

## 分步指南：使用在线 IACLE STE（注册学生发布结果）

1. 作为当前的 IACLE 会员，您可以访问 IACLETOP（会员、网络研讨会和抽认卡区域）
2. 通过填写网站或 IACLETOP 会员区提供的登记表，登记参加 STE
3. 注册后，您可以访问教师和学生指南区域（英语或翻译版；取决于可用性）
4. 教师通过回顾可用的教程（教师区）和他们的学校的学生区来熟悉过程。
5. 教师以 CVS 文件的形式发送学生 ID 列表（包括电子邮件）。严格遵守教师区的指示。
6. 学生 ID 由 IACLE 在 IACLETOP 注册，然后教师在其学校的学生区注册学（People:+People 下）；
  - 用户名 ID 是学生电子邮件
  - 角色是学生
  - 部门是学校的指定部门，即 BMC020、AS020 或 SEGI20（从下拉列表中）。
  - 注意：下一个队列将有一个新的科名，即 BMC021、AS021 或 SEGi21。这使得教师可以按学生年数将系统中的学生群分开。这对 STE 重新运行很有用。
8. 学生登录并确认/接受访问使用学生区邀请。
9. 教师将为学生发布模拟考试“为什么要成为会员”。时间段可以由教师安排。
10. 教师在测验（发布和/或未发布的）下选择 50 或 100 个 STE 模板，然后编辑合适的考试时间和日期。
- 11 一旦考试进行，教师可以发布和输出 IACLETOP 和成绩区的结果。
  - a. 第一步：学生区的测验部分，取消发布模拟考试，这样只有 100/50 的 STE 成绩才会出现在分数中
  - b. 要发布结果，请从 Grades 栏中选择“3 点”（结果列项顶部）并发布结果（眼动标志将消失）。
  - c. 要导出结果，请在“操作”下选择“导出”
12. Speed grader 提供给教师单个学生的结果，并允许留下反馈。

## 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](http://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:

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