How do I register?

A Carbon TIME Tutorial
Outline

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Navigating this Tutorial

• Throughout this tutorial you will encounter step by step instructions walking you through how to complete a task or tasks on the CarbonTIME website. You will encounter instructions on the left of the slide and a screen shot of the website on the right.

• Many of the screen shots will be highlighted in some way to call your attention to the part of the screen that relates to the instructions. Look for circles or arrows like these:

• If at any time you become stuck or do not understand part of the instructions, send an email to msp.drk12@gmail.com. We try our best to respond to emails within 24 hours Mon – Fri. Please allow additional time for a response on the weekends.
How do I register?

In this tutorial we will go over how to register for Carbon TIME.

There are two different ways to register, with a special registration link from your network leader or through the general registration process on the website. We will go over both of these methods in this tutorial.

Ready? Let’s begin!
Special Registration Link

If you have been provided a special registration link from your network leader, use that link to navigate to a special registration page for your cohort. Fill in the registration information and click Register.

Remember to accept the data use agreement and fill in the reCAPTCHA text!
No Special Registration Link?

If you don’t have a special registration link, never fear! You can still register with the system. Follow the steps through the rest of this tutorial to get set up!
Step 1: Open the CarbonTIME website

Open the CarbonTIME website:
http://carbontime.bscs.org/

Click on the Assessment Site button to the right of the navigation bar.
Step 2: Click on Log In button

Click on Log In in the upper right corner of the page.
Step 2: Register

Add your personal information to the Register form on the right side of the page.

If you have participated in the Carbon TIME program before and already have a username, fill out the registration form and click ‘update’ when presented with the option to do so.
Step 3: Select your participation level

If you are participating in the Carbon TIME professional development program, select the “I’m participating” option.

Otherwise, select “I’m not participating” option.

Then click on Submit.
Step 4: Participant and Data Use Agreement

If select the option that you are participating in the Carbon TIME professional development program, a Participation and Data Use Agreement box will appear for you. Click on ‘I accept’ if you agree to the terms of participation.
Step 5: View your Teacher Dashboard

Once you are registered you will see your Teacher Dashboard, where you will Give Tests and Take Surveys.

You will receive further instructions during your professional development about these features. *Please do not attempt to add classes or give tests until you receive further instructions.*

A member of the Carbon TIME team will add you to the appropriate teacher cohort after you’ve registered. This is a manual process and will not happen automatically.
Congratulations!

You have now completed the tutorial.

If you have any questions or concerns, please contact:
Tech support - msp.drk12@gmail.com
Carbon TIME project manager - envlit@msu.edu

Carbon TIME is developed and maintained by the Natural Resource Ecology Laboratory at Colorado State University.