



# Teacher Accounts

Create your Teacher Account, make classes, and add students

## Creating your teacher account

Visit this link to get started: <https://scratch.mit.edu/educators/register>

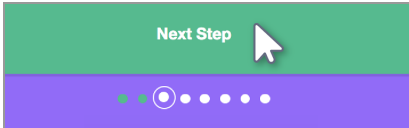

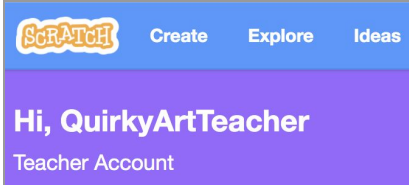
You'll be prompted to create a username and password.

Make sure that your username does not contain your name or personal information, like your school, location, or email address.

Within the Scratch community, all users are asked to refrain from sharing personal information through their usernames. It's important that both you and your students follow these guidelines.

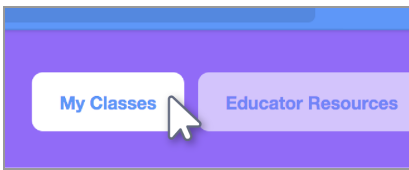
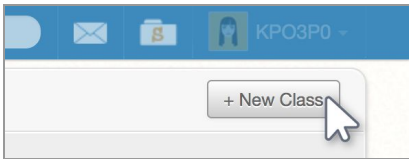
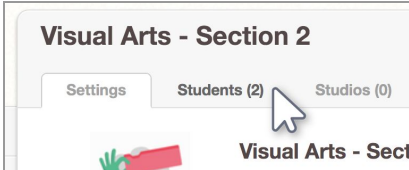
**Accounts that do not adhere to these guidelines will be deleted.**

Creating your teacher account	
<div><p>Create a username</p><div>QuirkyArtTeacher</div><p>Password</p><div>..... </div><p><input type="checkbox"/> Show password</p><div>Next Step</div></div>	<h3>Tips for making your username</h3> <ul style="list-style-type: none"><li>● <b>Incorporate the name of the subject you teach</b><ul style="list-style-type: none"><li>- ex: QuirkyArtTeacher</li></ul></li><li>● <b>Use a tool or term from the subject you teach</b><ul style="list-style-type: none"><li>- ex: MetamorphicRocks</li></ul></li><li>● <b>Add an important date, to create a unique username</b><ul style="list-style-type: none"><li>- ex: Bibliophile1440</li></ul></li><li>● <b>Make it memorable with a pun or an alliteration!</b><ul style="list-style-type: none"><li>- ex: TyranoTeacher</li></ul></li></ul>

	<p><b>Be sure to make a note of your username and password.</b></p>
	<ul style="list-style-type: none"> <li>Click through each step to complete registration.</li> </ul>
	<ul style="list-style-type: none"> <li>Log into your email, and confirm your email address.</li> <li>Check your spam folder if you do not see the email.</li> <li>Once you have confirmed your email address, we'll review your account.</li> </ul>
	<ul style="list-style-type: none"> <li>Once your account has been reviewed, you'll receive a welcome email. Click the button to confirm your email address.</li> <li>Now you can log into your teacher account at <a href="https://scratch.mit.edu">scratch.mit.edu</a>!</li> </ul>

## Creating Classes

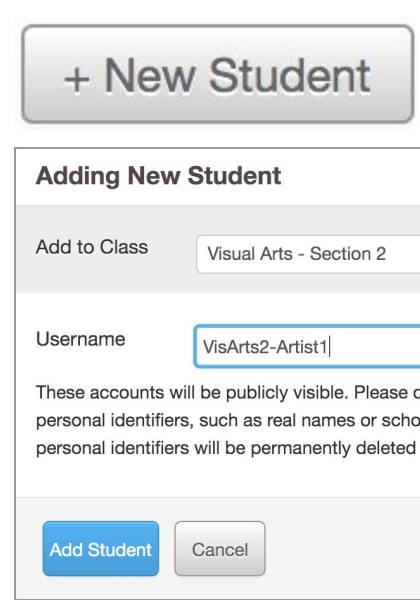
Creating classes allows you to manage groups of students, and create studios where your students can add their projects.

