Assignment Pro 101 – Vendor: Inputting Lesson Records
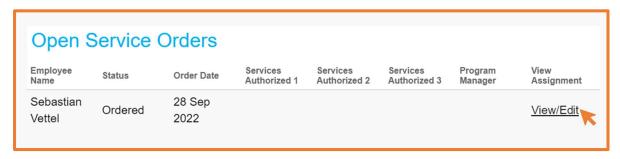
Once you have logged into APRO, you will be met with the Vendor Portal page.

1) Look for "Open Service Orders" and click on "View/Edit" next to the student whose lesson records you are inputting.

2) On the left side of the screen, navigate to the "Assignment Information" drop-down menu, then click on the correct "Language Training Log" according to attendee type.
   a. Please note – ALL assignments in APRO will have training logs for employee, spouse, and dependents. These tabs will appear whether you have been assigned to the spouse and dependents or not.
   b. Once you are on the correct page, you will see previous lesson records, monthly summaries, language training hours used, and hours remaining.

To submit Lesson Records:

1) Click on the white plus sign under "Language Training Log".

2) Fill in the following fields:
   a. Date of Training
   b. Training Hours Used (hours are selectable in quarterly intervals)
   c. Lesson Records (input description of lesson plan or topics covered)
   d. Attendee's **First** and **Last** name

3) Once you have completed all the fields, click "Save". You may then click "Close" to return to the previous page to repeat the process for any other lesson records you wish to enter.

Language Training Log

Date of Training	
Training Hours Used	**Please Select** ⌄
Lesson Records (Description)	
Attendees Name	

Save Close

4) Once a lesson record has been entered, you can delete it by clicking the View/Edit pencil to the left of the record, and then Delete on the window that opens. You can also edit and re-save.

+	Date of Training	Training Hours Used	Lesson Records (Description)
View/Edit ✏	3/22/2024	1.0	example lesson, we covered pages 31-36 in the textbook and talked about a work presentation

Lesson records should be added in Assignment Pro by the last day of the month to receive payment on time. Please keep a close eye on hours remaining for your students and do not teach more than the allotted hours, as IOR cannot guarantee payment for hours taught beyond what is authorized.