



Instructor Web Account

Detailed below are the options available to an instructor when logged into the Instructor Web Account.

View Schedule

When logging into the Instructor Web Account, the schedule for Upcoming Classes will appear. The instructor can also select the "View Schedule" option to view their upcoming schedule.

[Close Menu](#)
[Logout](#)

VIEW SCHEDULE
CURRENT SECTIONS
COMPLETED SECTIONS
CHANGE PASSWORD

MY SCHEDULE

Upcoming Classes

Date	Time	Offering Name	Section Number	Location	Meeting Type
6/10/19	8:30 AM-4:30 PM	The Governmental Audit: From Planning to Reporting	802421	Graduate School at Capital Gallery DCWASCAPGL, Washington/DC	Training Session
6/11/19	8:30 AM-4:30 PM	The Governmental Audit: From Planning to Reporting	802421	Graduate School at Capital Gallery DCWASCAPGL, Washington/DC	Training Session
6/12/19	8:30 AM-4:30 PM	The Governmental Audit: From Planning to Reporting	802421	Graduate School at Capital Gallery DCWASCAPGL, Washington/DC	Training Session
6/13/19	8:30 AM-4:30 PM	The Governmental Audit: From Planning to Reporting	802421	Graduate School at Capital Gallery DCWASCAPGL, Washington/DC	Training Session

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Note: This view breaks down the courses by how many days it is going to take place.

- **Example:** If the course is schedule to run 06/10-13/19 (four days) it will appear on the schedule four different times.

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Current Sections

Select "Current Sections" to view current class information. Sections in "Open" or "Underway" status will appear in this area.

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[VIEW SCHEDULE](#) [CURRENT SECTIONS](#) [COMPLETED SECTIONS](#) [CHANGE PASSWORD](#)

MY SCHEDULE

Current Sections

Offering Code	Name	Section Number	Start Date	End Date	Action
FINC0015A001	Managing Federal Year-End Spending	FINC0015A001 (1)	09/24/2018	09/24/2018	SHOW DETAIL
AUDT8032G001	The Governmental Audit: From Planning to Reporting	802420	11/13/2018	11/16/2018	SHOW DETAIL
FINC7000D001	Introduction to Financial Management	802450	11/14/2018	11/16/2018	SHOW DETAIL
ADMB7006D001	Leadership Skills for Non-Supervisors	800282	03/07/2019	03/09/2019	SHOW DETAIL
BENE8201D001	CSRS and FERS Retirement and Benefits	BENE8201D001 (3) CON	03/19/2019	03/22/2019	SHOW DETAIL
AUDT8032G001	The Governmental Audit: From Planning to Reporting	802421	06/10/2019	06/13/2019	SHOW DETAIL

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Note: To the right of each Section, click on "Show Detail" for Section Details including the Maximum Enrollment, Estimate Enrollment and Actual Enrollment for the Section. Instructors also have options to View/Grade Section, Send Email to Section and Show Schedule.



Section Details Information

Offering Name: The Governmental Audit: From Planning to Reporting

Description:

If you have been assigned to only portions of a performance audit and need an overall perspective of the process, this course is for you. Improve your knowledge and skills related to all phases of the performance audit and the evaluation of results. By working a case study throughout the course, experience a complete audit, including preparing an audit justification, planning and conducting a survey, planning the audit and preparing a report.

UPDATED TO REFLECT THE REVISED 2014 INTERNAL CONTROL STANDARDS ISSUED BY THE COMPTROLLER GENERAL.

This course aligns with the following DoD FM competencies:

DoD FM Competency	Proficiency Level	Hours
Audit Concepts, Policies, and Principles	3	2
Audit Planning and Management	3	14
Audit Reporting	3	16

Who Should Attend?

Auditors who have worked on portions of an audit and want to better understand all phases of a performance audit.

Level: Intermediate

Learning Outcomes:

- Plan for and manage audit assignments
- Identify types of evidence used by auditors and evaluate their quality
- Survey, review and comment on the adequacy of controls and results
- Organize and utilize your audit documentation more effectively
- Implement the audit plan using the necessary tasks and understand staff responsibilities
- Assemble a findings-based audit report that will obtain and maintain interest
- Formulate value-added recommendations and get them accepted

Course Outline:

Please [click here](#) to view course outline.

Section Number: B02421

CEU Hours:

Max. Enrollment: 25

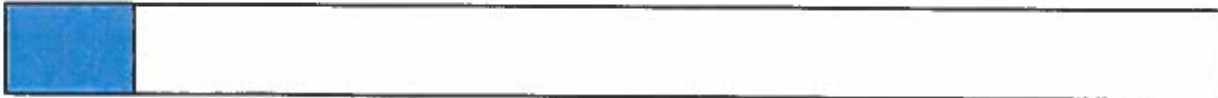
Estimate Enrollment:

Actual Enrollment: 5

[VIEW/GRAB SECTION](#)

[SEND EMAIL TO SECTION](#)

[VIEW SCHEDULE](#)



View/Grade Section:

This area contains the Grade Roster. Instructors can view student ID, Name and Email Address. Instructors have the ability to issue final grades for the students. The grade scale that appears on the web is the grade scale that is defaulted to the Section the Instructor is teaching.

The screenshot shows the Graduate School USA Higher Reach interface. At the top, there is a navigation bar with links for "VIEW SCHEDULE", "CURRENT SECTIONS", "COMPLETED SECTIONS", and "CHANGE PASSWORD". Below this is a "Grade Roster" table with columns for Serial Number, Student Name, Email Address, Grade Scale, Attendance Expected, Attendance Actual, Current Grade, and Assign Grade. The table lists five students, all with a "COMPLETED" current grade. The "Assign Grade" column has a dropdown menu set to "COMPLETED" and a "SUBMIT" button next to each row. At the bottom of the interface, there is a footer with links for "CONTACT US", "PRIVACY", "STUDENT LOGIN", and "INSTRUCTOR LOGIN", along with a phone number and copyright information.