Creating Classes	
	<ul style="list-style-type: none"> <li>Once you've successfully logged into your Teacher Account, there will be a bar at the top of the screen with three options.</li> <li>Select <b>My Classes</b>.</li> </ul>
	<ul style="list-style-type: none"> <li>To create a class, click the <b>+ New Class</b> button at the top right of the page.</li> <li>Enter the class name and description. <ul style="list-style-type: none"> <li>Do not include real names and locations, like the name of your school or city/town.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Once you've created a class, you can add students.</li> <li><b>Click the Students tab</b> to begin adding students.</li> </ul>

## Adding Students

There are three ways to add students to your class. The following three tables will guide you through each method. The first method allows you to add an individual student to a class. Methods 2 and 3 allow you to add multiple students to a class.

### Method 1: Adding Individual Students

	<ul style="list-style-type: none"><li>• Click <b>+ New Student</b> to add students individually.<ul style="list-style-type: none"><li>- You will be prompted to create a username for this student.</li></ul></li><li>• <b>Make sure that the usernames you create do not contain identifying information about yourself, your students, or your school.</b></li><li>• <b>The password for this student username will automatically be set as your username for your teacher account.</b></li><li>• Have students log into their accounts and change their passwords.</li></ul>
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**Tip:** Create a naming convention as a guideline for generating usernames. For example, you may want each name to include an abbreviation for the course name, the class section, and the student's number on your roster (ex: VisArts-02-17).

Use the sign-up sheet template linked below to record student usernames and their corresponding passwords: [bit.ly/scratch-student-usernames](https://bit.ly/scratch-student-usernames)

## Method 2: Student Sign-up Link

Create a sign-up link which allows students to create their own usernames and passwords

### Student Sign-up Link

- Clicking the **Student Sign-Up Link button** will generate a link which will allow your students to join the class you've just created.

### Sign-up Link

Generate a sign-up link

Generate

- Share this link with your students. When they access it, they will be prompted to create their own username and password.

### Student Username List

Class \_\_\_\_\_ Section \_\_\_\_\_ Year \_\_\_\_\_

Student Name	Scratch Username
1.	
2.	
3.	

- Use the sign-up sheet we've created to record the usernames and passwords your students have created: [bit.ly/scratch-student-usernames](https://bit.ly/scratch-student-usernames)

## Method 3: CSV Upload

Create usernames and passwords for all of your students at once using a spreadsheet

### CSV Upload

- Click the **CSV Upload** button on the class page.



### Student-Accounts-Template

	A	B
1	student1	password1
2	student2	password2

- Using the template provided, create a username and password for each of your students. **Download the template here:** [bit.ly/student-accounts-CSV](https://bit.ly/student-accounts-CSV)
- You'll need to **download** this Google Sheets doc from Google as a **CSV** (File > Download > .csv)

