Instructor Guide
Enter your **customer id, date of birth** and **last 4 digits of your social security number**. Or search by SS#, by DL# or by your Visa/Passport number. You may also created a new account. *An account is not required to use this system.*
Click **next** once you are at your “Welcome” screen.
Preferences and Residency, enter your options, click next

Preferences and Residency

When DNR receives a request from a third party for a list of customers or businesses: Required

- Include my name/business
- Don't include my name/business

Residency Required

Are you a Resident of the State of Wisconsin?

- RESIDENT
- NON-RESIDENT

To qualify for a WI Resident pricing online, you must provide a valid WI driver's license. If you do not have a valid WI driver's license, you may continue as a non-Resident or you can visit an agent location to provide proof of residency.
Review Summary, this is where you can update your personal information
**click edit** if edits are necessary, or **Yes** to continue

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST TEST&lt;br&gt;XXX TEST ST&lt;br&gt;1234&lt;br&gt;TEST, WI 44444&lt;br&gt;UNITED STATES</td>
<td></td>
</tr>
<tr>
<td>TEST TEST&lt;br&gt;XXX TEST ST&lt;br&gt;1234&lt;br&gt;TEST, WI 44444&lt;br&gt;UNITED STATES</td>
<td></td>
</tr>
<tr>
<td>Social Security Number&lt;br&gt;<em><strong>,</strong></em>,<strong>,</strong></td>
<td>Visa / Passport Number</td>
</tr>
<tr>
<td>Date of Birth&lt;br&gt;07/18/1977</td>
<td>Issuing Country</td>
</tr>
<tr>
<td><a href="mailto:junk@junk.com">junk@junk.com</a></td>
<td>DL ID</td>
</tr>
</tbody>
</table>

**Identifying Characteristics**

<table>
<thead>
<tr>
<th>Hair Color</th>
<th>Eye Color</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>Blue</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Height (ft)</th>
<th>Weight (lb)</th>
<th>Gender</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2' 2&quot;</td>
<td>100</td>
<td>Male</td>
<td></td>
</tr>
</tbody>
</table>

**Mailing Preferences**

Include me on the lists distributed to the public – **No**

**Confirm Customer Information**

*The customer information I have provided is complete and accurate. I understand that willfully submitting false information subjects applicants to prosecution under the laws of the state of Wisconsin.*
Instructor Guide - Go Wild

- Your Homepage
- Instructor Dashboard
- Student Dashboard
Your Homepage:

Print your safety certificate here! This will open a PDF file of your student safety certifications.

Student Dashboard – list the certifications you have taken as a student (this has nothing to do with your instructor account)

Instructor Dashboard – the key to your instructor profile. This is where you will manage your safety education classes! Enter your class Main Information, Schedule your class sessions, enter Supply Orders, manage your class student and instructor Roster, enter volunteer hours on the Timesheets (hunter ed only) and finally submit your class Financials.
Instructor Dashboard

On your instructor dashboard you will be able to view your instructor information which is pulled directly from your WIDNR customer account.

You can view and print your certifications at any time by clicking on the PDF icon.

You can view your awards list.

Current classes will list any classes you have actively open.

Create a Class, allows you to enter your “start card” to register an upcoming class (at least 4-6 weeks in advance of your start date).

Instructor Continuing Education are workshops you can take if you are due to recertify. You can click “Enroll in New Class” to find a recertification workshop near you!

Completed class and instructor history will be the classes you have completed over the years.

You may also get back to your student dashboard by clicking Student Dashboard in the bottom left corner of your screen.
Your student dashboard will list all of the current classes you may be enrolled in and it will list the classes you have completed as a customer/student of the WDNR.

Your Student information is the information pulled from your customer profile. You may also print your certifications at any time by clicking on the PDF icon.

This is also what your students will see under their student dashboard.
Instructor Guide - Go Wild

- Create Class
- Main Info
- Class Schedule
- Supply Orders
Create a Class

If you happen to get this error when creating a new class, click the **Certification Type** down arrow and it will go away after you select your certification type.
Main Info

Course Type: Student
Status required: Open
County: Please Choose

Class Description: Chose the County of where the class will take place. Class Description field is for special instructions only. DO NOT enter your class dates or location here!

