



COURSE ENROLLMENT FOR COLLEGES

Updated 9/28/06

The Reading Plus® Management system available to colleges provides instructors with powerful student tracking and enrollment features. Courses can be purchased in advance of student enrollment by your site, or students can purchase courses directly through www.readingplus.com. If courses are purchased in advance, instructors have the option of entering students into Reading Plus® for a ten day trial without enrolling them. This allows a grace period before using a pre-purchased course. Each time a student is enrolled, a course is deducted from your site's available courses. Courses can be purchased at any time.

When a student is first entered, the word *Trial* will be presented within the Expiration column. The Start Date column will be populated with the date that the student first logs in, and the student will have ten days to work within Reading Plus® before becoming *Suspended*. Students can be enrolled at any time. The student's course duration will be four months from the date of enrollment, and this course expiration date will be presented within the Expiration column immediately after enrollment. Students can be re-enrolled after their initial course is completed which will deduct another course from your site's available courses.

Site		Class	
Class			
Sample Class		6/8	
Name	Start Date	Expiration	
Silvianna, Betty		Trial	
Lucas, George	12/02/04	04/02/05	
Carwford, Cindy	01/12/05	05/12/05	
Billington, Jim	01/19/05	05/19/05	
Belavonte, Harry	10/02/04	Suspended	
George, Harvey	10/02/04	Suspended	
Hawk, Timothy	01/12/05	Trial	

To enroll a student, select the student's name from within the Class panel and click the *Enroll* button at the bottom of the panel. This will bring up the Student Course Enrollment panel where students can be selected for enrollment.

10 Day Trial
Student has not logged in yet

Students enrolled in course

10 Day Trial or Course Expired
Students prevented from logging in

10 Day Trial
Student has 10 days from Start Date

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