



IDEA ACADEMIC PORTAL

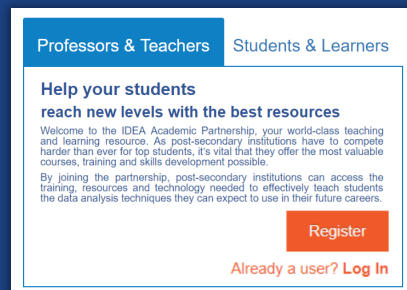
GETTING STARTED GUIDE FOR PROFESSORS

REGISTER ACCOUNT

1

Create a new account in the IDEA Academic Portal to start using **IDEA** in your classroom.

- Visit academicportal.casewareanalytics.com and click **Register** to create an account.
- Enter the required information, agree to the terms and conditions, and click **Submit**.
Click Add New University/College to add your school if it does not appear in the pre-populated list of American and Canadian schools.
- Await approval email before continuing to the **Create Courses** section.
Your registration must be approved before you can create new courses.

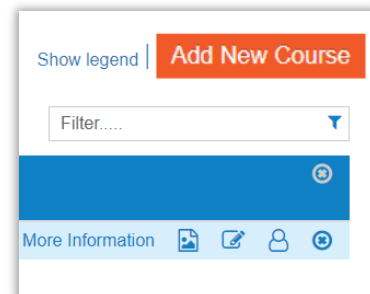


CREATE COURSES

2

Create a course for each class that will use IDEA.

- Log into the IDEA Academic Portal at academicportal.casewareanalytics.com and click **Add New Course**.
- Enter the required information for the class you are teaching, and click **Create Course**.
If the data to be analyzed includes Asian character sets, choose Unicode for the Encoding field. Otherwise, choose ASCII Encoding.
- Await approval email before continuing to the **Invite Students** section.

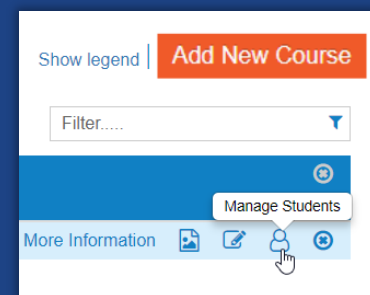


INVITE STUDENTS

3

Create an invite that you can forward to your students, inviting them to create their account.

- Log into the IDEA Academic Portal at academicportal.casewareanalytics.com. To create an invite for a course, click the associated **Manage Students** icon.
- Click the **Generate Student Invite** button, and then click **Generate**.
The student registration email will be sent to your email address.
- Forward** the student registration email to your students.
Students will need to register to create their account.



OPTIONAL: UPLOAD FILES

Upload your own files to **customize** your course and provide **additional resources** to support instruction.

- Log into the IDEA Academic Portal at academicportal.casewareanalytics.com and click the **Edit Course** button.
- Click **Upload File**, click **Browse** to select the file, and then click **Upload**.
Files are limited to a maximum of 25 MB per course, and only certain file types are supported.