

- Autoassign.com Guide for Teachers -

Welcome to Autoassign.com, the paperless, online way of creating completely automated homework assignments and quizzes for your students. Here are the steps to follow to getting up and running quickly with Autoassign.com.

I. What to expect the first time you log on

1. Go to <http://www.autoassign.com>, and click the "Create a new teacher account" link. This will allow you to create a new account for yourself. If you have already done this, then just log in under the "Teacher login" label. The "Login name" and "Password" are what you chose for yourself when you created your account. **Pay attention to the "Login name" that you invented for yourself. Your students will need to know what it is when they first try to access the site.**

2. When you log in for the first time, you'll be taken to the "Your classes" menu. Since this is your first time logging in, you won't have any classes created yet. Click a link that allows you to create a new class.

3. You will be presented with three short questions about the class you want to create. **Pay attention to Question #1, the "short name" you give your class. Your students will need to know what it is when they first try to access the site.**

4. After you create a class, you will be taken back to the "Your classes" menu. You'll see the class you just created, followed by two links, "Assignments" and "Students." Clicking on the name of the class will allow you to edit the general properties of the class. Clicking on "Assignments" will allow you see existing assignments for the class, or to add a new assignment to the class. Clicking on "Students" will allow you to check the progress of your students in the class.

5. If this is your first time logging on, you won't have any assignments for the class. A link will be presented allowing you to create a new assignment. Click on it and follow the instructions for creating an assignment. After you create the assignment you will be taken back to the "Assignments" page. You will see the name of the assignment you just created. Click the "Click to add problem(s)" link to add problems/questions to the assignment. **A reminder: the assignment you created will remain inactive and totally hidden from your students until the "Deploy it?" link is "yes." This allows you to work on an assignment and let your students see it only when it completely ready to go.**

6. It is strongly recommended that you create a "student" account for yourself. That's right, pretend that you are a student in your class. If available, you can use the same teacher login name and password you use to access Autoassign.com as a teacher. This way, you can see and use Autoassign.com the way your students will. They see an entirely different versions of things than you do. So, if you've logged on as a teacher and created an assignment, follow the student

instructions below and use Autoassign.com as if you are a student in your class.

II. What to tell your students

Before your students may access any assignments you have created for them, they'll have to register at Autoassign.com. Tell your students to go <http://www.autoassign.com> and create an account for themselves. They can do this by clicking on the "Create a new student account" link on the Autoassign.com home page. **Here are two pieces of information your students will need to know before they can register at Autoassign.com:**

1. The teacher "log in name" you invented for yourself. **Please tell your students exactly, character by character, what log in name you invented for yourself (from I.1 above). Tell them to type this for Question #1 on their Autoassign.com "Student Registration" form.**
2. The "short name" you gave the class you created. **Please tell your students exactly, character by character, what short name you invented for your class (from I.3 above). Tell them to type this for Question #2 on their Autoassign.com "Student Registration" form.**

These two bits of information are meant to deter random, internet users from trying to register for classes at Autoassign.com. If a person doesn't know #1 and #2 above, they can't register.

Also, the students will be asked to enter an "Identification number" (#6 on their Autoassign.com "Student Registration" form). You are to tell them what this is supposed to be. Their social security number? Last 4 digits of it? A school-issued I.D. number? Some other number? It should be a number that, independent of Autoassign.com, the student can be identified by. (For identify protection, we don't recommend telling them to use their social security number for this, or anything else.) You may also choose not to use this. In this case, just tell your students to leave this box blank.

After you send your students away to register, log in to your teacher account from time to time. Each student that tries to register for your class must be confirmed, and you must confirm them. Under the menu described in I.4 above, a red alert message will appear when students are waiting to be confirmed and officially registered in your class. After you confirm them, they are free to access Autoassign.com and access any assignments you post for them.

Again, we recommend that you try to register for your own class, *as if you are one of your students*. After you register as a student, re-login *as a teacher*, and confirm your own registration. You should create an assignment as a teacher, then log-in as a student to find and do the assignment. Then, log in as a teacher again and see the student progress tracking, etc. that Autoassign offers. Alternating your log ins as a teacher then a student, and back again, is a wonderful way of learning how Autoassign works and what can do for you and your students.

III. That's it!

That's it. We hope you find Autoassign.com a useful and time saving device.