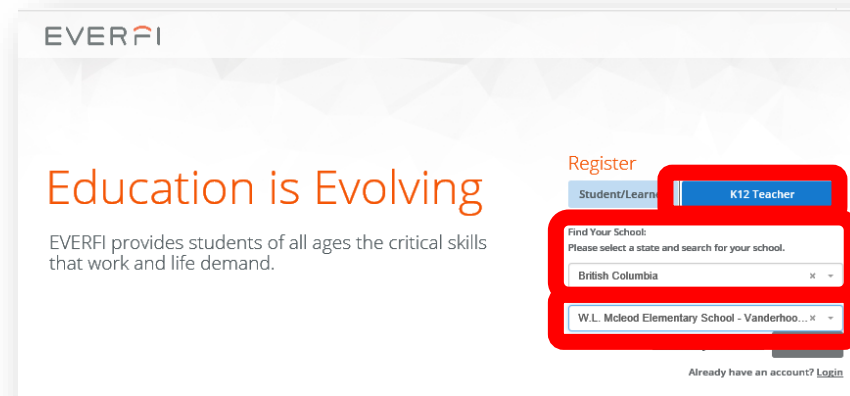


'Ignition – Digital Literacy & Responsibility' Class Setup

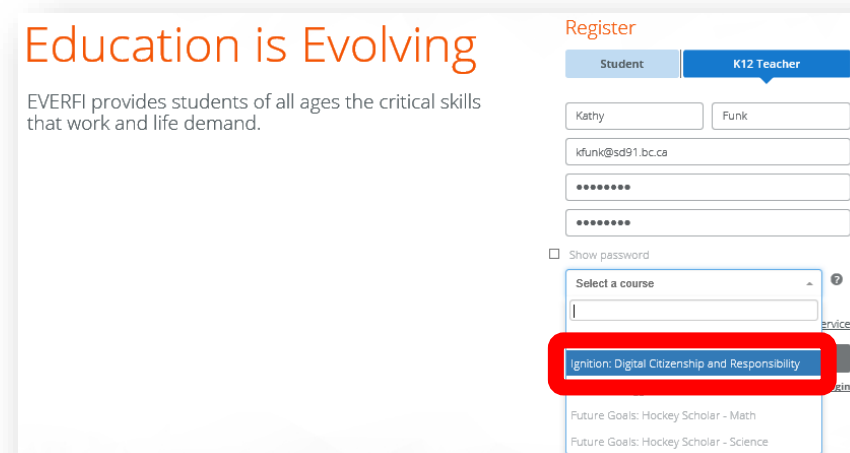
- Go to <https://everfi.com/k-12/ignition/>
- Scroll to the bottom of the page and click on the 'Go Now' button.



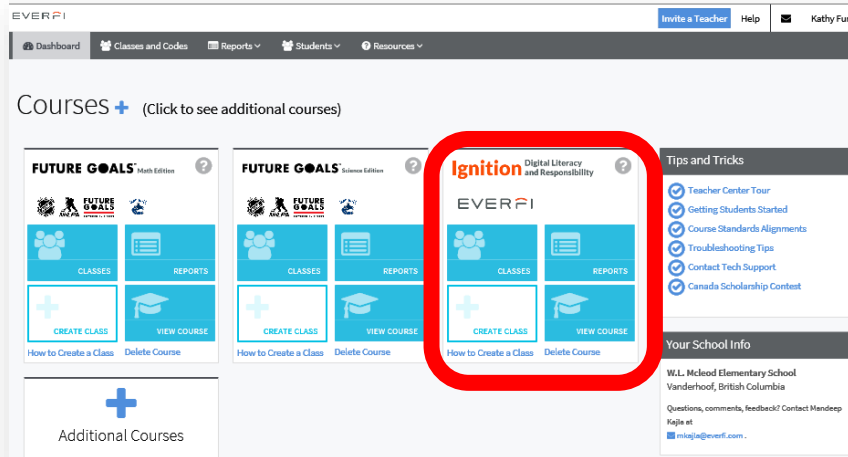
- Click the K12Teacher button then select British Columbia from the State/Province dropdown box. In the second field, start typing your school's name until you see it listed in the popup window. Click Next.



