

USING THE ONLINE IACLE STE

Step by step guide: registering students to obtaining results

1. As a current IACLE member you have access to IACLETOP (member, webinar and flashcard areas)
2. Register interest in the STE, by completing registration form available from our website www.iacle.org or [IACLETOP](#) members area
3. Once registered you get access to Teacher and Student Guide areas (English and some translated versions; depending on availability)
4. The educator becomes familiar with the processes by viewing available tutorials (Teacher's area) and their institution's student area.
5. Educator sends list of student IDs as a CVS file. PLEASE FOLLOW THE EXACT INSTRUCTIONS IN TEACHER'S AREA.
6. Student IDs are registered in IACLETOP by IACLE then the educator registers the students in their institution's student area (under People: +People);
 - User ID is the student email
 - Role is Student
 - Section is the designated section for the institution, i.e. BMCO20, ASO20 or SEGI20 (from dropdown list)
 - NOTE: next cohort will have a new section name, i.e. BMCO21, ASO21 or SEGi21. This allows the educator to separate student cohorts on the system by student years. This is useful for STE re-runs.
8. Students login and confirm/accept access with the student area invite
9. Educator to publish as a mock exam 'Why IACLE membership' for students. Time period can be scheduled by the educator.
10. Educator selects 50 or 100 questions STE under quizzes (publish and/or unpublish) then edit time and date to suit to set the exam
11. Once exam is conducted Educator can publish and export results from IACLETOP and in the Grades area
 - a. First step; go to quizzes in student area, unpublish the mock exams, so only the 50/100 STE results appear in Grades
 - b. To publish results; from with Grades, select '3 dots' (top of results column) and Post results (the eye sign will go off).
 - c. To export results; Under Actions, select export
12. Speed grader gives the Educator individual student results and allow feedback to be left.

If you have any questions, please contact IACLE's Educational Team:

Lakshmi Shinde: lak.shinde@gmail.com

Nilesh Thite: n.thite@iacle.org