



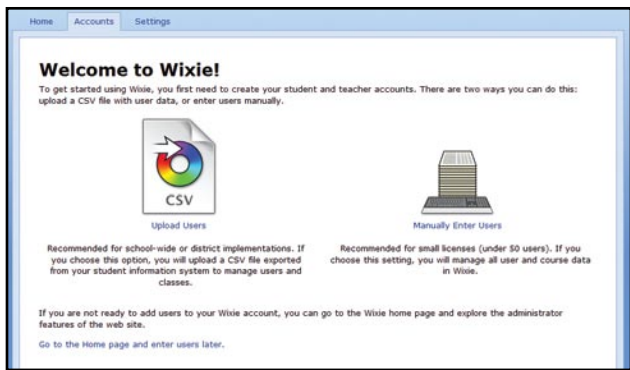
## Adding Students and Teachers to Your Wixie Account

You can manually enter and manage users in your Wixie account.

Log into your Wixie domain using your administrator log in.

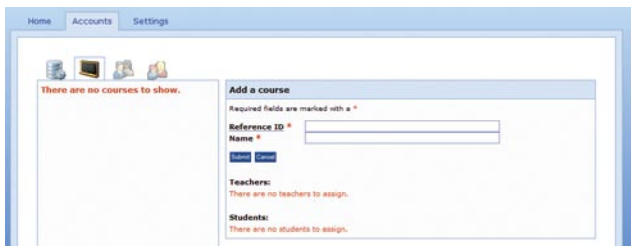
A login form with a blue header containing the word 'Login'. It has two input fields: 'Username:' with the text 'sampleelementaryscho\_admin' and 'Password:' with a series of dots. A blue arrow button is to the right of the password field. Below the fields is a link that says 'Forgot your username or password?'.

If this is your first time visiting the site, or you have never added any students, you will see the Welcome screen.



Click the **Manually Enter Users** icon.

You will see the Course management section of the Accounts page.



## Adding Courses

Teachers and students are related to each other through courses. Once you add a course you will be able to add teachers and students.

Type the course ID into the Reference ID field. The course ID is a unique, alphanumeric value assigned by your school to identify the course. For example, smith1 could be Mrs. Smith's First Grade Class.

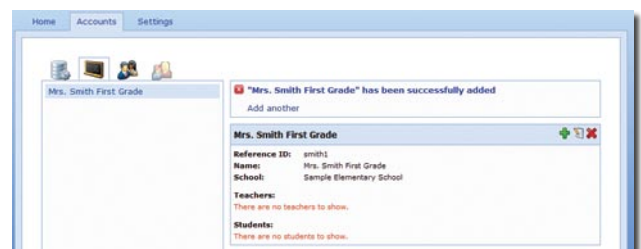
The 'Add a course' form. It has a blue header with the title 'Add a course'. Below the header, it says 'Required fields are marked with a \*'. There are two input fields: 'Reference ID \*' with the text 'smith1' and 'Name \*' which is empty. Below the fields are 'Submit' and 'Cancel' buttons.

Type a name for the class in the Name field. This is the name that will display for users when they are working in Wixie.

The 'Add a course' form, identical to the previous one, but with the 'Name \*' field filled with the text 'Mrs. Smith First Grade'.

Click the **Submit** button.

The course will be added to your school account.



At this point you can either add more courses, or begin adding Teachers.



## Adding Teachers

Click the Teachers button to begin adding teachers.



You will see the fields for adding a teacher.

Type the user ID for the first teacher into the Reference ID field. The user ID is a unique, alphanumeric value assigned by your school to identify the individual. For example, nsmith could be the user ID for a teacher named Nancy Smith.

Enter the first and last name for the teacher.

Enter the login and password you want the teacher to use to access the Wixie site.

Click the **Submit** button.

You can now add additional teachers or begin adding students.

## Adding Students

Click the **Students** button to begin adding students.



You will see the fields for adding a student.

Type the user ID for the first student into the Reference ID field. The user ID is a unique,



alphanumeric value assigned by your school to identify the student.

**Add a student**

Required fields are marked with a \*

Reference ID \* markd01

First name \*

Last name \*

Login \*

Password \*

Grade Level \* Select a grade level

Submit Cancel

Enter the first and last name for the student.

Reference ID \* markd01

First name \* Mark

Last name \* Derochers

Login \*

Password \*

Grade Level \* Select a grade level

Submit Cancel

Enter the login and password you want the student to use to access the Wixie site.

Reference ID \* markd01

First name \* Mark

Last name \* Derochers

Login \* markd01

Password \* 069438

Grade Level \* Select a grade level

Submit Cancel

Use the pull-down menu to select a grade.

Reference ID \* markd01

First name \* Mark

Last name \* Derochers

Login \* markd01

Password \* 069438

Grade Level \* 1

Submit Cancel

Click the **Submit** button.

You can now add additional students or begin assigning teachers and students to courses.

## Assign Users to Courses

Click the Courses button.



Click the **Edit** button to edit a course.



Use the Teachers pull-down menu to select a teacher to add to a course.

**Teachers:**

Nancy Smith

Assign a teacher

Nancy Smith

**Students:**

Assign a student

Click the **Plus** button to add the teacher.

Use the Students pull-down menu to select a student to add to the course.

**Students:**

Assign a student

Assign a student

Mark Derochers (1)

Click the **Plus** button to add the student to the course.