

# HOW TO: Staff Tools

## On the Institution Page

### Find and Access to Courses

1. Click the Course Search Option.
2. Choose the **Program** and **Intake** on the drop-down menu

The screenshot shows the 'Acceso Staff' interface with three main sections: ASIGNATURAS, GRUPOS DE TRABAJO, and INFORMACIÓN ESTUDIANTES/PROFESORES. The ASIGNATURAS section has a dropdown menu for 'Programa' with 'EMBA-EN' selected. The GRUPOS DE TRABAJO section has a dropdown menu for 'Convocatoria' with 'SEP-2021 S-1' selected. The 'Buscar' button is visible. Below the dropdowns, a list of course details is shown, including 'EMBA-EN2021S-1\_TB\_391503 TEAMBUILDING' and 'EMBA-EN2021S-1\_15R68\_391504 COMMUNICATION FOR SUCCESS'.

The screenshot shows the 'Staff Tools' search interface. It features a large blue banner with the word 'SEARCHING' and a magnifying glass icon. To the right, there are two search input fields: 'Course Search (Program&Intake) / Búsqueda Cursos (Programa&Co...' and 'User Search / Búsqueda de Usuarios'.

3. Click the **Course Name** to access with all Privileges
4. Use the **filters** to enter the name of the course or the Instructor
5. See the name of the **Instructor/s**

The screenshot shows the search results page. A search bar at the top right contains the text 'mar'. Below the search bar, a list of course results is displayed. The first result is 'EMBA-EN2021S-1\_TB\_391503 TEAMBUILDING' with 'Instructores (1) | Fecha inicio: 18/09/2021 | Fecha fin: 26/02/2022'. The second result is 'EMBA-EN2021S-1\_5R25\_391511 ECONOMIC ENVIRONMENT & COUNTRY ECONOMIC ANALYSIS' with 'Instructores (1) | Fecha inicio: 09/10/2021 | Fecha fin: 22/11/2021'. The third result is 'EMBA-EN2021S-1\_SM\_391512 SALES & MARKETING MANAGEMENT' with 'Instructores (1) | Fecha inicio: 13/11/2021 | Fecha fin: 24/01/2022'.

# Where are the Organizations?

Acceso Staff

ASIGNATURAS    GRUPOS DE TRABAJO    RESULTADOS EVALUACIÓN 360    **INFORMACIÓN ESTUDIANTES/PROFESORES**

Programa  
EMBA-EN

**INFORMACIÓN PARA ESTUDIANTES**    INFORMACIÓN PARA PROFESORES

Staff IE

| Convocatoria | Información  |
|--------------|--|
| EMBA-EN      | <a href="#">Program Information EMBA-EN 2020 April</a>     |
| EMBA-EN      | <a href="#">Program Information EMBA-EN 2020 September</a> |
| EMBA-EN      | <a href="#">Program Information EMBA-EN 2021 April</a>     |
| EMBA-EN      | <a href="#">Program Information EMBA-EN 2022 April</a>     |
| EMBA-EN      | <a href="#">Program Information EMBA-EN 2021 September</a> |
| EMBA-EN      | <a href="#">EMBA-EN SEP-2020 S-1</a>                       |
| EMBA-EN      | <a href="#">EMBA-EN SEP-2020 S-2</a>                       |
| EMBA-EN      | <a href="#">EMBA-EN SEP-2020 S-Pre-program</a>             |
| EMBA-EN      | <a href="#">EMBA-EN SEP-2020 S-Final Exam</a>              |
| EMBA-EN      | <a href="#">EMBA-EN SEP-2020 S-Global Immersion Week</a>   |

Intakes

Sections

1. Go to the Tab *Información Estudiantes/Profesores*.
2. Choose the **Program** the drop-down menu
3. Select *INFORMACIÓN PARA ESTUDIANTES* o *INFORMACIÓN PARA PROFESORES* to see the list of organizations, intakes and sections, and click to access.
4. The Organizations of the Intakes can also be found on the *Organizations* option of the left side menu.

ie University

Organizaciones

Organizaciones actuales ▼    Próximas organizaciones →

Q imba    Filtrar    Todas las organizaciones

25 elementos por página

Favoritos

- PS2C1624395285057  
IMBA-EN-ENE-2021 J-1  
[Varios líderes](#)
- PS2C1624395285287  
IMBA-EN-ENE-2021 J-2  
[Varios líderes](#)