### Student Upload

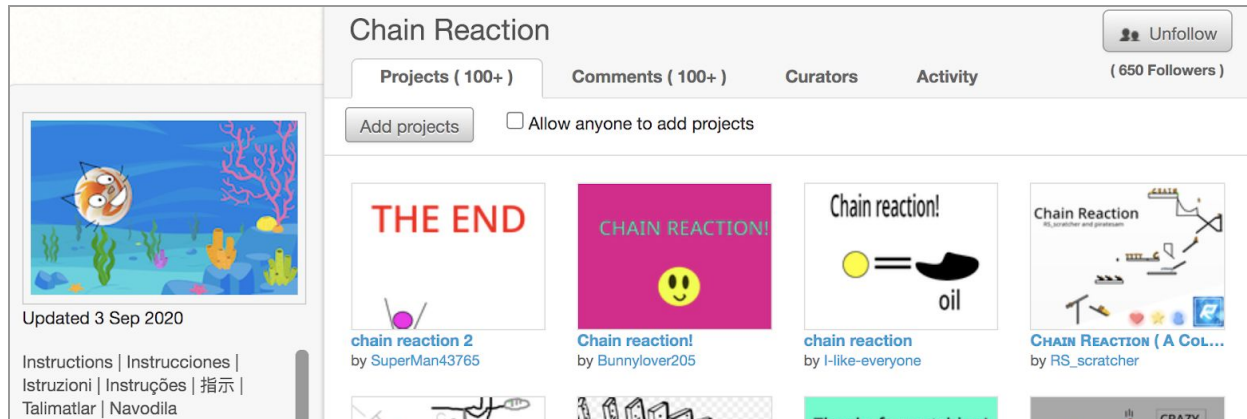
Choose File No file chosen

Upload


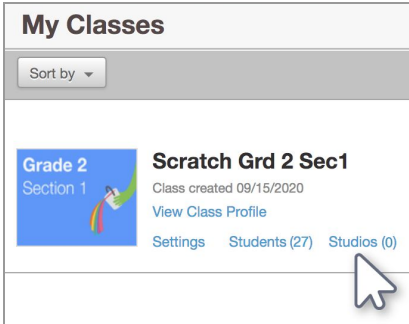
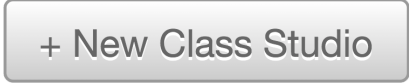

- Once you've created usernames and passwords for each student, click **CSV Upload**, to upload your file.
- Your student accounts will appear under the **Students** tab for the class.

## Creating Studios for Student Work

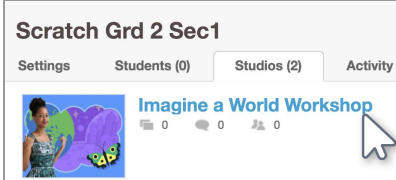

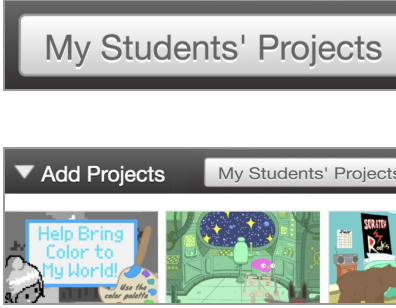



Studios allow you to create collections of student projects for specific classes or assignments. This makes it easier for you to view their projects throughout their creative process. It also makes it easier for students to collaborate and be inspired by each other's work.



### Creating studios for your classes

	<ul style="list-style-type: none"><li>Log into your teacher account and click <b>My Classes</b> on your home page.</li></ul>
	<ul style="list-style-type: none"><li>Next to the thumbnail for the class you'd like to create a studio for, you'll see your options.</li><li>Click <b>Studios</b>.</li></ul>
	<ul style="list-style-type: none"><li>Click the button that reads <b>+ New Class Studio</b></li><li>A window will pop up asking you to name your studio and add a description.</li></ul>
	<ul style="list-style-type: none"><li>Once you're finished filling out the fields, click <b>Add Class Studio</b>. Your studio has been created!</li></ul>

### Adding projects to your studio

	<ul style="list-style-type: none"> <li>To add student projects to your studio, go to your class, and click the <b>Studios</b> tab.</li> <li>Next, click the title of the studio you'd like to add projects to.</li> </ul>
	<ul style="list-style-type: none"> <li>Click <b>Add projects</b>, at the top left of the studio page</li> </ul>
	<ul style="list-style-type: none"> <li>A dark gray bar will pop up at the bottom of the page. This bar includes several options.</li> <li>Select <b>My Students' Projects</b>.</li> <li>Thumbnail images for your students' projects will pop up below. As you click each project, it will be added to the studio.</li> </ul>
	<ul style="list-style-type: none"> <li>If you'd like students to be able to add their own projects, click the checkbox next to <b>Allow anyone to add projects</b>.</li> <li><b>Tip:</b> uncheck this box after your students have added their projects. This will prevent people from accidentally adding projects to the wrong studio.</li> </ul>
<h2>Creating thumbnails for studios</h2>	
	<ul style="list-style-type: none"> <li>Adding thumbnails to your studios makes it easier for both you and your students to find the studio you're looking for.</li> <li>The correct size for studio thumbnails is <b>200 pixels wide, by 130 pixels high</b>.</li> </ul>
	<ul style="list-style-type: none"> <li>Once you've chosen an image, visit your class or studio, hover over the placeholder image and click <b>Change</b>.</li> <li>Upload the thumbnail you've created.</li> </ul>

