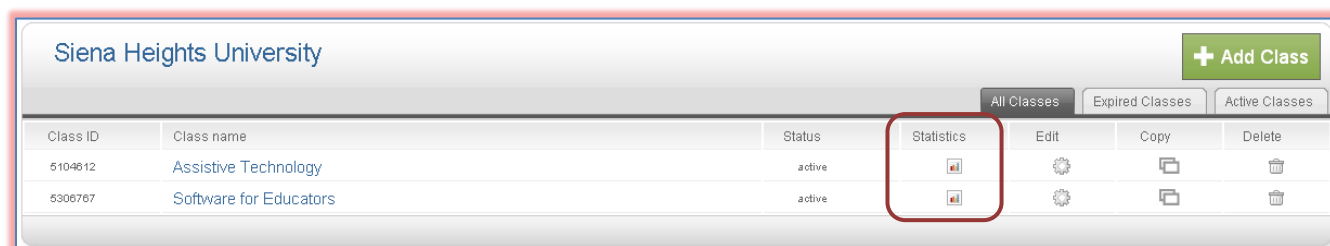


ENROLL STUDENTS-FROM A LIST

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 screenshot shows the 'statistics' window for the 'Software for Educators' class. At the top, it says 'STATS DISPLAYED ARE FROM 01-AUG-2012 TO 01-AUG-2012.' and has an 'export to excel' button. Below that, it says 'Now viewing: Software for Educators' with a 'hide dropped and deleted' dropdown. The 'Show:' dropdown is set to 'maximum range'. The main table has the following columns: 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, and QuickMark breakdown. A red box highlights the 'Join/Enrollment password' and 'ID' columns for the 'Software for Educators' row.

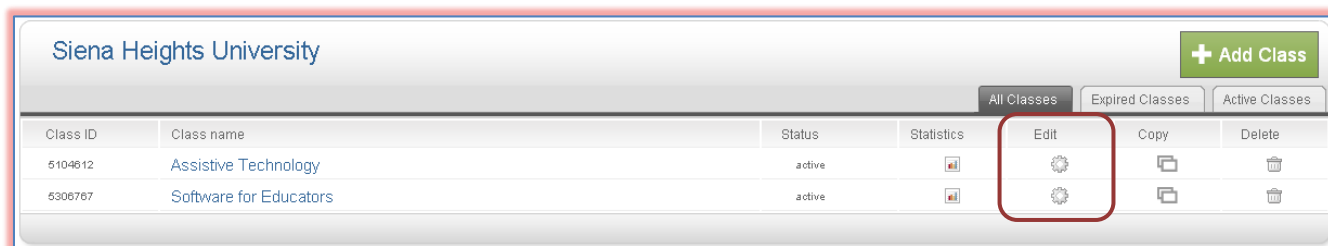
Name	Join/Enrollment password	ID	Students	Submissions	Originality Reports	75-100%	50-74%	25-49%	0-24%	No matches	Peer reviews	GradeMark	Graded papers	Discussion replies	Discussion topics	QuickMark breakdown
Software for Educators	EDU421	5306767	-	2	2	-	-	2	-	-	-	-	-	-	-	view
Beyond Google		16459218	-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

- ✦ 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 contains the following fields and buttons:

- Class name ***: Text input field containing 'Software for Educators'.
- Enrollment password ***: Text input field.
- Class start date**: 01-Aug-2012
- Class end date**: Text input field containing '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.

Instructors can upload students from a list. The student list can contain up to 100 entries and must be in Microsoft Word, Microsoft Excel or plain text (.txt) format. The formatting must be as follows:

Microsoft Word or Plain Text

John,Smith,jsmith@sienaheights.edu

Microsoft Excel

John	Smith	jsmith@sienaheights.edu
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Once the student list is formatted and saved, the list may be uploaded into the class.

- ✦ On the **Class Home Page**, click the class into which the students are to be enrolled.
- ✦ Click the **Students** tab.
- ✦ The **Students** window will display with a **Welcome** message (see illustration on next page).

Students Add Student Upload Student List Email All Students

Enrolled	Student name	User ID	Email address	Drop
<p>Welcome! Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment password you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click here. To add additional students, click "add student" above.</p>				

✚ Click the **Upload Student List** tab.

Upload Student List

Choose a file to upload:

No file chosen

File Formatting Guidelines

Your file can be in either **Word, Excel, or plain text** format. For each user in your list, you must include the user's first name, last name, and e-mail address in this order:

first name, last name, email address

[More info...](#)

- ✚ The **Upload Student List** window will display (see illustration below).
- ✚ Read the message below the **Choose File** button.
- ✚ To view a template of how to properly format the files for the upload, click the **More Info** link.
- ✚ Click the **Choose File** button.
- ✚ The **Choose File** window will display.
- ✚ Select the **Class List** from the area where it is stored.
- ✚ Do one of the following:
 - ★ Click the document and then click **Open**.
 - ★ Double-click on the document.
- ✚ The document name and the path where it was stored will appear in the **Choose a File to Upload** box.
- ✚ Click the **Upload List** button.
- ✚ A list of the students will appear in the next window (see illustration below).

Is this the list you want to submit?

First Name	Last Name	Email	Accepted?
Michael	Milosh	michael.milosh@yahoo.com	Yes
David	Milosh	damilosh@yahoo.com	Yes
Robert	Metz	rmetz@sienaheights.edu	Yes

✚ Check the list for errors.

- ✚ To submit the list as it is displayed, click the **Yes, Submit** tab.
- ✚ If the list is not correct, click the **No, Go Back** tab and select a different list.
- ✚ The results of the list upload will display with an explanation of the action that was taken (see illustration below).

These are the results of your list upload. [return to students](#)

email	name	message
michael.milosh@yahoo.com		This student was already enrolled in your class.
damilosh@yahoo.com		This student was already enrolled in your class.
rmetz@sienaheights.edu		This student is now enrolled in your class.

- ★ If the student already has an account for Turnitin, the student will be enrolled in the class.
 - ★ If the student had been enrolled in the class previously, the message will state that the student is already enrolled.
 - ★ If the student does not have a Turnitin account, a user profile will be created and the student will be enrolled in the class.
- ✚ Click the **Return to Students** tab to return to the class list.

Enrollment Emails

Once a student has been enrolled in the course a confirmation email will be sent to the student notifying them that they are enrolled in the course. If the student has an existing user profile, the confirmation email will notify the student of his/her enrollment in the course. If the student email address was not from an existing student, the email message will contain a temporary password and login instructions. A pink highlight over the enrollment date to the left of the student name indicates that the student has never logged into Turnitin before.