

Appendix A

Creating a "Teacher Account" With ClassChatter.com

Please start by navigating to <http://www.classchatter.com>. We will begin by creating a new teacher's account on the system. Click "Sign Up" to create your account. Continue past the first information page by clicking the "Sign Up Now" button in the lower right quadrant of your screen.



Read over the user agreement. You may wish to show this to your supervisor or principal before using this site in your classroom. If you wish to continue click on the link that reads "I **Agree** to the Above Terms."

First Name:

Last Name:

US Zip Code*: 

International User

*Please input the Zip code of the institution that will using ClassChatter.com

Enter the Zip Code your school is located in.

Now you have to enter your log in information. It is important you fill these fields carefully, as they will affect how you interact with the site.

- **Email**
 - You should use your primary email address; it does not have to be a school account.
 - This is how ClassChatter.com will communicate with you.
- **Teacher Name**
 - This is how classchatter.com will identify you to the students in your class.
 - For example you may wish your teacher name to be “Mrs. Smith” or “Principal Saunders.”
- **Password**
 - Choose a secure password that is unknown to anyone but you.
 - Do not share your password with students!
- **User Name**
 - This should be one word, and it must be unique to the system.

E-mail Address;	<input type="text"/>
Teacher Name*;	<input type="text"/>
Choose User Name	<input type="text"/>
Password;	<input type="text"/>
Retype Password;	<input type="text"/>

**The 'Teacher Name' is how students will know you in the ClassChatter system (i.e. 'Mr. Smith')*

[Next Step](#)

To finish registration you have to create a “class” within the ClassChatter system. A class can be any group of students you would like collaborating together. You can draw students from a traditional class, from across the school, or from across the world.

Class Log In*:	<input type="text"/>
Class Title**:	<input type="text"/>
Class Password:	<input type="text"/>

- **Class Title :**
 - This is the full name of the class, for example “Third Period Honors English”
- **Class Password:**
 - Students will use this in conjunction with the “Class Log In” to enter the site.
- **Class Log In**
 - Much like a user name this should be unique to the system and only one word.

Finishing Up:

After you have finished entering your class information the system will store your information and send you an email. You should also see a page with the log in information you entered on the site. Please **Print This Page** for your records you will need this information to get onto the site.

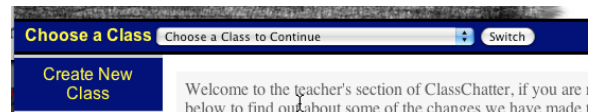
For Information On how to add students to a class please see Appendix B

Appendix B

Add Students to a Class in ClassChatter.com



First Log into the teacher's section of the ClassChatter.com homepage using your User Name and Password. (See Appendix A) Once



you have logged in you can either choose an existing class from the list near the top of the page or you may choose to create a new class by clicking the link directly below the pull down menu.

Once you choose a class you will enter the "Class Dashboard." The dashboard gives you a quick overview of everything you need to know about a class. Click the "Students" button (shown to the right) to begin adding students to your class.

