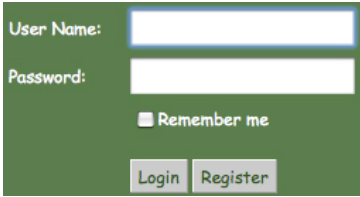

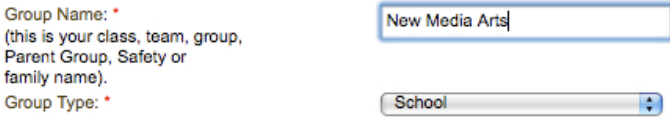







Create a Group

<p>Step 1</p> <p>Log In to your School Town account with your User Name and Password.</p>	
<p>Step 2</p> <p>Put the cursor on Groups in the Top Menu and click Create A Group.</p>	
<p>Step 3</p> <p>Enter a descriptive Group Name. This is the name that students will see when they log in to School Town. Choose the Group Type. Select School if you are creating a group for a class or course.</p>	
<p>Step 4</p> <p>Check the box to accept School Town's terms of use and click Submit.</p>	
<p>Step 5</p> <p>Click the link to invite group members.</p>	<p>Create Group</p> <p>-----</p> <p>Congratulation! You have successfully created the "temp" group.</p> <p>Click here start inviting group members right now... (you can always do this later, too)</p> <p>Click here to go to straight to your new group so you can start adding to-dos, events and more...</p>
<p>Step 6-a</p> <p>If your students do not already have School Town accounts, click Add Group Members (under 18).</p>	 <p>Add Group Members (under 18)</p>
<p>Step 6-b</p> <p>You can add students one-by-one by selecting a Grade and entering each student's First Name and Last Name.</p> <p>Optionally, you may enter parent's First Name, Last Name, and E-Mail.</p> <p>Click Add Another Member to expand the form and enter multiple students.</p> <p>Click Submit to create accounts for the students you have entered.</p>	

Create a Group

Step 6-c

You can add groups of students by uploading a file that contains each student's **First Name** and **Last Name** in the first two columns.

Optionally, you may enter parent's **First Name**, **Last Name**, and **E-Mail** in the columns C-D. Save the file in CSV format.

	A	B
1	Aaron	Washington
2	Alicia	Cooper
3	Asia	Willis
4	Brandon	Jones
5	Daniel	Collins
6	David	Singleton
7	Devin	Smith
8	Isaiah	Walton
9	Justin	Barnes
10	Lauryn	Williams
11	Nicholas	Jackson
12	Shawn	Irvin
13	Taylor	Brown

Step 6-d

Select a **Grade** and **Upload your CSV file**. **Browse** your computer to find the file and click **Submit**.

1. Enter the following information for each member in to a spreadsheet in this order:

Required	Optional
Column A: Member First Name	Column C: Parent First Name
Column B: Member Last Name	Column D: Parent Last Name
	Column E: Parent E-Mail Address

2. Save the spreadsheet as CSV file using the "Save As" option.

3. Select a grade level *

4. Upload your CSV file *

Step 6-e

School Town creates a **Login Name** and temporary **Password** for each student.

CREATE AND INVITE GROUP MEMBERS (UNDER 18 ONLY) Back to Groups Controls Home | Back to Manage Users Home

Here is the list of user names and passwords School Town created for your members.

First Name	Last Name	Login Name	Password
Aaron	Washington	AWashington	061818
Alicia	Cooper	ACooper	820704
Asia	Willis	AWillis	648082
Brandon	Jones	BJones	274372
Daniel	Collins	DCollins	086351
David	Singleton	DSingleton	464071
Devin	Smith	DSmith01	182742
Isaiah	Walton	IWalton	575721
Justin	Barnes	JBarnes	124782
Lauryn	Williams	LWilliams02	567872
Nicholas	Jackson	NJackson	255832
Shawn	Irvin	Sirvin	056788
Taylor	Brown	TBrown01	032160

Step 6-f

You will receive an e-mail message with a PDF file you can use to create a handout containing each student's **Login Name** and temporary **Password**.



Hi Aaron Washington,

You have been added to a School Town group called "New Media Arts".

Go to www.SchoolTown.net and login using **AWashington** as your user name and **061818** as your password.

If you already have a SchoolTown account from another group, please join New Media Arts by:

1. Logging in using the user name and password you already have.
2. Clicking on Join a Group at the top of the screen.
3. Enter this token number **35279940** in the space provided.



Step 7


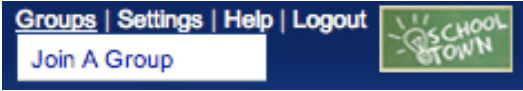
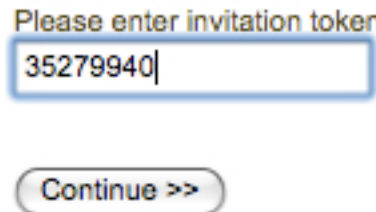


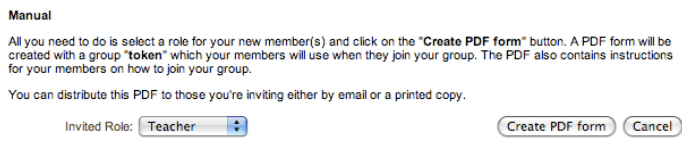
If your students already have School Town accounts, you can add them to your group by clicking **Invite Members Who Already Have a School Town Account**.



Invite Members Who Already Have a School Town Account

A PDF form with instructions and a token will be created for you to distribute.

Create a Group

<p>Step 7-a</p> <p>School Town creates a PDF file containing an Invitation Token. Save the file to your computer and distribute it to your students or display the token in class.</p>	
<p>Step 7-b</p> <p>Instruct your students to place their cursors on Groups in the Top Menu and click Join A Group.</p>	
<p>Step 7-c</p> <p>Instruct students to enter the invitation token and click Continue.</p>	
<p>Step 8</p> <p>Your Group Name now appears under the relevant tab for each student you added or instructed to join your group.</p>	
<p>Optional: Step 9-a</p> <p>School Town supports collaborative curriculum development and co-teaching. To add another teacher to a group, click Add Group Members (18 or Older).</p>	
<p>Optional: Step 9-b</p> <p>Change the Invited Role to Teacher and click Create PDF form.</p> <p>Note: If you do not want other teachers to be able to change the content of the group, leave the Invited Role set to Student.</p>	 <p><small>Manual</small></p> <p><small>All you need to do is select a role for your new member(s) and click on the "Create PDF form" button. A PDF form will be created with a group "token" which your members will use when they join your group. The PDF also contains instructions for your members on how to join your group.</small></p> <p><small>You can distribute this PDF to those you're inviting either by email or a printed copy.</small></p>
<p>Optional: Step 9-c</p> <p>The process for a teacher to Join a Group is the same as students (see Step 7). When a teacher goes to the group page, however, it should say "Teacher's View" at the top to indicate that the user has the same privileges as the creator of the group.</p>	