Important things to remember when using AMS:

1) We need you to enter the names of ALL of the students assigned to your Workshop section.  If students don't attend Workshop the first couple of weeks, please make sure you still add them to your section so that we have an accurate accounting of who is and who is not attending.
2) If it seems that someone has switched into your Workshop section part way through the term, continue adding him or her as a Guest each week.  This simplifies the bookkeeping done in LAS.
3) If you can't find a student's name in the drop down list, your first step should be to ask the student him or herself for their NetID.  You can then add the student manually by following the AMS instructions handed out by your instructor.  If, for some reason, your student doesn't know their NetID, they can find it by going to http://www.rochester.edu/it/netid/
4) If you have ANY questions regarding AMS, please contact Rachel Niemer at rachel.niemer@rochester.edu or 273-5975.

LAS and the Center for Workshop Education are trying to build a mechanism to stay in contact with leaders after they graduate from U of R.  In order to help our efforts (and to keep you posted on opportunities to network with people who have been involved with the Workshop program in the past) we are asking all leaders who are on Facebook to join our Facebook group, "University of Rochester Workshop Leaders (current and former)."  Also, if you have friends in your Facebook network who have taken Leader Training during their time at U of R, please invite them to join the group.  The URL for the U of R Workshop Leader group is http://www.facebook.com/group.php?gid=92465127546

Thank you for your attention to these matters and good luck with all of your endeavors this term!