



## Using H-ITT's Web Registration

Ver 2.0

H-ITT's CRS version 2.3.x introduced a simple way to create the roster by allowing the students/participant to register their Roster information on line that can be automatically loaded in the H-ITT roster.

The requirement is that you have H-ITT CRS version 2.3.0 or later and have an internet connection when using the Web Reg roster builder tool.

There are five simple steps to using Web Reg, listed below:

**Step1:** Create your class in Acquisition as normal, or use an existing class

**Step2:** Create Web Registration Class ID from Analyzer > Options > E-mail/Web Services

**Step3:** Provide your students with required registration information and have them register at [www.h-itt.com/webreg.php](http://www.h-itt.com/webreg.php)

**Step4:** Hold an Acquisition session and have students send *at least* one response from their remote

**Step5:** Update Roster from Analyzer > Roster > Update Roster Web Registrations

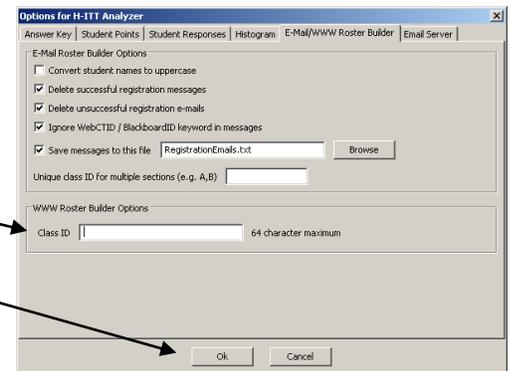
*Details to the above steps:*

**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.

And 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** Provide your students/participants with your specific H-ITT roster requirements so they can fill in the Web Reg information accurately.

Most of the [common errors](#) students make at Web Reg can be avoided if you provide them some school specific items or naming conventions your school uses. Here is a link to a [template](#) that you can easily include your specific information and provide this to your students to assist them in correctly completing the H-ITT Roster Web Registration form.

The required information (noted on the Web Reg form with an asterisk (\*)) that the students must fill out is:

1. The Class ID you provide
2. Their Remote ID
3. Their name
4. Their school ID. NOTE: If students do not have a school ID, tell them to put a 1 in this field.

The *optional* fields that you may want your students to fill in are:

**Their Email address:** This can be used to email students their individual grades reports, or to just send all your students a message via email with one click.

**An LMS ID:** Some schools have a different “Student ID” (other than their school Student ID) that students use to access a **L**earning **M**anagement **S**ystem (i.e., BlackBoard, WebCT, Sakai, Angel or other). If this is your case, then you should tell your students to enter that ID in this field.

**STEP 4** Hold class and allow each student to enter at least one response to 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* one response in Acquisition, open your class in Analyzer and from the Roster pull down menu select “Update Roster Web Registrations” The web update window will appear showing the status while querying the registration site for the Remote ID’s in your roster that are under your Class ID.

Your Roster will automatically populate with the information students entered at H-ITT’s Web Reg site, and a “Roster.csv” file will be created in your class file folder.

REVIEW the information in your roster! Students can *and will* make mistakes. In most cases student errors can easily be seen. For example, the Student ID field is typically uniform, i.e., the same number of characters for all students.

Students can re-register at any time to correct mistakes. After students have re-registered, REPETE [STEP 5](#) above to update your Roster with their corrected information.

Common Errors students make when filling out the online H-ITT Weg Reg form (items with an asterisk (\*) are required to be completed).

\*Class ID: This is what you typed in Analyzers Email/WWW Roster Builder option. If the class ID is too long, students often make mistakes typing it in, we recommend keeping this short yet unique, example: J.Doe PHY1234 MWF or J.Smith period 6. If the class ID they type in is not exactly correct, an error message “Class ID not valid” will be shown.

\*Remote ID: This is not typically a problem for students.

\*First Name: This is not typically a problem for students.

\*Last Name: This is not typically a problem for students.

\*Student School ID: This can be a problem, especially for 1<sup>st</sup> year students.

Email Address: If required, this should be a school assigned email address when applicable.

Alternate ID: If required, you should provide students with additional information to correctly enter this ID.

Most errors can be eliminated if you provide your students with additional information that describes your schools naming or numbering conventions for the various fields needed. We provide a [template](#), in plain text format that allows you to easily provide this information to your students.

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