Fechas diversas

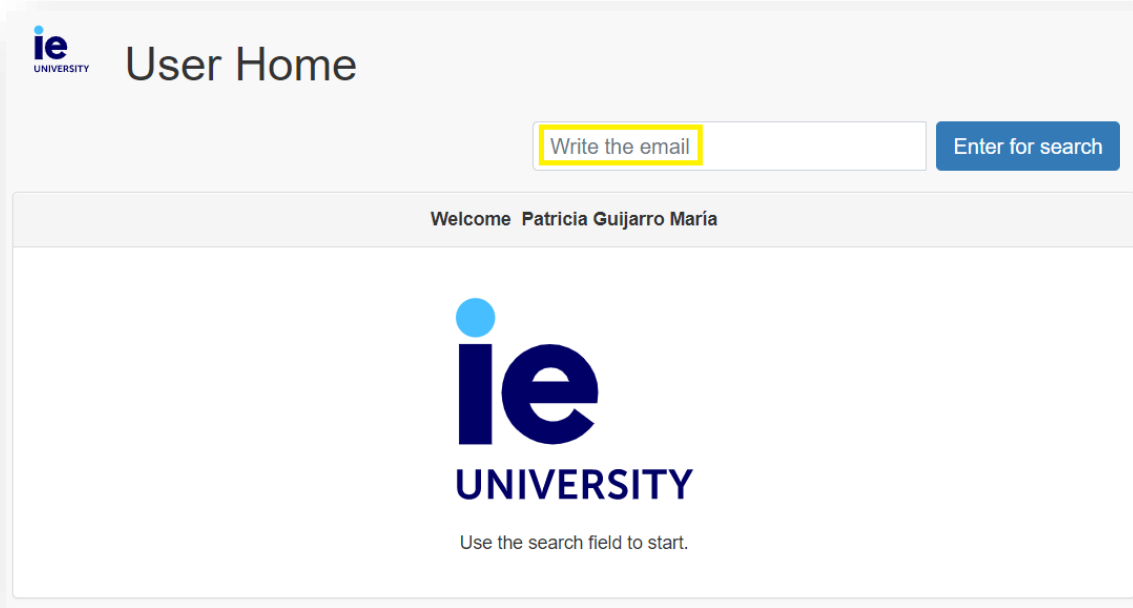
- PS2C1624395285288  
IMBA-EN-ENE-2021 J-3  
[Varios líderes](#)
- PS2C1624395285289  
IMBA-EN-ENE-2021 J-4  
[Varios líderes](#)
- PS2C1624395284777  
IMBA-EN-ENE-2021 J-BUSINESS IMPACT LAB-A  
[Varios líderes](#)
- PS2C1624395284797  
IMBA-EN-ENE-2021 J-BUSINESS IMPACT LAB-B  
[Varios líderes](#)
- PS2C1624395284805  
IMBA-EN-ENE-2021 J-CAREERS  
[Varios líderes](#)