Primary Contact: Your name should default here. Email address, and phone number are required fields. If you choose no to display on these fields your students will have no way of contacting you.

Shipping Address: Address: 1234
City: TEST
State / Province: Wisconsin
Postal Code: 54444-0

Class Price: Enter 10 for your class price. (Do not use special characters such as a dollar sign($) or decimals points (.)

Allow Online Registration: by setting your max number of students this will automatically allow students to register for your class and put them on your class roster so you don’t have to. Once you meet your Max Number of students that can enroll it will pull the class from the web so no more students can enroll.

Reserved Number of Students: At this time the Reserved Number of Students option is not working correctly. It is a known bug and they are working on it.

Display? You must display your contact information by choosing Yes, if you leave it NO it will not display online and your students will not be able to contact you.

Is class full? and need to be removed from the web? Select YES.

Return to Main Menu
Main Info

**Class Price:** Enter only digits for your class price. Example: 10 (Do not use special characters such as a dollar sign ($) or decimals points (.)

**Allow Online Registration:** by setting your max number of students this will automatically allow students to register for your class and put them on your class roster so you don't have to. Once you meet your Max Number of students that can enroll it will pull the class from the web so no more students can enroll.

**Maximum number of students that can enroll:** Enter whatever is the max you can hold in your class

**Reserved Number of Students:** Enter the number of students you may have saved or reserved seats for. If NONE, enter 0 (zero)

Is class full? and need to be removed from the web? Select YES.
Success! Class Saved!

Your class number is now assigned after clicking SAVE on prior screen. You will also notice you now have 5 more tabs across the top to finish setting up your class and ordering your supplies.
Class Schedule

On the Schedule tab, click:

Add Class Period

Edit HUNTER Class

Main Info  Schedule  Supply Orders  Roster  Timesheets  Financial

Minimum of 2 class days (not counting instructor prep) is required.

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Type</th>
<th>Url</th>
<th>Actions</th>
</tr>
</thead>
</table>

Done
Class Schedule

Fill out required fields:

Start Time:
End Time:
Location:
Address Line 1:
City:
State:
Postal Code:

Url is optional: use this to add a link to the class location website, or link to a map/directions.

Check if this is an actual class period or instructor prep time.

NOTE: If you enter a class period or instructor prep time with a date before your class start date, your class will not display on the upcoming classes website.
Click the calendar icon to pick your class date.

Click the clock icon to pick your class times.

NOTE: Click on the Hour to select hours and click on the Minutes to select your minutes. When you are done entering your start time click in the End Time box and repeat steps.
You will notice that the **Start Time** and **End Time** are the same date.

You must indicate each class period to ensure your class displays on the upcoming classes website.

**Url-Optional**: A link to the map of where the class will be held.
Click the calendar icon to pick your class date.

Click the clock icon to pick your class times.

Next all you need to do is click Copy Last Location and your information will autofill.
Reminder: you must enter each class session that is going to take place. If you do not enter your class schedule correctly it \textit{WILL NOT} display on the upcoming classes website.

This is a sample two-day class schedule.
You can add Instructor Prep any time throughout your class. This is done the same way as scheduling your class periods but instead of choosing Class Period you will choose Instructor Prep.
## Supply Orders

### Edit HUNTER Class

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Item Description</th>
<th>Packet Size</th>
<th>Packets Requested</th>
<th>Needed by Date</th>
<th>Order Date</th>
<th>Order Status</th>
<th>Actions</th>
</tr>
</thead>
</table>

- **Click Add Supply Order.**
- **Return to Main Menu**
Choose your supply items that you would like to order for your class.
Supply Orders

Enter number of **Packets Requested**.

**NOTE**: You may only order packets up to the maximum number of students you are allowing in your class.

Click on the Calendar to pick your **Needed By Date**

Then CLICK “Add Supply Order”
After you click the **Item Description** tells you what is included in your packets.

