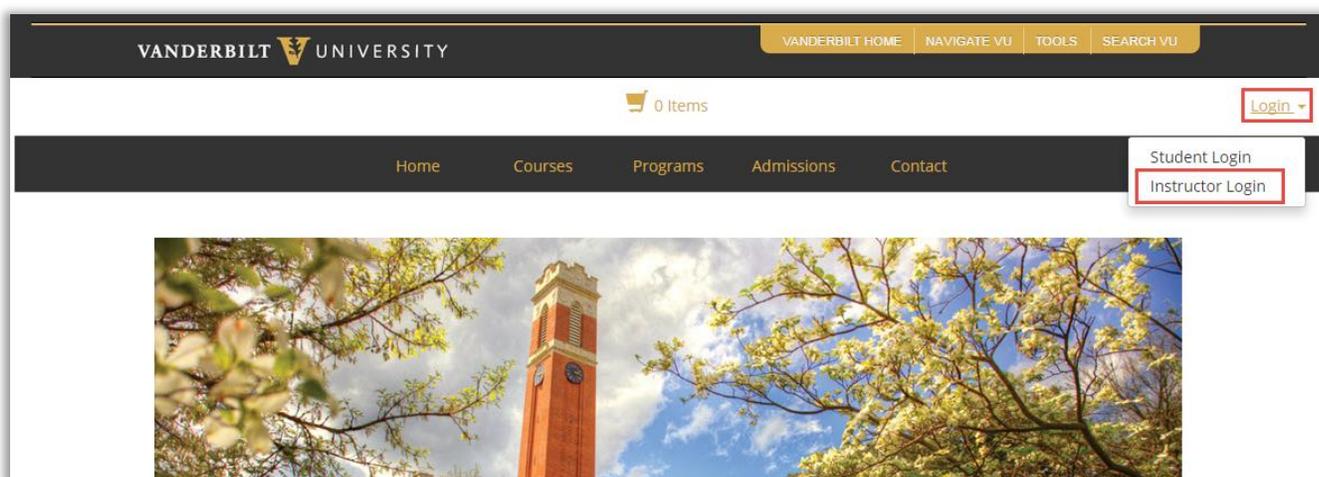




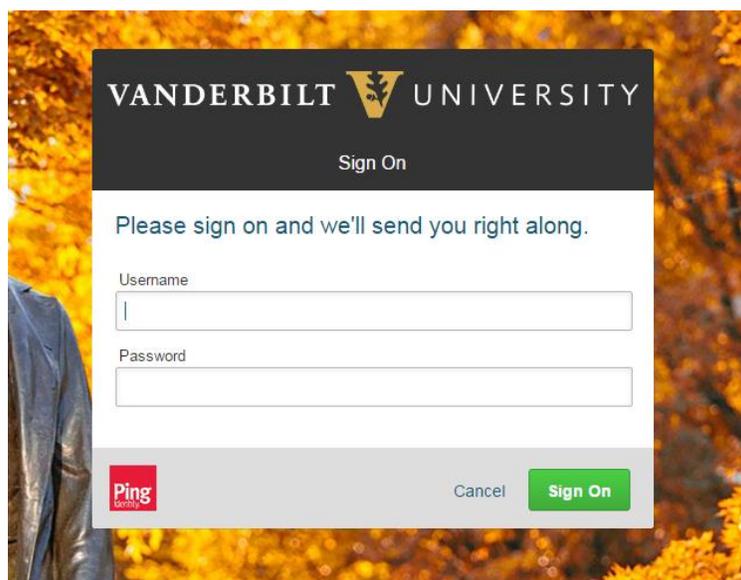
# Destiny One Instructor Portal

## Accessing the Instructor Portal

1. To access the Destiny One instructor portal, go to <http://vupace.vanderbilt.edu>. Click the “Login” button on the top right and select the “Instructor Login” option.



2. You will be taken to the Vanderbilt single sign-on page where you can authenticate using your vunetID and e-password. If you are not able to log in or receive any errors, please contact Tom Langmesser.





# Destiny One Instructor Portal

## Navigating the Instructor Portal

3. Use the menu on the left to navigate to the various pages within the instructor portal. You will be able to view and edit some profile information, review your course offerings and the students enrolled in them and see your schedule.

The screenshot shows the top navigation bar with 'VANDERBILT UNIVERSITY' and links for 'VANDERBILT HOME', 'NAVIGATE VU', 'TOOLS', and 'SEARCH VU'. Below this is a shopping cart icon with '0 Items' and a 'Welcome TBA | Log Out' message. A secondary navigation bar contains 'Home', 'Courses', 'Programs', 'Admissions', and 'Contact'. The left sidebar menu is highlighted with a red box and includes 'Instructor Home', 'My Profile', 'Courses', 'Current Schedule', 'Forms and Policies', 'Announcements', and 'Help'. The main content area features the title 'Instructor Portal' and the user name 'TBA Blair' with ID 'T000078'. A welcome message reads 'Welcome to your Instructor View.' To the right, an 'Announcements' box states 'There are no items to show.'

4. The profile page will allow you to update your contact information and select whether you would like that information to be available to students enrolled in your courses.

