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.

The Statistics window will display (see illustration below).

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).

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