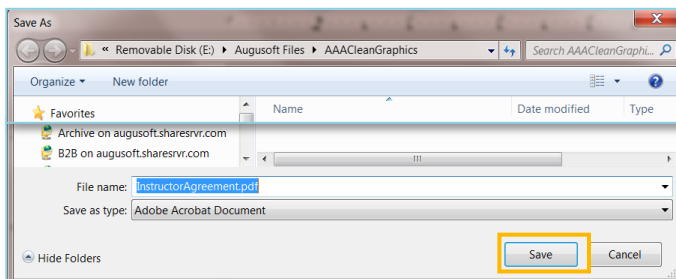• **Cancel**: Will create the contract pdf but not save a contract date in Lumens

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'

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

Cancel contract will now display.

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

No change to the status of the earnings will occur when contract is cancelled.

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'.
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