



# e•ZONE

## Manual

## for

## UACH

# e-ZONE STEP by STEP

## STEP 1

1. Set up an eZone Account (for teachers and coordinators)
2. Set up Courses and Placement tests

## STEP 2

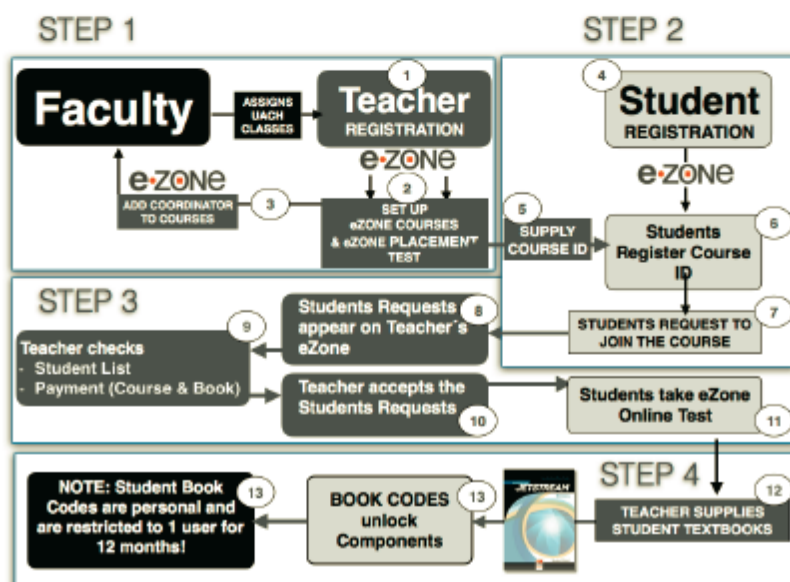
1. Student registration
2. Sharing the Course ID
3. Students Request to join the Course

## STEP 3

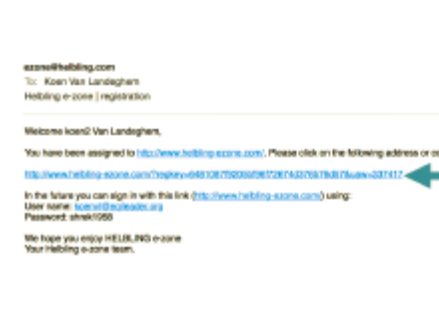
1. Accept the the students
2. Assign the Placement Test
3. Set Placement Test Start and End Date and Time
4. Students take the Placement Test

## STEP 4

1. Supply the students books (*DO NOT SUPPLY UNTIL THIS STEP*)
2. Registering Book Codes
  1. For the Teacher
  2. For the Student



## I. STEP 1 - PART 1: SETTING UP AN EZONE ACCOUNT



**Coordinators and Teachers Register on eZone**

1. Go to [www.helbling-ezone.com](http://www.helbling-ezone.com)

[Click Register as a Teacher](#)

**Note:** you will need to register one account per Faculty where you teach.

## 2. Fill out your Profile

**email:** Use your UACH eMail. You will need a different email for each account (only if you work in different faculties)

**Note:** Make sure your email information is correct. Any other information can be changed later.

**Password:** Use your email password (because you will remember it!!!)

City: CHIHUAHUA (even if your school is in a different city.

Name of School: UACH (capital letters)

**School Number:** FACULTY number. Please see attached sheet for your reference)

School Website address: LEAVE BLANK

Time zone: GMT -7: Salt Lake City, Chihuahua  
Accept Term and Conditions and click Send.

3. Check your email and click the confirmation Link.

#### 4. eZone Overview Page

In the future, Log in with your email account and the password. You will then be taken to this page.

This is your main admin page. Here you will be able to manage Courses, Students, Codes, Messages and Downloads.

## You finished Registration

#### IV. STEP 3. ASSIGNING THE PLACEMENT TEST



**1. Assign the Placement Test**  
On the Course Overview page click the Start under Jetstream Placement Test

This will open the Placement Test Page.



**2. Open Placement Test**  
Click on the Jetstream Placement Test on the left hand side at the bottom  
This will show that the Test has not been assigned.



**3. Set Start and End Date and Time**

Set the Start Date and Time as well as the Deadline Date and Time for the Test.

**Setting the Timer:** Optionally you can set the total time for the Test. This will start a timer when the student starts taking the Test and will show the student how much time is remaining.

Save the settings.

**You finished setting up the Placement Test.**

**Your students are ready to take the Test**

