

Before classes begin, make sure all your students are on the computer system. Here's how:

- 1) Print out a class roster from GET.
- 2) Log in to the system.
- 3) Click "Register." (Big button on the bottom left.)
- 4) Click "Register or Enroll Students."
- 5) If you're teaching Math 89, set "Group" to "Show Students Enrolled in 89-winter"
- 6) If you're teaching Math 90, set "Group" to "Show Students Enrolled in 90-winter"
- 7) If you're teaching Math 91, set "Group" to "Show Students Enrolled in 91-winter"
- 8) For each student in your class, check to see if his or her name appears in the list.
- 9) If the name is listed, then:
  - a. Click on the student.
  - b. Click "Transfer to New Section..."
  - c. Click your section.
  - d. Click "Transfer."
- 10) For all other students:
  - a. Set "Group" to "Show All Students."
  - b. In the upper right, click "Register..." (Not the big button on the bottom left.)
  - c. Enter the information it asks for.
  - d. For "Password," use the student's CIN.
  - e. For "Log-on Name," use first initial, then last name. (Mine would be "MKREBS," for example.) If you get a message saying that the Log-on Name is already in use, then double-check to make sure that the student is not already registered. (Set "Group" to "Show All Students" and see if another student has the same first initial, last name—like "Trujillo, Joaquin" and "Trujillo, Josefina," for example. If this is the case, then use another Log-on Name, such as "MKREBS2." If another student has the exact same name, check with them to see if they've taken the class before; then ask me about it.)
  - f. Click "Done." You're not done yet.
  - g. In the list of students, click the student's name.
  - h. Click "Enroll in Course/Section."
  - i. Select your section.
  - j. Please be **CAUTIOUS** when registering new students. Each new student you register costs us about \$70 for the software license; transferring a student already in the system costs nothing. So if you're not sure whether a student is in the system already, PLEASE ASK SOMEONE what to do!
- 11) To check your work:
  - a. Set "Group" to "Show Students Enrolled in [your course]"
  - b. A list of students in your section should now appear.

**IMPORTANT**—The day you register students into the computer system, count 20 days into the future, and mark that day on your calendar. For example, if you register students into the system on September 19, then mark October 9 on your calendar. After October 5 (the current add deadline) but **before the day you marked on your calendar**, please review your rosters and remove all students who are not attending your class from the system. Here's how to do this:

- 1) Log in to the system.
- 2) Click "Register." (Big button on the bottom left.)
- 3) Click "Register or Enroll Students."
- 4) Set "Group" to "Show Students Enrolled in [your course]"
- 5) Click the student's name.
- 6) Click "Drop/Withdraw from Course/Section..."
- 7) Select your class.
- 8) Click "Withdraw."

After you register a student, we have twenty days to remove the student at no cost. After twenty days, we lose the money. So you must do this **before the day you marked on your calendar!**

If a student drops your course after the day you marked on your calendar, then:

- 1) Log in to the system.
- 2) Click "Register." (Big button on the bottom left.)
- 3) Click "Register or Enroll Students."
- 4) Set "Group" to "Show Students Enrolled in [your course]"
- 5) Click the student's name.
- 6) Click "Transfer to New Section..." (**Do not click** "Drop/Withdraw from Course/Section..."!!! If it's after the day you marked on your calendar, then this will cost us another license fee to re-register the student later on.)
- 7) Under "Section(s)," click "drop."
- 8) Click "Transfer."