



# Class Engagement Tool

## STAND ALONE CLASS REQUEST FORM

### INSTITUTION INFORMATION

Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Admin Name: \_\_\_\_\_

Admin Email: \_\_\_\_\_

### Instructor Information

Institution Name: \_\_\_\_\_

Teacher First Name: \_\_\_\_\_

Teacher Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Office Location: \_\_\_\_\_

### Course 1 Information

Course Section: \_\_\_\_\_

Course Name: \_\_\_\_\_

Description: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Gradebook Needed:    ☐ Yes    ☐ No

“Gradebook Needed” is for recording quiz responses in class or automatically recording attendance as a grade.

### Course 2 Information

Course Section: \_\_\_\_\_

Course Name: \_\_\_\_\_

Description: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Gradebook Needed:    ☐ Yes    ☐ No

“Gradebook Needed” is for recording quiz responses in class or automatically recording attendance as a grade.

### Course 3 Information

Course Section: \_\_\_\_\_

Course Name: \_\_\_\_\_

Description: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Gradebook Needed:    ☐ Yes    ☐ No

“Gradebook Needed” is for recording quiz responses in class or automatically recording attendance as a grade.

#### **Office Use Only**

Title: \_\_\_\_\_

Author Name: \_\_\_\_\_

KH Job Number: \_\_\_\_\_

Launch Date: \_\_\_\_\_