

HOW TO SET UP A CLASS, ASSIGN INDIVIDUAL STUDENT PASSCODES, AND CREATE ASSIGNMENTS

Create A Class

Each teacher must first create a class in order to assign individual Student Passcodes and create assignments.

Log In to your account on CTN's web site at www.ctnba.org. Click on "Discovery Streaming Video" and then:

1. Click on the "My Classrooms" button and then click the "Creating a Class" underlined text to create a new class.
2. In Step 1 of 3 of "Set up a Class", enter the class name and start and end dates. (We recommend using the first day of school and the last day of school.) Click "Save/Continue". Once the classroom is created, student names and accounts can be created and added to the class.

Adding Students To a New Class

Under Step 2 of 3 "Select Students" you can select students from the school roster by clicking the box next to their names, or press the ALL button to see all the students listed by grade level. If you are selecting individual students, click the boxes next to their names and click "Add." Click the "Add a student" button to add as many individual students not listed in the school roster that you want to add. You will have an opportunity to add a UserID and Password. Once the information is complete, you will see them added to the class roster. (You might want to come up with a naming convention for the Usernames and Passwords to make them easier to remember.)

Fill out the registration info for each new student and click "Submit". The student account is created. Click the "Save/Continue" button. Review the class list and then click "Done."

Creating the Assignment

Look under My Builder Tools and then click on "Assignment Builder"

1. Click on "Create New" under Create An Assignment
2. Give the assignment a name.
3. Select either an existing folder or create a new folder to save the assignment in.
4. Select a subject and grade level.
5. Even though the video clip has not yet been selected, write the Assignment Instructions, Learning Objectives, and any notes. To display any of these materials to students, click the box labeled "Display to Students."
6. To receive an email notification when a student completes this assignment, click the box next to the request.
7. Click the "Save/Continue Button."

To Search For Media To Add To Your Assignment:

1. Enter data for Keyword, Media Type, Subject, Grade, and Service – Streaming Video
2. Search the Discovery Education Library by clicking the “Search” button.
3. Once you find a video or other resource (may choose multiple resources) you want to use, click the button that says “Add to My Assignment.” Click the larger “ADD” button in the top right after all Streaming Video, or Science materials are added.
4. Enter the instructions that students should see with each material type you chose. Click the “Continue” Button. You can also add the Learning Objectives and use the Assignment Option where you receive an Email notification when a student completes this assignment.

Making the Assignment

1. Click on “Builder Tools” and then “Assignment Builder.”
2. Click on “View” under My Assignments.
3. A list of assignments you created will appear.
4. Find the assignment you want, and pull down the menu titled “Select” and choose “Assign”.
5. Select the correct class under “Assign to Class.”
6. Under Assign to Students click the box labeled “All Students in Class.” They should be selected (dark.)
7. Make sure the due date is correct – may be edited.
8. Click the “Assign” button then “Done.”

To Have Students See the Assignment

Note: Teachers need to log out if students will be using the same computer to view assignments

Have them go to: <http://students.discoveryeducation.com>

1. Click on “My Content”.
2. Next, click on “DE Streaming”, then the appropriate folder. The assignments that have been created will appear. Make sure to tell the students which assignment they should complete if there are multiple assignments.

Retrieving Student Username/Passwords

If a student can't remember their Username:

The teacher must log in and:

1. Click on "My Classrooms"
2. Double click on the classroom you want to view. You will see the following information for each student in the class:

Classrooms	Students	Start Date	End Date	Actions
Grade 5 - Ms. Lipsick	6	08/30/10	06/10/11	View Assignments/Results Edit Class Delete Class
Student Name	User Name	Actions		
Flowers, Sarah	seven_sarahfl.student	View Assignments/Results Edit Username/Password login to DE		
jacob, sue	suejacob.student	View Assignments/Results Edit Username/Password login to DE		
Law, Jim	jimlaw2008	View Assignments/Results Edit Username/Password login to DE		
Lee, Jack	six_jacklee.student	View Assignments/Results Edit Username/Password login to DE		
Martin, Joe	cLipsick	View Assignments/Results Edit Username/Password login to DE		
smith, James	james_tsmith	View Assignments/Results Edit Username/Password login to DE		

Click on Username/Password to retrieve the information.

You will need to re-assign a new password.