Automotive Technology Online Curriculum

Student Account Creation Tips

A few tips to help your Automotive Technology Online Curriculum student account creation process go smoothly.

Before the first day of class please ask your IT department to add '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 chooses not to allow confirmation emails for account creation.

First, define the format of your student's username. The username must be lower case.

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 contain data. An example of a dummy address is: 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 of the following criteria:

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), and at least 1 non-alphanumeric character(s) such as *, -, or #.

Remind them that they will need to remember the password they create. The password they create is unrecoverable. However, their password can be changed or updated.
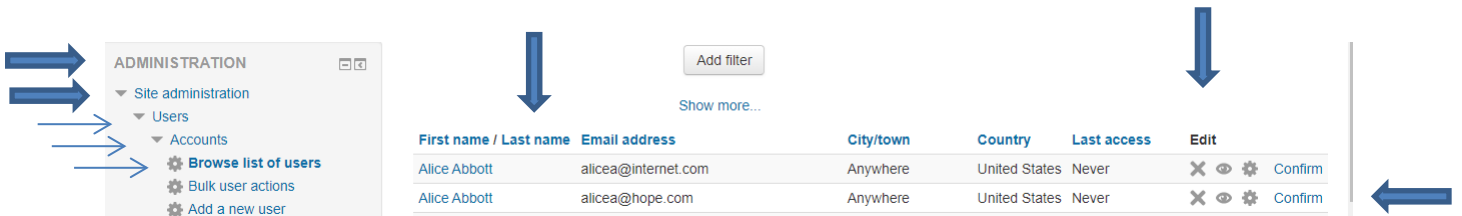
Fourth, define the format for their first and last names. Do you want the first letter of each name capitalized? Are nicknames allowed in first name field? How they enter their names is how they will be displayed in the gradebook.

Account Clean-Up:

If a student creates an account and does not receive a confirmation email, make sure they check their junk email folder. If no email is found the instructor should use the path below to double check if an account has been created. The instructor should double check the entry. If all of the information is correct the instructor may manually confirm the account. Process below. If the email address is incorrect delete the entry. Process below. Every time a student creates an account with an invalid email address another account is created in the 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 of them, there is no way to combine the work. You confirm and 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

First name / Last name	Email address	City/town	Country	Last access	Edit	
Alice Abbott	alicea@internet.com	Anywhere	United States	Never	✕ 👁 ⚙	Confirm
Alice Abbott	alicea@hope.com	Anywhere	United States	Never	✕ 👁 ⚙	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 of your 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.