

Issuing Practical English Registration Keys

Please follow the instructions in these screen shots to issue registration keys. Begin by logging in at <http://ac.reallyenglish.com/aoyama/>.

日本語 Register

Reallyenglish

April 06, 2018

Reallyenglish

Sign in

ID or Email

Password

I've forgotten my password

Sign in

Log in to the Reallyenglish site [<https://ac.reallyenglish.com/aoyama/account>] using the login details that were provided to you.

After logging in, click on the “Admin” menu, on the upper lefthand side of the window.

My Page Reports Admin Feedback Help

Reallyenglish

April 06, 2018

Click on “Admin”

Courses

Practical English 6

6

Practical English 6

Starts Ends Status: Not passed Requirements

Apr Mar 4%

25 31

2013 2016

On Track

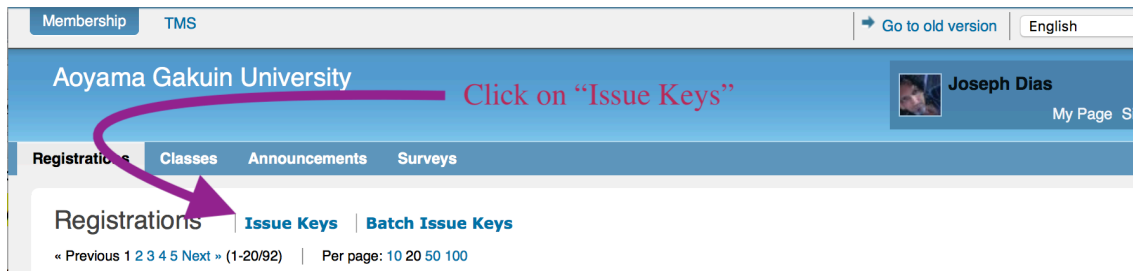
show report

Joseph

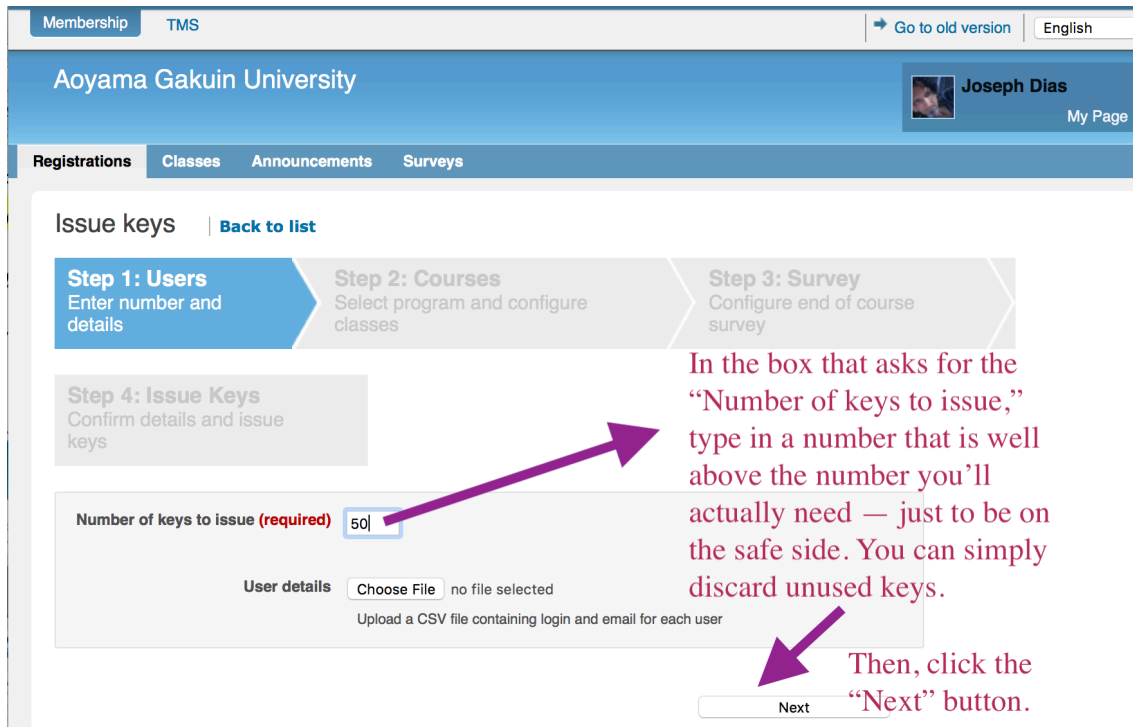
Edit profile

Visit the students' forum

Then, click on “Issue Keys.”



