GATHERING YOUR STUDENTS DETAILS

This help sheet is for teachers and administrators who will be managing the distribution of license keys to learners.

The distribution of vumi eportfolios to students relies on having access to the following:

a. An up-to-date contact email address for the learner.
b. Their first and surname with correct spelling.

Often a student will enrol in a course with a different email address that the one they regularly use or they may wish to use a shortened version of their name or be known by their middle instead of first name.

This means that you need a foolproof method of ensuring the details of each student are correct.

A simple form, handed around in class time, where students submit their on details may be the most effective method of data collection. This information can then be matched to that which was supplied on enrolment and any corrections made.

You can download this form entitled *student details form* from the VUMI website: http://www.vumi.com.au/institution-support/

STUDENT DETAILS FORM		
Class details:	**Date:**	
Please ensure you put your preferred name as this information will be used in your registration and will appear on your final vumi eportfolio. Please write neatly.		
Email	**First name**	**Surname**

If you need more assistance you can find it at http://www.vumi.com.au/support/