'Ignition – Digital Literacy & Responsibility' Class Setup

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

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

- 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.
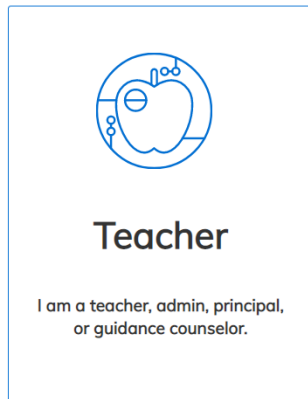
Teacher

I am a teacher, admin, principal, or guidance counselor.

Country

(•) Canada

Province

British Columbia

School Name or Postal Code

Nechako Valley Secondary - Vanderhoof, British Columbia

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

John

Last Name

Doe

Topic

× Digital Literacy

Grade

× 12

Enter your school email address

jdoe@sd91.bc.ca

Create a Password

•••••••••••••••••••• 👁

Password Confirmation

••••••••••••••••••• 👁

☐ I agree to the terms of service

← Back   Create Account

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

- 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	Shealeen	B	bshealeen91babine	N		bess$#91	

- Step 4. Save the file and upload it