

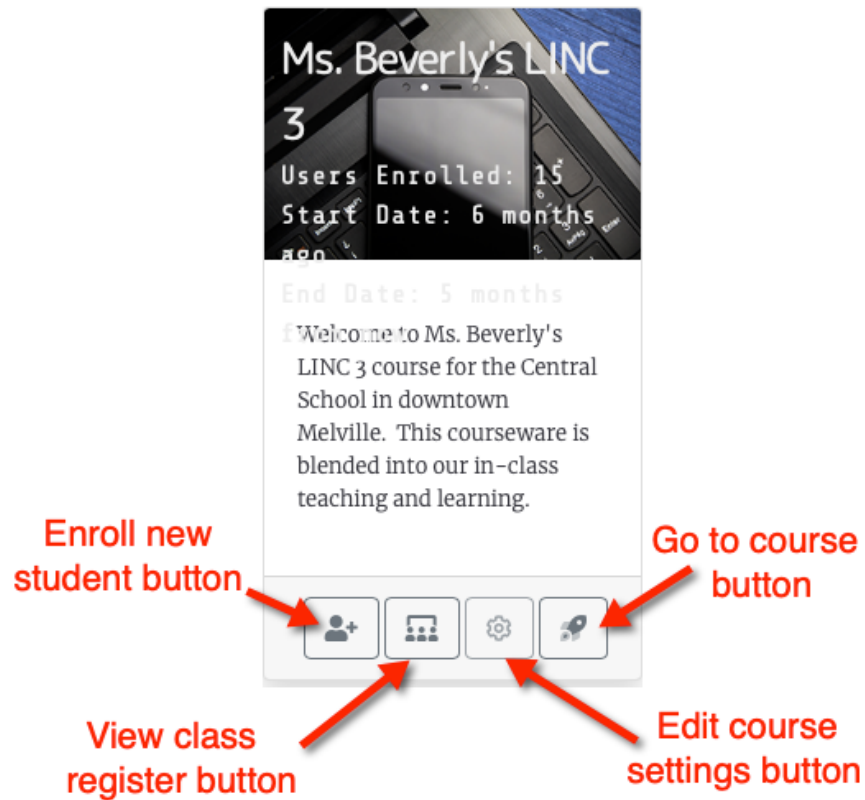
## Registering and Enrolling Students on Avenue.ca

### 1. Log into Avenue.

The Teacher Home page on the Avenue portal will display.

Thumbnails of the courses the teacher is enrolled in will be displayed.

Courseware thumbnails will include four buttons.



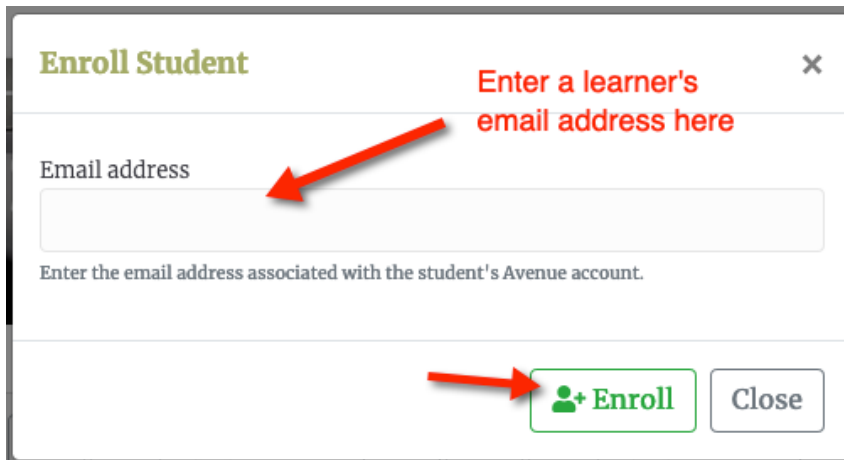
If the teacher is not an course editor in a course, such as a LearnIT2teach training stage or if they are a non-editing teacher, the thumbnail will only display the “Go to course” button.

### 2. Click the **Enroll new student** button.



The **Enroll Student** panel opens.

