



21 *Scientific Minds*®

Teaching Science, Inspiring Minds

Teacher Instructions for Adding & Deleting Student Accounts

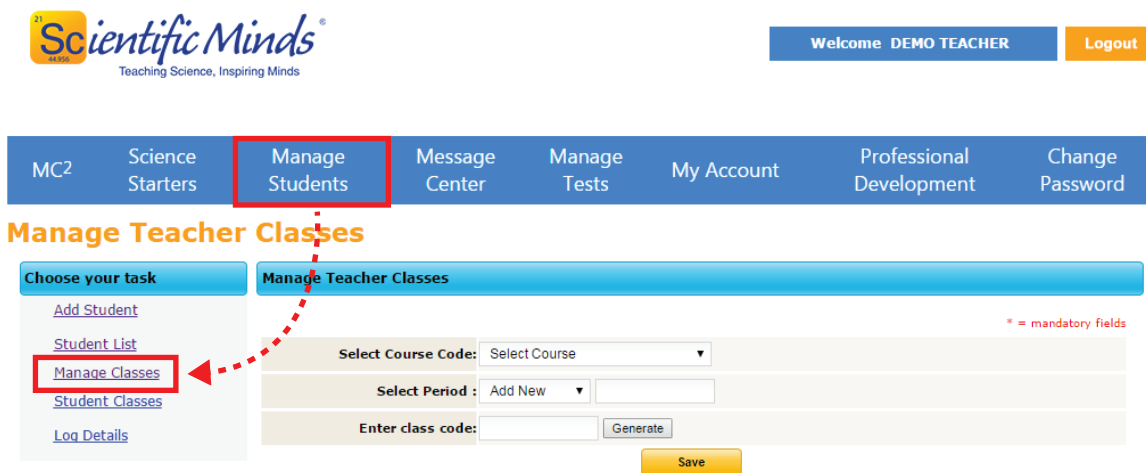
There are 3 options for adding student accounts:

- A. Teachers create a unique code for each class period and give the code to students. This code will allow students to create their own accounts (auto-enroll) and will put them into the correct class period.
- B. Teachers enter student information manually.
- C. School sends Scientific Minds a CSV file through a secure portal with required student, teacher, and course information.

A. Student Auto-Enroll

This is the easiest method, but first class periods must be created by following these steps:

- 1. Log in to your Scientific Minds account at www.ScientificMinds.com.
- 2. Click the "Manage Students" tab.
- 3. Select "Manage Classes". This is where you will create and name your class periods.



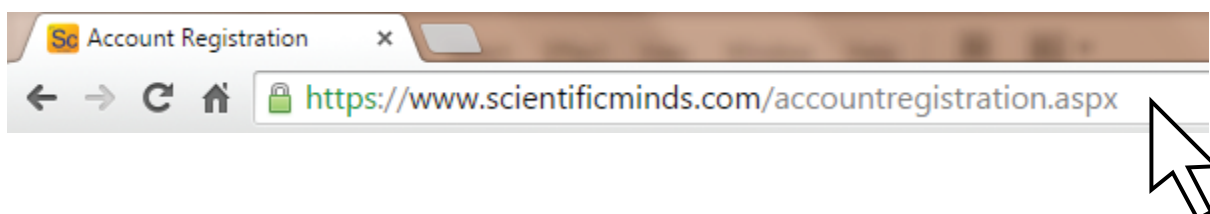
- 4. Select a Course Code from the first drop down. The course code will be followed by an alpha-numeric code that is unique to your campus. The course options available to you will depend on what your campus has purchased and may include the following:

- Bio (Biology)
- Chem (Chemistry)
- ES Science (Elementary School Science, grades 3-5)
- MS Science (Middle School Science, grades 6-8)
- Sci (Original TAKS program)

5. Enter the class period in the second field.
6. Enter an alphanumeric text code in the "Class Code" field as a unique identifier for this class period. Something easy to remember is best, such as "ReevesPer3" or "DragonBio3". Be sure to record the class code since you will need to share this information with your students. You also have the option to let the system generate a unique code for the class period by clicking the "Generate" button. As with usernames in our platform, all Class Codes must be unique.
7. Click "Save" and the Class Period is created.

You can view the class code at any time. Select the course code and period, and the class code will be displayed. If you just created the class period, you may need to refresh/reload the page for it to be visible.

8. Give students the class code for their specific class period, and they can auto-enroll. From any browser on a computer that has internet access, the students can navigate to <https://www.scientificminds.com/accountregistration.aspx> and choose "Student" from the "Account Type" selection. They can then enter the unique class code for their assigned class period.



