

To add instructors to your certified courses first you will go to the CE Marketplace homepage and click on **Login** in the upper right-hand corner. After logging in you will be taken to the "School Overview Page." Once you are on this page, click on the "Course List" link in the middle of the screen.

School Admin Find A Class News CE Marketplace Example Primary School Contact

• School Overview • Class List • **Course List** • School Management

## School Overview

Schools that your user account have been granted administrative privilege are listed below:  
 Select a School and corresponding School Activity below to get started.

SCHOOL	STATUS	OPTIONS
<b>CE Marketplace Example School</b> 123 CE Street Lansing, MI	Active	<a href="#">Submit a Course</a> <a href="#">Course List</a> <a href="#">Host A Class</a> <a href="#">Class List</a> <a href="#">Record Class Attendance</a> <a href="#">Pending School Fees ( \$45.00 )</a>

**Note:** To report attendance for your scheduled class sessions, please use the following spreadsheet for all class types:

[Download Attendance Verification Spreadsheet \(.xls\)](#)

The School providing the education session is responsible for verifying the licensee information on the spreadsheet is correct and that attendance information is uploaded to the correct Class Session ID. Information included on the Attendance Verification Spreadsheet is used to award credits to licensee profiles.

A charge of \$1.00 will be added to the outstanding balance due in your School Management page for each licensee uploaded for attendance verification.

Attendees are to be uploaded no later than 10 business days from the completion date of the course. It is the responsibility of the School to verify only licensed Michigan real estate licensees are included to avoid charges for non-licensed attendees.

After you click on "Course List" you will see a list of your courses. Click on the name of the course you would like to select an instructor for.

**\* Please remember that courses must be certified before adding instructors.**

School Admin Find A Class News CE Marketplace Example Primary School Contact

• School Overview • Class List • **Course List** • School Management

## Course List

**School: CE Marketplace Example School**

View all the courses in the certification process

For Education Period:

TITLE	COURSE TOPIC/ CREDIT TYPE/ CREDIT HOURS	HOST SCHOOL/ INSTRUCTOR	STATUS
<a href="#">test course (C050869)</a>	Environmental Issues Elective 1	CE Marketplace Example School Darryl Garvin	Certified

Scroll down to the “Instructor” section on the course detail page. You may then choose from the instructors that have been added to your School. For more information on adding instructors [click here](#).

---

## Instructors

---

### Instructors Selected To Teach This Course

By default your account is selected as an instructor of record for this course submission. Additional Instructors may be added and selected once the class session is scheduled.

**Darryl Garvin (Primary)**  
dgarvin@mirealtors.com  
≡ [bio/more](#)

Michigan Realtors

Primary ▼

**Brittany McEvoy**  
bmcevoy@mirealtors.com

Michigan Realtors®

Not Selected ▼

Update Instructors

---

The drop-down menu next to each instructor name will allow you to mark them primary, active, or not selected. Once you have selected the statuses, you will click on “Update Instructors.”

***\*By default your account is selected as an instructor of record for this course submission. Additional Instructors may be added and selected once the class session is scheduled.***

Your class sessions may now be scheduled with your requested instructors.