

Managing Your Student Accounts

Your new LINC courseware is set up with student accounts pre-enrolled in your course.

When you request new courseware, your mentor will send you a new course in which you are an editing teacher, along with the log in information for the student accounts for your course.

Student accounts are numbered sequentially, e.g. s10001, s10002, s10003, etc., for easier account management. This screenshot from the Participants page (accessed through the People block) shows a sample listing of unassigned student accounts.

All participants: 3 *

First name : All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Surname : All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Select	User picture	First name / Surname	Email address	City/town	Country	Last access to course
<input type="checkbox"/>		firstname24154 lastname24154	xxxxx@email.ca	Any town	Canada	Never
<input type="checkbox"/>		firstname24175 lastname24175	xxxxx@email.ca	Any town	Canada	Never
<input type="checkbox"/>		firstname24143 lastname24143	xxxxx@email.ca	Any town	Canada	Never

After logging in with their new account, students should update their account profile information. After updating their profiles, students will be able to receive email from the site, and you will be able to see the actual name of each student in the above Participants listing, as well as in the grade book, forum postings, etc.

Additional student accounts can be added to a course at any time by requesting them from your mentor.

At the end of a session when you reset your course, you can remove all students (and their data) and request new accounts. This enables teachers to continue using the same updated course from one session to another if they choose. If students with existing Edulinc accounts are transferring into your course your mentor can provide instructions on how to add these students to your course.

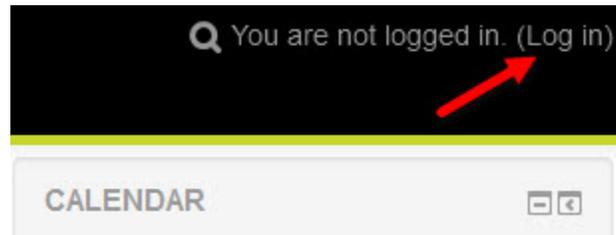
Getting Students Started

When you first introduce the courseware to your class, please allow enough time in the computer lab for them to log in, update their profile with their personal information, learn to navigate within the course, and explore the courseware and Help block.

Logging in with the New Usernames

1. Give a log in credential to each student. (Keep a record of the accounts you assign.)

- Direct them to <http://moodle3.edulinc.ca/> and the login link found in the top right corner of the page.



- Tell students to log in using the credentials you provide them.

Log in

Username

Password

Remember username

The username and password will be the same for each account, e.g. username = s12345 / password = s12345.

- After logging in, they will see your course (and any other course in which they are enrolled). (If they see a long list of courses, it is likely because you haven't changed the setting in your course to make it visible to students. This is explained in the *Showing and Hiding a Course* help file.

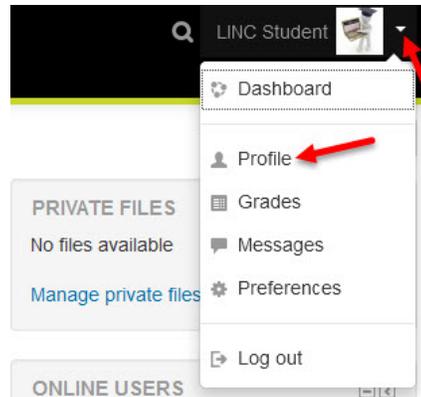


Updating Student Profiles

When you ask students to update their profile, it is similar to the first task in the hands-on part of the Stage 1 workshop.

