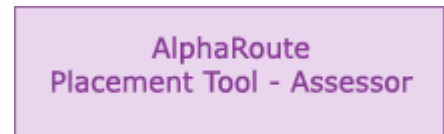


Module 4: Register learners in the APT



TASK 1: Go to the APT Student Management Area

- Click on the **AlphaRoute Placement Tool – Assessor** button (see [Module 1](#) for help with locating this button)
- Fill in your **Assessor Name**, **APT Centre Code**, and **Password**
- Click on the **Continue** button



TASK 2: Register learners in the APT

- Click on the **Add Student** button
- Create a learner **User Name** – this will be the User Name the learner will use to access the APT area of AlphaRoute
- Paula is the new learner in the example shown here – her name is not blue because she did not complete the APT yet
- Her **User Name** is Paula and her **Password** is the agency **APT Centre Code**
- Click on the **Log Out** button to complete the registration of learners

APT Student Management Area for Assessor Nancy

- Click "Add Student" to create an assessment record for a new student. You will be asked to enter a user name. The student will use that name and your centre code to log in to APT.
- After a student has used APT, click on their user name in the list below to evaluate their work.
- Click "Delete" to remove a student from your list.
- Click "Refresh" to update the list with any changes that may have occurred since you logged in.
- Click "Assessor's Guide" for HELP with any aspect of using APT.

[Add Student](#) [Refresh](#) [Log Out](#)

User Name	Date/Time Student Started	Passed CSQS	Date/Time Evaluated	
marcus	06-Feb-2007 9:34 PM	YES	10-Jan-2005 2:55 PM	Delete
Debra	16-May-2005 10:38 AM	YES		Delete
Lisa	11-Feb-2005 2:35 PM	YES	06-Feb-2007 8:49 PM	Delete
Paula		NO		Delete



User Tip: Create a practice APT learner for yourself

Create a practice APT learner for yourself and use it to complete this training, and to show other mentors how the APT works. Record the **User Name** and **APT Centre Code** of your practice learner on the [My AlphaRoute Access](#) document.



TASK 3: Proceed to the next module

If you would like to proceed directly to the next module:

- Click on **APT Home**, and then the **Next** button
- Fill in your APT practice learner **User Name** and APT **Centre Code**, and click on **Start**
- Proceed to **Module 5: Work through the APT as a learner**, but skip **TASK 1**

Assessor Login
Please fill in all fields

Assessor Name:

Centre Code:

Password:

To start, please type in the User Name and Centre Code that your assessor gave you, then click the 'Start' button below.

User Name:

Centre Code:

Your AlphaRoute user name and password does not work here.
Talk to your mentor if you want to try this assessment.

[Previous Screen](#)

If you do not wish to proceed directly to the next module at this point:

- To exit, click on the in the top right corner of your screen



Have any questions?

Call Ian de Souza at 1-800-788-1120 extension 129 or email your questions to arsupport@alphaplus.ca.