

ROBOMIND ACADEMY ACCESS MANAGEMENT

FOR TEACHERS/ICT-COORDINATORS

In order to follow Courses in the RoboMindAcademy.com students need to create a personal account.

A student with a valid account does not yet have access to the courses. With a so called “voucher” you can give yourself and others access to these courses.

This document describes how this works.

1. CREATE A PERSONAL ACCOUNT

Create a personal account by registering yourself on the RoboMind Academy.

To this end follow the steps as described here: <http://www.robomindacademy.com/go/registration/register>

You can now sign in on the RoboMind Academy

2. CASHING IN A VOUCHER

Vouchers will usually be sent by email, for example when you buy something in the RoboMind Academy Shop. With a voucher you can give yourself and others access to courses. A voucher holds something like ‘coupons’, each of which gives access to courses for one person. You can distribute coupons to students using their RoboMind Academy email addresses. These coupons will then be removed from your voucher.

A voucher code consists of a random set of numbers and figures with dashes in between. For example: QRVRP-HNX8R-VV6MT-BXARP-NXJPF

In case you have purchased a voucher, you can go to the Voucher Page which shows you an overview of all your current vouchers.



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Profile

You registered at 01-10-2013 with info@robomind.net

Nick

Birthdate

locale

RoboMind Desktop Software

Use Robomind offline. Use the key below to activate it. More information can be found on robomind.net.

Download software for

The first time you arrive on this page you can only claim a voucher.

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Access Management using Vouchers

Here you can give students access to the courses in RoboMind Academy.

By selecting a Voucher and a list of email addresses of the students, those students will gain instant access to the course materials.

Note that students should already have registered themselves in the RoboMind Academy, and that you need the email addresses they have used during registration.

Each Voucher gives you the right to let a certain number of students gain access to the course materials. Once you have given a student the right to access the course materials, this right can not be revoked.

Claim Voucher

Get access to courses by entering a code

Voucher ID

Fill in the correct voucher code and push "Acquire" to continue. Note that once acquired, a voucher cannot be revoked. However, the access rights will not be consumed until distributed and will be valid for a year.

3. PROVIDING ACCESS TO STUDENTS

It can be that you have more than one voucher (if you claimed more than one voucher). In that case first select the voucher you would like to use to distribute access rights ('coupons'). You can see how many coupons or access rights you originally purchased and how many are left on your voucher.

Select Voucher

Select	Provider	Access Type	Role	Days Valid	Amount	Remaining
<input type="radio"/>	betasponsor	beta	student	365	1	0
<input checked="" type="radio"/>	robomind	beta	student	365	1	0
<input type="radio"/>	robomind	beta	student	365	3	1

Select Recipients

Recipients

john@gmail.com
mary@yahoo.com

Give Access

Already assigned access

Email	Password	Date
info@robomind.net		9/5/13 9:28:15 AM

After that you can give students access by putting their email addresses in the Recipients text field and pushing the "Give Access" button.

In the text field with email addresses it does not matter if you use newlines, or commas, or semicolons etc. This way you can easily copy email addresses from, for example, Outlook or Excel and past them in this field.

There are two types of accounts you can use to give students access to the courses:

1. **Existing RoboMind Academy accounts.**

For these accounts use the email addresses of students with which they have earlier created an account in the RoboMind Academy. A student can always register for free with an email address and password of their own choice. The student should communicate this email address to the teacher-ict/coordinator so that he/she can use it for giving access to courses.

2. **Managed student accounts.**

In case a student does not have an email address or in case this is not desirable, the teacher/ict-coordinator can create a pseudo email address for this student. To do this the teacher/ict-coordinator should have a valid and unmanaged RoboMind Academy account and use the email address for this account, say teacher@myschool.org, as the basis for the pseudo email addresses for the student.

For example, an account can be created for the student named “john” by filling in the following pseudo email address in the Recipients text box: john/teacher@myschool.org. Student John does not have to register himself with the RoboMind Academy and can immediately sign in with “john/teacher@myschool.org” using the password which was automatically generated when the voucher coupon was distributed (by pushing the “Give Access” button). The password should be communicated to John by the teacher/ict-coordinator as John has no real email address.

As an example “info@robomind.net” created an account for John and Mary:

Select Voucher

Select	Provider	Access Type	Role	Days Valid	Amount	Remaining
<input type="radio"/>	betasponsor	beta	student	365	1	0
<input checked="" type="radio"/>	robomind	beta	student	365	1	0
<input type="radio"/>	robomind	beta	student	365	3	1

Select Recipients

Recipients

john/info@robomind.net
mary/info@robomind.net

Already assigned access

Email	Password	Date
 info@robomind.net		9/5/13 9:28:15 AM

Recipients

list of email addresses

Already assigned access

Email	Password	Date
 info@robomind.net		9/19/13 6:04:34 PM
 /  john/info@robomind.net	bt6vv	10/29/13 5:44:12 PM
 /  mary/info@robomind.net	6zqv3	12/3/13 6:07:06 PM

By pushing the “Give Access” button, students get access to the courses the next time they sign in. To the right you see a list of students who already have been given access with this voucher.

In summary:

	Existing accounts	Managed student accounts
Students have to register themselves	Yes	No
Students choose their own password	Yes	No
Example of a valid email address	john@gmail.com	john/teacher@myschool.org
A student has forgotten his/her password	Click on the link "Password forgotten" in the login screen. You will receive an email with a link to create a new password.	Go to the teacher/ict-coordinator (e.g. teacher@myschool.org). He/she can tell you your password by looking it up on the Voucher Page.

4. DEALING WITH POSSIBLE ERRORS

There are a number of possible errors when trying to distribute access rights from a voucher:

- The voucher does not have enough remaining coupons/access rights left.
- A student has already been given access and should not be given a second access right.
- The student has not yet registered with the RoboMind Academy and first has to create an account.

In all these cases the email addresses which cause the error have to be removed from the list. You can then re-try to give access to the remaining students in the list.

Another (apparent) error is that ***the student does not seem to get access***:

- a student has been granted access to a course
- this shows up in your voucher page
- but the student does not have access to that particular course

In this case the student needs to log out and then log in again. After that his/her account will be updated and access to the newly added course will be granted.