Registration

Class Code:

Select Account Type: Teacher
 Student

The student will click "Validate." If the code is valid, the student will be prompted to create his/her account.

Create new student account

* = mandatory fields

*Student Code :

*First Name :

*Last Name :

*Grade :

*UserName :

*Password :

*Confirm Password :

Once the student fills out all fields and clicks "Register", the account will be created, and the teacher will see the student added to the correct class period.

Manage Student Classes

Choose your task

- [Add Student](#)
- [Student List](#)
- [Manage Classes](#)
- [Student Classes](#)
- [Log Details](#)

Manage Student Classes

Select Your Period : 3 (Biology)

* = mandatory fields

Add New Student

<input type="checkbox"/>	Student Name	Student Code	Gender	Grade	Actions
<input type="checkbox"/>	Alexander, Carla	KFHJ8895		9	
<input type="checkbox"/>	Duhon, Dylan	EDFT5643		9	
<input type="checkbox"/>	Hebert, Daniel	WWDF6890		9	
<input type="checkbox"/>	McClintock, Elizabeth	ALKB8944		9	
<input type="checkbox"/>	Ramirez, Samantha	GJWF7894		9	
<input type="checkbox"/>	Walthouse, Tyrese	NVJS6677		9	

Delete All

Print

Select "Print" to view or print student login information

It is important to remember that the number of student accounts purchased is the number of students that can be active in our system. Any student accounts created after that number will be inactive in our platform, and those students will not be able to log in. All teachers on a campus have the ability to create students and class periods. It is important that each teacher adhere to the number of student accounts he/she is allotted.

B. Manual Entry of Student Accounts

1. This method is useful if you only have a few student accounts to create or if you need to add a student mid semester. As with the auto-enroll method, class periods must first be created (see steps 1-6 above).
2. Select "Manage Students" then "Add Student". Simply fill out the required fields (marked by a red asterisk *), and click "Save" at the bottom of the page. Username can be anything the teacher chooses as long as it is not already used in our database. The teacher-assigned password can be changed by the student.

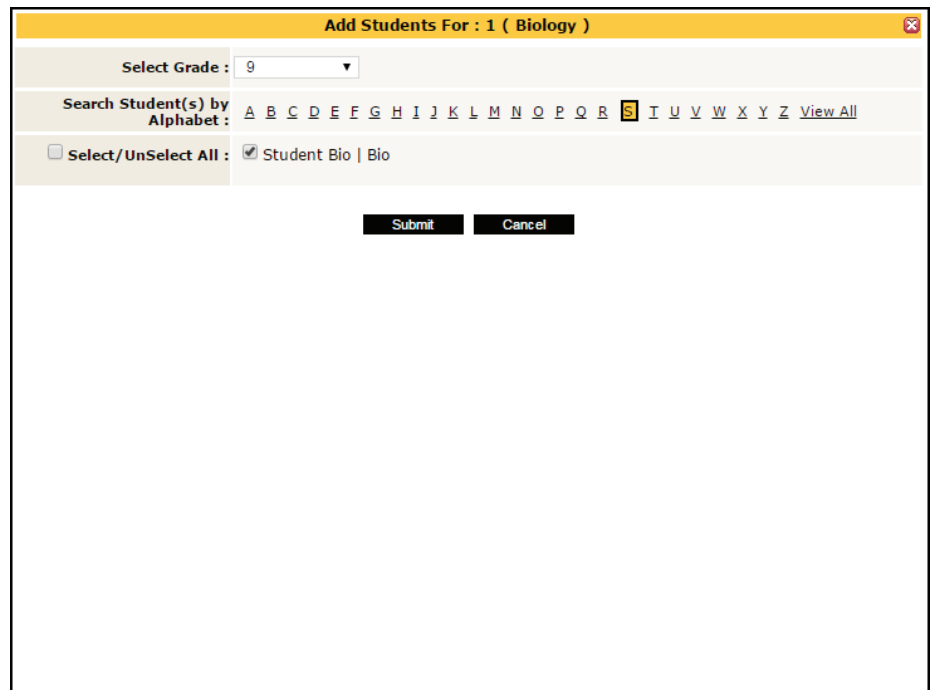
(See image on next page)