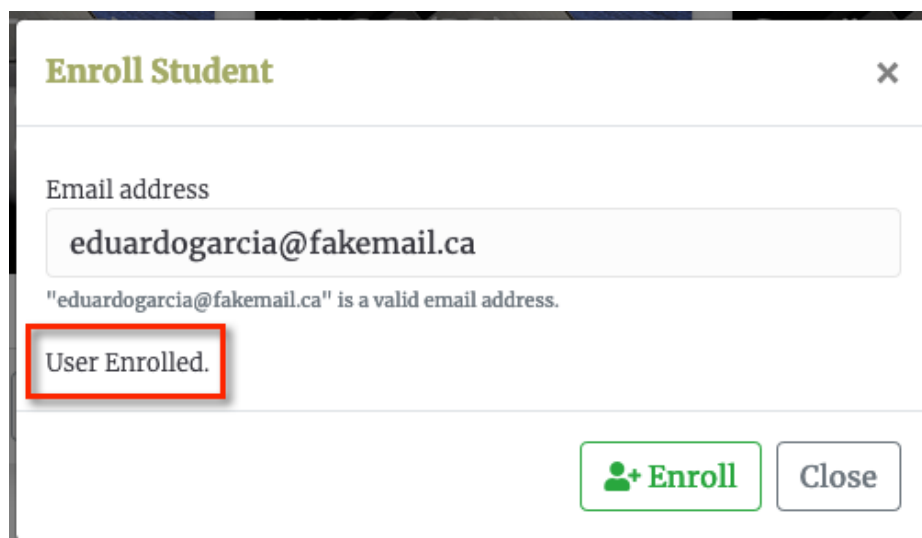
3. Enter the email address of the learner to be enrolled in the course.
4. Click the **Enroll** button



The panel will check that the email is formatted correctly (i.e. valid).

Two things may happen next.

- i. If the email address already exists at avenue.ca, a message will be displayed indicating the learner has been enrolled in the course. This means there is already a student account associated with that email address, and it is not necessary to set up a new user account.



- ii. If the email address does not exist at avenue.ca, a new panel with a form appears.

### Enroll Student ×

Email address

"johnnyappleseed@fakemail.ca" is a valid email address.

**Account does not exist. Please provide additional details.**

First Name

Enter the student's first/given name.

Last Name

Enter the student's last/family name.

City

Enter the student's location.

Time Zone

Select the student's Time Zone.

Courseware Level(s)

<input type="checkbox"/> Literacy	<input type="checkbox"/> LINC/Level 1	<input type="checkbox"/> LINC/Level 2
<input type="checkbox"/> LINC/Level 3	<input type="checkbox"/> LINC/Level 4	<input type="checkbox"/> LINC/Level 5
<input type="checkbox"/> LINC/Level 6	<input type="checkbox"/> LINC/Level 7+	<input type="checkbox"/> Other

Select the appropriate courseware for this student.

Password

Choose a password for the new account.

Complete the form to create a student account.

It requires the student's:

- **First name**
- **Last name**

The **City**, **Time zone** and **Courseware Level(s)** sections are optional. Complete these if you have the information. It could save the students from updating their profile.

The **Courseware Level(s)** section is used in large multilevel courseware with access restrictions. The courseware level settings are also used to restrict access to the Can-Do Statement Questionnaires in the PBLA section in some courses.

The **Password** field is populated automatically.

Click the password reload button to change the password.



5. Click the **Create account** button.

A green rectangular button with a white outline, containing a person icon and the text "Create Account".

If successful:

- i. The learner is enrolled in the course.
- ii. An email with the user's login credential is automatically sent to the student.
- iii. The panel closes and returns the user to the Teacher Home page.

### Student Email Addresses and Passwords

- Teachers should get their students' email addresses before registering them and carefully enter the password when setting up their accounts. This will help to ensure students receive the email with their login credentials. It will save the teachers time resending their password.
- If learners do not have an email account, they should get one. In the meantime, you can assign them a "fake" account. Use their first and last names with no spaces and please use this domain, \_\_\_\_\_@fakemail.ca.
- We recommend that teachers make a note of the email addresses and passwords for new accounts using a fake email account or for any learners who may need extra help logging in.

### Class Register Page

All students will be listed on the **Class Register** page for the course. This can be accessed by clicking the **View class register** button in the course thumbnail shown in Step 1 above. When available, there will be an **"Edit student account"** button for each student on the **Class Register** page. Teachers can use this button to view or update the student email, password, etc. There will also be a button to access the student's **ePortfolio**.