

Teacher Self-Registration in C2C

Why It's Important

Teachers must complete the self-registration process to ensure:

- The system is ready for student enrolment.
- Classes are created with unique access codes students need to register.
- Avoid confusion about student-class associations.

More info: <https://stringserve.h5p.com/content/placeholder-importance>

Step 1: Teacher User Account Setup

1. Access Registration Page – Visit your institution's C2C Publisher Satellite URL and bookmark it.
2. Sign Up – Click "Sign Up" on the login page.
3. Fill Form – Enter your details along with your Teacher Access Code.
4. Submit & Success – Hit "Submit" and look for a "Self-Registration Success" message.
5. Activate – Check your email from noreply@content2classroom.com and click the activation link.
6. Login – Click "Take me to login" and sign in with your credentials.

More info: <https://stringserve.h5p.com/content/placeholder-account-setup>

Step 2: Class Setup

1. Click on "+ Add / Join Class" from your dashboard.
2. Fill in:
 - Class Name
 - Start & End Dates (Use a past date to start immediately)
3. Click "Save"

More info: <https://stringserve.h5p.com/content/placeholder-class-setup>

Adding a Course to Your Class

1. Go to your Dashboard and click on "Course" in the class ribbon.
2. Click "+ Add Course" in the top right.
3. Choose desired courses (use search filters).
4. Click "Save"

More info: <https://stringserve.h5p.com/content/placeholder-add-course>

Adding an Image to Your Class

1. Locate the grey card image in the class interface.
2. Click the three dots and follow prompts to upload an image.
3. Ensure correct format/size.

More info: <https://stringserve.h5p.com/content/placeholder-add-image>

Generating Student Access Codes

1. Click “Class Settings” on the class card.
2. View Class Name, Dates, and the Student Access Code.
3. Codes are also viewable on the Student Roster Page.

More info: <https://stringserve.h5p.com/content/placeholder-access-codes>

Creating a Student Roster

1. Go to Dashboard > Course > Roster
2. Click “Add New Student”
3. Fill in:
 - First Name
 - Last Name
 - Username/Email
 - Password
4. Click Save

Manage Students:

- Active Tab: Current students
- Archived Tab: Past students
- Edit or Reactivate as needed.

More info: <https://stringserve.h5p.com/content/placeholder-roster>

Assigning Assessments / Lessons

1. Click “Assign” on the desired item.
2. Choose:
 - Entire Class
 - Groups
 - Individuals
 - All Classes
3. Set Date Range
4. (Optional) Enable Late Submissions
5. (Optional) Toggle:
 - Release Reports
 - Release Grades
 - Allow Review
6. (Optional) Add Instructions
7. Click “Assign”

More info: <https://stringserve.h5p.com/content/placeholder-assessments>