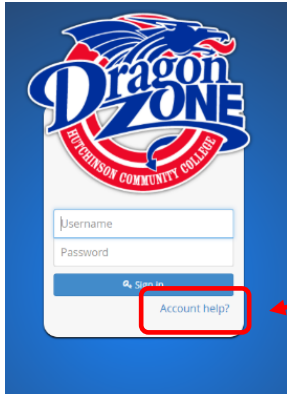
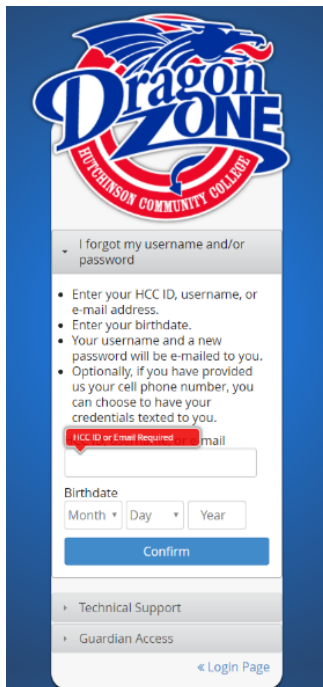


Access and Edit Instructor Sheet from **DragonZone**

Login to DragonZone at <http://dz.hutchcc.edu>

The image shows the DragonZone login page for Hutchinson Community College. At the top is the college's logo, which features a blue dragon head and the text "DragonZone" and "HUTCHINSON COMMUNITY COLLEGE". Below the logo are two input fields: "Username" and "Password". Under the "Password" field is a blue button with a magnifying glass icon and the text "Sign In". Below the "Sign In" button is a link that says "Account help?". A red arrow points from the text "Account help?" in the adjacent paragraph to this link.

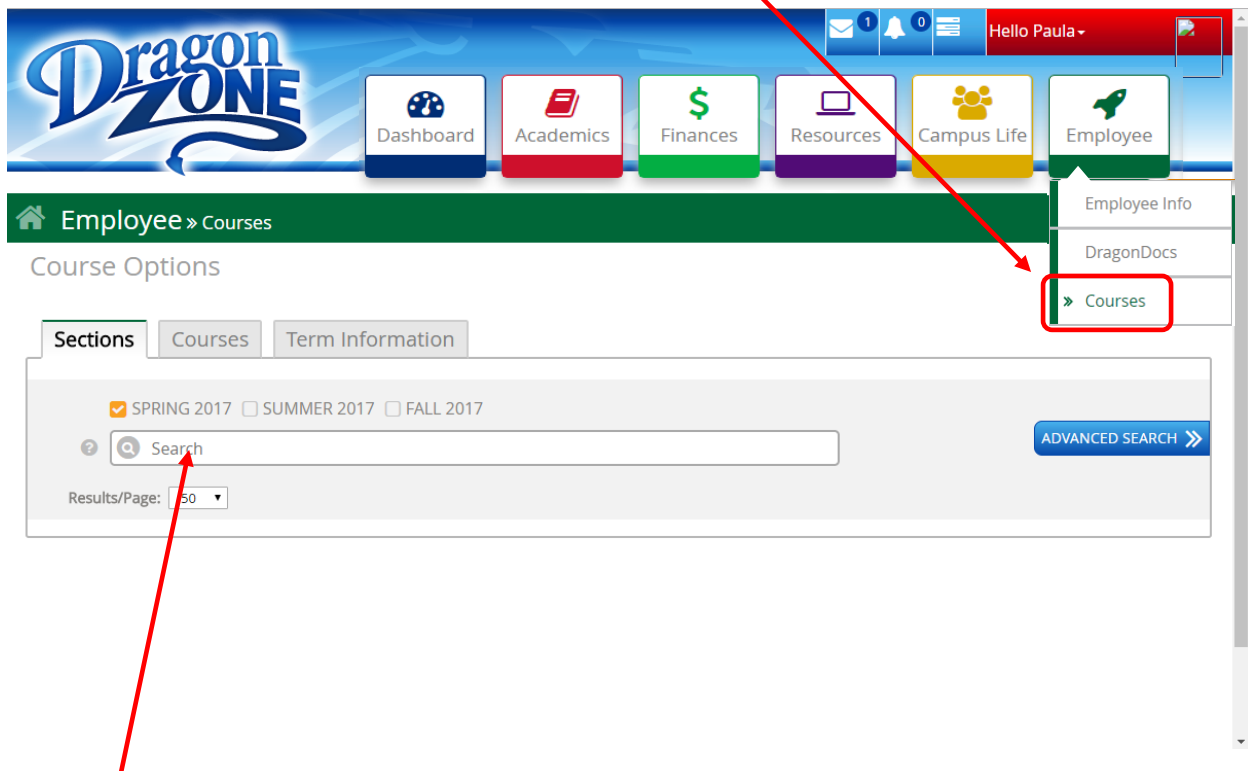
If you are logging in for the first time or need help with credentials, use the Account Help button

