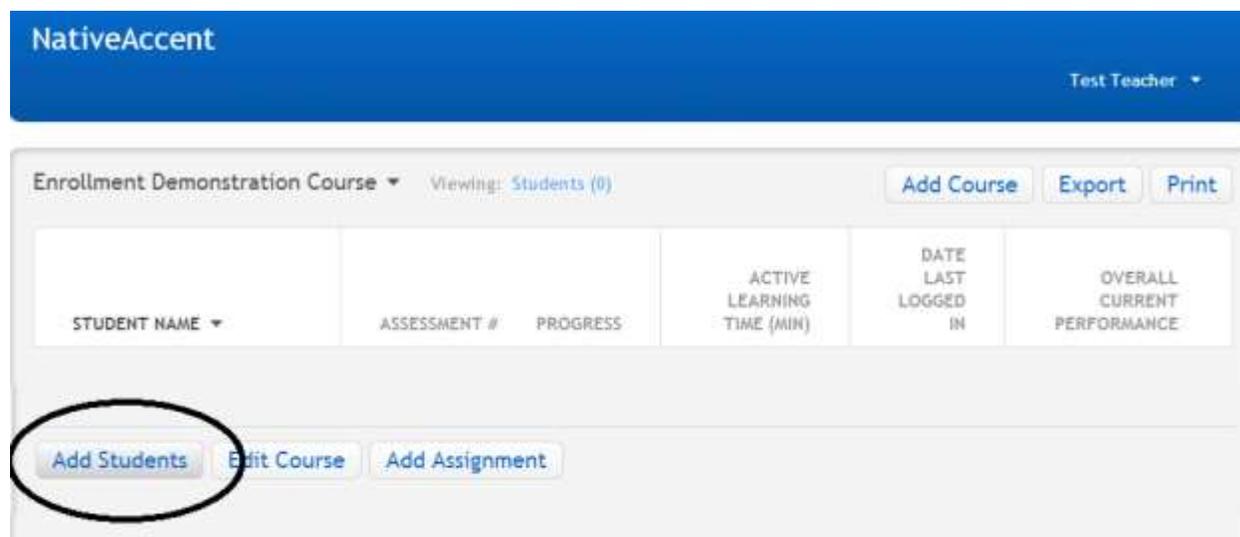


NativeAccent v.3 Student Enrollment Update 1/10/2014

In response to requests from teachers and administrators, Carnegie Speech has dramatically simplified the process of enrolling students into NativeAccent.

Existing process

1. To enroll students you must be logged in as a teacher or course administrator and navigate into the course into which students are to be enrolled.
2. Remove old Student - Make sure that any students currently enrolled are active moving forward. IF NOT:
 - a. Use the Course Management/Class Management menu to move students out of the class (but leaves them in the database to be added to another class)
 - b. OR use the Course Management/Miscellaneous Operations menu to delete students and remove them permanently from the database (this action cannot be reversed).
3. When ready, click the ADD STUDENTS button



New Manual Entry Process

In the new process, the only field that must be completed in the enrollment form is the username. All other fields can be left blank (or can be filled in if desired). Students are now required to complete an enrollment form on first login to begin using NativeAccent.

1. Enter the username(s) and any other desired information into the designated fields. The most common way to create a username is based on the part of their email address before the @.
2. If the password field is left blank, the default student password will be set to "changeme".

The screenshot shows the 'Add Students' form. At the top, there is a blue header with the text 'Add Students' and '33 licenses remaining'. Below the header is a table with columns: 'VALIDATED', 'FIRST NAME', 'LAST NAME', 'GENDER', 'NATIVE LANGUAGE', 'CITY', 'EMAIL', 'USERNAME', and 'PASSWORD'. The 'USERNAME' field is highlighted with a red box and has a red arrow pointing to it. The 'PASSWORD' field is also highlighted with a red box and has a red 'X' icon next to it. The 'GENDER' field has a dropdown menu with 'TBD' selected. The 'NATIVE LANGUAGE' field has a dropdown menu with 'TBD' selected. The 'CITY' and 'EMAIL' fields are empty.

- When you have entered all the student information, click the “Set Blank Fields TBD” link at the bottom of the page.



- By doing this, you are telling NativeAccent to request the information from the student for all fields that are blank when the student first logs in.
 - If any of the usernames already exist in the system, they will be highlighted in red. In this case, replace them with unique names.
- Click the SAVE button. You have successfully enrolled your students!

New Batch Add process

NativeAccent now has a downloadable, comma-separated-value (.csv) template linked at the bottom of the ADD STUDENTS webform.

- Download the template and open in a spreadsheet. The column headers must be not be changed, but the only column that is required is the username.

	A	B	C	D	E	F	G	H
1	firstname	lastname	gender	nativelang	city	email	username	password
2							student101	
3							student102	
4							student103	
5							student104	
6							student105	
7							student106	
8							student107	
9							student108	
10							student109	
11								

- Save the file in the .csv file format in a convenient place
- Click the ADD STUDENTS button
- Click the Upload CSV button, select the .csv file created from the download template
- Click the “Set Blank Fields TBD” link at the bottom of the page.



- Click the SAVE button. You have successfully enrolled your students!

Student View after initial login

Carnegie Speech Web Classes

Complete all fields below to register.

Username	<input type="text" value="student99"/>	You may change this username to one that is easy for you to remember.
Password	<input type="password"/>	Enter a new password.
	<input type="password"/>	Retype Password
First Name	<input type="text"/>	This is how the teacher will see your name in the reports.
Last Name	<input type="text"/>	
City	<input type="text"/>	
Email	<input type="text"/>	Enter your email address. It has to be unique
Native Language	<input type="text" value="Other"/>	To get the maximum benefit from NativeAccent you should set your native language and gender. NativeAccent uses this information to help it customize the curriculum for your needs. If you don't find your language in the list, simply select "Other".
Gender	<input type="text" value="Female"/>	

Students must create a new password and complete ALL items in the web form and click SUBMIT button.

Carnegie Speech Web Classes

Complete all fields below to register.

Username	<input type="text" value="student99"/>	You may change this username to one that is easy for you to remember.
Password	<input type="password" value="*****"/>	Enter a new password.
	<input type="password" value="*****"/>	Retype Password
First Name	<input type="text" value="Student"/>	This is how the teacher will see your name in the reports.
Last Name	<input type="text" value="99"/>	
City	<input type="text" value="Las Vegas"/>	
Email	<input type="text" value="student99@noemail.com"/>	Enter your email address. It has to be unique
Native Language	<input type="text" value="Spanish"/>	To get the maximum benefit from NativeAccent you should set your native language and gender. NativeAccent uses this information to help it customize the curriculum for your needs. If you don't find your language in the list, simply select "Other".
Gender	<input type="text" value="Male"/>	

They will then be taken to the student home page. Instructions to continue from this point are detailed in the Student Road Map located at www.edurep.com/na3training.