The screenshot shows the Scientific Minds website interface. At the top left is the logo with the tagline 'Teaching Science, Inspiring Minds'. On the top right, there is a 'Welcome DEMO TEACHER' button and a 'Logout' button. Below this is a navigation bar with links: MC², Science Starters, Manage Students, Message Center, Manage Tests, My Account, Professional Development, and Change Password. The main heading is 'Registration'. On the left, a 'Choose your task' sidebar lists: Add Student, Student List, Manage Classes, Student Classes, and Log Details. The main content area is titled 'Add Student' and contains a form with the following fields: *Student Code, *First Name, *Last Name, *Grade (with a dropdown menu), *User Name, *Password, and *Confirm Password. Below these fields is a 'Test Modifications' section with checkboxes for 'Larger Font', 'Reduced Answer Choices', and 'Required Formula'. A 'Save' button is at the bottom of the form. At the very bottom of the page, there is a footer with links for Research, News & Events, Testimonials, Partners, Privacy Policy, and Contact Us, along with the copyright notice 'Copyright © 2009 - 2013 Scientific Minds'.

3. Once the student has an account, he/she will need to be added to a class period. Select “Student Classes”, choose the appropriate class period from the drop-down menu, and click “Add New Student”.

This screenshot shows the 'Manage Student Classes' section of the Scientific Minds website. The navigation bar is the same as in the previous screenshot, but the 'Manage Students' link is highlighted with a red box. The main heading is 'Manage Student Classes'. On the left, the 'Choose your task' sidebar has 'Student Classes' highlighted with a red box. A red dashed arrow points from this link to the 'Select Your Period' dropdown menu in the main form. Another red dashed arrow points from the 'Add New Student' button back to the 'Student Classes' link in the sidebar. The form includes a 'Select Your Period' dropdown menu and an 'Add New Student' button. A note '* = mandatory fields' is visible in the top right corner of the form area.

4. Select the grade level of the student from the drop down, click "View All", and check the student(s) you would like to add to this class period. Then click "Submit".



C. CSV File Upload

To create student accounts by uploading a CSV file with teacher and student data, contact our office at 800-886-8145 or email support@scientificminds.com.

Student Usernames and Passwords

Teachers have the ability to view student usernames and passwords in case students do not remember their login credentials. There are two ways to retrieve this information.

1. Manage Students → Student Classes → Select a class period from the drop-down → Select "Print" to open a document with student login credentials for all students in that class period.

(See image on next page)

Scientific Minds Teaching Science, Inspiring Minds

Welcome DEMO TEACHER Logout

MC² Science Starters **Manage Students** Message Center Manage Tests My Account Professional Development Change Password

Manage Student Classes

Choose your task

- Add Student
- Student List
- Manage Classes
- Student Classes**
- Log Details

Select Your Period: 3 (Biology) * = mandatory fields

Add New Student

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<input type="checkbox"/>	McClintock, Elizabeth	ALKB8944		9	
<input type="checkbox"/>	Ramirez, Samantha	GJWF7894		9	
<input type="checkbox"/>	Walthouse, Tyrese	NVJS6677		9	

Delete All Print Select "Print" to view or print student login information

OR

2. Manage Students → Student List → Select the appropriate student name

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Delete All Print Select "Print" to view or print student login information

How to enroll:

1. Go to
<https://www.scientificminds.com/accountregistration.aspx>
2. Choose "Student" from the "Account Type" selection
3. Enter the class code provided by your teacher and click "Validate"
4. Complete the required fields. "Student Code" can be your official school-issued student code, or a code that you create. Do **NOT** use your social security number.
5. Create an easy-to-remember user ID and password. Your login information can be viewed by your teacher.

----- Provide class code and distribute instructions to students -----

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<https://www.scientificminds.com/accountregistration.aspx>
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Deleting Student Accounts

1. Log in to your Scientific Minds account at www.ScientificMinds.com.
2. Click the "Manage Students" tab.
3. Click the "Student List" link in the left column.
4. In order to see all of the enrolled students, click "View All" in the alpha bar.

Student List

Choose your task: [Add Student](#), [Student List](#), [Manage Classes](#), [Student Classes](#), [Log Details](#)

Student List | Select Student Status: Active

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **View All**

Total Records Found : 39

Student Name	Student Code	Date Created	Status	Actions
Allen Barry	flash	16 May,2015	Active	
Bradley Elijah	Patriot	07 March,2016	Active	

5. In order to deactivate student accounts, click on the "Active" link next to the student's name. The student's account will be turned inactive and disappear. In order to see active/inactive/all student accounts, select the appropriate category from the dropdown menu.

Student List

Choose your task: [Add Student](#), [Student List](#), [Manage Classes](#), [Student Classes](#), [Log Details](#)

Student List | Select Student Status: All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **View All**

Total Records Found : 36

Student Name	Student Code	Date Created	Status	Actions
Corben John	metallo	02 August,2015	Active	