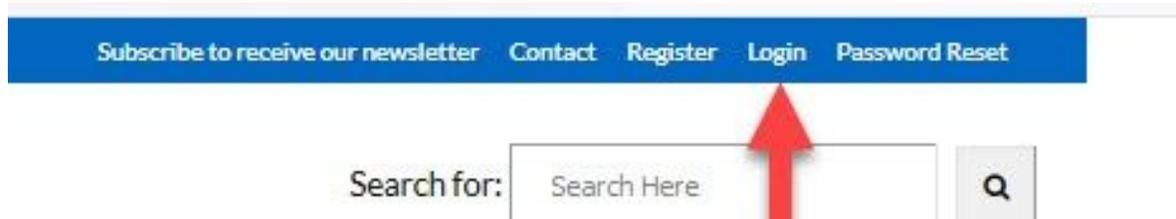


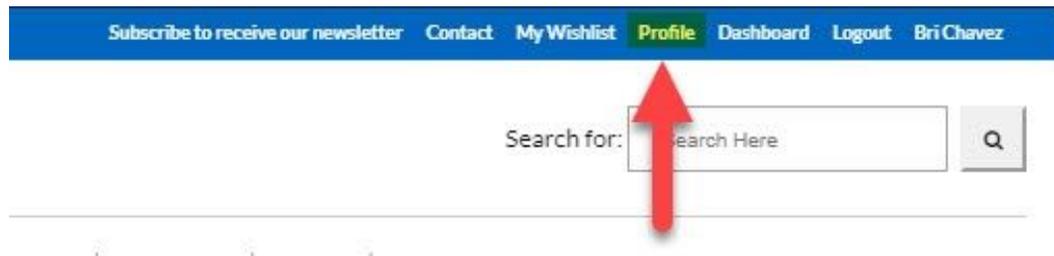
Teacher Handout

Fluency Matters E-course - How to Get Started

1. Go to FluencyMatters.com and click on **Login**



2. Once logged in, click on **Profile**



and scroll down until you see **Group Registration Page**

Group Registration Page



3. A new page will open up. We then highly recommend clicking on the blue button at the top of your screen, entitled **10 TIPS FOR A SMOOTH START TO E-LEARNING**. This link will take you to a new page that includes 10 extremely helpful tips to help you set up your course quickly and efficiently.

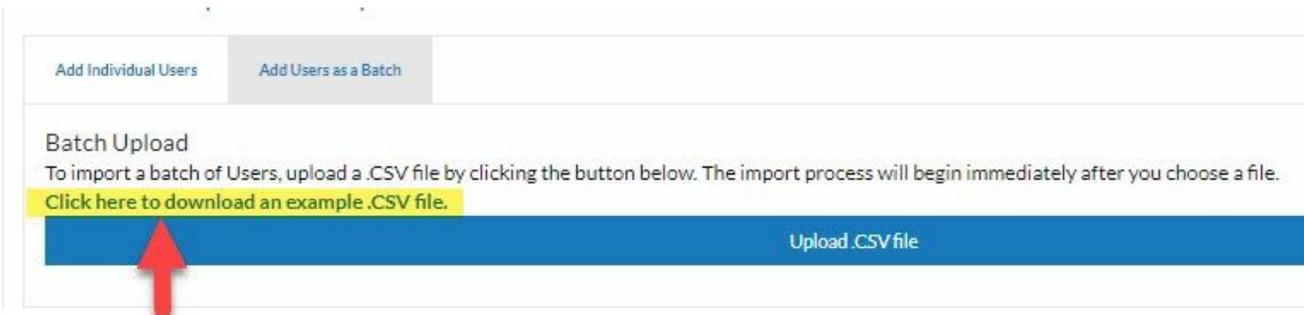
10 TIPS FOR A SMOOTH START TO E-LEARNING



4. Once you have read the [10 tips](#), go back to the [Registration Page](#).

5. To add students all at once (recommended), select “**Add users as a Batch.**” (Don’t forget to download the **USER DATA** upon completion of your upload.)

You should be ready to create your CSV file for your student roster. Download the CSV template and add your students’s information, according to the specifications on the sample CSV.



Once you have opened the file, you will see that there are 5 columns:

user_email	user_login	first_name	last_name	user_pass	
JDoe62030@	JDoe62030	J	Doe	#^y1o7}u3L2@9	
EMAIL_IS	USER	J	Dope	PW-is	
OPTIONAL.	NAME	A	Dupe	OPTIONAL.	
SYSTEM	IS OPTIONAL	W	Jacky	SYSTEM	
WILL	SYSTEM	H	Louis	WILL	
GENERATE	WILL_USE	D	Duck	AUTO	
EMAIL	2_LETTERS+	J	Dome	GENERATE	
IF_NO	3_LETTERS+	B	Happy	IF	
EMAIL_IS	5_NUMBERS	S	Shore	NONE	
PROVIDED.	TO_CREATE	P	Nut	PROVIDED.	

Headers are required and must be written EXACTLY as shown. Download the CSV TEMPLATE, which has the appropriate headers. Paste student info into relevant columns.

ROW #2 SHOWS YOU HOW THE SYSTEM AUTO-GENERATES EMAIL & USER-NAME.

