

# Teacher Self-Registration in C2C

Teachers must complete the following steps of the self-registration process to ensure the system is ready for student enrolment. This is important because teachers create classes in the system. When a teacher creates a class, the system generates unique access codes for that class. Students need these codes to join their specific classes.

If teachers do not complete this process:

- Students will not have access codes to register for classes.
- The system will not know which students belong to which class, which can lead to confusion.

## Step 1: Teacher User Account Setup

- **Access the Registration Page:** To get started, visit your institution's C2C Publisher Satellite URL and bookmark it for convenient future access.
- **Sign Up:** Click on the "Sign Up" button found on the login page.
- **Fill Out the Registration Form:** Fill out the registration form with your details and the Teacher Access Code provided by your institution.
- Once completed, hit the "Submit" button.
- You should then see a "Self-Registration Success" message.
- **Activate Your Account:** Next, check your email (including your spam folder) for a message from noreply@content2classroom.com titled "Activate your Account."
- Click the activation link or copy and paste it into your browser.
- **Log In:** After that, click "Take me to login" on the verification page.
- Finally, sign in using your email and password.

## Step 2: Class Setup

- After logging in, click the **" + Add / Join Class "** button in the upper right corner of your dashboard.
- Complete the Add Class form by
  - Enter the class name
  - Setting start and end dates.
- Click the **"Save"** button.

Set the start date to a past date if you want students to access the class immediately. For more details <https://stringserve.h5p.com/content/1292542351488744477>

## Adding a Course to Your Class

Follow these steps to add a course to your class:

- **Access the Dashboard:** After logging in, go to your dashboard and find the **"Course"** link on the class ribbon.
- **Add a New Course:** Click the **" +Add Course "** button in the top-right corner.
- **Select Course(s):** Choose your desired courses from the available options. Use the Product Search Filter for easier selection.
- **Save Changes:** Click **"Save"** to confirm your selections.

## Adding an Image to Your Class

Follow these steps to add an image to your class:

- After logging in, find the grey card image in your class interface.
- Click on the three dots located on the grey card image.
- Follow the on-screen prompts to upload or select an image to add to your class.
- Make sure the image meets any required format or size guidelines, if applicable.

## Generating Student Access Codes

- Click on "**Class Settings**" on the class card.
- In the Class Settings, you will find:
  - Class Name
  - Start Date
  - End Date
  - Student Access Code (unique to the class).
- The Student Access Code is also available on the student roster page.
- **Note:** Assign the correct access code to each student to avoid data confusion, as students may be in multiple classes.

## Creating Student Roster

- **Access the Dashboard:** After logging in, go to your dashboard. Find the "**Course**" link on the class ribbon.
- **Go to the Roster Section:** Within your class, click on the "**Roster**" section.
- **Add a New Student:**
  - Click "**Add New Student**" in the top-right corner.
  - Enter the following details:
    - First Name
    - Last Name
    - Username/Email
    - Password
  - Click the **Save** button to add the student to the class.
- **Understand the Roster Tabs:**
  - **Active:** Displays current students.
  - **Archived:** Lists previously archived students.
- **Manage Student Details:**
  - **Archiving:** Moves a student to the **Archived** tab and removes them from active assignments.
  - **Editing:** Allows you to update a student's information.
- **Reactivate Archived Students:** To restore an archived student, go to the **Archived** tab and reactivate them.

## Procedure for Assigning Assessments/Lessons

- **Select the Assessment or Lesson:** Click "Assign" for the specific assessment or lesson you want to assign.
- **Choose the Assignment Type:** Options will be displayed on the left side of the interface:
  - ***Entire Class:*** Select this option to assign to the whole class.
  - ***Groups:*** Click on the specific group of students you want to assign the task to.
  - ***Individual:*** Choose the name of the individual student for the assignment.
  - ***All Classes:*** Select this option to assign tasks across all classes.
- **Date Range:** Specify the start and end dates for the assignment. This ensures students know when the task is accessible and when it is due.
- **Enable Late Submission (Optional):** Allow late submissions only for students who haven't submitted the task on time.
- **Reports & Grading:** Toggles the following if you wish to generate the following report
  - Release reports
  - Release Grades to the Student
  - Student can review the Work
- **Add Student Instructions (Optional):** Include any specific instructions or guidelines for students related to the assignment.
- **Finalize the Assignment:** Click the "Assign" button to complete the process.