Changing the Course Enrollment Date

Each course template is set-up with the "Enrollment" date and time set for the start date of the new term by the Registrar. Facilitators and co-facilitators are able to access the class as soon as it appears in your Dashboard when logged into iTEE University. This will typically be at least 7 days before the official start date of the term.

Facilitators have the option to allow students to login earlier than the set enrollment date in order to read through the "General" section of the course, read the "Announcements", post their "My Personal Story" (bio) or read the "Introduction" section. Typically Module 1 and following would be "Hidden" from students until the day before the official start of the term. One day prior to the official start date Module can be opened so student can begin their study. This compensates for those students in an earlier time zone.

Here is how you change the enrollment date to allow earlier access to the course. <u>NOTE:</u> Make sure you have completed adding the "customizing" aspects for your course before changing the enrollment date.

- 1) Log in to iTEE University.
- 2) On your Dashboard "Launch" your course.
- 3) On your "Home Page" for the course click on the "Course" icon in the upper right.
- 4) In the drop down menu that appears select "People"



5) On the "Participants" page that appears locate the "Gear" icon on the right side adjacent to the student's name. You will need to follow this process for each student individually if you are not changing the date for the entire class.

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6) When you click on the "Gear" icon a pop-up box will appear. All you need to do is change the date from the pre-set enrollment date, to the date you want that student to be able to login to the class.

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- 7) Click the "Save changes" button. If the new date is the current date or earlier the "Status" for the student will automatically change from "Not current" to "Active".
- 8) Repeat this process for each student you want to allow early access.
- 9) If you are changing the date for **every student** in the class this can be done for all at the same time.

On the "Participants" page there is a blue" title bar" above the students' names. On the left hand side is a small white box. Click in that box and it should check all the boxes to the left of each student's name.

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10) After checking the box scroll to the bottom of the page. You will see a box with the words "With selected users . . ." and a box to the right with the word "choose . . . Click the down arrow and find the line that says, "Edit selected user enrolments". Click on that.

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11) This will open a page listing the students whose box is checked. At the bottom of the list is where you change the date. Go to the "Alter start time" line. On the far right end of that line click on the box next to "Enable". This will highlight the date and time boxes. Change the date box on the left to what you want the new enrollment date to be. Then change the time of day boxes on the right as needed. Keep in mind this time is PST. Reset it as needed to allow for students in other countries who may be 12 hours ahead of this time. Click the "Save changes" button. The status for all students should now read "Active" in a green box. Do NOT change, or alter the class end date. Only the Registrar should do this.

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If you have any questions, or cannot figure it out, please contact the Dean of Faculty.