iCEV TUTORIAL
STUDENT REGISTRATION
Adding Students to a Course

iCEV

STUDENT LICENSES

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

With Student Licenses, Students Can:

- Watch video and PowerPoint® lessons

- Complete interactive activities and assessments (which are automatically graded by the system for you)

- View their 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.

STEP 2

Invite Students

On the course page, find and click the "Invite Students" link in the right-hand column.

Each course has its own unique registration code that you will need to pass along to your students. We recommend creating a course for each class period.

EXAMPLE: 1st Period - Professional Communications
2nd Period - Professional Communications

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. They will need to enter the registration code you provided them and all other required information (see next page).

Students Who Already Have an iCEV Account Do Not Need to Re-Register

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 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.

My **iCEV**

Teacher Smith | My Profile | Tutorials | Log Out

iCEV Coach
Live chat help   💻 Schedule Online Training

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

1   Go to www.icevonline.com/register.

2   Enter the registration code: **CEVSMITH463** ← **EXAMPLE CODE ONLY DO NOT USE**
After entering the registration code, fill in your information and choose a username and password.

3   Click "Submit".
After clicking the "Submit" button, the course will appear on your (the student's) "My Courses" page.

My **iCEV**

Rebecca | My Profile | Log Out

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: ♟
Certification Course Not Yet Passed: ♟

My Courses

Formulas for Career Success   View

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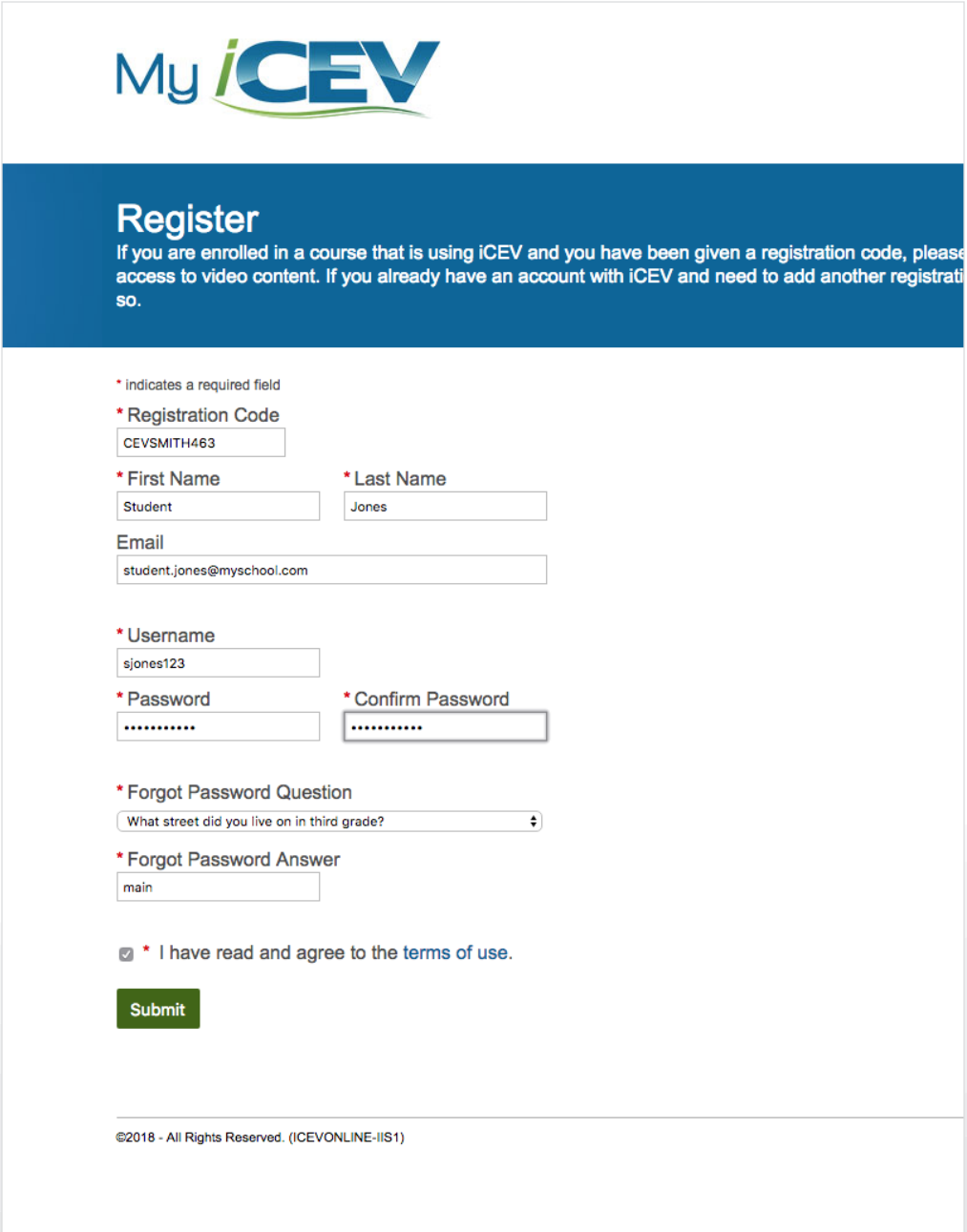You last accessed this site 8/10/2018 at 3:01 PM from IP 172.16.104.201.

STUDENTS WITHOUT AN iCEV ACCOUNT

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 (optional).

4. Create a username and password. Next, re-type the password to confirm.

   If the student receives an error message that says "That username is already in use," they will need to select a different username. This means that someone has already created that username in our system.

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.

STEP 4

Confirm Student Registration

From your couse 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.

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 student license).

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.

⚠ PRO TIP

If a student is enrolled in more than one of your courses, you can give them multiple course codes to add in one sitting.

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