

Community Education Instructor Guide for Higher Reach Spring 2024

Discussion Topics:

1.) Higher Reach (HiR) software has been in operation as of the August 11th, 2014.

2.) Having a valid *email account* is required!

- The HiR system requires students and instructors to have valid email addresses.
- HiR automatically sends registration confirmations, payment invoice, and a thank you for registering email upon enrollment.

3.) Instructor Duties

Online Registration Assistance

- All instructors who have internet access in their class rooms are asked to show their students the online HiR registration process. This will be a guided learning instructional benefit for students to navigate the system for future classes.

Higher Reach Login and Instructor Resources

- Higher Reach generates a login and Invites you to create Password via email. Website: www.jalc.edu , View Community Courses, Community Education, Classes and Registration. *See in upper right corner the Student and Instructor Login options. Instructors should have received a login Invitation to set up their HiR Login. Check your email Inbox for an email from Higher Reach. If you did not receive an Invite, contact kimneace@jalc.edu and I can re-send to you. Very important to get this done before registrations begin!
- All instructors will check their own attendance and can email their students. Course rosters can be printed by instructors from their HiR Instructor accounts.

Attendance Records

- Print form on CE website: www.jalc.edu , View Community Courses, Community Education, Instructor Resources and then Attendance Record.
- All Instructors are to turn in their yellow Attendance Records to the Community Education Office by emailing or bringing to Room H202 in Bldg. H.

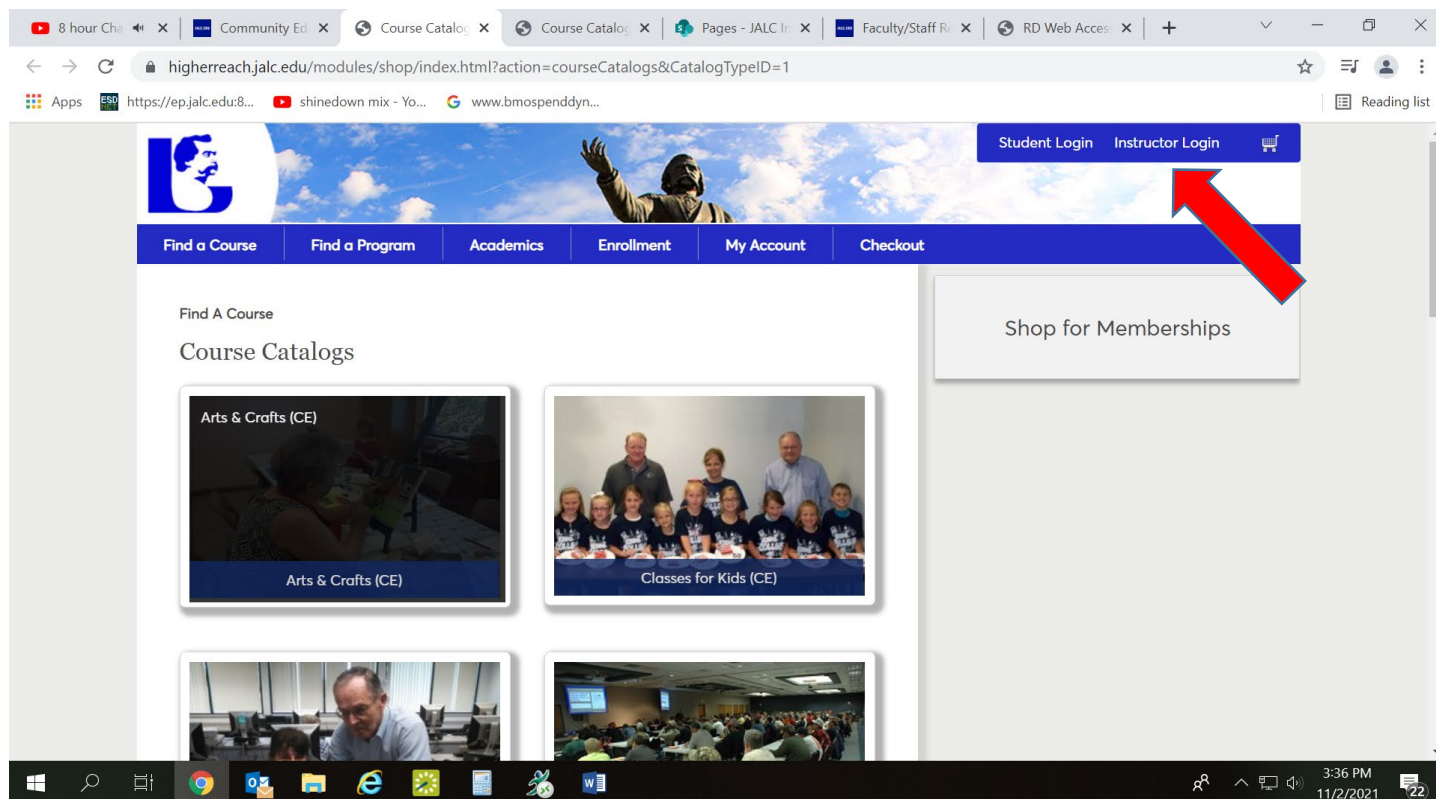
4.) Student Registrations and Payments

- *Students are required to register and pay online. There is a total of at least (6) students required in a class **48 hours prior** to the first day or the class will cancel. **There are no walk-in registrations accepted!***
- Students can register and pay over the phone by calling the Community Education Office at 618/985-2828, ext. 8597.

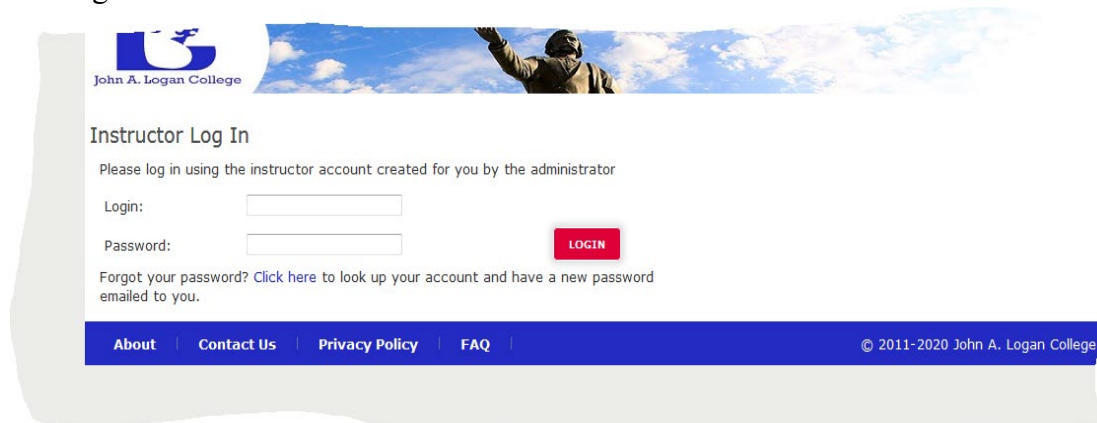
5.) Instructor Policy Manual

- Instructors can access the Policy Manual information by going to <https://www.jalc.edu/community-education/instructor-resources/> .

Instructors go to <https://www.jalc.edu/community-education>, click Classes and Registration, see Instructor login in upper right corner.



- Login



- Once logged in, view schedule, current sections, completed sections, and the change password features can be seen.
- By clicking the current sections option, the instructor can view class rosters and have access to email registered students. **Note:** Instructors can also view previous semester class rosters.