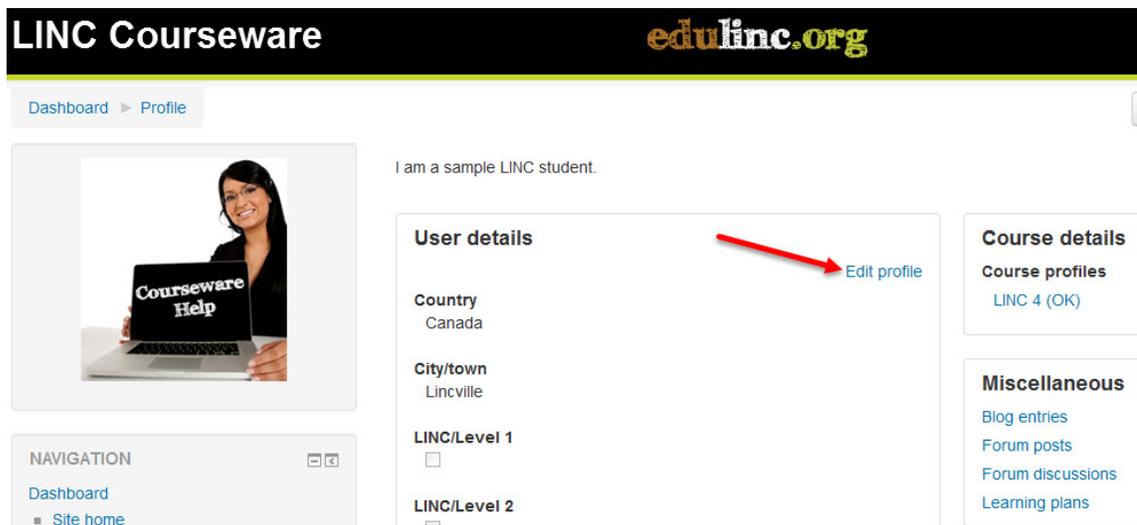
Step-by-step instructions for students can be found in the Courseware Help block.

1. Direct students to click on the drop-down menu beside their name/account name in the top right corner of the screen. When the menu opens, they can click on the Profile link.



The Profile screen appears.

2. Click on the Edit Profile link



3. Tell students they must update all of the items on the Edit profile page with a red asterisk, including first name, surname, and email address.

First name*

Surname*

Email address*

Email display

City/town

Select a country

- Optional settings: Although it isn't marked with an asterisk, students may need to update the City, County, and Time zone setting. They may also wish to change the Email display setting, depending on their privacy preference. Teachers may direct students to complete other settings, e.g. Description, Additional names, Interests, etc., although this is optional.
- If you want your students to collaborate using Skype, ask them to enter their Skype ID in the Optional section. (Students without a Skype ID, or those not wanting to share it with their classmates, may be directed to Skype.com to set up an account.)

Optional

Web page

ICQ number

Skype ID

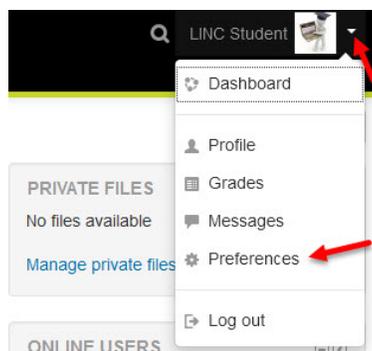
- If you are using multilevel courseware, your students may need to select the LINC/Level setting in the Courseware Level section. Sections of multilevel courseware may be hidden from students unless they have selected their level(s) in this section of the Edit Profile page.
- Click the Update Profile button.



Changing a Password

Students may change their password, but before doing this, the email address in their profile should be updated (and accurate). Otherwise, they will not be able to retrieve it using the *Forgot your username or password* link on the log in page.

1. Direct students to click on the drop-down menu beside their name/account name in the top right corner of the screen. When the menu opens, they can click on the Preferences link.



The Preferences screen appears.

2. Click on the Change password link. (Notice that you can also access the Edit profile screen from the Preferences page.)

Preferences

User account

- [Edit profile](#)
- [Change password](#)
- [Preferred language](#)
- [Forum preferences](#)
- [Editor preferences](#)
- [Messaging](#)

The Change password page appears.

3. Students must enter their current password, followed by the new password and enter the new password a second time.

Change password

Username lincstudent

The password must have at least 3 characters, at least 1 lower case letter(s)

Current password*

New password*

New password (again)*

4. Click the Save changes button.

Update Profile Help links

[Moodle Documents: Update Profile](http://docs.moodle.org/31/en/Update_Profile)

<http://docs.moodle.org/31/en/Update_profile>