If you have special instructions or need extra materials after you've placed an order you should email DNRDLESafety@wisconsin.gov with your request.

If your Order Status = New you can delete your order by clicking the trashcan under Actions to the right.

If your Order Status = Pending or Shipped no changes can be made to the order.
Instructor Guide - Go Wild

- Roster - Student
- Roster - Instructor
- Roster - Warden
- Sample Roster
- Timesheet – Hunter Ed Only
By allowing online registration for the students, it automatically adds the student to the roster. If you do not allow online registration, you have to add students to the roster manually by following these steps:

1. Click Add Student, and the pop-up box will display. Enter the student's WDNR Customer ID number and click Lookup.
2. If the student exists, you may select the checkbox to place the student in a reserved seat and click Add to Roster. If not, you can click Cancel and try again with the correct information.

Click Add to Roster to add the student to the roster.
Students are now added to the roster.

To certify your students you can click on the check boxes next to Paid, Completed, and Certification. This will auto populate the boxes below on all students.

**Note:** you will need to uncheck the appropriate boxes if you have a student who failed or dropped.

Don’t forget to save your updates!

Under you have options to print your roster, email your students if they have an email on file, and print temporary certificates.
NOTE: Instructor numbers are no longer used. You must use their WDNR Customer ID numbers.

Click Add Instructor and this popup box will display. Enter instructors WDNR Customer ID number and click Add to Roster.
Click Add Warden and you will see this pop up box.

You can search by name or by county.
Roster - Warden

This is a search by county example:

Simply click on the name of the warden you want to add to your roster.

<table>
<thead>
<tr>
<th>Name</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERIANN ALBERS - DNR 383-792-108</td>
<td>DANE</td>
</tr>
<tr>
<td>ROGER ARNOULD - DNR 034-957-878</td>
<td>DANE</td>
</tr>
<tr>
<td>HENRY BAUMAN - DNR 000-027-896</td>
<td>DANE</td>
</tr>
<tr>
<td>CHRIS BENDER - DNR 097-838-098</td>
<td>DANE</td>
</tr>
<tr>
<td>ALEXANDER BROOKS - DNR 596-793-075</td>
<td>DANE</td>
</tr>
<tr>
<td>CHELSEY COLLETTE - DNR 071-166-599</td>
<td>DANE</td>
</tr>
<tr>
<td>JACOB CROSS - DNR 258-455-815</td>
<td>DANE</td>
</tr>
<tr>
<td>JUSTIN DARROW - DNR 084-068-873</td>
<td>DANE</td>
</tr>
<tr>
<td>KYLE DILLEY - DNR 032-736-621</td>
<td>DANE</td>
</tr>
</tbody>
</table>
Roster – sample with students, instructors and warden.

Edit HUNTER Class

<table>
<thead>
<tr>
<th>Contact</th>
<th>CID</th>
<th>Paid</th>
<th>Completed</th>
<th>Certification</th>
<th>Harvested</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST PERSON</td>
<td>057-181-075</td>
<td>☐</td>
<td>☐</td>
<td>☐ Yes ☐ No</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:junk@junk.com">junk@junk.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>test test</td>
<td>755-313-319</td>
<td>☐</td>
<td>☐</td>
<td>☐ Yes ☐ No</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:junk@junk.com">junk@junk.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Test</td>
<td>722-578-424</td>
<td>☐</td>
<td>☐</td>
<td>☐ Yes ☐ No</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:junk@junk.com">junk@junk.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Actions
- Print Roster
- Email All Students
- Print Temporary Certificates

Unfilled Reserved Seats: 0

Save Updates

Instructor Roster

<table>
<thead>
<tr>
<th>Lead?</th>
<th>Contact</th>
<th>CID</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>HENRY BAUMAN</td>
<td>000-027-896</td>
<td>Warden</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:junk@junk.com">junk@junk.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>TEST PERSON</td>
<td>057-181-075</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>TEST TEST</td>
<td>055-661-481</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

Actions
- Print Roster
- Email All Instructors

Done
Required by Federal Law for Hunter Education only:

**NOTE:** The instructors you add to your Instructor Roster will auto populate the Timesheets tab.

Enter the hours volunteered per class per instructor. You must enter a zero (0) in the class period hours box, if an instructor did not volunteer that day.

