

Administrator Quick Start

Creating a course and adding students

Getting Started with CPR:

- You need a browser (Internet Explorer v. 4/later or Netscape Navigator v. 4/later) and an Internet connection (Bruin On-Line, EarthLink, etc.).
- Connect to the following URL <http://cpr.molsci.ucla.edu/cpr/cpr/login.asp>
- Login to the server with your CPR Institution Administrator Username (a six digit number).

- Click on **Enter as Administrator**
- Click on your institution
- Click on **Create/Edit Courses**

1. To Create a course:

- Click on **Create New Course**.
- Enter the Instructor's CPR Username (e.g. a00001).
- Click on **Select User**.
- Create the title for the course.
- Click on **Create New Course**.
- CPR Server will return a course report that confirms your class; click on **Close**.
- Click on **Admin Home** when done

2. To create students in the CPR system – this needs to be done only once in the career of the student at the institution:

- For either method the information needed is: Last Name, First Name, Institution ID.
- Click on **Create Users from File** to add students by a text file (comma separated values, CSV)
- Or Click on **Create Single User** to add students individually.
- Click on **Admin Home** when done

3. To add students to a particular course – Instructors also have this tool available to them:

- Information needed: CPR Usernames (or Institution IDs).
 - Click on **Manage Course Enrollment**.
 - Click on the course to which students will be added.
 - Click on the relevant **Add** button – individually or by file.
 - Click on **Admin Home** when done
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