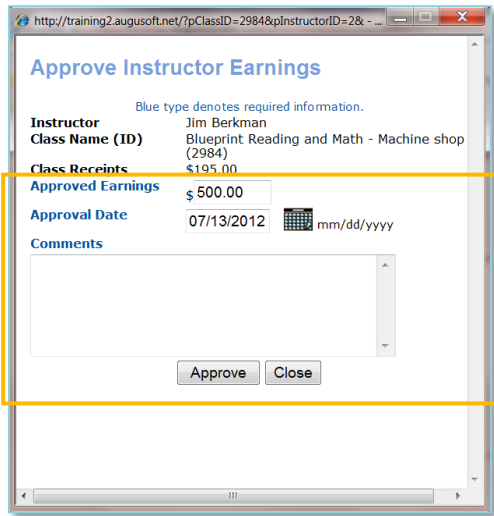


## QRA: Instructor Contracts – Single Class

### Instructor Contracts for One Instructor/One Class

Instructor Contracts allow you to create a contract for one instructor and one class (or multiple classes, please see other QRA) 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*

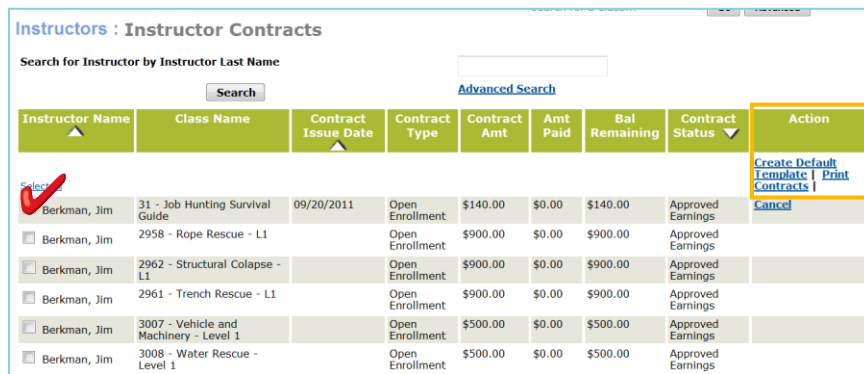
- Locate Instructor
- Click 'Earnings & Payment'
- Locate Class
- Click Approve

Note:

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

### Create an Instructor Contract for One Class:

*Instructors > Instructor Contracts*



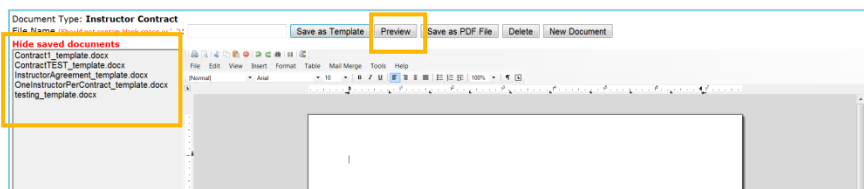
Instructor Name	Class Name	Contract Issue Date	Contract Type	Contract Amt	Amt Paid	Bal Remaining	Contract Status	Action
Berkman, Jim	31 - Job Hunting Survival Guide	09/20/2011	Open Enrollment	\$140.00	\$0.00	\$140.00	Approved Earnings	<a href="#">Create Default Template</a>   <a href="#">Print Contracts</a>   <a href="#">Cancel</a>
Berkman, Jim	2958 - Rope Rescue - L1		Open Enrollment	\$900.00	\$0.00	\$900.00	Approved Earnings	
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	
Berkman, Jim	3007 - Vehicle and Machinery - Level 1		Open Enrollment	\$500.00	\$0.00	\$500.00	Approved Earnings	
Berkman, Jim	3008 - Water Rescue - Level 1		Open Enrollment	\$500.00	\$0.00	\$500.00	Approved Earnings	

Use search field to locate applicable instructor

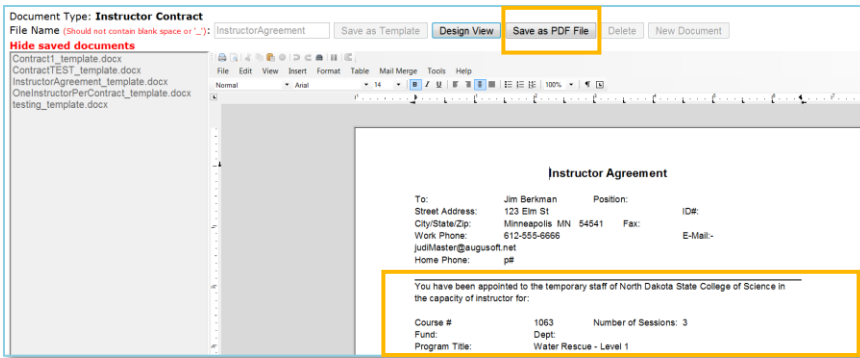
- Select applicable class
- Click on 'Print Contract'

