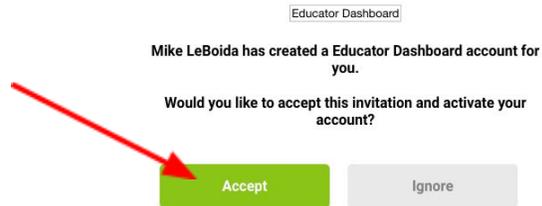# Co:Writer®

Reference Guide

What's Inside:

- Activating a License
- Creating Educators
- Signing in as an Educator
- Giving Students Access
- Signing in as a Student
- Connecting with Existing Students
- Accessing Student Data

Activating a License

Signing in from your invitation email:

1. You will receive an invitation email from confirm@account.cowriter.com

Educator Dashboard

Mike LeBoida has created a Educator Dashboard account for you.

Would you like to accept this invitation and activate your account?

2. Click Accept in the email.

| Accept | Ignore |

Button didn't work? To accept, you can copy/paste the link below into your browser.

3. You will be prompted to put in your email password.

You are set up with the email address used to click confirm. The next time you login to Co:Writer, use this email to sign in.

Hello butlermarci54

Not you?

Re-enter password

Next

Forgot password?
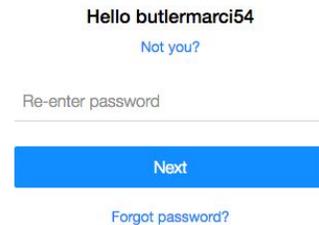
For future login, if have an existing login type with Google, Microsoft Live, or Office 365, click the Sign in with Google or Sign in with Microsoft button and then enter your email address.

Before creating staff and students, please ensure that the following are whitelisted:
These emails are solely for account confirmation and management (i.e. password reset).

Whitelist:

Educatordashboard for Staff: confirm@account.educatordashboard.com

Snap and Read for Staff & Students: confirm@account.snapandread.com

Co:Writer for Staff & Students: confirm@account.cowriter.com

Wordbank for Staff & Students: confirm@account.wordbank.io

For further system requirements:
http://help.donjohnston.net/it-resources/system-requirements/universal-extension-requirements

DON·JOHNSTON
Human Learning Tools

Creating Educators

To create Educators follow the steps below.

1. Click on Manage educators.

2. Enter email addresses of educators.

3. Click on Add educator

   Note: to enter multiple educators, you can use the Import from CSV file option. Download the template, copy in the email addresses, upload the template and the invitations will be batched to your educators.

To move permissions from an Educator to an Administrator or Analyst, follow the steps below.
Note: All staff members will be invited as Educator level access.

1. Click on Manage Educators,
2. Find the educator's name that you want to move to another permission level.
3. Click Permissions beside the that name.
4. Toggle on the new permission level: Administrator or Analyst
5. Click SAVE
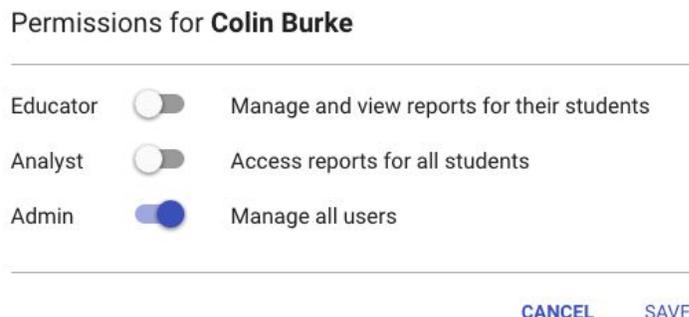
Signing in as an Educator

Google Email addresses:
1. Navigate to cowriter.com
2. Click "Sign in with Google"
3. Type in email address
4. Type in password
5. Click "Accept" on pending invitation

Microsoft Live or Office 365 email addresses:
1. Navigate to cowriter.com
2. Click "Sign in with Microsoft"
3. Type in email address
4. Type in password
5. Click "Accept" on pending invitation

Other Email addresses:
1. Navigate to snapandread.com
2. Type email on gray "email or username" line
3. You will get a message that you are not recognized would you like to create an account
4. Click "Create one"
5. Navigate to your email inbox to find confirmation email
6. Find email from confirm@account.cowriter.com
7. Type in your full name
8. Type in your email password
9. Navigate back to snapandread.com
10. Click "Accept" on pending invitation

Domain Access:

    Google
1. Follow steps 1-4 for Google listed above. You be able to sign in without an invitation.

