

## Unlicensed Assistive Personnel Online Curriculum Moodle Version 3.5

### Student Account Creation Tips

A few tips to help your Unlicensed Assistive Personnel Online Curriculum student account creation process go smoothly.

**Before the first day of class please ask your IT department to add [support@instructionalmediaservices.com](mailto:support@instructionalmediaservices.com) to your school's email whitelist.** If your IT department will not add this email address, you must let IMS know. Site configuration options need to be changed if your school choose not to allow confirmation emails for account creation.

First, define the format of your student's username.

Second, restrict the email address. If your school provides email address for students, make sure they know their school email address (the complete format of their email address). If you allow your students to use a personal email account, let them know that if they have a @gmail.com or @yahoo.com email address they will need to check their spam and/or junk email folder to find their confirmation email.

**Alternate Email Option:** If your school does not provide an email address or you do not want your students to use the communication functionality of the curriculum site, a “dummy” email address must be entered in the account creation form. Moodle does not require an active email address. However, it does require that the email address option contains data. An example of a dummy address is: [johndoe@internet.com](mailto:johndoe@internet.com). Each account requires a unique email address, even if it is a dummy email address. As with the email whitelist request above, let IMS know if you will be using a dummy email address. Site configuration options will need to be changed. See below for manual account confirmation process documentation.

Third, remind the students to create a password that meets all the criteria and remind them that they will need to remember it. The password they create is unrecoverable. However, their password can be changed or updated.

Fourth, define the format for their first and last names. Do you want the first letter of each name capitalized? Are nicknames allowed in first name field? How they enter their names is how they will be displayed in the gradebook.

## Account Clean-Up:

If a student creates an account and does not receive a confirmation email, the IMS support email address will receive a notification of the invalid email address. (This is only true if the IT department adds IMS to their ‘whitelist’ and your school uses valid email addresses.) IMS will forward that email to the instructor. Every time a student creates an account with an invalid email address, another account is created in your site. It is very important to delete all of the invalid accounts for a student. If a student ends up with two confirmed accounts and does work in both, there is no way to combine the work. You delete duplicate student accounts using this path:

From the Home page open the Administration block  
 Open the Site administration menu  
 Select Users  
 Select Accounts  
 Select Browse list of users

The screenshot shows the Moodle Administration interface. On the left, the 'ADMINISTRATION' menu is expanded to 'Users' > 'Accounts' > 'Browse list of users'. Blue arrows point to these menu items. The main content area shows a table of user accounts. A blue arrow points to the 'Last name' link in the table header. Another blue arrow points to the 'X' icon in the 'Edit' column of the first row. A third blue arrow points to the 'Confirm' link in the 'Edit' column of the second row. A fourth blue arrow points to the right edge of the table.

First name / Last name	Email address	City/town	Country	Last access	Edit
Alice Abbott	alicea@internet.com	Anywhere	United States	Never	X [icon] [icon] Confirm
Alice Abbott	alicea@hope.com	Anywhere	United States	Never	X [icon] [icon] Confirm

Click on the Last name link and the names will sort in alphabetical order by last name. If you have duplicate student accounts, they will be grouped together if the student spelled their last name consistently. Review the information, identify the incorrect information, and delete that account by clicking on the X in the right most column (see above).

## Manual Account Confirmation Process:

If you are using dummy email addresses, all students will need to be manually confirmed. Use the above path to locate your list of student accounts. Review the information and if it is correct, click on the word Confirm on the far right of the student information. You will need to refresh your browser as students successfully create accounts. Continue to scan through your list of accounts looking for the Confirm option.