



## OLLI at UK Instructor Portal User Guide

1. Go to <https://olli.uky.edu/uky/instructor/SignIn.aspx>
2. Login with your assigned username and password.

Office of Lifelong Learning  
*Osher Lifelong Learning Institute*

### Instructor Portal Login

Custom Description

**Sign In to Instructor Account**

Please note: Use the instructor sign-in information provided for you as an instructor  
If you are a student, do not use a student username and password for this portal.

Username:

Password:

**SIGN IN**

3. You will see 3 items on the Dashboard page:

**SIGN OUT**

Office of Lifelong Learning  
*Osher Lifelong Learning Institute*

### Welcome TestName TestInstructor


Home Custom Description

**MY COURSES**  
A listing of all courses for which you are assigned as an instructor.

**MY INFORMATION**  
View and update your personal information, biography and maintain your account password.

**MY SCHEDULE**  
A calendar showing all dates, course titles, class locations and the like.

**MY COURSES:** This will show you all courses that you are assigned as an instructor for. (see example below)



Welcome **TestName TestInstructor**

[BACK TO MAIN MENU](#)

## My Courses

[EXPORT](#)

Show

25

entries

Search	Search	Search	Search	Search	Search	Search	Search	Search	Search
TITLE	SKU	TERM	START DATE	END DATE	START TIME	END TIME	DAYS	STATUS	ENROLLED
10.05.23 Decades Behind Bars	2023FaCOR108301	2023Fall	2023-10-05	2023-10-05	2:00PM	3:00PM	Th	Active	57
"Future Perfect! Technology Trends by 2030!"	2023FaCOR101201	2023Fall	2023-09-12	2023-09-12	9:00AM	11:00AM	Tu	Archived	0
CampusCE Test Course	Test1COR100101	Test1	2023-07-03	2023-09-11	12:00PM	2:00PM	M	Active	1

[FIRST](#)
[LAST](#)

**(optional) MY INFORMATION:** Allows you to update your personal information, biography, and manage account password while logged in.

**MY SCHEDULE:** Similar to MY COURSES, as this will also show you all courses that you are assigned as an instructor for, except they are organized on a monthly calendar format. (see example below)

## My Schedule

Below is a calendar view containing your course schedules and information. You can click on any course to view your roster, grade, and attendance information.

[EXPORT](#)

Display by Week

October 2023

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

November 2023

Su Mo Tu We Th Fr Sa

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30

December 2023

Su Mo Tu We Th Fr Sa

3 4 5 6 7 8 9

10/1/2023 10/2/2023 10/3/2023 10/4/2023 10/5/2023 10/6/2023 10/7/2023

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

10.05.23 Decades Behind Bars Item

4. To access the class roster, either go to **MY COURSES**. Then click on the class you wish to access the roster for (note: you can also access the class roster from MY SCHEDULE, but you will need to find the course in the calendar, then click on it).
5. You will then be taken to the class roster page.

Office of Lifelong Learning  
Other Lifelong Learning Institute

Welcome TestName TestInstructor

10.05.23 Decades Behind Bars

Enrollments

All enrolled

ATTENDANCE GRADES PRINT EXPORT

Show 25

entries

Name	Email	Status	DateCreated
Cramer, Walter		Registered	09/26/2023
Turner, Christine		Registered	10/02/2023
Turner, Bobby		Registered	10/02/2023
Bergman, Tee		Registered	08/12/2023
Slucher, Gerald		Registered	08/02/2023
Moran, Sharon		Registered	08/27/2023
Emerson, Sandy		Registered	10/03/2023
Salone, Eddie		Registered	08/02/2023
Johnson, Scott		Registered	08/02/2023
Peace, Pam		Registered	08/03/2023

6. To get a copy of the email list in a spreadsheet, click the blue “EXPORT” button in the top right area of the page.

ATTENDANCE GRADES PRINT EXPORT

Show 25

Custom Description

### Sign In to Instructor Account

Please note: Use the instructor sign-in information provided for you as an instructor  
If you are a student, do not use a student username and password for this portal.

Username:

Password:

**SIGN IN**

**FIND MY USERNAME**

**RESET MY PASSWORD**

If you ever forget your username and/or password, the sign-in page has links to both “Find My Username” on the left and “Reset My Password” on the right. If you click “**Find My Username**”, you will be taken to the following page:

## Username Recovery

If you are unable to log in or forgotten your username, please follow the instructions below.

To recover your Username:

1. Enter the email address\* associated with your student account.
2. Click on the **Find my Username** button
3. An email will be sent to you that includes any username associated with your email address.

*\*Note: The email address must be the same as the one you entered when creating your profile.*

Enter the email address you used for registration.

Email:

**FIND MY USERNAME**

[RETURN TO SIGN IN](#)

[RESET MY PASSWORD](#)

[CONTACT US](#)

If you click “**Reset My Password**”, you will be taken to the following page:

## Password Reset

If you have forgotten your password, please follow the instructions below.

**To reset your Password:**

1. Enter the unique username associated with your student account.
2. Enter the email address associated with your student account.
3. Click on the Reset my Password button.
4. An email will be sent to you with a link to reset your password.

Username:

Email:

SEND RESET EMAIL

[RETURN TO SIGN IN](#)  
[FIND MY USERNAME](#)  
[CONTACT US](#)

For password reset, you will need to make sure you have your username, so you may need to go to “Find My Username” first, which can be accessed from the password reset page. For both “Find My Username” and “Reset My Password”, you will need to provide the email address associated with the account.