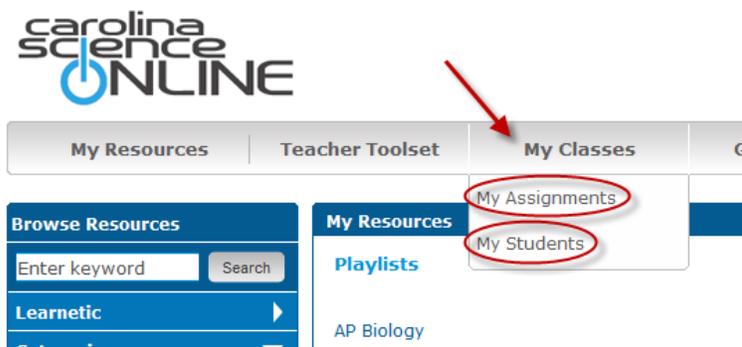


## How to Create Student Accounts and Assignments

From the top navigation, select “My Classes” and click “My Students”



Carolina Science Online will allow you to either create a single student account, one at a time, or upload a spreadsheet with multiple students to create a batch of accounts at one time. Any student accounts you create become part of the student list of accounts for your school. To manage and organize just your students you can create “Classes/Groups”, making it easier to assign resources to a specific group of students. Also, the schooladmin for each school has the ability to delete student accounts. Note: Deleting student accounts is permanent; all data associated with that account will be deleted.

User: kloepfer... • School: CBS University • Available space: 48.09 MB • Trial period until:11/13/2013 • [Schooladmin](#) • [Profile](#) • [Logout](#)

	Login	Name	Surname	Actions
<input type="checkbox"/>	<a href="#">GBTEST</a>		Gerald	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">KBTEST</a>	Brendle	Kimberly	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">DLYLE</a>	Lyle	David	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">bwilcox1</a>	Bruce	Bruce	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">bwilcox2</a>	Bruce	Wilcox	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">bwilcox3</a>	Bruce	Bruce	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">brucestudent1234</a>		Bruce	<a href="#">Edit</a>

### Adding a Single Student Account

Clicking the button “Add single student account” will direct you to an account creation page. Fill in all fields, accept the privacy terms, and click “Create new account”.

Any errors will be highlighted. Note the following rules for accounts:

**Username:** Use only letters and numbers (no special characters). Name must be 5 characters long. It is capital case sensitive. The username must be unique to CSO. If the username already exists, the site will prompt you to change it.

**Password:** Use only letters and numbers (no special characters). No capital letters allowed. It must be at least 8 characters.

### Adding Multiple Student Accounts

The site will allow you to upload multiple student accounts from a list that is created in a spreadsheet and saved in the correct format. Using Windows Microsoft Excel, the following are the steps to create this file (other operating systems or programs may vary slightly):

1. Create a spreadsheet with the student’s username, password, first name, and last name as separate cells. Each student should be on a different row.

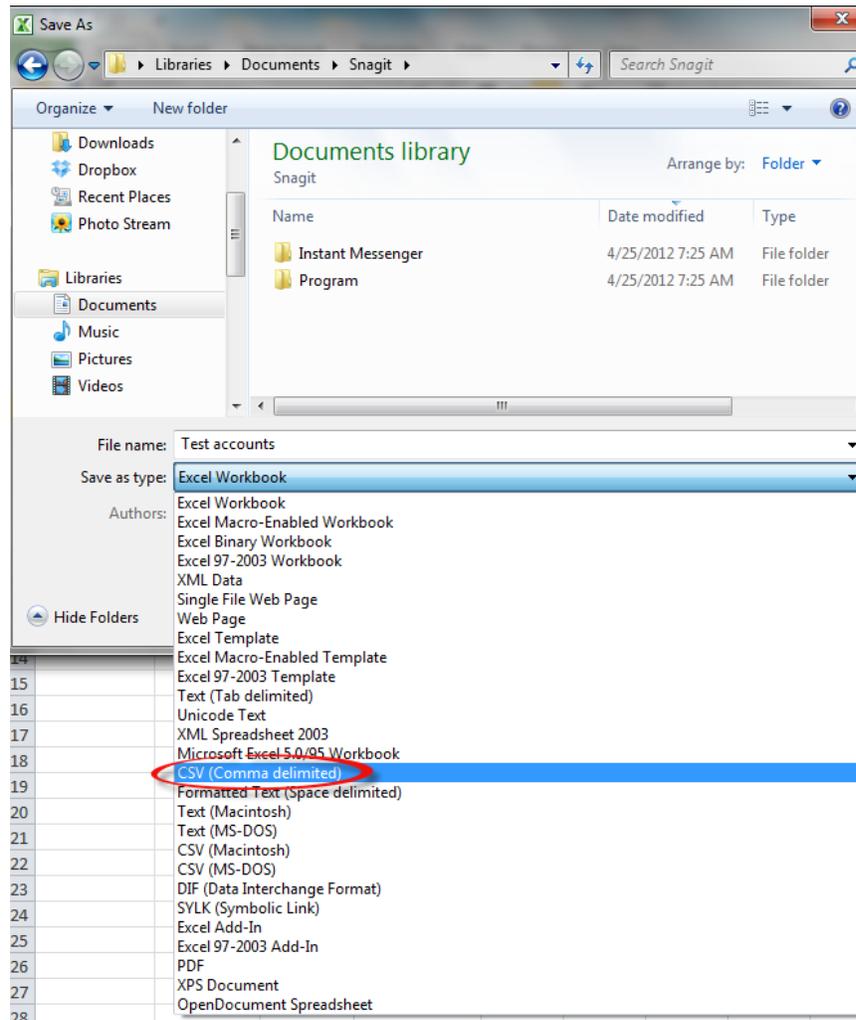
Note the following rules:

**Username:** Use only letters and numbers (no special characters). Name must be 5 characters long. It is capital case sensitive. The username must be unique to CSO. If the username already exists, the site will prompt you to change it.

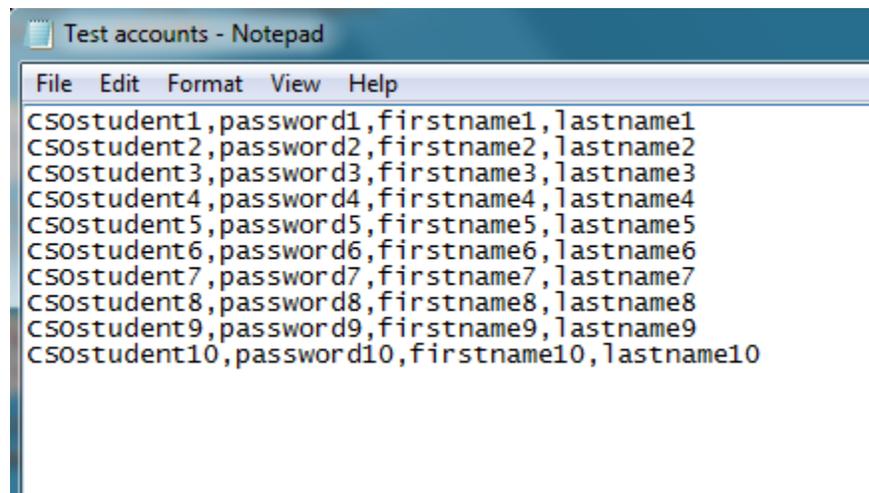
**Password:** Use only letters and numbers (no special characters). No capital letters allowed. It must be at least 8 characters.

	A	B	C	D
1	CSOstudent1	password1	firstname1	lastname1
2	CSOstudent2	password2	firstname2	lastname2
3	CSOstudent3	password3	firstname3	lastname3
4	CSOstudent4	password4	firstname4	lastname4
5	CSOstudent5	password5	firstname5	lastname5
6	CSOstudent6	password6	firstname6	lastname6
7	CSOstudent7	password7	firstname7	lastname7
8	CSOstudent8	password8	firstname8	lastname8
9	CSOstudent9	password9	firstname9	lastname9
10	CSOstudent10	password10	firstname10	lastname10
11				

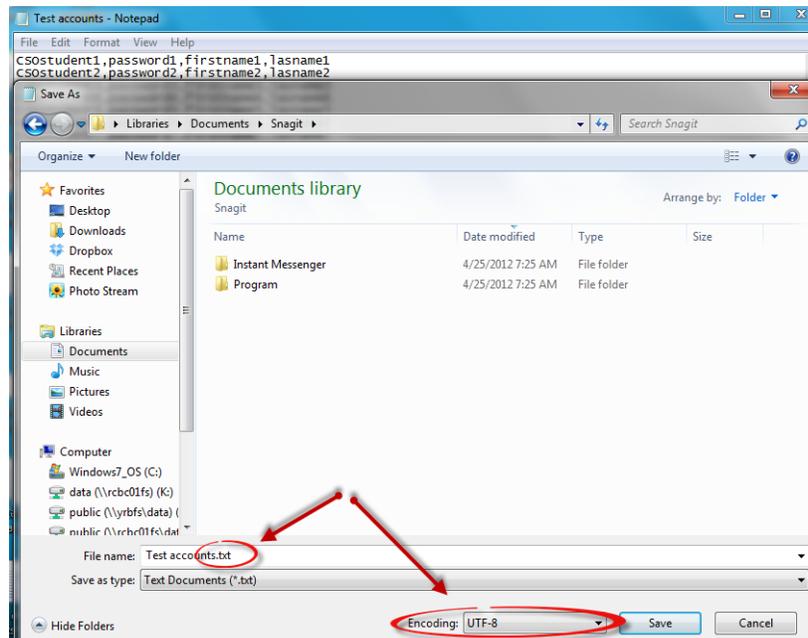
2. Save the file as a CSV (comma delimited) file:



Using Notepad to open, the resulting file should be formatted as shown (no spaces in any rows):



- Open the new file in Notepad and save the file by adding .txt and use encoding for UTF-8:



- On CSO, click the button “Add multiple student accounts”
- On the next screen, click “Select files” and navigate to the newly created .txt file:

Sign up for Carolina Science Online

#	* Login <small>Your login must contain at least 5 characters (numbers and letters only)</small>	* Password	* First Name	* Last Name	Validation status	Clear table
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Delete row
						Add row

**Select files**

**Generate accounts** **Cancel**

Fields marked with (\*) are required.

- All the user data should populate the fields for review. If all the data is correct, there will be a green check mark. If there is an error for a line a red “X” will appear. Hovering over the “X” will tell you what the error is:

#	* Login <small>Your login must contain at least 5 characters (numbers and letters only)</small>	* Password	* First Name	* Last Name	Validation status	Clear table
1	CSOstudent1	*****	firstname1	lastname1	✓	Delete row
2	CSOstudent2	*****	firstname2	lastname2	✓	Delete row
3	CSOstudent3	*****	firstname3	lastname3	✓	Delete row
4	CSOstudent4	*****	firstname4	lastname4	✓	Delete row
5	CSOstudent5	*****	firstname5	lastname5	✓	Delete row
6	CSOstudent6	*****	firstname6	lastname6	✓	Delete row
7	CSOstudent7	*****	firstname7	lastname7	✓	Delete row
8	CSOstudent8	****	firstname8	lastname8	✗	Delete row
9	CSOstudent9	*****	firstname9	lastname9		
10	CSOstudent10	*****	firstname10	lastname10	✓	Delete row

Uploaded files: Test\_accounts.txt

You can correct any issues on this screen before clicking “Generate Accounts” button.

## Deleting Student Accounts

Only a school admin can delete student accounts. This deletion is permanent and data cannot be retrieved when it is done.

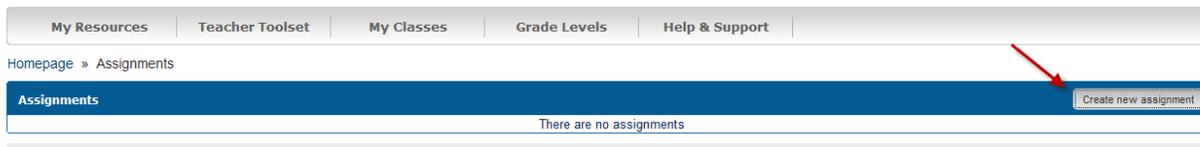
On the student account page, check the box next to all accounts that are to be deleted. Then click the “Remove selected accounts” button. You will be prompted to confirm before the accounts are deleted:

	First Name	Surname
<input checked="" type="checkbox"/>	Gerald	Gerald
<input checked="" type="checkbox"/>	Kimberly	Kimberly
<input checked="" type="checkbox"/>	Lyle	David
<input type="checkbox"/>	Bruce	Bruce
<input type="checkbox"/>	Bruce	Wilcox
<input type="checkbox"/>	Bruce	Bruce
<input type="checkbox"/>	Bruce	Bruce

## Creating an Assignment

Once you have created your student accounts, go to “My Classes” and select “My Assignments”. This will allow you to create an assignment from an existing Playlist.

