



Using H-ITT's Web Registration

Ver 1.0

H-ITT's CRS version 2.3.2 or later introduced a simple way to create the roster by allowing the students to register their information on line.

The requirement is that you have H-ITT CRS version 2.3.2 or later and have an internet connection when using the Web-Reg roster builder tool.

Here are the steps to creating your roster with Web Reg.

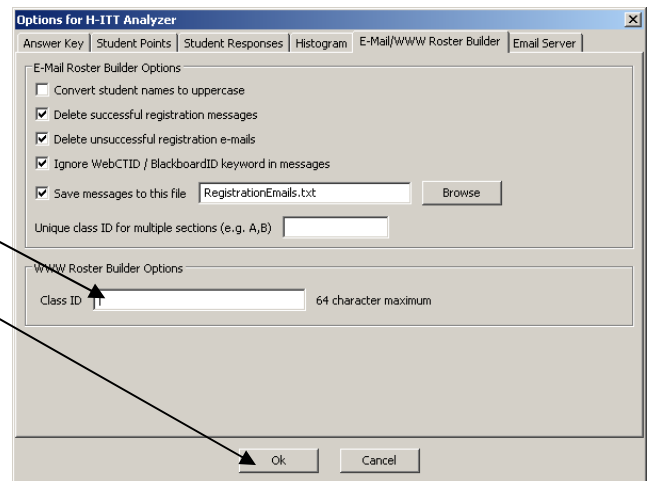
STEP 1 Create your class in Acquisition as normal.

STEP 2 Open your class in Analyzer, and select the E-Mail/WWW Roster Builder tab from the options menu.

Enter a class ID of your choice here.

Click OK.

NOTE: The Class ID you enter can be any letters and/or numbers you choose. We recommend it be unique, but also not too long as the students will need to enter this class ID when they register online.



STEP 3 Tell your students the Class ID you used above and to register their remotes by going to www.h-itt.com and clicking on the Web Registration link at the top right of the home page.

Here is the registration information the students complete and submit:

Fill in all fields marked with * and any additional field(s) that your instructor requested you to complete.

This applies to re-registration as well.

Your Remote ID is the 6-digit number either labeled on the battery door of your RF remote, or labeled under the battery of your IR remote. Reference your instruction manual, or visit the support section at www.h-itt.com.

Your ScreenName is a short name that can be used in the ID box that displays when you answer questions.

* Class ID:	<input type="text"/>	The class ID given to you by your instructor.
* Remote ID:	<input type="text"/>	The 6-digit serial number of your remote.
* Confirm Remote ID:	<input type="text"/>	The 6-digit serial number of your remote.
* First Name:	<input type="text"/>	Your first name.
* Last Name:	<input type="text"/>	Your last name.
* Student School ID:	<input type="text"/>	Your school issued student ID.
Email:	<input type="text"/>	Your email address.
Your LMS ID:	<input type="text"/>	Your ID for your Learning Management System (BlackBoard/WebCT, Sakai, etc).
ScreenName:	<input type="text"/>	A short name, maximum 9 characters.

* Code:  Type this code in the box below.

Register



The required fields are noted *.

You can tell your students to fill in any of the optional fields that you want to include in your roster.

NOTE: It is required that you create the class ID prior to students registering. You can provide this information to your students in the class syllabus or tell them during the first class.

STEP 4 Hold class and allow each student to enter at least one response in an Acquisition session. This populates the Analyzer roster with their remote ID that is used in the next step.

STEP 5 After students have entered at least 1 response in Acquisition, open your class in Analyzer and from the Roster pull down menu select “Update roster Web-Registrations”.

If the roster has not yet been saved, a prompt will appear asking you to save the file. We recommend saving the file in the default class files location and calling it Roster, as each roster is unique to its class file.

The web update window will appear showing the status while querying the registration site for the remote IDs in your roster that are under your class ID.

Your Roster will automatically populate, and a “Roster.csv” file will be created in your class file folder.

NOTES:

- **If Students do not attend the first session, continue to update roster in Analyzer until class roster is complete.**
- **Students can re-register on the H-ITT Web Registration page and update their information in the class roster using the same remote ID only. This will avoid duplicates in your roster.**
- **Make sure if a student re-registers their information in Web Registration that they update *all* of their information. The new data over writes *all* existing student information during this process.**
- **If students lose their remote you will need to manually go into the roster and add the remote ID into Column 2 to maintain responses from previous sessions.**
- **It is important to remember that the roster is retro-active. Students can register anytime in the semester and associate their student information to the remote serial number they have been using in class upon updating roster.**

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