



NATIONSUNIVERSITY®

P.O. Box 3342 Brentwood, TN 37024
www.nationsu.org
student.services@nationsu.org

Instructions for Proctors

Your application for Proctor has been approved. Thank you for your voluntary assistance. To find detailed instructions please click here www.nationsu.org and look for Prison Division under Academics.

Following are some instructions which will assist you in getting started and assure prompt recording of grades.

1. Please include the student's name and student username on all communications.
2. Always write the exam identification number as shown in this example (MRS 540-1B).
3. Exams may be stored in a secure place and used for multiple students.
4. E-mail answer sheets to exams@nationsu.org.
5. Fax answer sheets to 615-309-5506.
6. Mail answer sheets to NationsUniversity, P.O. Box 3342, Brentwood, TN 37024.

Complete information regarding our curriculum and special provision for prison students may be found on our website. Choose Academics and read the Academic Catalog and Student Handbook designed for prison students. If you are interested in following the progress of your student, you may view his grades at any time online.

Login instructions to view grades:

1. Go to www.nationsu.org and choose NU Courses in upper left.
2. Login with your username and password.
3. Click Reports in upper left column, then User Report.
4. All students assigned to you will be visible in this report. The report can be downloaded or printed.
5. The unofficial transcript can be viewed or printed; click Transcript in upper right.

A set of exams along with an answer sheet will be sent to you by e-mail. If you have any questions, please do not hesitate to contact us at student.services@nationsu.org.