

## About Student Registration in School Loop

### *Why register students?*

Student registration in School Loop is important because a student can only access and benefit from the features of School Loop if they are registered. When students are registered, they are able to:

- Receive the daily email
- Access their homepage
- Turn work in online
- Participate in discussions
- Email their teachers directly through LoopMail
- Store their documents and links in their personal digital locker

### *Registration for returning students*

- If the student is returning to the same school and registered last year, they do not need to reregister.
- Returning students who were *not* registered last year, will need to register.

### *Registration for new students*

- All new students will need to register.
- If a school has not used School Loop before, all students need to register.
- Students that used School Loop at a different school last year will need to register.

### **Students self-register from the login page. A student ID number is required for registration.**

*Resource Tip!* Printable resources: “How To Register, For Students” and a map of the student homepage are available in the Administrator Help Section or in the Resources section of the School Loop Leader’s Guide.

## Administrator Tools

### *How to tell if a student is registered:*

1. Click User Account Management in the Toolbox on the right side of an administrator homepage.
2. Click the Students tab.
3. Click any letter to view a list of students with the last names that begin with the selected letter.
4. A red asterisk next to a student name indicates that the students is NOT registered.

## Ideas for Registering Students

**Summer Registration:** When students (and parents) are on campus to register during the summer, set up a few computers (the more the better). Have a few student or parent volunteers stationed to assist. Each computer should be set to your school's URL for School Loop. Have each student (and parent) spend 3 minutes registering. It is ideal to have the station after the student receives his/her ID card or schedule of classes that clearly displays the Student ID number.

**Ninth Grade Registration:** Set up a computer lab stop during a 9<sup>th</sup> grade orientation. Have a few student or parent volunteers stationed to assist the 9<sup>th</sup> graders. Each computer should be set to your school's URL for School Loop. Have each student spend 3 minutes registering. It is ideal to have the station after the student receives his/her ID card or schedule of classes that clearly displays the Student ID number.

**Rotation Schedule:** During the 1<sup>st</sup> week of school, have a rotation schedule created where all English teachers bring their students to the computer lab. (English is a required subject so it is more likely that all students will have an opportunity to visit the lab). You can quickly register all the students by using a web browser and typing in your school's URL for School Loop. Be sure the teacher brings his/her roll book in case a student forgets to bring his/her ID number.

**School Loop Registration Day:** Have a day set aside where teachers commit to looking at their School Loop rosters and registering students who have not registered. Any student with a red asterisks means that student is not registered. Teachers can use the computer in class to register students. Make it a tag team event. Students can even commit to getting their parents registered on that day as well. Send a flyer home with instructions.

**Include a Letter About Registration:** Include the How to Register, For Students document in a:

- Back to School packet
- About the School packet
- Ninth Grade Orientation packet
- School Newsletter