Next, set the number of registration keys that you require.



From a drop down menu which will appear, select the course and then click on the “Create new class” button.

Membership TMS Go to old version English

Aoyama Gakuin University Joseph Dias My Page

Registrations Classes Announcements Surveys

Issue keys Back to list

Step 1: Users Enter number and details

Step 2: Courses Select program and configure classes

Step 3: Survey Configure end of course survey

Step 4: Issue Keys Confirm details and issue keys

Program Active Listening 2018

Create new class Use existing class

Previous Next

From a drop down menu select the appropriate course: Active Listening. [There will probably only be a single choice on this menu, so it will be easy.]

Then, click on the button “Create new class.”

Then choose the appropriate level and current semester from the next drop down menu. After that, click on “Create new class.”

Membership TMS Go to old version Eng

Aoyama Gakuin University Joseph Dias

Registrations Classes Announcements Surveys

Issue keys Back to list

Step 1: Users Enter number and details

Step 2: Courses Select program and configure classes

Step 3: Survey Configure end of course survey

Step 4: Issue Keys Confirm details and issue keys

New classroom

Program Active Listening 2018

Course Please select a course session

Class name (required)

Create new class Use existing class

Previous Next

Choose the appropriate class from the drop down menu. Be sure you've selected the correct level and semester.

You will then need to create a name for your class by following the instructions in the screen shot.

Membership TMS Go to old version English

Aoyama Gakuin University Joseph Dias My Page

Registrations Classes Announcements Surveys

Issue keys Back to list

Step 1: Users Enter number and details

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New classroom

Program Active Listening 2018

Course Active Listening IE I -Spring 2018

Class name (required) DIASspring2018-IEI

Study term (required) 2018-04-10 - 2018-07-31

Previous Create new class Use existing class Next

1) Create a name for your class. It should begin with your family name and be followed by the semester (spring or fall), the year, and the level. Follow the example provided but use YOUR name and the current semester and year.

2) IMPORTANT: Do not alter the "Study term."

3) Finally, click on the "Next" button.

It is very important that you do NOT change the default period in the "Study term." Finally, click on the "Next" button. In the following screen decline the invitation to create a survey.

Membership TMS Go to old version English

Aoyama Gakuin University Joseph Dias My Page

Registrations Classes Announcements Surveys

Issue keys

Step 1: Users Enter number and details

Step 2: Courses Select program and configure classes

Step 3: Survey Configure end of course survey

Step 4: Issue Keys Confirm details and issue keys

☐ I would like to run an end of course survey

Previous Next

1) Don't bother to click the box to the left of "I would like to run an end of course survey."

2) Click the "next" button.

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In the next screen you will be asked to confirm the information that you submitted previously.

If it looks all right, click on the “Issue keys” button.

Registrations Classes Announcements Surveys

Issue keys

Step 1: Users
Enter number and details

Step 2: Courses
Select program and configure classes

Step 3: Survey
Configure end of course survey

Step 4: Issue Keys
Confirm details and issue keys

Student information

Number of keys to issue 50

Course information

Program	Active Listening 2018
Course	Active Listening IE I -Spring 2018
Class	DIASspring2018-IEI
Study term	2018-04-10 - 2018-07-31

Survey

Not using survey

Previous Issue keys

1) Confirm that all of this information is correct. If it is not correct, click on the “previous” button and revise as necessary.

2) Click on the “Issue keys” button if the information is correct.

Download the registration keys by clicking on the “Download details” button.

Registrations Classes Announcements Surveys

Registrations | **Download details** | Manage Surveys

Registration keys issued successfully.

ID	164976
Organization	Aoyama Gakuin University
Date submitted	2018-04-06 16:21:51
Number of keys issued	50
Number of keys registered	0
Email sent	Not yet
Canceled	No

Cancel registration

Keys

« Previous 1 2 3 Next » (1-20/50) | Per page: 10 20 50 100

ID	Registration key	Login	Email	Report cc address	Role	Registered
585077	0e094d2ff5a81e50b41d					No
585078	7659db4f9f90e2433c08					No
585079	6a67ef07907b31f6cd4b					No
585080	f80bf2090d6154abd5c4					No
585081	506f5eb74e7e61dcc65b					No
585082	88bae66cf7b4136b1a8c					No

1) Download the “keys” for the students in your class by clicking “Download details.” A PDF with the appropriate number of keys will be downloaded to your desktop (or to wherever on your computer you wish).

2) Print out those keys and use a pair of scissors to divide them up for each student in the class.

3) Distribute them to your students in the first or second week of the semester.

Print out the PDF of the keys and then cut up the unique keys, using scissors, for each of your students.