- Setup your teacher account and select the 'Ignition: Digital Citizenship and Responsibility' course from the dropdown. Click Next



- On the Dashboard page, in the Ignition square, click 'Create Class'



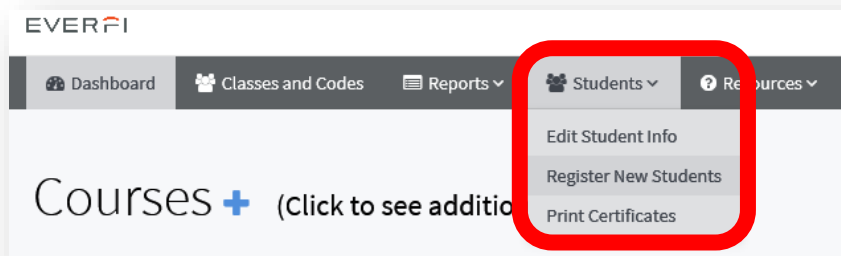
- Fill in the 'Create Class' window then click 'Save'

A screenshot of the 'Create Class' form. The form has the following fields:

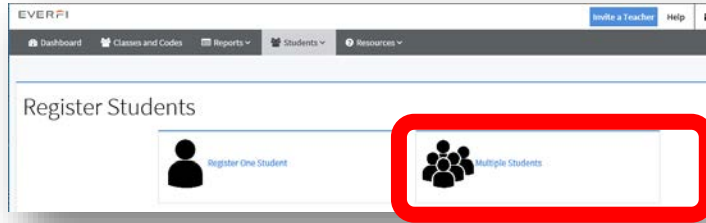
- 'What course will this class be using?' with a dropdown menu showing 'Ignition'.
- 'What do you want to call this class?' with a text input field.
- 'What month will your students start using this course?' with a dropdown menu.
- 'How many students will be in this class?' with a dropdown menu showing 'Fewer than 15'.
- 'What are the grade levels of this class?' with a text input field containing 'Grade level'.

At the bottom right, there are 'Close' and 'Save' buttons.

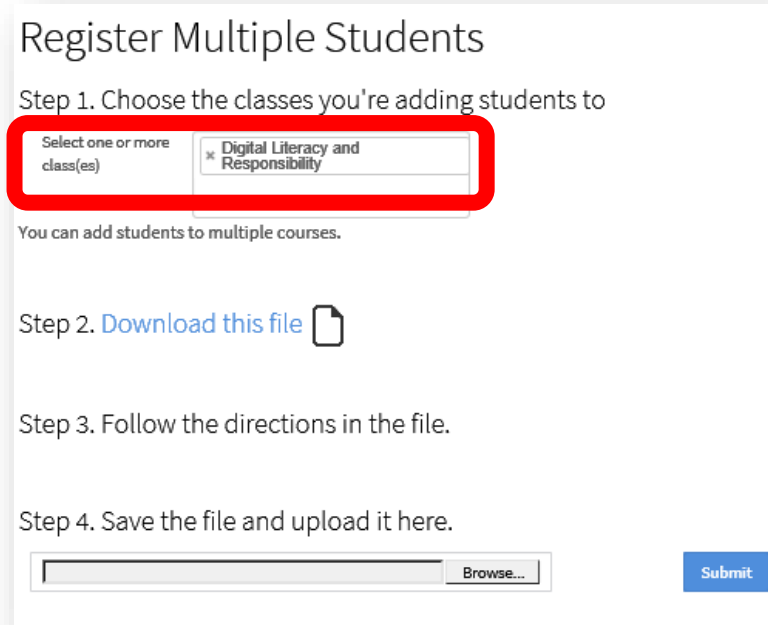
- In the Menu, select Students > Register New Students



- Select Multiple Students



- Step 1. Select the 'Digital Literacy and Responsibility' class from the list.



- Step 2. Download the file
- Step 3. Replace the information from rows 13 down 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	Shaeleen	B	shaeleen91babine	N		bess\$#91	

- Step 4. Save the file and upload it.