The screenshot displays the 'My Profile' page. The left sidebar lists navigation options: 'Instructor Home', 'My Profile', 'Personal Information', 'Email Address', 'Telephone / Fax', 'Address', 'Preferred Contact Method', 'Employer', 'Courses', 'Current Schedule', 'Forms and Policies', 'Announcements', and 'Help'. The main content area is titled 'My Profile' and shows the user 'TBA Blair' with ID 'T000078'. A message states: 'Remember to click Save to save changes made to information. To make changes to information that is not editable, please contact a program assistant responsible for your courses. For email, telephone, and address information:'. Below this are three bullet points: 'Selecting "Release" will allow us to make that contact information available to anyone on your course rosters.', 'Selecting "Preferred" indicates how you wish to be contacted.', and 'Note that changing your address here will not update your address in other systems, including payroll. Contact the payroll coordinator if you have an address change.' The 'Contact Information' section contains a 'Personal Information' form with fields for 'Salutation:', 'First Name:', and 'Middle Name:'. The 'First Name' field is populated with 'TBA'.



# Destiny One Instructor Portal

- The Courses page will allow you to see all your course offerings that are active. You can see more details, including class rosters by clicking on each course/section.

Instructor Home My Profile Courses Current Schedule Forms and Policies Announcements Help

## Courses

TBA Blair  
T000078

### Courses Open for Enrollment/In Progress

Course - Section No.	Section Title	Start Date	End Date
PCA0146 - 001	Chamber Music - TBA	Jan 1, 2017	May 31, 2017
PCA0030 - 001	Kindermusik: Cuddle & Bounce	Jan 1, 2017	May 31, 2017
PCA0032 - 001	Kindermusik: Family Time [birth to 5 years]	Jan 1, 2017	May 31, 2017
PCA0034 - 001	Kindermusik: Imagine That (3 and 4 yrs)	Jan 1, 2017	May 31, 2017
PCA0036 - 001	Kindermusik: Our Time (18 mos.-3 yrs)	Jan 1, 2017	May 31, 2017
PCA0038 - 001	Kindermusik: Sing and Play (12-24 months)	Jan 1, 2017	May 31, 2017
PCA0040 - 001	Kindermusik: Wiggle and Grow (2-3 yrs)	Jan 1, 2017	May 31, 2017

- The class list page will allow you to see all the students that are enrolled in your course, print class lists and attendance sheets and send mass emails to your students. Use the buttons at the bottom of the page to run these functions.

Instructor Home My Profile Courses Class List Grading Sheet Course Profile Current Schedule Forms and Policies Announcements Help

## Class List

TBA Blair  
T000078

### PCA0146 - 001 - Chamber Music - TBA

Student contact information shown below is **PRIVATE AND CONFIDENTIAL**. It may only be used for course-related communications.

**Class List** (as of Dec 1, 2016 10:18:57 AM)

	Name	Student No.	Units	Method	Date Added
<input type="checkbox"/>	Donoso, David	X000001		PCA In Person	01 Dec 2016

1 items found, displaying all items.

Print Class List Print Attendance Sheet Email Selected Students Email All



# Destiny One Instructor Portal

- 7. You can send emails from Destiny One to all students in your class list or selected students. Use the checkboxes next to each name to select your students. Please note, emails sent through the instructor portal are saved in the system and can be viewed by administrators. Emails will go to the student’s account email address – for youth participants, these will go to the parent’s email address.

The “From & Reply To” email addresses default to a system email and your Vanderbilt email, respectively. You are able to change these if you would like. Use the Choose File/Attach File buttons to include any attachments with your email. Subject and Message are required fields and will need to be filled out before the email can be sent.

Instructor Home TBA Blair

My Profile T000078

Courses

**Class List**

Grading Sheet

Course Profile

Current Schedule

Forms and Policies

Announcements

Help

## Send Class Email

PCA0146 - 001 - Chamber Music - TBA

Please note that a program assistant will receive a copy of this message.

**To:**  
Class

**From:**

**Reply To:**

**Subject:\***

**File Name:**  
 No file chosen

**Message:\***



# Destiny One Instructor Portal

- 8. The grading sheet page will allow you to enter grades for your students, print class grades and export grades. Each section will have a standard grading template. If you have questions about the template, please contact Tom Langmesser.

### Class List

1 items found, displaying all items.

Donoso, David (X000001) [Back to Top](#)

<b>PCA Number of Weeks Registered:</b>	<input type="text"/>	<b>Completion Date:</b>	<input type="text" value="Click to select date"/>
<b>PCA Final Grade(T):</b>	<input type="text"/>	<b>Instructor Approved:</b>	<input type="checkbox"/>
<b>Total Sessions Attended:</b>	<input type="text"/>	<b>Program Approved:</b>	<input type="checkbox"/>
<b>Student Notes:</b>	<input style="width: 100%;" type="text"/>		

- 9. If your courses have a defined meeting pattern, you will be able to see those listed under the Current Schedule Page. This will provide the date/time/location for each (if specified).

Instructor Home

## Current Schedule

TBA Blair  
T000078

My Profile

Courses

- Class List
- Grading Sheet
- Course Profile
- Current Schedule
- Forms and Policies
- Announcements
- Help

**Filter:**

Date	Time	Type	Course	Location	Instructors
<b>Thursday 05 Jan 2017</b>	12:00 PM - 1:00 PM	Discussion	PCA0146 - 001 - Chamber Music - TBA	Vanderbilt University Blair School of Music Room BLRS 1107	
<b>Thursday 12 Jan 2017</b>	12:00 PM - 1:00 PM	Discussion	PCA0146 - 001 - Chamber Music - TBA	Vanderbilt University Blair School of Music Room BLRS 1107	
<b>Thursday 19 Jan 2017</b>	12:00 PM - 1:00 PM	Discussion	PCA0146 - 001 - Chamber Music - TBA	Vanderbilt University Blair School of Music Room BLRS 1107	
<b>Thursday 26 Jan 2017</b>	12:00 PM - 1:00 PM	Discussion	PCA0146 - 001 - Chamber Music - TBA	Vanderbilt University Blair School of Music Room BLRS 1107	