UTIPS Student Import Sequence
From the Nebo Homepage
Mouse-over Employees and Select UTIPS Homepage
To create a new user
Click on the key Next to Login

If you already have a UTIPS account
Type your username and password
For referrer type “nebo”
Your email username is the recommended username firstname.lastname
We recommended you use your email password

Select Nebo District and your School
Make sure you put your full email address firstname.lastname@nebo.edu

Title needs to be your salutation (Mr., Mrs., Miss, Ms) and your last name. This is the title the students see when they login to UTIPS.

Select “I Understand and Agree” and click Submit. Recognizing there is nothing in the box to agree to means you are agreeing to absolutely nothing. If you don’t select the button then you cannot “Submit”.

Skip this page if you already have a UTIPS account.
From the main menu select “Profile” then “Edit”
Click the drop down arrow for “School”
Select your school from the list if you teach at more than one school, then you will need a separate account at each school.
Click the drop down arrow next to Teacher.

Scroll down and select your teacher name from the list.

Your name may appear at the top of the list as well as further down the list. You must select your name from further down the list in order for the class import feature to work correctly.
Click the merge button
If you are using Mozilla Firefox, the Merge button is visible but the text labeling the button may be on the line below the Teacher field. You can still select the button.
Click Update
Before clicking OK check that your name and teacher # show in the Teacher field, Otherwise you will get Classes that are not yours and you will be sad!!

It will ask to Irreversibly Combine the two teachers
In order for students to be able to login and take tests select "Profile", "My Page"
Click the drop down arrow next to “Test Login Form” and select “DETAILED only”
Select "Update"

For Type: Select "Without Tree"
Congratulations, you have successfully imported your student names into the UTIPS testing program.

Go to the next slide for information on having your students login to take a test in UTIPS.
In order for students to login and take a test, they will mouse-over “Students” and select “UTIPS Student Login”
Until all UTIPS student login pages are completed you can have students access your student page by typing the following URL
www.ucutips.org/~yourUTIPSusername
The student will click on the name of their teacher
By selecting the test from the middle section rather than the section on the left the student has more screen space to work with.

The Student test screen pops up.
Selecting a test from the menu in the middle of the page gives students the entire screen to work on.

Selecting a test from the left menu will cause the left menu to remain on the screen and students will have less screen space to work with.
Select District: Nebo
Select School: Wilson Elementary
Select Teacher: Bunny Bugs
Select Class: 0 Kindergarten
Select Student Name: Carnegie Hall

District, School, and Teacher Info fills in automatically!

Select Login & Start
The student can now take the test.

1. What is the movement of Earth on its axis called?
   A. ○ revolution
   B. ○ floatation
   C. ○ phases
   D. ○ rotation

2. What happens when you see the moon's "phases" change? The moon appears to change
   A. ○ location
   B. ○ distance
   C. ○ shape
For UTIPS training requests please contact:
Jared Orton at the district office
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801-354-7403

For UTIPS support please contact your building Computer Specialist