Create a REEF Instructor Account:

1. Click on the REEF Polling icon on your computer to open the log-in window.
2. Click on **create account**.
2. Then you’ll need to complete the form.

- Your Institution: **UTEP**
- Enter your First and Last Name
- Use your **UTEP** email address
- Create a password (can be new or existing)
- Leave “Instructor Remote ID” blank
- Make sure to click on “Agree to the Privacy Policy and Terms of Use”.
- Click on **Create**.
How to create a Course:

1. Click on **New Course** button.

2. Fill out the form:
   - Institution: **UTEP**
   - Course Name: **Subject #### CRN ##### Semester/Year**
     (When naming your course use the above format)
   - Choose a Start Date and End Date for the Course
   *Any other information is optional.*

3. Click on “Create”.
Now that you have created your course make sure your students have a REEF account so they can add your course and you can start using REEF polling in your class.

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Customizing Your Course Settings:

To customize your course settings click on the Settings (gear) icon to edit course information and settings.
“Course Details” on the side toolbar contains what the students see when they search and join the course. (This information was previously inputted when course was created)
"REEF Polling" on the side toolbar is where default setting for session can be set. It has three tabs:

- Polling
- Scoring
- Toolbar

1. **Polling**: allows you to control how you want to share the images and class results for each sessions.
2. **Scoring**: Students can earn points through Participation (per session) or Performance (per question) or Both.

To earn **participation points** students must meet the requirements set by you for each session.

**From the drop-down menu, pick the percentage of questions students must respond to in order to get points and enter the number of points the student will earn.**
To earn **performance points** you determine the default point value earned for correct responses and for responding.

**You can use decimals or whole numbers.**

These settings only impact sessions in the future so if you have had sessions prior to changing your default settings you'll want to go into your **Session History** and update these sessions individually.
3. **Toolbar**: Allows you to adjust the timer for the session.

You can choose from two options:

- **Count up** starting from 0 seconds (you stop the timer). You can vary times per question.
- **Count down** from your choice amount of time (min:sec) to 0 seconds.

**Note**: The time will be the same for all the questions in the session if using the count down option.