J + Doe + 62030 = JDoe623030 / JDoe623030@fake.test

The only required info is first and last name*.

*First and last name can be initials, partial name, numbers, etc.– whatever type of identifying information you want to provide.

- Email Address: You can provide an email address, OR you can allow the system to assign a **fake** email address *REMEMBER*: If your students do not have a valid email address they will not be able to reset their password using Password Reset.
- User Login (Username)-You can assign a unique username for your students OR the system will automatically generate one based on the information you provide in the first and last name column.
- First Name/Last Name: you can include first/last name, initials, student number--any identifier you would like to use.
- User Password: You can pre-assign a password for you can let the system automatically assign the password.

6. Once your spreadsheet is completed, on the **Group Registration page**, use the drop down menu, choose the Group you'd like to manage:

Choose the Group you'd like to manage:

BriannaCF - 48 horas (Intermediate) E-activities

BriannaCF - 48 horas (Intermediate) E-activities

BriannaCF - Esperanza E-course



5. Select Group Users.

Choose the Group you'd like to manage:

BriannaCF - Esperanza E-course

Access to the following Courses are granted to Group Users:

- Esperanza (Present tense) E-course

Group Users Group Leaders

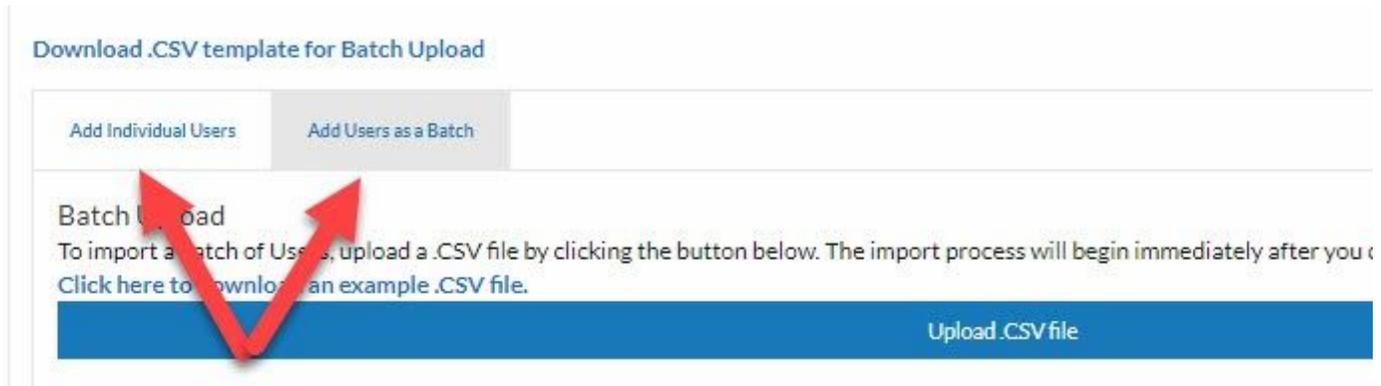
Search Group Users in this Group...



6. You will see that there are two options for adding students.

- **Adding Individual Users** - one by one
- **Adding users as a Batch** - uploading all users instantly by uploading a CSV file. ([Check the tips for information about creating a csv.](#))

Select **Add Users as a Batch**, select **Upload CSV file**, locate your file on your computer, click Choose, and the system will automatically add all of your students to your course.



9. Once your students are uploaded, **IMMEDIATELY Download User Data**.

This is the **ONLY CHANCE** you will have to download, save and access this data!

[FluencyMatters.com](#) is a secure site and therefore, NEVER stores user passwords.

NOTE: If you do not see your student list populating the way it should, do NOT remove students and/or Re-upload the csv. Immediately contact E-Learning@FluencyMatters.com and attach the csv file, so that we help you resolve the issue. We can generally solve upload issues in 60 seconds or less– REALLY!

10. Once the upload is finished, you should see a complete list of all of your students. You have the option to change student passwords or remove students from your course.

Choose the Group you'd like to manage:

cj.keuer-gaab: Brandon Brown versus Yucatán - (Past Tense) E-course (#216325)

Access to the following Courses are granted to Group Users:

- Brandon Brown versus Yucatán (Past tense) E-course

Group Users Group Leaders

Search Group Users in this Group... Remaining Seats: 5

Email Address	Username	First Name	Last Name		
JDoe62030@fake.test	JDoe62030	J	Doe	Change Password	Remove
JDoe49640@fake.test	JDoe49640	J	Dome	Change Password	Remove
JDop41436@fake.test	JDop41436	J	Dope	Change Password	Remove
DDuc65457@fake.test	DDuc65457	D	Duck	Change Password	Remove
ADup39388@fake.test	ADup39388	A	Dupe	Change Password	Remove
BHap31418@fake.test	BHap31418	B	Happy	Change Password	Remove
WJac53903@fake.test	WJac53903	W	Jacky	Change Password	Remove

11. Check out the [E-Course How-To-Videos](#), our [E-Course FAQ and Troubleshooting](#) page, & our [Getting Started with E-learning modules](#) page.

QUESTIONS OR PROBLEMS?

EMAIL: E-LEARNING@FLUENCYMATTERS.COM

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