



### 1 1<sup>st</sup> things 1<sup>st</sup>



- 1) Send a request for an account to [newlife@nlpm.ca](mailto:newlife@nlpm.ca)
- 2) Watch the following 15 minute YouTube Video for a system overview  
<https://youtu.be/1VRhwV8kCuY>
- 3) You will get a notification in your personal email account when your nlpm.ca account is setup. Click the link to set your nlpm.ca password.
- 4) You are ready to go!

### 2



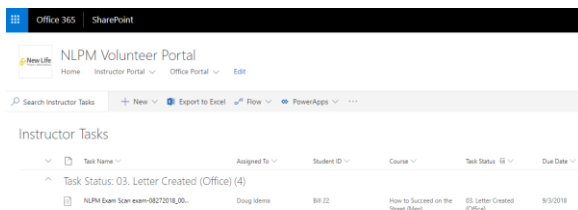
You've got Mail! An exam!

1. An email will be sent to your personal email account with the subject. **"A new course has been sent to you for your feedback"**
2. Open the email and click the link in the email. [LINK](#)
3. Make sure you sign on with the nlpm.ca account you received in "1<sup>st</sup> things 1<sup>st</sup>"

### 3



You are in the NLPM Volunteer Instructor Portal

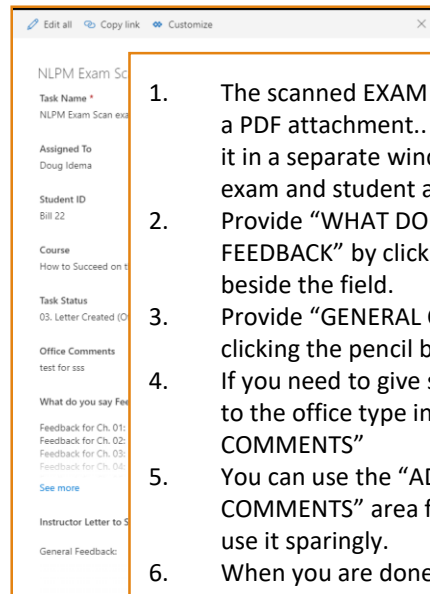


1. You will see one or more exams that need feedback, Click on the down arrow beside the TASK STATUS of "00. Not Started".
2. Click on the "TASK NAME" of an exam to open up a WINDOW on the right side of the page where you can provide FEEDBACK to the student.




Provide feedback to the student!

### 4



1. The scanned EXAM is at the bottom as a PDF attachment.. Click on it to open it in a separate window. Review the exam and student answers.
2. Provide "WHAT DO YOU SAY FEEDBACK" by clicking the pencil beside the field.
3. Provide "GENERAL COMMENTS" by clicking the pencil beside the field.
4. If you need to give special instructions to the office type in the "OFFICE COMMENTS"
5. You can use the "ADDITIONAL COMMENTS" area for pictures, etc. but use it sparingly.
6. When you are done and ready to send it back to office, change the "TASK STATUS" to "02. Completed"

#### WARNINGS!

- REMINDER TO SAVE OFTEN. 
- **DON'T USE SPECIAL FORMATTING IN THE WHAT DO YOU SAY AND GENERAL COMMENTS.**
- **DON'T STORE ANY PERSONAL STUDENT INFORMATION ON YOUR COMPUTER.**

### 5

**Congrats!**  
**Your done!**



For questions, contact [newlife@nlpm.ca](mailto:newlife@nlpm.ca)  
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