

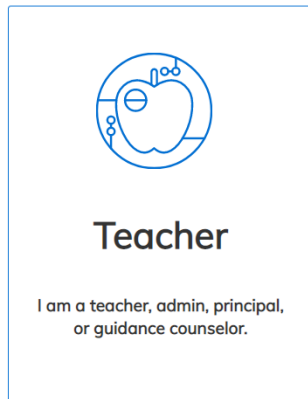
# 'Ignition – Digital Literacy & Responsibility' Class Setup

Go to <https://everfi.com/k-12>

- Select 'Sign Up Now' on the top right corner.

**Sign Up Now**

- Click the Teacher button then select British Columbia from the State/Province dropdown box. In the second field, start typing your school's name until you see it listed in the popup window. Click Next.



Country

A dropdown menu showing "Canada" with a small Canadian flag icon to the left and an "x" and a downward arrow to the right.

Province

A dropdown menu showing "British Columbia" with an "x" and a downward arrow to the right.

School Name or Postal Code

A dropdown menu showing "Nechako Valley Secondary - Vanderhoof, British Columbia" with an "x" and a downward arrow to the right.

Can't find your school? [Click Here](#)

**Next →**

- Setup your teacher account and select the 'Digital Literacy' course from the dropdown. Click Next.

First Name	Last Name
<input type="text" value="John"/>	<input type="text" value="Doe"/>
Topic	
<input type="text" value="× Digital Literacy"/>	
Grade	
<input type="text" value="× 12"/>	
Enter your school email address	
<input type="text" value="jdoe@sd91.bc.ca"/>	
Create a Password	
<input type="password" value="....."/>	
Password Confirmation	
<input type="password" value="....."/>	
<input type="checkbox"/> I agree to the <a href="#">terms of service</a>	
<input type="button" value="← Back"/>	<input type="button" value="Create Account"/>

- On the Dashboard page click on 'Catalog'. Scroll down to the 'Social -Emotional Learning' category. Select 'Create Class' under the 'Ignition' course.

Social-Emotional Learning

Building Healthy Relationships, Grades 7-9

Character Playbook

CREATE CLASS View course Resources

Age: 12, 13, 14, 15  
Grade: 7, 8, 9

This course is intended to educate 7th - 9th grade students on healthy relationships, character education, and social-emotional learning.

Supported By  
EVERFI

Bullying Prevention, Grades 8-10

Honor Code - Bullying Prevent...

CREATE CLASS View course Resources

Age: 13, 14, 15, 16  
Grade: 8, 9, 10

8th - 10th grade students identify their unique talents, grow resiliency skills, and build strong connections with others to create positive sch...[show more](#)

Supported By  
EVERFI

Digital Wellness & Safety, Grades 6-9

Ignition

CREATE CLASS View course Resources

Age: 11, 12, 13, 14, 15, 16, 17, 18  
Grade: 6, 7, 8, 9

Available in Spanish and French. Students learn modern digital health concepts such as digital emotional intelligence, digital dependency, onli...[show more](#)

Supported By  
EVERFI

- Fill in the 'Create Class' window then click 'Save'

#### Class Name

Create a name for this class

#### Start Date

Select the date you plan to start

#### Class Size

Select the number of students

#### Grade Level [?](#)

Select a grade level for this class

#### Courses


Add courses to this class

Ignition

+ Add Courses

- In the main dashboard, select 'Students' and then select 'Add Multiple Students'.





## Add Multiple Students

Create a username and password for multiple students in .CSV format file and upload your data

- Step 1. Select the 'Ignition class from the list and select 'Next'.

Class

Test - Ignition
▼

Cancel
Next →

- Step 2. Download the file
- Step 3. Replace the information with your student information. Make sure to enter the first initial of your students' last names.

	A	B	C	D	E	F	G	
1	Instructions: Fill out this spreadsheet for one block or section of students, starting with row 12 (delete the examples in rows 12-16). Read the tips below carefully before starting.							
2								
3	Helpful Tips for Success:							
4	Last Name	Only type first letter of the last name if the student is under 13 or you are in Canada						
5	Username	Usernames must be unique as millions of students use EverFi. We suggesting making it specific to the students at your school by using their ID number or adding your school acronym and the year i.e. bsmithMCHS2016						
6	Age 13+	If the student is 13 or older, type Y. If the student is under the age of 13, type N.						
7	Email	This field is optional. You can leave it blank.						
8	Password	Passwords must be 6 characters with at least one special character. We recommend using the same password for all students because they'll be prompted to change it when signing in.						
9	Parent Email	Parent email is optional. You can leave it blank.						
10								
11								
12	First Name	Last Name	Username	Age 13+ (Y or N)	Email (Optional)	Password	Parent Email (Optional)	
13	Kaylah	F	fkaylah91babine	N		bess\$#91		
14	Emma	M	memma91babine	N		bess\$#91		
15	Shaelon	D	nshaelon91babine	N		bess\$#91		

- Step 4. Save the file and upload it