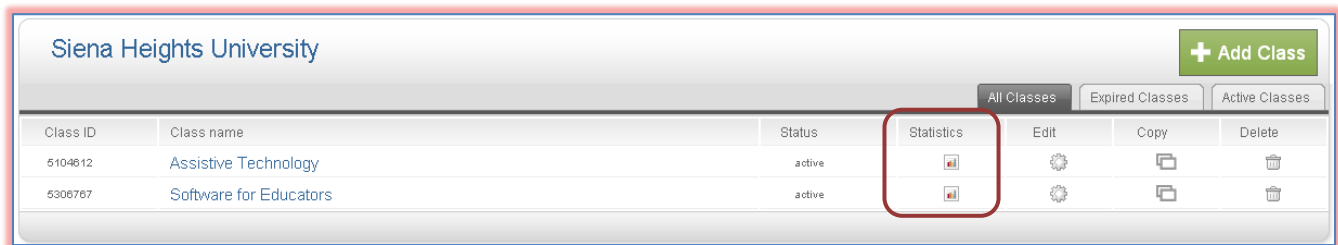


## Check Enrollment Password Change Enrollment Password

Students must be enrolled into a class to submit papers. Students can self-enroll in a class by creating a user profile using the class ID number and class enrollment password. The instructor can enroll students into a course one-by-one or by using a list of student names and email addresses. When a student is enrolled by the instructor, each student will be emailed a temporary password and login information. If students are to self-enroll, they must be given the class ID and enrollment password by the instructor. **The class ID and password should never be posted on a public Web site to ensure that only students in the course are enrolled.**

### Check Enrollment Password









- ✦ On the **Instructor Home Page**, click the **Statistics** icon (see illustration below) for the **Course** for which the password is to be changed.



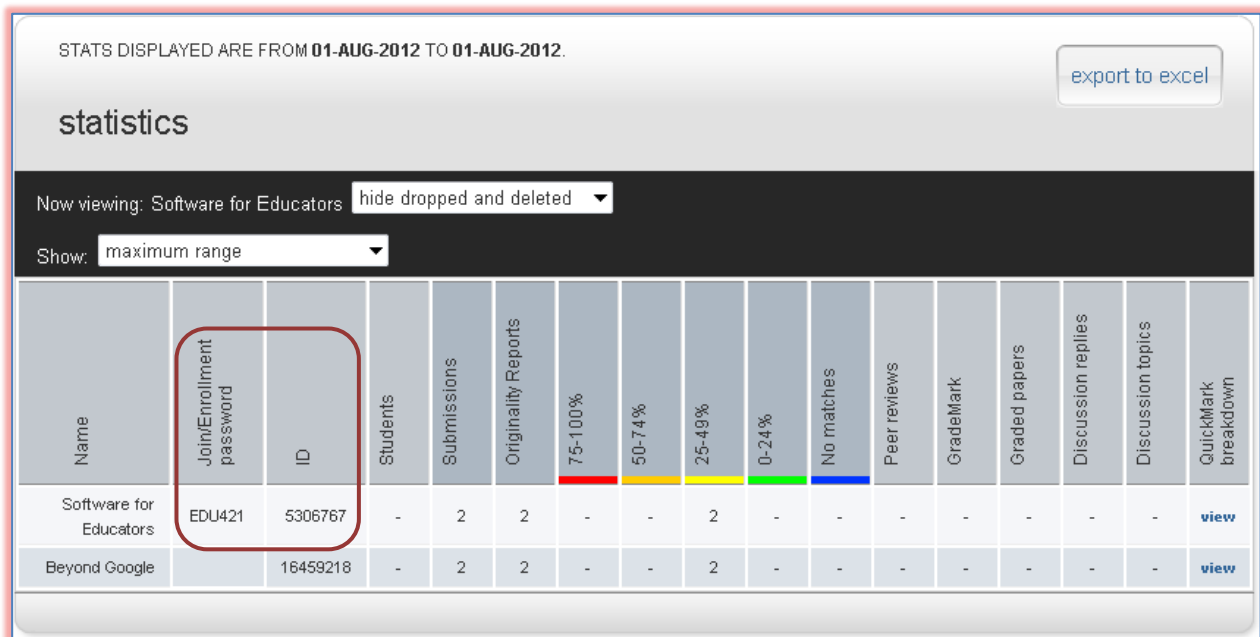
Siena Heights University

+ Add Class

All Classes | Expired Classes | Active Classes

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
5104612	Assistive Technology	active				
5306767	Software for Educators	active				

- ✦ The **Statistics** window will display (see illustration below).



STATS DISPLAYED ARE FROM 01-AUG-2012 TO 01-AUG-2012.

export to excel

statistics

Now viewing: Software for Educators

Show:

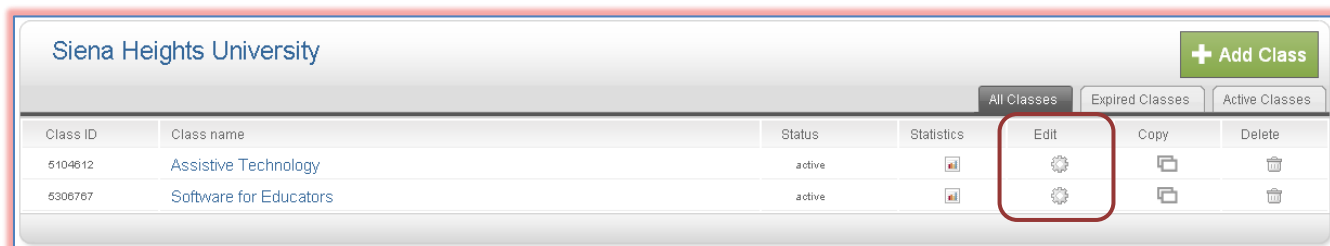
Name	Join/Enrollment password	ID	Students	Submissions	Originality Reports	75-100%	50-74%	25-49%	0-24%	No matches	Peer reviews	GradeMark	Graded papers	Discussion replies	Discussion topics	QuickMark breakdown
Software for Educators	EDU421	5306767	-	2	2	-	-	2	-	-	-	-	-	-	-	<a href="#">view</a>
Beyond Google		16459218	-	2	2	-	-	2	-	-	-	-	-	-	-	<a href="#">view</a>

- ✦ The **Enrollment Password** and **Class ID** will appear in the columns directly to the right of the class name (see illustration above).

### Change Enrollment Password

The Instructor can change the enrollment password to remove accidental capitalization that may cause enrollment issues for the students. Changing the password after student enrollment is completed can prevent students who have forgotten their passwords from enrolling multiple times.

- ✦ On the **Instructor Home Page**, click the **Edit** icon (see illustration below) for the **Course** for which the password is to be changed.



- ✦ The **Update Standard Class** window will display (see illustration below).

The 'Update Standard Class' window displays the following information and input fields:

- Class name \***: Software for Educators
- Enrollment password \***: [Empty text box]
- Class start date**: 01-Aug-2012
- Class end date**: 16-Feb-2013 (with a calendar icon)
- Convert to Master Class**: [Button]
- Submit**: [Button]

- ✦ In the **Enrollment Password** box, input the new password.
- ✦ Click the **Submit** button.