KE Online Event Manager

Quick Guide

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5. How to Edit a Class (change dates, add instructors, etc)
6. How to Enroll a Student or "invite" a student to register
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1. **How to Log In -- http://my.register-ed.com/**
    a. User Name: first initial, last name, instructor ID
        i. For example: sbrown1200
    b. Password: last name and 1
        i. For example: brown1
    c. Please change your password to something more secure

2. **How to Schedule a Class – two different ways**
    a. Click on "Events"
        i. From calendar view, "hover" your mouse over the date of the class on the calendar
        ii. "New Event" will show up in green
        iii. Click on "New Event"
        iv. Add Event Date:
            1. On left corner, using the calendar select the date of the course.
            2. Below the calendar, select the start time and end time
            3. Click the "Add Event Date" button
            4. Repeat these steps if the course is a multi-day course
        v. Program: In top right hand corner, choose the program from the dropdown menu. "Virginia Boating Safety Classroom Course".
        vi. Choose this for all classroom courses - Boat Virginia, Power Squadron Courses, U.S. Coast Guard Auxiliary Courses
        vii. Location: Start typing in the name of the location facility.
        viii. If this is a new location, you must first add the location (see how to add location on page ##)
        ix. If you do not remember the location name, go to locations. You can then begin entering a new course from the locations (see 2.b)
        x. Capacity: Fills in automatically. You can manually change the capacity if you like
        xi. Special Instructions: If you have any special instructions for this event, please note them here. Please note the course type (USPS, USCG, Boat Virginia) here. If there is a course fee, please state the course fee here. Any other special instructions can be put here (for example, information about lunch arrangements)
        xii. Options:
            1. Public or private event – private events will not be included on the DGIF public website. Default selection is public
            2. The event will be visible to student – default selection is the day the course is put into the system until the day of the course

3. Student can register for the event – if you are not going to take registrations online, you can set this to never to require students to register over the telephone. We put this option in for 2011, but would like the use of this minimized in 2012.

4. Students can cancel registration – default selection is from day the course is put into the system until the day of the course. It may be helpful to require people to cancel registration several days before the course.

5. Notifications are: disabled is the default selection. If you want to receive an e-mail every time a student registers change the selection to enabled.

b. Click on "Locations"

   i. Select Program to Begin: Select "Virginia Boating Safety Classroom Course" from dropdown menu

   ii. To find your location

      1. in the search box, select the down arrow and select "Name"

      2. Start typing the location name – first three letters is all you need. Hit enter

      3. Under the name of your location, select "Schedule an Event"

      4. Follow directions from 2.a.iv. above to schedule the event

3. **How to Add a Location**

   a. Click on "Locations"

   b. Program: Select the program from the dropdown menu "Virginia Boating Safety Classroom Course".

   c. On right-hand side of screen under globe and magnifying glass, select "Create Location"

   d. Fill out information for the location. Please note, the field "Special Instructions" are general notes for the location and not specific information about a specific class. Things that should be put in this field are information about the location of the classroom. The special instructions for a location will show up on every course listing.

4. **How to Edit a Location**

   a. Click on "Locations"

   b. Program: Select the program from the dropdown menu "Virginia Boating Safety Classroom Course"

   c. Select "Edit" if you need to change information about the location

   d. If the "Edit" selection is not available – a class is already scheduled at the site and you cannot edit the location information while a class is scheduled.

