

## Instructions for Enrolling Multiple Users

1. Add multiple users to the User area.
  - a. Click Admin tab
  - b. Click 'upload multiple users' link
  - c. All counselors uploaded in this way will be automatically assigned to team 2011 so that you can easily enroll the whole team in a given course.
  - d. Prepare your Excel spreadsheet.
    - i. Make sure you created an EXCEL 2003 or earlier spreadsheet with fields: first name, last name, username, password, email. **All cells must be filled in or you will get an error message on uploading. Do not leave any spaces between words in any cell.**
    - ii. Two ways to create username and password:
      1. *Method 1*
        - a. For username, use email of counselor
        - b. For password, use name of camp (just one word, or two words together – no spaces).
      2. *Method 2*
        - a. For username, use first and last name as one word and add on the first two letters of the camp///ex. Dianekramercr
        - b. For password, use name of camp (just one word, or two words together – no spaces).
2. If you want to create another team made up of a subset of counselors, just click the tab in Users called Add Team and follow directions.
3. Make sure each Course has **section number** assigned to it. Otherwise you cannot enroll learners in specific courses. To add **section number** to a Course:
  - a. Click Course tab in admin
  - b. Click Course name
  - c. Click Section link above course listing
  - d. Select New Section link
  - e. Add number for section and click Submit. '1' is fine for section number
4. Make sure each Course has been designated as Published. To designate a Course as published:
  - a. Click Course tab in admin
  - b. Select Course and click.
  - c. Select modify Course information
  - d. Select Publish Course
  - e. Save
5. Make sure each course is set to Does Not Require Authorization.
  - a. Click Course tab in admin
  - b. Select Course and click.
  - c. Select 'Modify Course Information'
  - d. Select 'No' next to 'Requires Authorization'.
  - e. Save

6. To enroll counselors in Courses after they are uploaded as Users:
  - a. Click the Enrollment tab.
  - b. Select Team2011 (unless you want to enroll a subset of your full upload of counselors)
  - c. Scroll down and select the Courses you want to enroll your counselors in by checking the box next to the course.
  - d. Click **Select Section** and select the section number you assigned to that course.
  - e. Click Submit and your counselors will be enrolled.
  - f. Once your counselors are enrolled in a course, you are ready to send them an email to take their courses.
  
7. We have set all eight community camp courses to 'serial' for the course and for each lesson. That means that the staff member will have to go through each page in order to get to the post-assessment. You can reset to 'parallel' if you like. To reset, click on the top link (course title) in the Authoring menu for a course, select page info and then click parallel. Then go through and click on each lesson title and do the same thing.
  
8. Below is the beginnings of an email. You will need to send an email to each of your counselors to get them started and to send them their user name and password.

Dear (name),

As part of your training as a counselor this summer, you are expected to take a number of online courses. Some of the courses have graded quizzes at the end (called post-assessments). You must get a score of (x%) on each course in order to (consequences). If on any course you do not get a score of (x%), you will be asked to go through the course and retake the post-assessment.

To access your courses,

1. Go to [www.peakskillslearning.com](http://www.peakskillslearning.com). Click Login in the right column.
2. Put in your username and password
  - username:
  - password
3. Click on the first course.
4. Click Launch.
  9. Take the course by clicking Forward and Back buttons at the bottom of your course player
  10. If you have a problem with the course, contact the responsible person at camp
    - a. Name:
    - b. Email:

Thank you,