    Microsoft
1. Follow steps 1-4 for Microsoft listed above. You will be able to sign in without an invitation.
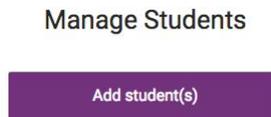
Giving Students Access

To give a student access to Co:Writer Universal, follow the steps below.

1. In your web browser - Navigate to cowriter.com

2. Log in to your account.

3. Click Manage students,

4. Click Add student(s), choose one of the following options for student access.

Add students options:

Set students up with an email address: An invitation will pop when they sign in at the product.
   1. Type a student's email address
   2. Click Next

Continue steps 1 & 2 until all students are added - for multiple students see Import from CVS file directions.

Import from CSV file: to invite multiple students with an email address at one time, click Upload from CSV file.

Add Student(s)

Use a comma-separated values file (CSV) to set up many students quickly. Use spreadsheet programs like Google Sheets and Microsoft Excel to create and edit CSV files. Your CSV file must include the header (first line) of **Email Address** followed by the student email addresses.
See the example below
If you do not have a domain license, students must accept an email invitation to activate their account.
Please whitelist: **confirm@account.cowriter.com**.

	A	B
1	Email Address	
2	student1@school.com	
3	student2@school.com	
4	student3@school.com	
5	student4@school.com	
6		
7		

Please select a CSV file to upload:

Choose file   No file chosen

Giving Students Access Cont'd

Set students up with a username:

Add Student(s)

You can create **21** new student(s).

✉ Student's email or username

Next

1. Type in a unique username

2. Click Next

3. Type in student's full name

4. Type in a password for the student

5. Click Create

Add Student(s)

You can create **21** new student(s).

✉ loganboone

☺ student's full name

🔒 create password

Create

Set students up with Google Classroom: *(District & site licenses only)*

1. Click Import Google Classroom

2. Click Proceed

3. Follow the prompts from Google to log into Classroom

4. Select the class(es) to import

5. Click Import

Add Student(s)

You can set up as many students as you like.

✉ Student's email or username

Next

— or —

Get student activation code

Import from CSV file

🖼 Import Google Classroom

Access using district domain license:

Students use their district email address to sign in at the product sign in screen. If you have a district license and are interested in domain access, please fill out this form: http://bit.ly/djilicenseform

DON·JOHNSTON
Human Learning Tools

Signing in as a Student

Note: iPad districts, sign in first time from product website for easier set up: snapandread.com

Google Email addresses:
1. Navigate to Co:Writer Universal chrome extension
2. Click "Sign in with Google"
3. Type in email address
4. Type in password
5. Click "Accept" on pending invitation

Microsoft Live or Office 365 email addresses:
1. Navigate to Co:Writer Universal chrome extension
2. Click "Sign in with Microsoft"
3. Type in email address
4. Type in password
5. Click "Accept" on pending invitation

Other Email addresses:
1. Navigate to Co:Writer Universal chrome extension
2. Type email on gray "email or username" line
3. You will get a message that you are not recognized would you like to create an account
4. Click "Create one"
5. Navigate to your email inbox to find confirmation email
6. Find email from confirm@account.cowriter.com
7. Type in your full name
8. Type in your email password
9. Navigate back to product extension sign in page
10. Click "Accept" on pending invitation

Usernames:
1. Navigate to Co:Writer Universal chrome extension
2. Type in student username
3. Type in student password
4. Click Sign In

Domain Access:

Google:
Follow steps 1-4 for Google listed above. You be able to sign in without an invitation.

