

Follow the steps below to enroll students in CASE Online courses.

### Adding Students

1. Go to <http://ecommercecaseonline.org/> and select “Login”.
2. Select “My Account” > “View Products”.

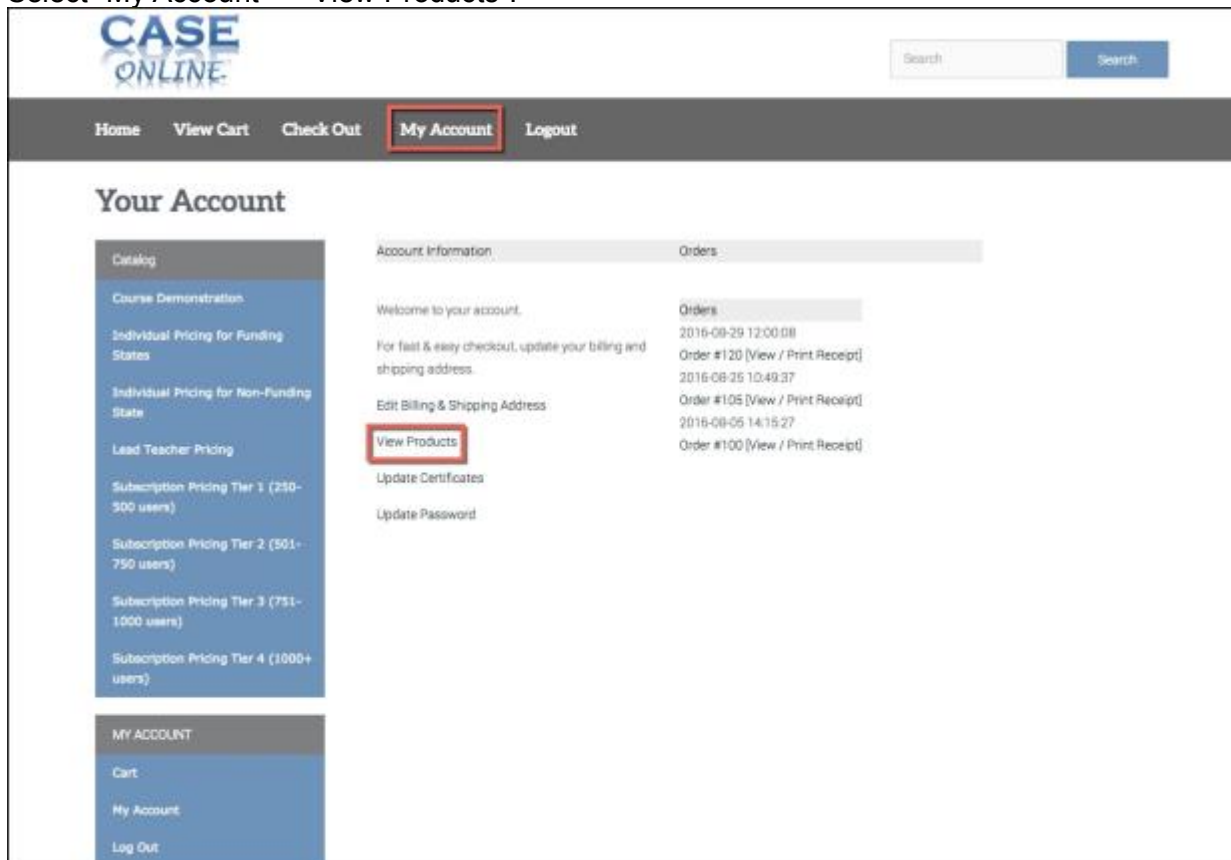


Figure 9. CASE Online eCommerce “My Account” > “View Products”

3. Select the course.

The screenshot shows the CASE ONLINE website interface. At the top left is the CASE ONLINE logo. To the right is a search bar with a 'Search' button. Below the logo is a navigation menu with links for Home, View Cart, Check Out, My Account, and Logout. The main content area is titled 'My Products'. On the left is a sidebar menu with 'Catalog' and 'MY ACCOUNT' sections. The 'Catalog' section includes links for Course Demonstration, Individual Pricing for Funding States, Individual Pricing for Non-Funding State, Lead Teacher Pricing, and four Subscription Pricing Tiers (1-4). The 'MY ACCOUNT' section includes links for Cart, My Account, and Log Out. The main content area features a table with three columns: Product, Students, and Order Date. The first row of the table is highlighted with a red box. Below the table is a red oval callout box containing the text 'Select the course you wish to add students to.'

Product	Students	Order Date
Introduction to Agriculture, Food, and Natural Resources	5	06/29/2016
Demonstration Course: AFNR	1	08/25/2016
Principles of Agricultural Science - Plant	5	08/25/2016

Select the course you wish to add students to.

Warning: mysqli\_free\_result() expects parameter 1 to be resource, null given in /home/case3dns/public\_html/store\_member\_products.php on line 134

4. Complete the student registration information. Click “Save” when complete.
  - a. Click “Export” (will appear after saving) to activate student accounts.
  - b. Print Sign-in Sheets to retrieve student usernames and passwords.

The screenshot shows the CASE ONLINE interface. At the top, there is a search bar and navigation links: Home, View Cart, Check Out, My Account, and Logout. The main content area is titled "Product Detail" and includes a sidebar with various pricing options (Course Demonstration, Individual Pricing for Funding States, Individual Pricing for Non-Funding State, Lead Teacher Pricing, and Subscription Pricing Tiers 1-4). The main content area displays order information: Order Date (08/25/2016), Product (Principles of Agricultural Science - Plant), Quantity Purchased (5), and Quantity Active (0). A "Sign-In Sheets" link is highlighted with a red box. Below this is a table for student registration with columns for First Name, Middle, Last Name, Email, and Student Id. The table has five rows, each with input fields for the student information. A "Save" button is highlighted with a red box at the bottom of the table.

	First Name	Middle	Last Name	Email	Student Id
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

5. Students will go to <http://case.edvance360.com/> and log in to access the course.

**For questions regarding technical issues contact:**

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