The image shows the "Account help?" page on the DragonZone login interface. At the top is the same Hutchinson Community College logo. Below the logo is a section titled "I forgot my username and/or password" with a downward arrow. This section contains a list of instructions: "Enter your HCC ID, username, or e-mail address.", "Enter your birthdate.", "Your username and a new password will be e-mailed to you.", and "Optionally, if you have provided us your cell phone number, you can choose to have your credentials texted to you." Below these instructions is a text input field with a red error message "HCC ID or Email Required" and a dropdown menu labeled "mail". Below the input field is a "Birthdate" section with three dropdown menus for "Month", "Day", and "Year". At the bottom of this section is a blue "Confirm" button. Below the "Confirm" button are two links: "Technical Support" and "Guardian Access". At the very bottom is a link that says "« Login Page".

After you click on the Account Help button, follow the instructions to have your credentials emailed or texted to you

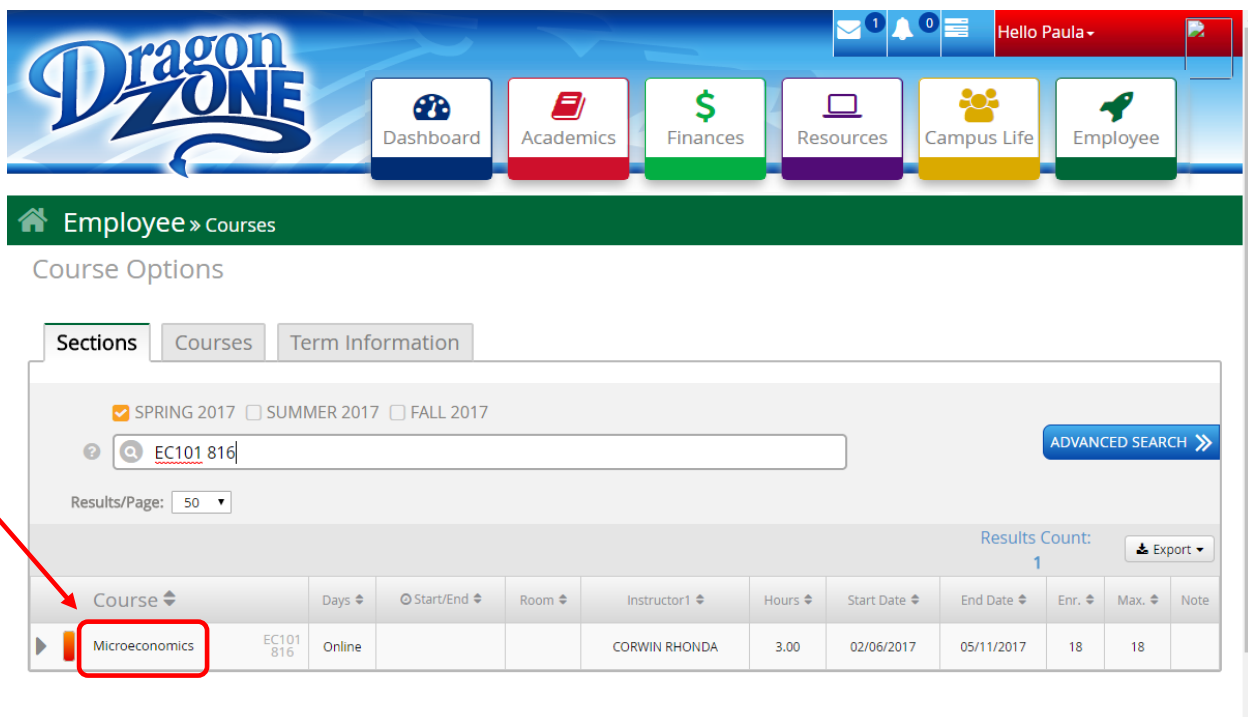
Use those credentials to login to DragonZone