Serial Number	Student Name	Email Address	Grade Scale	Attendance Expected	Attendance Actual	Current Grade	Assign Grade
000000316	Butterfield, Jasmine	tameka.linzy@graduateschool.edu	CEU/Noncredit Grade Scale			COMPLETED	COMPLETED ▾ <input type="button" value="SUBMIT"/>
000000444	Jones, Nasir	tameka.linzy@graduateschool.edu	CEU/Noncredit Grade Scale			COMPLETED	COMPLETED ▾ <input type="button" value="SUBMIT"/>
000000798	Jones, Nickia J	tameka.linzy@graduateschool.edu	CEU/Noncredit Grade Scale				▾ <input type="button" value="SUBMIT"/>
000000428	Linzy, Tameka	tameka.linzy@graduateschool.edu	CEU/Noncredit Grade Scale			COMPLETED	COMPLETED ▾ <input type="button" value="SUBMIT"/>
000000335	Shine, Purple	tameka.linzy@graduateschool.edu	CEU/Noncredit Grade Scale			COMPLETED	COMPLETED ▾ <input type="button" value="SUBMIT"/>

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1. Leave the attendance information in the "Attendance Actual" field blank
2. Select the grade from the "Assign Grade" drop-down menu
 - a. **Note:** The only grade to be given is **COMPLETED**. If the student was a no show or must make up the class leave the grade field blank.
3. Click on "Submit"
4. Repeat for each student

Send Email to Section:

Instructors have the ability to send an email to the enrolled students in the Section.

1. Click on "Send Email to Section"
 - a. **Note:** The email address that is attached to your account in Higher Reach is where the email will come from.
 - i. **Example:** If your personal email address is the preferred address in Higher Reach, when an email is sent to the student it will come from your personal email and if they respond that is where it will go.



2. Enter the "Subject"
3. Enter the "Message"
4. Click on "Send"



[Home & Help](#) [Logout](#)

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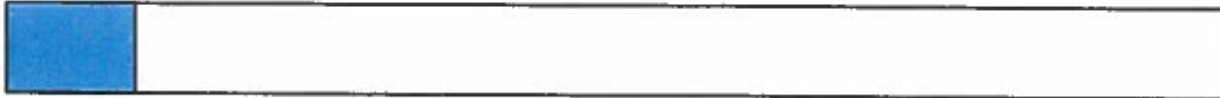
[VIEW SCHEDULE](#) [CURRENT SECTIONS](#) [COMPLETED SECTIONS](#) [CHANGE PASSWORD](#)

Email to the students enrolled in 802421

Subject

Message

[SEND](#)



Show Schedule:

Instructors can select “Show Schedule” to view the schedule details for the specific Section.

Section Details

Section Details Information

Offering Name: The Governmental Audit: From Planning to Reporting

Description:

If you have been assigned to only portions of a performance audit and need an overall perspective of the process, this course is for you. Improve your knowledge and skills related to all phases of the performance audit and the evaluation of results. By working a case study throughout the course, experience a complete audit, including preparing an audit justification, planning and conducting a survey, planning the audit and preparing a report.

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Course Outline:

Please [click here](#) to view course outline.

Section Number: 802421

CEU Hours:

Max. Enrollment: 25

Estimate Enrollment:

Actual Enrollment: 5

[VIEW/GRADE SECTION](#)

[SEND EMAIL TO INSTRUCTOR](#)

[VIEW SCHEDULE](#)

Start Date	End Date	Start Time	End Time	Meeting Type	Location
06/10/2019	06/10/2019	8:30 AM	4:30 PM	Training Session	Graduate School at Capital Gallery; DCWASCAPGL, Washington, DC
06/11/2019	06/11/2019	8:30 AM	4:30 PM	Training Session	Graduate School at Capital Gallery; DCWASCAPGL, Washington, DC
06/12/2019	06/12/2019	8:30 AM	4:30 PM	Training Session	Graduate School at Capital Gallery; DCWASCAPGL, Washington, DC
06/13/2019	06/13/2019	8:30 AM	4:30 PM	Training Session	Graduate School at Capital Gallery; DCWASCAPGL, Washington, DC



Completed Sections

This area contains the same options as the **Current Sections** area for Sections that are in “Completed” status. Instructors have the ability to view issued grades for Sections that are completed and change grades if needed.




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VIEW SCHEDULE
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MY SCHEDULE

Completed Sections

Offering Code	Name	Section Number	Start Date	End Date	Action
AUDT8032G001	The Governmental Audit: From Planning to Reporting	802420	11/13/2018	11/16/2018	SHOW GRADES
F.NC7000D001	Introduction to Financial Management	802450	11/14/2018	11/16/2018	SHOW GRADES
BENES201D001	CSRS and FERS Retirement and Benefits	BENES201D001.(1).CON	03/19/2019	03/22/2019	SHOW GRADES

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Change Password

Instructors have the ability to change their password to their account after they login. It is recommended that instructors change their password when logging into the Instructor Web Account the first time.

1. Select “Change Password”
2. Enter the “Current password”
3. Enter the “New password”
4. Repeat the password in the “Confirm password” field
5. Click on “Go!”





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[VIEW SCHEDULE](#) [CURRENT SECTIONS](#) [COMPLETED SECTIONS](#) [CHANGE PASSWORD](#)

MY ACCOUNT

Change Password

Please enter your current password and new password below:

Current password

New password

Confirm password