Agregar a sus favoritos

# Check Users Information

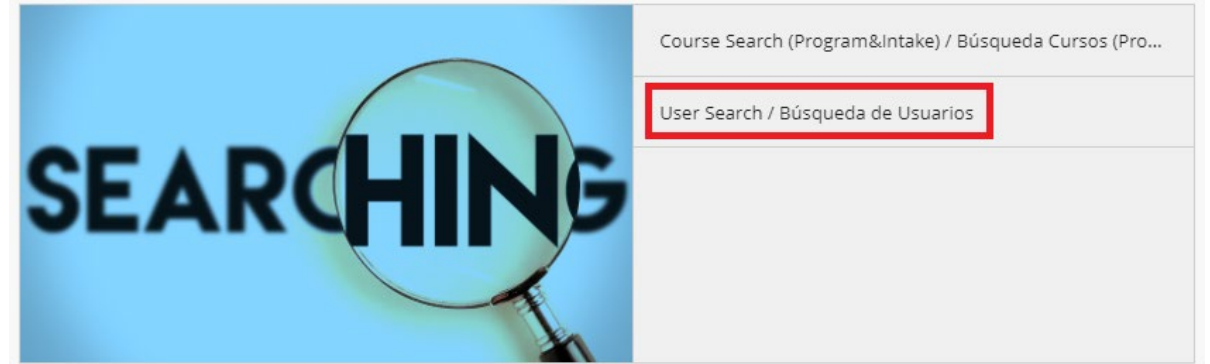
## On the Institution Page

1. Click the User Search Option.
2. Always use the user mail or part of it



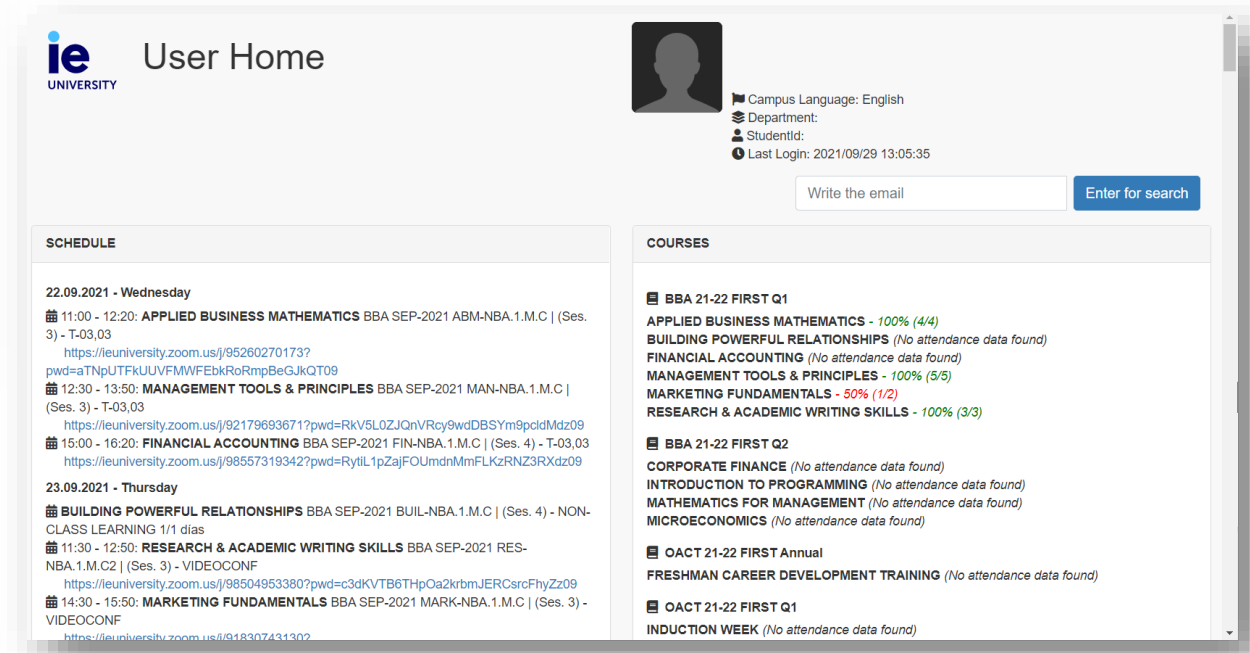
The screenshot shows the 'User Home' page of IE University. At the top left is the IE University logo. Below it, the text 'User Home' is displayed. A search field with the placeholder text 'Write the email' is highlighted with a yellow box. To the right of the search field is a blue button labeled 'Enter for search'. Below the search field, a message reads 'Welcome Patricia Guijarro María'. In the center, the IE University logo is displayed again, with the text 'UNIVERSITY' below it. At the bottom, a message says 'Use the search field to start.'

### Staff Tools



The screenshot shows the 'Staff Tools' page. On the left, there is a large image with the word 'SEARCHING' in bold black letters, with a magnifying glass over it. On the right, there is a search bar with the text 'Course Search (Program&Intake) / Búsqueda Cursos (Pro...' and a red box around the text 'User Search / Búsqueda de Usuarios'.

3. There you can see the Schedule, the enrolled Courses and Organizations
4. For Students: If the Instructor uses the Attendance Tool, this information will be available as well



The screenshot shows the 'User Home' page for a user. At the top left is the IE University logo. Below it, the text 'User Home' is displayed. On the right, there is a user profile icon and a list of user information: 'Campus Language: English', 'Department:', 'StudentId:', and 'Last Login: 2021/09/29 13:05:35'. Below the profile information is a search field with the placeholder text 'Write the email' and a blue button labeled 'Enter for search'. Below the search field, there are two main sections: 'SCHEDULE' and 'COURSES'. The 'SCHEDULE' section shows a list of courses for '22.09.2021 - Wednesday' and '23.09.2021 - Thursday'. The 'COURSES' section shows a list of courses for 'BBA 21-22 FIRST Q1' and 'BBA 21-22 FIRST Q2'. The 'SCHEDULE' section includes course details such as '11:00 - 12:20: APPLIED BUSINESS MATHEMATICS BBA SEP-2021 ABM-NBA.1.M.C | (Ses. 3) - T-03,03' and '12:30 - 13:50: MANAGEMENT TOOLS & PRINCIPLES BBA SEP-2021 MAN-NBA.1.M.C | (Ses. 3) - T-03,03'. The 'COURSES' section includes course details such as 'BBA 21-22 FIRST Q1' and 'APPLIED BUSINESS MATHEMATICS - 100% (4/4)'. The 'SCHEDULE' section also includes a 'VIDEONCONF' section for '23.09.2021 - Thursday' with details like 'BUILDING POWERFUL RELATIONSHIPS BBA SEP-2021 BUIL-NBA.1.M.C | (Ses. 4) - NON-CLASS LEARNING 1/1 dias' and 'RESEARCH & ACADEMIC WRITING SKILLS BBA SEP-2021 RES-NBA.1.M.C2 | (Ses. 3) - VIDEONCONF'.