

## Instructor Guide

If you do not yet have an Instructor account, e-mail [psychresadmin@towson.edu](mailto:psychresadmin@towson.edu) to request one.

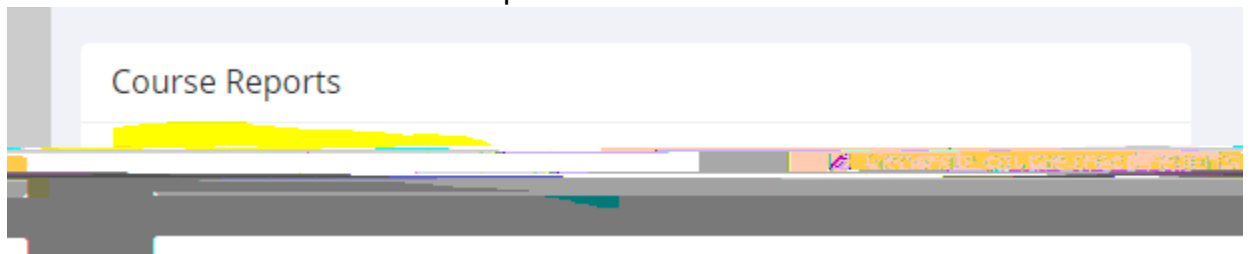
The coordinator will e-mail you when it is time to generate credit reports (**do not generate them before that time or the information may not be complete**). Note that this report is the **ONLY** way in which you should monitor student credit (e.g., do not accept debrief forms or anything else as proof of participation from students).

### Here are the steps for generating credit reports:

Be sure you are on your “instructor” account if you have multiple accounts.



Click on “Generate course credit reports”



Choose which type of report you'd like (“all” or “completed” likely most useful)  
Be sure to use **credits earned for this course** column (as to not allow students to “double dip” credits across courses)

