

# ATUTOR - DEPARTMENT OF EDUCATION COURSE SERVER

ATutor may be found at: <http://atutor.edu.pe.ca/atutor>

Method 1 for registering students and enrolling them into a course workspace.

1. Register for an Atutor Account. Use the same login as used for your school “Network Login” and your Groupwise email address.

**Course Server**

Login Register Browse Courses Password Reminder Home

Sunday Jan

### Login

<b>Login</b> Enter the Login Name and Password you chose when you first registered with the system. Login Name <input type="text"/> Password <input type="password"/> Login	<b>New User</b> If you do not have an account on this system, please create a new account by clicking on the Register Button below. Register	<b>Password Reminder</b> If you have forgotten your login name and/or password, use the Password and Login Reminder to have it emailed to you. Email Reminder
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2. Use the newly created Login and Password to login to Atutor
3. Browse for the course category “Department” and course “Atutor Demonstration and Training”

Prince Edward Island Department Of Education Course Server

## My Start Page

My Courses Profile Preferences

My Courses Browse Courses Create Course

My Courses

You have logged in successfully. Welcome back!

None Found. Browse Courses.

Translate to English | Français

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4. This course was created as “Private” meaning that you must “Enter Course” and request to “Enroll”. You will be admitted to the workspace by the course administrator.

Department  
Elementary  
Francais  
Intermediate  
Senior  
Western School Board

Geography 521.621 Teachers  
Law 521.631 Teachers  
PEI Physical Education Association  
Political Studies 521.621 Teachers  
STC Mentorship  
Welcome Course

### Course Info: PEI Physical Education Association

PEI Physical Education Association - Enter Course

Instructor: edmaclean - Contact Course Instructor

Access: Private



5. You will have access to the Atutor Demonstration course/workspace at the student level. “Assistant” instructor rights may be assigned by the instructor to any course tools. You will be given instructor status to create your own course workspace(s).

Method 2 for registering students and enrolling them into a course workspace.

1. You must have student LAN usernames that you will key to enroll students
2. As instructor, select “Manage” - “Enrollment” - “Create Course List”
3. Key the student information (Note email - [doejd01@netmail.edu.pe.ca](mailto:doejd01@netmail.edu.pe.ca)) Information for 5 students may be submitted at one time.

	First Name	Last Name	Email
1	<input type="text" value="Jane"/>	<input type="text" value="Doe"/>	<input type="text" value="doejd01@netmail.edu."/>

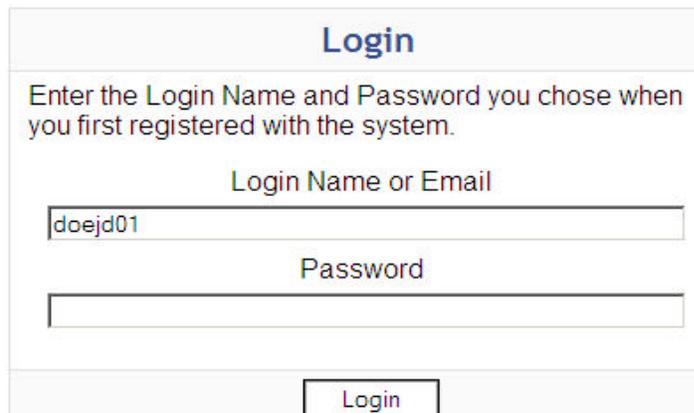
Status	First Name	Last Name	Email	Login Name
OK	<input type="text" value="Jane"/>	<input type="text" value="Doe"/>	<input type="text" value="doejd01@netmail.edu."/>	<input type="text" value="j_doe"/>

4. Select “Add to Course List” \*\*Notice what happen to the “Login Name”
5. Re-Key j\_doe as doejd01 and press “Resubmit”. The login should now be correct. Click “Add to Enrolled List” and you will get a confirmation message.

**The following unique accounts were successfully added to the course list:  
doejd01**

6. Repeat for remaining students in the class.

7. Students can log directly into Atutor and they will be already enrolled in your course. If the student was already registered in Atutor from another class they will use the same Login and password as they did before. If they are a new user the login and password will be the same. In our example, the student will login as doejd01 and will enter the password of doejd01



**Login**

Enter the Login Name and Password you chose when you first registered with the system.

Login Name or Email

Password

Login

8. Upon logging in have students change their password under “Profile” - “Change Password” Have them use their LAN password and fill any extra spaces required with 9's to give a minimum of 8 characters. i.e.: should the LAN password be 2fish2 they should enter 2fish299 as the password for Atutor. This should prevent anyone from forgetting their password.



**My Start Page**

[My Courses](#) | **Profile** | [Preferences](#)

[Back To: My Start Page](#) | [Profile](#) | **Change Password** | [Cl](#)

**Change Password**

\* Old Password

\* Password

- Use a combination of letters, numbers and symbols  
- 8 characters minimum, 15 characters maximum

\* Password Again