





Manual

for

UACH

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Tel: 777 1628866

FB: UACH JETSTREAM TEACHERS CLUB

e-ZONE STEP by STEP

STEP 1

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

STEP 2

- 1. Student registration
- 2. Sharing the Course ID
- 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
- 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



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



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Coordinators and Teachers Register on eZone

1. Go to <u>www.helbling-ezone.com</u> 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

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IV. STEP 3. ASSIGNING THE PLACEMENT TEST