Once inside DragonZone, click on Employee > Courses



Then search by course or instructor

Click on Course title



Click on Instructor Sheet

The screenshot shows the Blackboard interface for a course. At the top, there are tabs for 'Sections', 'Courses', and 'Term Information'. Below these is a 'RETURN TO SEARCH' button. The main heading is 'Roster'. To the right, there is a 'Section Options' menu with the following items: Roster, Section Details, Certification, Syllabus, **Instructor Sheet** (highlighted with a red box and a red arrow), and Modification History. Below the menu, there is a 'PRINT' button. The course title 'Microeconomics EC101 8161625' is displayed. On the right, it says 'TOTAL: 18'. Below this, there are three instructor profiles, each with a photo, ID number, name, email, and advisor.

ID	Name	Email	Advisor
700002336	Kimberly Allen	E-mail: KKA1007	Advisor: Graber D
876004525	Jessica Castillo	E-mail: JMC1054	Advisor: Roth K
543005457	Cassidy Corrigan	E-mail: CRC1042	Advisor: Bretz L

Click Edit button on top right

The screenshot shows the 'INSTRUCTOR SHEET' page in Blackboard. On the left is a navigation menu with various icons and links. The main content area has the heading 'INSTRUCTOR SHEET'. Below this, there is a 'PRINT' button and an 'Edit' button (highlighted with a red box and a red arrow). The course title 'Microeconomics EC101 8161625' is displayed. Below this, there is a 'YEAR: 2016-2017' and 'DELIVERY METHOD: Online'. The 'INSTRUCTOR(S):' section shows a profile for Rhonda Corwin with her photo, office, phone, email, and hours. Below this is the 'TEXTBOOKS:' section with a table showing the title, isbn, and author. The 'COURSE CALENDAR:' section shows the 'SPRING 2017 SCHEDULE'. At the bottom, there is a note: 'Each assignment is due prior to midnight of the Sunday in that week. Late'.

Title	Isbn	Author
Microeconomics 5th	0133455540	Hubbard O'Brien

For help editing the Instructor Sheet, click on the “Instructor Sheet Tutorial” button on top right

The screenshot shows the 'INSTRUCTOR SHEET' interface for 'Microeconomics - EC101 8161625'. On the left is a vertical navigation menu with icons for Home, Syllabus, Instructor Sheet, Help and Resources, People, Assignments, Quizzes, Discussions, Pages, Announcements, Files, Conferences, Modules, Collaborations, and Outcomes. The 'Instructor Sheet' menu item is highlighted. The main content area has a header 'INSTRUCTOR SHEET' with a search bar 'Enter section ID' and buttons for 'Copy', 'Cancel', and 'Save'. Below this is a red-bordered box containing a lightbulb icon and the text 'INSTRUCTOR SHEET TUTORIAL', with a red arrow pointing to it from the right. The interface also displays course details: 'Microeconomics EC101 8161625', a 'Required Field' section with links to 'View Sample Instructor Sheet 1', and fields for 'YEAR: 2016-2017', 'DELIVERY METHOD: Online', and 'INSTRUCTOR(S):'. The instructor's name 'Rhonda Corwin' is listed with her photo, office 'LH106', phone '6206653465', and email 'corwinr@hutchcc.edu'. A 'HOURS' section contains input fields for each day of the week. The Hutchinson Community College logo is in the top right corner.

Spring 2017

Home

Syllabus

Instructor Sheet

Help and Resources

People

Assignments

Quizzes

Discussions

Pages

Announcements

Files

Conferences

Modules

Collaborations

Outcomes

Instructor Sheet
DZ ME

Roster Certification
DZ ME

Settings

EC101 8161625 > Microeconomics - EC101 8161625

INSTRUCTOR SHEET

Enter section ID

Copy Cancel Save

INSTRUCTOR SHEET TUTORIAL

HUTCHINSON
COMMUNITY COLLEGE

Microeconomics EC101 8161625

*** - Required Field**


View Sample Instructor Sheet 1

View Sample Instructor Sheet 1

YEAR: 2016-2017

DELIVERY METHOD: Online

INSTRUCTOR(S):

 **Rhonda Corwin**

OFFICE: LH106

PHONE: 6206653465

EMAIL: corwinr@hutchcc.edu

HOURS: Sun:

Mon:

Tue:

Wed:

Thu:

Fri:

Sat:

Comment: