



Using H-ITT's Web Registration

Ver 1.0

H-ITT's CRS version 2.3.x introduced a simple way to create the roster by allowing the students to register their information on line.

The requirement is that you have H-ITT CRS version 2.3.0 or later and have an internet connection when using the Web-Reg roster builder tool.

Here are the steps to creating your roster with Web-Reg.

STEP 1 Create your class in Acquisition as normal.

STEP 2 Open your class in Analyzer, and select the E-Mail/WWW Roster Builder tab from the options menu.

Enter a class ID of your choice here.

And click OK

NOTE: The Class ID you enter can be any letters and/or numbers you choose. We recommend it be unique, but also not too long as the students will need to enter this class ID when they register on-line.

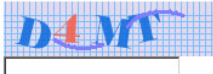
STEP 3 Tell your students the Class ID you used above and to register their remotes by going to www.h-itt.com and clicking on the Web Registration link at the top right of the home page.

Here is the registration information the students complete and submit:

Fill in all fields marked with * and any additional field(s) that your instructor requested you to complete.
Your Remote ID is the 6-digit number either labeled on the battery door of your RF remote, or labeled under the battery of your IR remote.
Reference your instruction manual, or visit the support section at www.h-itt.com.
Your ScreenName is a short name that can be used in the ID box that displays when you answer questions.

The required fields are noted *.

You can tell your students to fill in any of the optional fields that you want to include in your roster.

* Class ID:	<input type="text"/>	The class ID given to you by your instructor.
* Remote ID:	<input type="text"/>	The 6-digit serial number of your remote.
* Confirm Remote ID:	<input type="text"/>	The 6-digit serial number of your remote.
* First Name:	<input type="text"/>	Your first name.
* Last Name:	<input type="text"/>	Your last name.
* Student School ID:	<input type="text"/>	Your school issued student ID.
Email:	<input type="text"/>	Your email address.
Your LMS ID:	<input type="text"/>	Your Learning Management System ID i.e., BlackBoard/WebCT, Sakai, etc.
ScreenName:	<input type="text"/>	Short name, maximum 9 characters.
* Code:	 <input type="text"/>	Type this code in the box below.
<input type="button" value="Register"/>		

NOTE: It is required that you create the class ID prior to students registering.
You can provide this information to your students along with the class syllabus or tell them during the first class.



STEP 4 Hold class and allow each student to enter at least one response to an Acquisition session. This populates the Analyzer roster with their remote ID that is used in the next step.

STEP 5 After students have entered at least 1 response in Acquisition, open your class in Analyzer and from the Roster pull down menu select “Update roster Web-Registrations”

The web update window will appear showing the status while querying the registration site for the remote ID's in your roster that are under your class ID.

Your Roster will automatically populate, and a “Roster.csv” file will be created in your class file folder.

NOTES:

Support:

Email support@h-itt.com

Phone: toll free (888) 321-0089

Sales:

Email: sales@h-itt.com

Phone: toll free (877) 244-4488