Note: you will need to have a playlist already created with the resources you would like your students to have before creating the assignment,



Once you have created a title, date range and description, use the dropdown menu to select the playlist you wish to assign.

My Resources | Teacher Toolset | My Classes | Products | Help & Support

Homepage • Assignments • New assignment

Selected playlist successfully added to this assignment

Choose playlist -- Add playlist

Content

Name	Action
<a href="#">vscope</a>	<input type="button" value="Remove"/>

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The next screen will allow you to select the students that will receive the assignment. If you have created a “Class/group” of students, you can select it from the User group box at the top. To select individual students, check all the included students and click the “Set users” button at the bottom. Then click the “Next” button.

My Resources | Teacher Toolset | My Classes | Products | Help & Support

Homepage • Assignments • Cell Structure Assignment • Edit

Students

User group

- All
- Public group(s)
- Private group(s)
- New Class

Select

<input type="checkbox"/>	Nr	Name
<input checked="" type="checkbox"/>	25	
<input checked="" type="checkbox"/>	9	Collins
<input checked="" type="checkbox"/>	15	student_ydp_ydp
<input checked="" type="checkbox"/>	11	Green
<input checked="" type="checkbox"/>	1	Gerald
<input type="checkbox"/>	24	Laney Tom
<input type="checkbox"/>	22	Powell Tom
<input type="checkbox"/>	23	Powell Will

Selected users

Description		Cancel and remove	Modify	Create assignment
Name	Cell Structure Assignment			
Instruction	Please complete this before break			
Group	-			
Start date	10.03.2013 10:02:00			
End date	11.29.2013 16:03:00			

Content
<a href="#">vscope</a>

Students									
No	Student	Result	Last Time Usage	Status	Time	Mistakes	Hints	Delayed	Unlock
1	<a href="#">Bruce</a>	not visited	-	in-progress	-	-	-	No	
2	<a href="#">Collins</a>	not visited	-	in-progress	-	-	-	No	
3	<a href="#">Gerald</a>	not visited	-	in-progress	-	-	-	No	
4	<a href="#">Green</a>	not visited	-	in-progress	-	-	-	No	
5	<a href="#">Smith Bill</a>	not visited	-	in-progress	-	-	-	No	
6	<a href="#">student_vdp_vdp</a>	not visited	-	in-progress	-	-	-	No	

Once the assignment is created, instruct students to go to: <http://ilearn.carolinascienceonline.com> and use the login credentials you created for the student accounts.



Once they login, students will see a list of all the assignments, both old and new. They can filter the list using the navigation on the left. Once they locate the new assignment they will click "Start".

**CAROLINA**  
Virtual Learning Environment  
for Students

My work

Show

- All
- New
- Open
- Submitted
- Expired

No.	Task	Due date	Status	Action
1	Eye Bioreview assignment	05.26.2012	New	Start

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Powered by the Carolina Virtual Learning Environment

The next screen will show them the “Playlists” that comprise the assignment. If you created an assignment with multiple playlists, they will all be visible her. The student will select the “Playlist” they want to work on first.

My work Assignment: 'Eye Bioreview assignment'

**Description** Submit

Name Eye Bioreview assignment  
 Instruction This assignment is to be completed by this coming weekend.  
 Status in-progress  
 End date 05.26.2012  
 Submit date

**Content**

- Eye Bioreview Lesson (Result not visited, time -)

**Comment**

Comment  
 Comments date -

The last screen will then show all the resources that are in that playlist. Students will select the resources they will work on.

The screenshot displays the Carolina Science Online interface. At the top, the logo reads "CAROLINA Virtual Learning Environment for Students". Below this, a navigation bar shows "My work" followed by a chevron, then "Assignment 'Eye Bioreview assignment'", and finally a "List" button. The main content area features a table with the following data:

	Result	Time spent
<input type="checkbox"/> Table of Contents	-	00:00:00
<input type="checkbox"/> Eye Bioreview Lesson	-	00:00:00
<u><a href="#">Eye Bioreview Lesson</a></u>	-	00:00:00

A red arrow points to the underlined link "Eye Bioreview Lesson". At the bottom of the interface, the copyright information reads: "Copyright © 2011 Carolina Biological Supply Company".

When the student has completed the resources or wishes to come back to it, they will select “Save results and Exit”. The next time they access this resources, their current progress will be saved.