



## Gibson Test Student Registration Process

### PROCESS

1. Either the Sponsoring organization or CogRead will set up an account and email login information to the designated person at the school.
2. Program administrator for the school then goes to <http://cogread.com/login.html> to login; select administrator icon. Administrator can change the password at any time.
3. Once logged in, administrator can add sub-groups to group students by grade, campus or class, etc.
4. Click on the help link in the upper right corner of the administrative homepage for tutorials.
5. There are three methods by which a student can be registered.
  - a. Through the administrative system.
  - b. Students/parents can be provided with a special URL link to register themselves and be placed in the appropriate subgroup, or they can be provided with a registration code.
  - c. Bulk registration process.
6. Student registration record can be accessed and updated at any time by administrator.
7. Any student can be moved from one subgroup to another at any time by administrator.

### REGISTER STUDENT THROUGH ADMIN SYSTEM

- Administrator login at <http://cogread.com/login.html>.
- Click on the group in tree on left side where you want student to be placed.
- Click on [Add Student](#). Wait for form to appear.
- Fill out form. Fields highlighted with red bar must be filled in. Other fields are optional.
- Hit submit.

Example screen with student registration form below

**CogRead PASS Program Administrative System**

Groups: School Demo, Colorado, Colorado Springs, CS District 20, Test School, **TS Campus 1**, TS Grade 1-7, TS Campus 2, denver1

Group: **TS Campus 1 [TSStudents]** | [Add Student](#) | [Add Admin](#) | [Add Group](#)

Summary | Detail | **Students** | Admins | Sub-Groups | Reports | Products | Transactions

Filter:  Include sub-groups  Include inactive

User ID	Name	Reg Date	Test Re
3000	wtest, wtest	06/18/2011	Summar
4000	white, bain	06/18/2011	

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**New Student**

Fields with a red bar are required. Scroll down to see all fields.

User ID:

User ID 2:

Group: TS Campus 1 [TSStudents]

Password:

Admin: No

Status: Active

First Name:

Last Name:

Guardian First Name:

Guardian Last Name:

Gender:

Birthdate:  MM/DD/YYYY or DD-MM-YYYY

Age:

Email:

Address:

City:

State:

ZIP:

Country:

In the above example, the administrator highlighted the group on the left where they want the student to be registered, they clicked on [Add Student](#), the registration form appeared, and now the form must be completed. Scroll down to see all of the fields. Click on submit at the bottom. This record can be edited at any time.

The User ID must be unique to the system. If a User ID is chosen that is already in use, the system will provide a message to select another value. If an automatic number is provided for User ID and password, the administrator can change this value during the registration process. If the fields are blank, the administrator must fill in the fields.

### **URL REGISTRATION PROCESS**

If this process is chosen, please contact us at [gsmith@cogread.com](mailto:gsmith@cogread.com) to request the registration url for your group. The subgroups need to be created in advance in order to create the url links for each subgroup.

The url will need to be provided to students. Students will click on the specified url and complete the registration form. Alternatively, a code can be provided that students can use during the registration process.

This process is subject to abuse if used by unauthorized personnel. Any unauthorized registrants would have to be removed.

If students accidentally are registered to the wrong group, select that student ID, click on the Student Information Tab, click on edit Student Information, change the value in the Group field to the desired subgroup, then click Save Student Information.

### **BULK REGISTRATION PROCESS**

Example file = <https://cogreadllc.freshdesk.com/support/solutions/articles/5000001045-student>

To bulk register students, schools can send a password protected Excel file to [gsmith@cogread.com](mailto:gsmith@cogread.com) with student registration information. The file will be uploaded and students registered within one week, sooner if possible. Please follow the format exactly in the example file. If a sample file was not provided to you, please click on the link above to download a sample file. Scroll to the bottom of the article for the link. The column headers must appear exactly as shown. Just enter the data in the form without changes.

The Excel file needs to contain information specified below. Field IDs and predefined values are case sensitive. Please follow the examples when specific input choices are required. For example, under ethnicity, the choices are lower case; api, his, blk, wht, nat and mix.

1. First Name (fname)
2. Last Name (lname)
3. Date of Birth (dob)
  - a. (mm/dd/yyyy)
4. Gender (gender)
  - a. male or m
  - b. female or f
5. Grade (demo\_grade)  
Enter value of K-12
6. Group ID (reg\_group)

This is the ID created within the CogRead Administrative system for each subgroup. All subgroups must be created before the CSV can be imported. This ID is displayed at top of admin screen when each group is highlighted in the tree structure on the left of admin screen. This value must be included in the CSV spread sheet file.

7. Zip code (zip)

Home zip code for the student. If not known, use the school zip code.

8. Ethnicity (demo\_ethnicity)

- a. **api** Asian or Pacific Islander
- b. **his** Hispanic, regardless of race
- c. **blk** Black, not of Hispanic origin
- d. **wht** White, not of Hispanic origin
- e. **nat** American Indian or Alaskan Native
- f. **oth** More than one race

9. Is student a native English speaker (demo\_English)

- a. **yes**
- b. **no**

10. Type of school (demo\_schooltype)

- a. **pub** Public School
- b. **cha** Charter School
- c. **pri** Private School
- d. **hom** Home School
- e. **na** Not applicable

11. School student ID (id2)

This is an optional field for any school ID to help keep track of students on the school end if desired. Not required.

12. Primary User ID for system (userid)

This is the ID by which the student will be recognized within the Gibson Test and BrainSkills system. It must be a unique value. It can be the ID used by the school for the student, but we need to also make sure it is unique within our system. So we recommend adding the school initials before the school ID. No special characters or spaces allowed.

Otherwise, one good option is to use the school name initials and just number the students in sequence. So students for Chicago Elementary School would be CES1, CES2... However, the initials may already be in use in our system so we would need to make it unique.

13. Password (password)

Must be at least five characters or numbers with no spaces or special characters. We recommend first initial + last name + some random number. For example, Jane Doe would be jdoe325.

14. Student email address (email)

Optional. Can be included in the CSV file. Allows appropriate emails to be sent via admin system.

Items 11 and 14 are optional, so there are only twelve required values.

Please see example Excel file. This format must be followed exactly. The column headers must also be input as shown.

Each value is a column on the spreadsheet. Include a header row which identifies the values.

The header row indicates which value goes in which column of the Excel spreadsheet, and thereby the order in the row. All required fields must have a value in them. Optional fields do not have to have a value. If any records have optional values, the header must have the ID stated in the correct location in the sequence.

If the supplied userid is already in our system, we will add a prefix so the student has a unique user ID in our system. The school program administrator can change user IDs and passwords at any time.

Once the registration is complete, login to make sure the process worked. To provide user IDs and passwords to students, select the correct group, click on Summary Tab, then click on the link [Generate Student Login Sheet](#), print out sheet, cut up individual information and hand to students.