

iCEV TUTORIAL

STUDENT REGISTRATION

Adding Students to a Course



STUDENT LICENSES

Student licenses allow students to log in to iCEV to view the courses and materials you wish them to see.

With a Student Licenses, Students Can:

- Watch video and PowerPoint® lessons
- Complete interactive activities and assessments (which are automatically graded by the system for you)
- View course grades
- Complete industry certifications (if available)
- Review for semester and final exams

ADDING STUDENTS TO A COURSE

If you are utilizing student licenses in your classroom, you will need to invite students to each course to which you want them to have access.

STEP 1

Navigate to the Course Page

From your “My Courses” page, click the title of the course or the “View” button for the course to which you wish to add students.

Teacher Smith | My Profile | Tutorials | Log Out

My iCEV

iCEV Coach Live chat help | Schedule Online Training

Welcome, Teacher

This is your “My Courses” page, where you can manage courses, rosters, student certification progress and add new courses. Click and drag the arrows on the left side to reorder your courses. The order will be saved automatically.

We have added several new features to our site, including a test generator! Click here to sign up for free online training: <https://www.icevonline.com/live>

+ Add New Course/Certification

My Courses Last Viewed Lesson

Course Title	Last Viewed Lesson	Action
Formulas for Career Success	Formulas for Career Success: Career Testing & Investigation	View
Professional Communications	Business Characteristics - UPDATED	View
Personal Development	Decision Making	View

Roster Management | My Archived Courses | Student Certifications | Student Certifications Summary

STEP 2

Invite Students

On the course page, find and click the “Invite Students” link in the right-hand column to add students to your course.

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Professional Communications Edit title

My Courses > Professional Communications

Lessons Customize this Course

Lesson Title	Visibility	Action
Business Characteristics - UPDATED	Visible to students	View
Mathematics in the Workplace	Visible to students	View
Economic Concepts - UPDATED	Visible to students	View
Statistics & Projections	Visible to students	View
Business & Management Concepts	Visible to students	View
Leadership Styles	Visible to students	View

TEKS

Students

- Manage Roster
- Course Grades Report
- Invite Students

Course Assessments

- Create Assessment

The invite students page generates a unique course registration code that you will need to pass along to your students.

STEP 3

Have Your Students Complete Registration Using Your Code

Students Without an iCEV Account

Have your students visit www.icevonline.com and click the “Student Registration” link at the top right of the page. Students will need to enter the registration code you provided them and all other required information, create a username and password, agree to the terms of use and click “Submit.”



PRO TIP

You can either download or print instructions for student registration using the buttons located in the left side of the blue header area.

Students Who Already Have an iCEV Account

Have these students log in to their iCEV account and click the “Add Course/Certification” button at the top of their “My Courses” page. From there, all they have to do is enter the course registration code to gain access to your course.

Teacher Smith | My Profile | Tutorials | Log Out

My iCEV

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Invite Students

Have students follow the steps below to access your course. You can also print and/or download a copy for distribution.

Download Instructions | Print Instructions

My Courses > Professional Communications > Invite Students

Registration Instructions for
Professional Communications
Teacher Smith

- Go to www.icevonline.com/register.
- Enter the registration code: **CEVSMITH463**. After entering the registration code, fill in your information and click "Submit".
- Click "Submit". After clicking the "Submit" button, the course will appear on your (the student's) "My Courses" page.

EXAMPLE CODE ONLY DO NOT USE

Rebecca | My Profile | Log Out

My iCEV

Welcome, Rebecca

This is your "My Courses" page, where you can access the lessons for each course in which you are enrolled as well as view certifications and your progress in achieving a certification.

+ Add New Course/Certification

Certification Course Passed: 0
Certification Course Not Yet Passed: 0


My Courses

Formulas for Career Success | View

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On the registration page, have your students complete the following steps:

1. Enter the registration code you gave them in the previous step **(do not use sample code from this document)**.
2. Enter their first and last name.
3. Enter their email address.
4. Create a username and password. Next, re-type the password to confirm.
5. Choose a “forgot password question” and answer the question.
6. Agree to the terms of use by checking “I have read and agree to the terms of use” and clicking the green “Submit” button.



Register

If you are enrolled in a course that is using iCEV and you have been given a registration code, please access to video content. If you already have an account with iCEV and need to add another registration so.

* indicates a required field

*** Registration Code**

*** First Name** *** Last Name**

Email

*** Username**

*** Password** *** Confirm Password**

*** Forgot Password Question**

*** Forgot Password Answer**

*** I have read and agree to the terms of use.**

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STEP 4

Confirm Student Registration

From your “My Courses” page, click the “Manage Roster” link within the right-hand column of the course to confirm that all students have been added to your course.

Teacher Smith | My Profile | Tutorials | Log Out

My iCEV iCEV Coach Live chat help Schedule Online Training

Professional Communications Edit title

My Courses > Professional Communications

Lessons Customize this Course TEKS

Lesson Title	Visibility	Action
Business Characteristics - UPDATED	Visible to students	View
Mathematics in the Workplace	Visible to students	View
Economic Concepts - UPDATED	Visible to students	View
Statistics & Projections	Visible to students	View
Business & Management Concepts	Visible to students	View
Leadership Styles	Visible to students	View

Students Manage Roster Course Grades Report Invite Students Course Assessments Create Assessment

Teacher Smith | My Profile | Tutorials | Log Out

My iCEV iCEV Coach Live chat help Schedule Online Training

Professional Communications This is the manage roster page where you can view and remove students from your course. Keep in mind, removing a student will also delete all data and grades associated with the student.

My Courses > Professional Communications > Manage Roster

You have used 1 of your 5 enrollment slots.

Manage Roster

Student ID	Username	Password	Action
Rebecca B	rbj-student	Reset	Move Remove

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STEP 5

Adding Additional Courses

If a student is in more than one course, they **do not need to register again** (this will use up an additional login).

Have the student click the green “Add New Course/Certification” button and enter any additional course codes. The additional courses will appear on the students “My Courses” page.

Student Jones | My Profile | Log Out

My iCEV

Welcome, Student
This is your "My Courses" page, where you can access the lessons for each course or certification in which you are enrolled.

+ Add New Course/Certification

Certification Course Passed:

Certification Course Not Yet Passed:

My Courses

Professional Communications View

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Student Jones | My Profile | Log Out

My iCEV

Add New Course / Certification
Enter the registration code provided by your teacher to add a new course / certification.

My Courses > Add New Course / Certification

Registration Code ←

CEVSMITH464

Submit

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NEED ADDITIONAL HELP?

Contact Our Dedicated Customer Support Team

customersupport@cevmultimedia.com

800.922.9965