You must click before moving onto the next instructor.

### Timesheets

<table>
<thead>
<tr>
<th>PERSON, TEST</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start: July 29, 2017 - 8:00 AM</td>
<td>Milford Hills</td>
<td>6</td>
</tr>
<tr>
<td>End: July 29, 2017 - 2:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start: July 30, 2017 - 9:00 AM</td>
<td>Milford Hills</td>
<td>5</td>
</tr>
<tr>
<td>End: July 30, 2017 - 2:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start: July 31, 2017 - 6:00 PM</td>
<td>Home</td>
<td>1</td>
</tr>
<tr>
<td>End: July 31, 2017 - 7:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TEST, TEST

| Start: July 29, 2017 - 8:00 AM      | Milford Hills | 3     |
| End: July 29, 2017 - 2:00 PM        |               |       |
| Start: July 30, 2017 - 9:00 AM      | Milford Hills | 2     |
| End: July 30, 2017 - 2:00 PM        |               |       |
| Start: July 31, 2017 - 6:00 PM      | Home         | 0     |
| End: July 31, 2017 - 7:00 PM        |               |       |
Instructor Guide - Go Wild

- Finalize Roster
- Print Temporaries
- Financial
- Safety Education Contacts
Finalize Roster

When your course has been completed, you will need to finalize the roster and submit the course fees. First, start at the Roster tab.

Paid, Completed and Certification check boxes:
when checked it automatically checks and certifies each student.

NOTE: If you have a student who did not certify you will need to change the certification from Yes to NO on that individual student.

The “Paid” check box is for you to keep track of your students of who has paid and who hasn’t.

The “Completed” box is used to check if your student has completed the course. (you may have a student who paid and completed but did not certify)

The “Certification” box when checked processes certification to your students customer account instantaneously when you submit payment.

YES means they will receive certification once you submit your fees.

NO means they will not receive certification and that the student may have “Completed” your course, however they did not meet the requirements of certification either by not showing up for class or failing but already paid for the class.

Always CLICK Save Updates when you make changes to your roster.

NOTE: If you have a student who paid but didn’t show you must add them to the roster as completed but NO certification.

NOTE: If you have a student who did not pay and did not show up, delete them from your roster.
NOTE: If you are the lead and you want your name to print on the “Temporary Certificates” check the box in front of your name and then Print the temporaries. If you do not check a box it will default to the first instructor or warden listed on the roster.

NOTE: The check mark will disappear after you print.
Financial - When you have finalized your student roster, click on the Financial Tab.

Edit HUNTER Class

Main Info  Schedule  Supply Orders  Roster  Timesheets  Financial

- Success! Instructor expenses updated.

Finalize Class

Please validate the class roster is accurate before finalizing the class as it will perform the following actions:
- Class Roster will be submitted with today's date as the completed date
- Safety Education certification achieved for this class will be added to all students listed on the roster that completed the class
- Instructor class history and awards will be updated for all the instructors on the roster

<table>
<thead>
<tr>
<th>Roster Size</th>
<th>Submitted Fees</th>
<th>Instructor Expenses</th>
<th>Min DNR Amount</th>
<th>Total Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$30.00</td>
<td>$10.95</td>
<td>$15.00</td>
<td>$19.05</td>
</tr>
</tbody>
</table>

**If you are claiming any instructor expenses enter that amount here (do not use special characters), click Update. (See page 29 of the Volunteer Policy & Procedures Manual for allowable expenses.)**

**Check the certify box and click submit.**

**NOTE:** Once you click submit, your payment screen will open. Enter your payment information. When you receive your payment confirmation number the students safety certifications will now be available to print from their Student Dashboard. You will no longer have access to your class roster. If you forgot to add a student or instructor email DNRLESafety@wisconsin.gov with the details.