



ENROLLING OR EDITING STUDENT DATA IN CAREER READY 101

Before you enroll your EFE students in Career Ready 101 (CR 101), it is recommended that you talk with your students about using the CR 101 program in class. There is a possibility that a student may be enrolled in another EFE class using the same software. If this happens, it is strongly recommended that you add your course to the student's account. The advantage to using the same account is to avoid duplication of work for the student. It may also allow them to get to higher levels in the software, which, in turn, could increase scores on the ACT WorkKeys Applied Math Assessment.

Instructions for enrolling new students into CR 101:

1. Login to CR 101 using your account.
2. Before you begin adding students, *you must make sure that you are in your class in the gray bar at the top.* Use the drop-down button to find your class.
3. Click on the **SETUP** menu at the top.
4. In the dropdown menu, choose **Add New Student** under the **Students** heading.
5. Enter the student's name, first and last.
6. Enter the student's username. Each user must have a username that **uniquely** identifies that individual. This is a web-based program and username cannot duplicate any other user in the entire database worldwide. *We would like you to use **firstnamelastname-EFE**.*
7. Enter the student's password. The student's password has to be at least 6 characters and is not case sensitive. We suggest that you keep a spreadsheet with your student login information including password as there is not a report in Career Ready 101 that shows student password.
8. You may enter the student's email if you would like. If you do this, the software will send students a password reset email if needed. It will also send student login instructions.
9. For Group, select the **2017-18 EFE Students** group for all students.
10. Check the box next to "Add to current class" and click **Submit**.
11. If the student is successfully added, you will see a **New student account created** statement on the next screen.
12. To enroll another student, click the **Create another student** option at the bottom of the **What do you want to do next?** list and repeat the process.
13. When finished enrolling students, you can click any of the menu items at the top of the page to continue working.

If you enroll a student and enter incorrect data or if you want to change the information you entered for some reason, follow this procedure:

1. Login into CR 101 using your account.
2. Click on the **Setup menu** at the top.
3. In the dropdown menu, choose **Browse Students** under the **Students** heading.
4. You can use any of the filter boxes at the top of the entire list of students to find your student quickly by typing in one of the field names for that student and click the **Filter** button to the far right.
5. Find your student on the list and click the pencil icon to the right of your student.

6. This will bring up an **Edit Student Account** screen where the student's information can be changed.
7. When you are finished editing the student, click **Save & Close** at the bottom of the screen.
8. *Account settings have been saved* will be shown in a green bar that appears at the top of the screen.

Instructions for adding a student who is already working in CR 101:

1. Login into CR 101 using your account.
2. Click on the **Setup menu** at the top.
3. In the dropdown menu, choose **Browse Students** under the **Students** heading.
4. You can use any of the filter boxes at the top of the entire list of students to find your student quickly by typing in one of the field names for that student and click the **Filter** button to the far right.
5. Find your student on the list and click the pencil icon to the right of your student.
6. This will bring up an **Edit Student Account** screen where the student's information can be changed.
7. Go to **Class Membership** and click the **Edit** link to the right.
8. Find your class in the list and check the **Member** box on the left.
9. Click **Save**.
10. You will see a statement that says **Class membership updated**. Your class will now appear under the **Class Membership** field.
11. Click **Save & Close** at the bottom of the screen.
12. *Account settings have been saved* will be shown in a green bar that appears at the top of the screen.

Instructions for inactivating a student who has left your course:

1. Login into CR 101 using your account.
2. Click on the **Setup menu** at the top.
3. In the dropdown menu, choose **Browse Students** under the **Students** heading.
4. You can use any of the filter boxes at the top of the entire list of students to find your student quickly by typing in one of the field names for that student and click the **Filter** button to the far right.
5. Find your student on the list and click the pencil icon to the right of your student.
6. This will bring up an **Edit Student Account** screen where the student's information can be changed.
7. Uncheck the **Active** box.
8. Click **Save & Close** at the bottom of the screen.
9. *Account settings have been saved* will be shown in a green bar that appears at the top of the screen.

If you have any trouble enrolling students or editing students' information, please call Irene Mayfield at 250-9308 or irene.mayfield@kresa.org or Scott Wills at 250-9307 or scott.wills@kresa.org.

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