**Viewing the COVID-19 reports for your students**

Access the Instructor Student and Class Report either through your

- canvas module (Contact Dawn Hawley or Sallie Davis if you don’t have access)

  OR

- Link on the “Employee Login” page on the BTC website

The report will prompt you for your BTC username and password

Once the report loads you will need to select your class from the drop down list.

- You can start typing the class to jump to that section in the drop down list
- Use the Item # to verify that you are selecting the correct class
- Click the “List My Students” button to load the report

The report lists the Students in that class along with three columns. **All three columns need to have check marks if your student is in class on campus**

1. Completed the COVID-19 Training (One-time training)
2. Completed the Health Screening for today (Each time they come to campus)
3. That they have checked in to the Building each time they enter