Teacher Self-Registration in C2C

Why Its 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.

Read More: https://stringserve.h5p.com/content/placeholder-importance

Step 1: Teacher User Account Setup

1. Access Registration Page Visit your institutions 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.

Step-by-Step Guide: 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

How to Set Up a Class: 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

Course Addition Help: 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.

Image Upload Instructions: 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.

Access Code Guide: 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

Teacher Self-Registration in C2C

Manage Students:

- Active Tab: Current students

- Archived Tab: Past students

- Edit or Reactivate as needed.

Student Roster Guide: 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

Assignment Setup: https://stringserve.h5p.com/content/placeholder-assessments