

Enrolling a New Student into ILO

Beginning Summer 2014, all school administrators who are registering a student for an ILO course will need a new ILO account. Please complete the form at http://iowalearningonline.org/sign_up.cfm to request an account for your school. You will receive a verification email from ILO administration once your account request has been approved (within one business day). If you will be serving as both the school admin and the coach, please contact the ILO Registrar at registrar@iowalearningonline.org.

Enrolling a new student into ILO is a three-step process. You will need to create the student's account; create the student's student coach account; and then enroll the student into a course section.

Step 1: Create Student Account

1. Go to the ILO login page at <http://iowalearningonline.org/>
2. Type your login and password and click **Login**.
3. Create the student's account.
 - a. Click **Students**.
 - b. Click **Add Student**.
 - c. Complete the form.*
 - d. Click **Save** when done.



Note: A student account only needs to be create once and can be reused for multiple course enrollments.

Step 2: Create the Student's Student Coach Account

1. Click **Coaches**.
2. Click **Add Coaches**.
3. Complete the form provided.*
4. Click **Save**.



Note: A coach account only needs to be create once and can be reused for multiple enrollments and students. More information about the role of the coach is found at: <http://iowalearningonline.org/documents/StudentCoachRole.pdf>

Step 3: Enroll the Student into the Course Section

1. Click **Students**.
2. Select the name of the student you want to enroll in a section.
3. Click **Enroll in Section**.
4. Complete the form provided.*
5. Click **Enroll**.

A screenshot of the ILO Learning Online web interface showing the 'Enroll in Section' form. The form is titled 'Actions' and contains the following fields: 'Select a School:' with a dropdown menu showing 'ILO'; 'Term:' with a dropdown menu showing 'Select...'; 'Course:' with a dropdown menu showing 'Select...'; 'Teacher:' with a dropdown menu showing 'Select...'; 'Section:' with a dropdown menu showing 'Select...'; 'Start Date:' with a yellow highlighted text input field; 'End Date:' with a yellow highlighted text input field; and 'Select a Coach:' with a dropdown menu showing 'Select...'. At the bottom of the form is an 'Enroll' button. To the right of the form is a box with the title 'Actions' containing three links: 'Enroll in Section', 'Send Email', and 'Associate to Coach'.

*All fields with a yellow background are required fields.