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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>

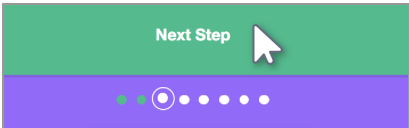
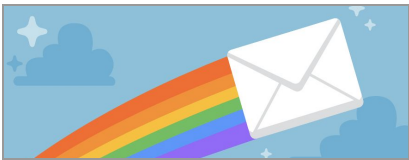
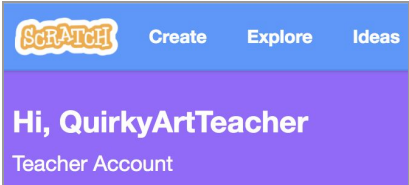
You'll be prompted to create a username and password.

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.

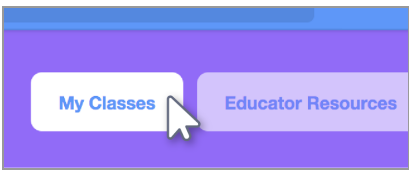
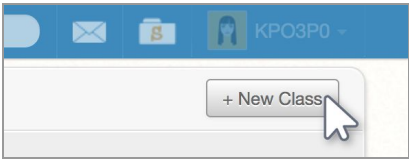
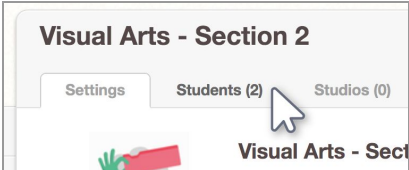
Accounts that do not adhere to these guidelines will be deleted.

Creating your teacher account	
Create a username QuirkyArtTeacher Password ☐ Show password Next Step 	Tips for making your username ● Incorporate the name of the subject you teach - ex: QuirkyArtTeacher ● Use a tool or term from the subject you teach - ex: MetamorphicRocks ● Add an important date, to create a unique username - ex: Bibliophile1440 ● Make it memorable with a pun or an alliteration! - ex: TyranoTeacher

	Be sure to make a note of your username and password.
	Click through each step to complete registration.
	- Log into your email, and confirm your email address. - Check your spam folder if you do not see the email. - Once you have confirmed your email address, we'll review your account.
	- Once your account has been reviewed, you'll receive a welcome email. Click the button to confirm your email address. - Now you can log into your teacher account at scratch.mit.edu/

Creating Classes

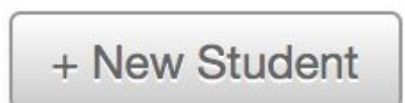
Creating classes allows you to manage groups of students, and create studios where your students can add their projects.

Creating Classes	
	- Once you've successfully logged into your Teacher Account, there will be a bar at the top of the screen with three options. - Select My Classes.
	- To create a class, click the + New Class button at the top right of the page. - Enter the class name and description. - Do not include real names and locations, like the name of your school or city/town.
	- Once you've created a class, you can add students. Click the Students tab to begin adding students.

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



Adding New Student

Add to Class

Username

These accounts will be publicly visible. Please do not use personal identifiers, such as real names or school names. Personal identifiers will be permanently deleted.

- Click **+ New Student** to add students individually.
 - You will be prompted to create a username for this student.
- **Make sure that the usernames you create do not contain identifying information about yourself, your students, or your school.**
- **The password for this student username will automatically be set as your username for your teacher account.**
- Have students log into their accounts and change their passwords.

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 [this sign-up sheet template](#) to record your usernames and the students they correspond to.

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. [Sign-Up Sheet](#)

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](#).
- 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.



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||||||| COLOR SCHEME

