

## Staging a Request to use IMMEX in Your Classes

UCLA requests that you stage your requests to use IMMEX one week in advance. All requests for the school year 2005-2006 must be made prior to November 15, 2005 and will run through March 31, 2006. You may stage as many problem sets for as many classes as you like.

Step 1: Go to <http://teach.fcps.net/immex/> and click on **stagable problem sets** at the top. This spread sheet gives you the name of the problem set, the content, and the grade levels of all the problem sets currently being offered by UCLA. The ones denoted with an X are the ones created by Fayette County teachers and students. By clicking on the problem set more information about it will appear (not all sets have this feature). Make a note of the problem sets you want to stage.

Step 2: Go to <http://www.immex.ucla.edu/> and click on **scheduling my class to use an IMMEX problem set**. Highlight the problem sets you want to use during the 2005-2006 school year.

Step 3: General Information section. Please put Fayette County Public Schools as your school. **For the address put 701 E. Main Street, Lexington, 40502**, but put your **school's phone number**. Be sure to click on Kentucky in the drop down menu.

Step 4: Class information section. Name your class(es), (ex) "Mrs. Smith's Science 2005-2006." Description: (ex.) "Earth Science". Numbers: **Put the number of students in all your classes plus 10 (you want to have extra passwords and UCLA does not care how many you ask for!** If you have 3 Earth Science classes with 30 students in each, in your number box you should write 100.) Grade: (ex) 8. Level: reg. Check the number of periods that you have that fit this description. In this example, if you teach 6 classes of 8<sup>th</sup> grade Earth Science, check 6 periods (and this means that you are asking for passwords for each of these students). UCLA asks that you fill out a separate form for each grade level.

Step 5: Date information section. Click on the calendars to set the beginning and the ending dates for your requests. **For the 2005-2006 school year, the ending date is March 31, 2006.** Do not check the participant information box.

Step 6: Staging request purpose. Check actual classroom performance. Click on submit.

You will receive an e-mail from UCLA confirming your request and giving you both student and teacher passwords.