Microsoft:
Follow steps 1-4 for Microsoft listed above. You will be able to sign in without an invitation.
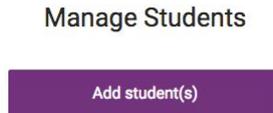
Connecting with Existing Students

If you have an Educator Dashboard account, you can connect, manage and gain access to existing student data by following the steps below.

1. In your web browser - Navigate to cowriter.com

2. Log in to your account.

3. Click Manage students

4. Click Add student(s), choose one of the following options for student access.

Add students options:

a. **Use student's email address:** type in student's email address and click Next. Students will accept at the product sign in page.

Domain access note: You will receive a note that your student has been connected. If your student has yet to activate their account, you will get an error message when you try to connect with them. Send them to the product to log in, then you can connect with them with the above steps.

b. **Import from CSV file:** to invite multiple email addresses at one time, click Upload from CSV file. An invitation will be sent from asking the student to accept your invitation to connect with you. They can accept the invitation at the product sign in screen.

DON·JOHNSTON
Human Learning Tools

Connecting with Existing Students Cont'd

Add Student(s)

You can set up as many students as you like.

✉ Student's email or username

Next

──── or ────

Get student activation code

Import from CSV file

🖼 **Import Google Classroom**

c. **Import from Google Classroom:** *(District & site licenses only)*
   1. Click Import Google Classroom
   2. Click Proceed
   3. Follow the prompts from Google to log into Classroom
   4. Select the class(es) to import
   5. Click Import

d. **Give students an activation code:** connect with existing students by clicking Get student activation code button. Then, print or make record of the code displayed (in green) on the screen. Note: the codes will be product specific.

⏻	Co:Writer
📖	Create topic from this page
🄰	Create topic from selected text
⚙	Options
➡	Sign out
◔	Kevin Johnston

Take the code to your student and have the student launch and sign into the Chrome App, Chrome Extension or iOS.

1. If using the Chrome Extension,
   a. Click the Co:Writer extension icon.
   b. Select Options.
   c. Click on the student's name in the upper right corner.

   OR

   If using the Chrome App or iOS,
   Click the user's name on the home screen.

   John Doe 🗑 ↗
   This is a story about Christophe
   This is a story about Christopher Columbus. C

2. Apply Code:
   a. Click on the Code link next to Connect with Educator
   b. enter the Activation Code you created
   c. click Done.

MANAGE ACCOUNT	Close
Name	Marci Butler
Connect with Educator	Code
YOUR ACCOUNT	

MANAGE ACCOUNT	Close
Name	Marci Butler
< Back Code	Done
YOUR ACCOUNT	

DON·JOHNSTON
Human Learning Tools
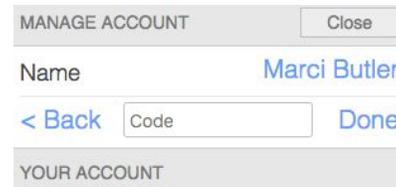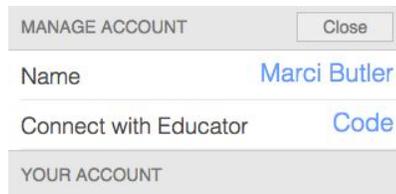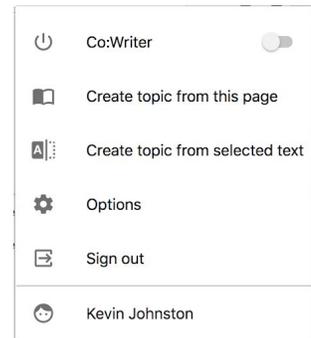
Accessing Student Data

To view student and summary data, follow the steps below:

1. In your web browser - Navigate to cowriter.com

2. Log in to your account.

3. Click View Reports

4. You will see the summary data for the product.

5. Click student name on left to view a particular student's data.

DON·JOHNSTON
Human Learning Tools