5. **How to Edit an Class Listing**
   a. Changing Class Information (date/time/location) – Two ways to edit class information
      i. From "Events" page, click on event which will take you to the event roster page
         1. On the right side of the page, under "Event Management" select "This Event: Edit"
         2. Make changes as needed to class event information.
         3. At bottom of page, select "Save Changes"
      ii. From "Enrollments" page
         1. Under the Column "Action" select "Edit"
         2. Make changes as needed to class event information.
         3. At bottom of page, select "Save Changes"
   b. Adding (Assigning) Instructors and Documents to Class
      i. From "Events" page, click on event which will take you to the event roster page OR from "Enrollments" page Select "View" in the "Action" column
         1. On right side of screen, under "Event Management" select "Manage: Instructors"
         2. In the "Manage Instructors" Screen, there is a box at the top with "Current Instructors" and a box at the bottom with "Available Instructors"
         3. On new screen on bottom, you will see a listing of "Available Instructors"
            a. To search for a specific instructor, beside the box that says "All" click on the down arrow. This will give you several choices to search by. Choose one of those choices (Name, ID, FIPs County, etc) and in the box to the right type in the search criteria. The search criteria only needs to be 3 letters or more.
            b. Once you have the instructor name(s) you would like, click the box beside their name.
            c. Once you have selected the instructor(s), go to the bottom of the instructor listings that says "With Selected Instructors: Choose Action". Click the down arrow to show your choices.
            d. Choose to assign them to the course or send an e-mail to the instructor.
         4. You can also send an e-mail to the "Current Instructors" by selecting all the instructors under "Current Instructors" and under the "Current Instructors" box, you will see a box that says "With Selected Instructors: Choose Action". From here you can send the instructors an e-mail or removed selected instructors from the roster.

6. **How to Enroll a Student and How to Invite a Student**
   a. Enroll a Student -- From the "Events" page, click on event which will take you to the event roster OR from "Enrollments" page select "View" in the "Action" column.
      i. On the right side of the screen under "Event Management" select "Students: Create"
      ii. Begin typing student information. Please note, a phone number is required. If you do not have the student's phone number, enter your own telephone number.
      iii. Using this process, the user name and password is generated automatically.
   b. Invite a Student-- From the "Events" page, click on event which will take you to the event roster OR from "Enrollments" page select "View" in the "Action" column.
      i. On the right side of the screen under "Event Management" select "Students: Invite"
      ii. Type in the student e-mail addresses using a comma to separate the addresses
      iii. The e-mail that is sent to the students will include a link that will take them directly to the class registration page (student view)

7. **How to view class enrollments and print a class roster**
   a. From the "Events" page, click on event which will take you to the event roster OR from "Enrollments" page select "View" in the "Action" column.
      i. There are several different ways to create a roster for your class –
         1. "Print: Normal I Extended"
            a. At this time, the extended print view does not have much value
         2. "Download: CSV I PDF"
            a. Use CSV if you want to use an excel spreadsheet to manage your students
            b. At this time, the PDF does not have much value

8. **How to contact Registered Students**
   a. From the "Events" page, click on event which will take you to the event roster OR from "Enrollments" page select "View" in the "Action" column.
   b. In the middle of the page, you will see a listing of students registered for your class
   c. To send an e-mail to all students, select the box beside the "All" column header. This will select all students (a check will appear in the box beside their name).
   d. Below the listing of students you will see "With Selected Students: Select Action". Click the down arrow to see the options for "Send Email"
   e. Click "Go"
   f. This will open an email dialogue box for you to type the message to the students.
   g. PLEASE NOTE: if you have a large class and the list of students is on more than one page, at this time, you must do the above action for each page of students (the select all button only selects those viewed on the page).

9. **How to submit class results**
   a. Click on "Results"
   b. Under the column "Status" click on the word "Active" beside the course listing for which you are submitting results.
   c. Follow the Steps
      i. Step 1 – Event Data
         1. Click "Go" beside Step 1
         2. Put in the total hours of the class
         3. Put in any class remarks
         4. Click "Save Report"
      ii. Step 2 – Instructor Data
         1. Click "Go" beside Step 2
         2. Put in the hours and miles for each instructors
         3. Click "Save"
      iii. Step 3 – Student Results
         1. Click "Go" beside Step 3
         2. Beside "Final Grade" click the down arrow and select "Pass", "Fail" or "No Show"
         3. You can add any notes you wish
         4. Click "Save"
      iv. Step 4 – Review/Print
         1. Click "Review/Print" to see a preview of your results
         2. You may print a copy if you would like
      v. Step 5 – Submit Results
         1. Clicking on "Submit Results" will send the report to Richmond for review.
         2. If there are problems with your results, we will send it back to you for correction and you will need to submit the results again.