REGISTRATION SYSTEM TUTORIAL

1) Go to: http://ibis-live.nrel.colostate.edu/MSP/CTIME/UserManagement/LoginRegister.php

2) You will reach a login and registration page like the one below. Register to use the system.

   (If you have participated in the CTIME program and have a username, fill out the registration form and click ‘update’ when presented with the option)

   Welcome to the Carbon TIME Teaching Unit and Online Assessment Website

   Login

   Login Information
   Login or E-mail: __________________________
   Password: __________________________

   Login
   Forgot your password?

   OR

   Register

   Registration Information
   Email: __________________________
   First Name: __________________________
   Last Name: __________________________
   State: __________________________
   Password: __________________________
   Confirm Password: __________________________

   An * indicates a required field.

   Register

   If this is your first visit to this site, please use the form above to set up an account. Once you provide the initial information requested above and click on register, you will be taken to the data use agreement.

3) Next, choose your participation level. Select the first option: “I’m participating in the Carbon TIME professional development program”. Review and accept the data use agreement, then click “Submit”.

CTIME Participation

The Carbon TIME project is a collaboration of scientists, teachers, graduate students, and IT specialists with the overall goal to refine current K-12 frameworks and assessments for learning progressions that lead to environmental science literacy. The Carbon TIME project has developed a series of six teaching units that can be used as instructional and assessment modules for middle school or high school classes.

Please check your participation level [required]:

☐ I’m participating in the Carbon TIME professional development program.

☐ I’m NOT participating in the Carbon TIME professional development program.

Submit
4) Complete the Teacher Registration Metadata forms. It will take 5-7 minutes. You will need to provide an answer for every question to move onto the next page.

5) When you submit all 3 pages, you will get a notification indicating you have completed registration. Click OK.

6) Next, the system will direct you to your Teacher Dashboard. Here is an example of a Dashboard with no added classes. You will receive instructions on how to use the dashboard and give exams. Please do not attempt to add classes or give exams until you receive further instructions.

Thank you for registering with Carbon TIME: Transformations in Matter and Energy!

This online system is developed and maintained by the Natural Resource Ecology Lab at Colorado State University. If you have questions or concerns, please contact: tech support at msp.drk12@gmail.com or the Carbon TIME project manager (envlit@msu.edu).