

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 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.

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	Details	Action
Formulas for Career Success	Formulas for Career Success: Career Testing & Investigation	<a href="#">View</a>
Professional Communications	Business Characteristics - UPDATED	<a href="#">View</a>
Personal Development	Decision Making	<a href="#">View</a>

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.

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

Lesson Title	Visibility	Action
Business Characteristics - UPDATED	Visible to students	<a href="#">View</a>
Mathematics in the Workplace	Visible to students	<a href="#">View</a>
Economic Concepts - UPDATED	Visible to students	<a href="#">View</a>
Statistics & Projections	Visible to students	<a href="#">View</a>
Business & Management Concepts	Visible to students	<a href="#">View</a>
Leadership Styles	Visible to students	<a href="#">View</a>

**Students** TEKS

- [Manage Roster](#)
- [Course Grades Report](#)
- [Invite Students](#)

**Course Assessments**

- [Create Assessment](#)

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](http://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.

Teacher Smith | My Profile | Tutorials | Log Out

My iCEV

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

- Go to [www.icevonline.com/register](http://www.icevonline.com/register).
- Enter the registration code: **CEVSMITH463** (EXAMPLE CODE ONLY DO NOT USE). 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.

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

©2018 - All Rights Reserved. (ICEVONLINE-IIS1)  
You last accessed this site 8/10/2018 at 3:01 PM from IP 172.16.104.201.

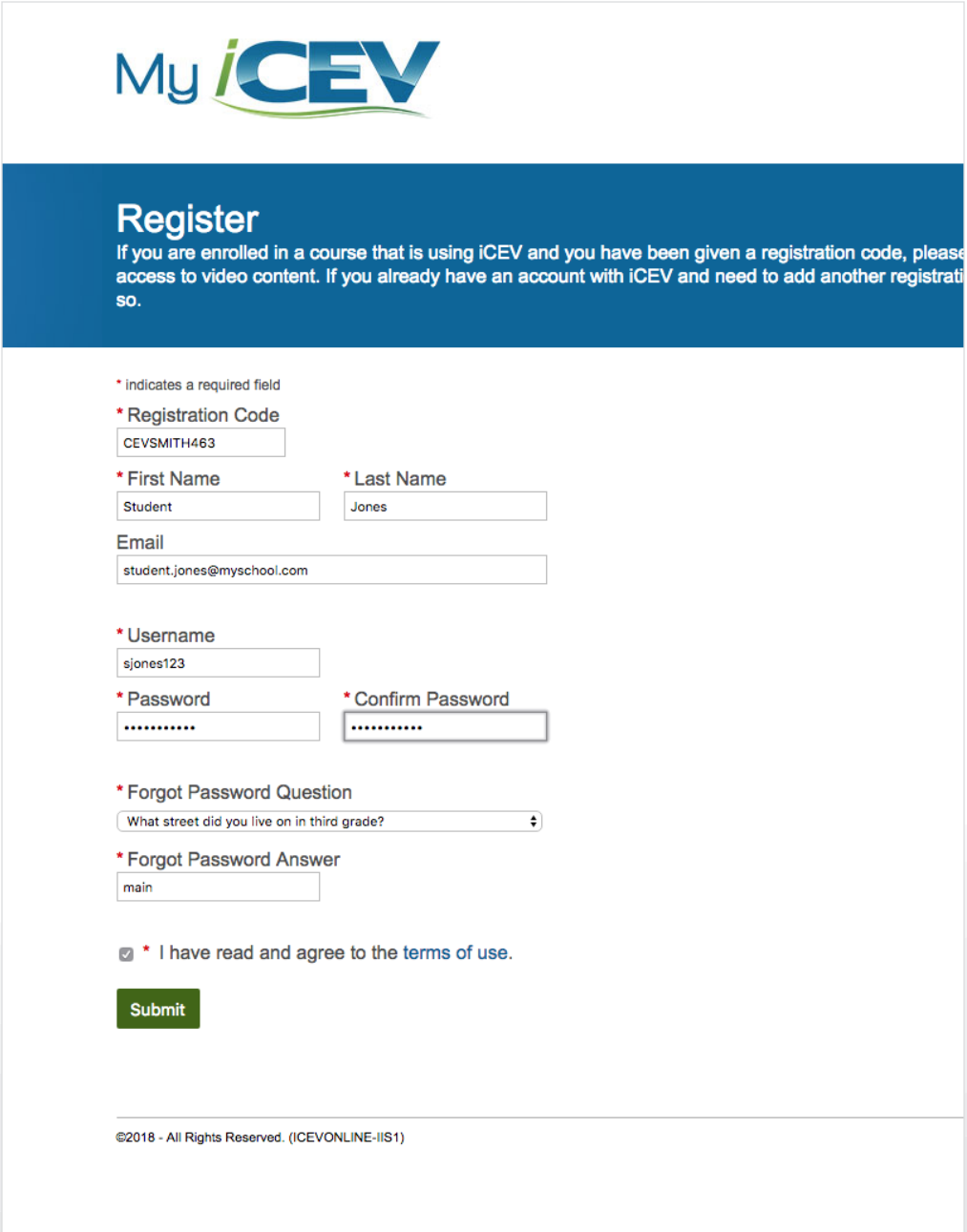
# STUDENTS WITHOUT AN ICEV ACCOUNT

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.



**My iCEV**

## 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  
CEVSMITH463

\* First Name Student \* Last Name Jones

Email  
student.jones@myschool.com

\* Username  
sjones123

\* Password ..... \* Confirm Password .....

\* Forgot Password Question  
What street did you live on in third grade?

\* Forgot Password Answer  
main

\* I have read and agree to the [terms of use](#).

**Submit**

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# STEP 4

## Confirm Student Registration

From your course 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.

The screenshot shows the My iCEV interface for a course titled "Professional Communications". At the top right, it says "Teacher Smith | My Profile | Tutorials | Log Out". There are two buttons: "iCEV Coach Live chat help" and "Schedule Online Training". The course title "Professional Communications" is displayed with an "Edit title" link. Below this, a breadcrumb trail reads "My Courses > Professional Communications".

The main content area is divided into two columns. The left column is titled "Lessons" and contains a table of lesson titles with "Visible to students" dropdown menus and "View" buttons. The right column contains a "Students" section with a red arrow pointing to the "Manage Roster" link. Other links in this section include "Course Grades Report" and "Invite Students". Below the "Students" section is a "Course Assessments" section with a "Create Assessment" link.

This screenshot shows the "Manage Roster" page within the "Professional Communications" course. At the top right, it says "Teacher Smith | My Profile | Tutorials | Log Out". There are two buttons: "iCEV Coach Live chat help" and "Schedule Online Training". The course title "Professional Communications" is displayed with a sub-header: "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." Below this, a breadcrumb trail reads "My Courses > Professional Communications > Manage Roster".

A green notification bar states: "You have used 1 of your 5 enrollment slots." Below this is the "Manage Roster" section, which contains a table with one student entry:

Rebecca B	Username: rjb-student Password: Reset	Move	Remove
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At the bottom of the page, there is a footer: "©2018 - All Rights Reserved. (ICEVONLINE.ADM) You last accessed this site 8/10/2018 at 4:48 PM from IP 172.16.104.201."

## 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.**





## NEED ADDITIONAL HELP?

**Contact Our Dedicated Customer Support Team**

[customersupport@cevmultimedia.com](mailto:customersupport@cevmultimedia.com)

800.922.9965