### Document Editor – Instructor Contracts will display.

**If multiple classes are chosen, the system will produce a contract for each class individually and will display consecutively in the preview.**

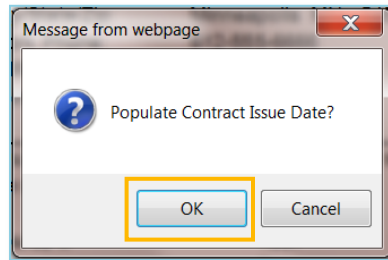


- Click on 'Show Saved Documents'
- Choose the applicable Contract Template
- Click 'Preview'



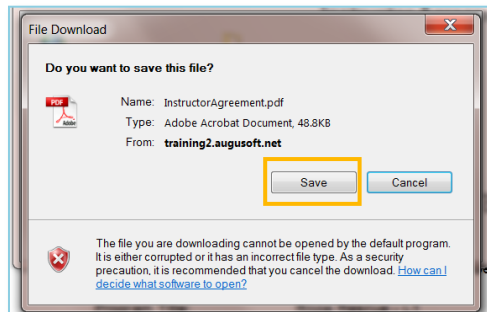
- Click 'Save as PDF File'

**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

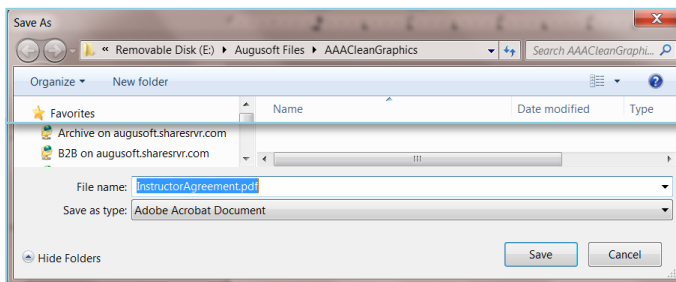
**File Download pop up will display.**



- 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'

Instructors : Instructor Contracts

Search for Instructor by Instructor Last Name

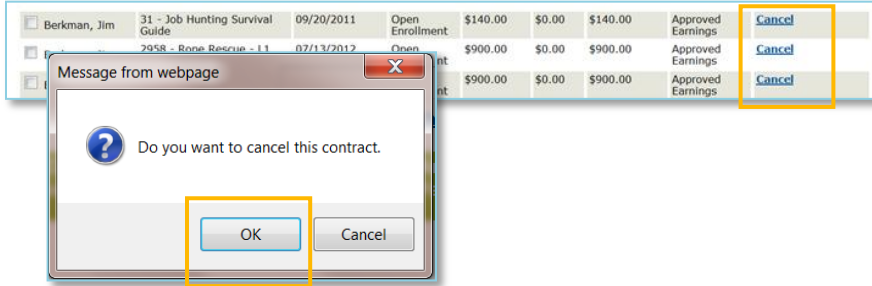
[Advanced Search](#)

Instructor Name	Class Name	Contract Issue Date	Contract Type	Contract Amt	Amt Paid	Bal Remaining	Contract Status	Action
<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>

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

**Cancel contract will now display.**

## QRA: Instructor Contracts – Page 2



## Cancel Contract:

*Instructors > Instructor Contracts*

- Locate applicable contract
- Click 'Cancel'

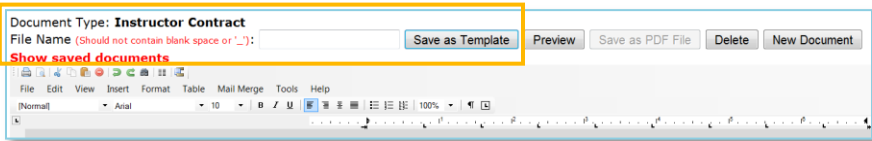
Pop up will display

- 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 Single Class Contract:

*Instructors > Instructor Contracts > Create Default Template*

Recommendations when creating contract:

- Save indicating for use on Single classes (i.e. IndividualClass)
- **DO NOT USE** 'Merge Block' when creating contracts for single classes.

