# Edcite Basics for Teachers

*Empowering Teachers. Engaging Students.*

## A Guide to the Edcite Basics

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## Edcite Background

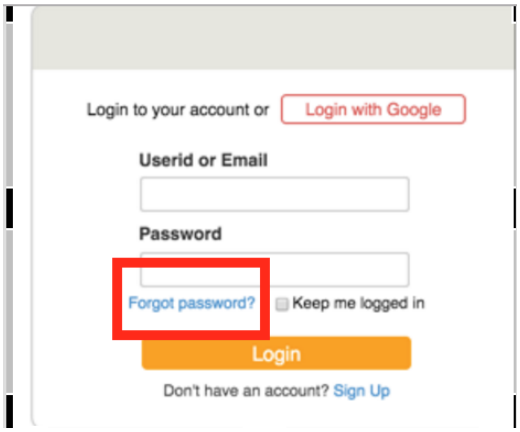
Edcite is a comprehensive education platform equipping teachers with customizable content and quality standards aligned standards (CCSS, FSA, NCCA, and many others). Our mission is to enhance teacher efficacy and improve student performance through an engaging digital experience.

Edcite will always be free for teachers and students. Our company was founded with a social mission to give back to the field of education. We are dedicated to continuously improving our product and enhancing the Edcite experience as much as possible. If you ever have feedback for us, please reach out to us at hello@edcite.com or Tweet at us at @edciteteam.

We're Edcited to see what you accomplish!

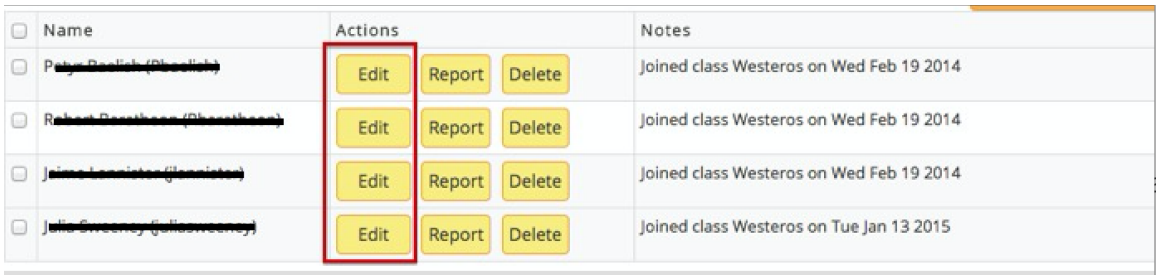
## Forgot Your Password

1. Click the "Forgot Password" button on the Login page at www.edcite.com.




2. Enter your Userid or your Email address and click "Submit". You will now receive an email asking you to reset your password.

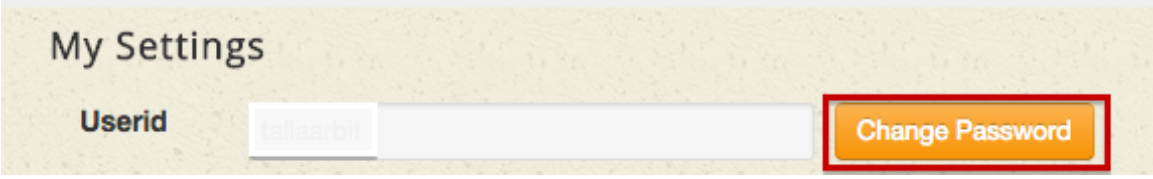
Hint: If your student does not have an email address, you can reset their password. Click the "My Students" button and then click the "Edit" button beside the student's name.



## How To Change Your Account Password

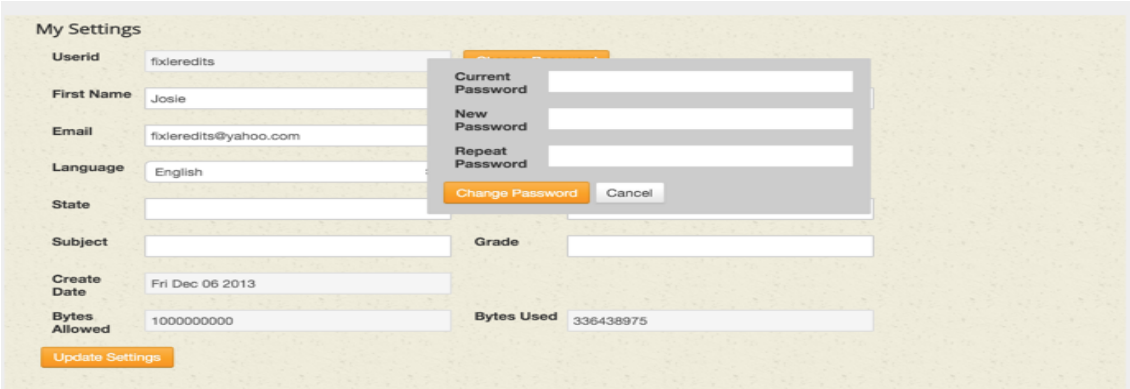
1. Click on your profile image and then click "My Settings".

2. Click "Change Password" next to your Userid.



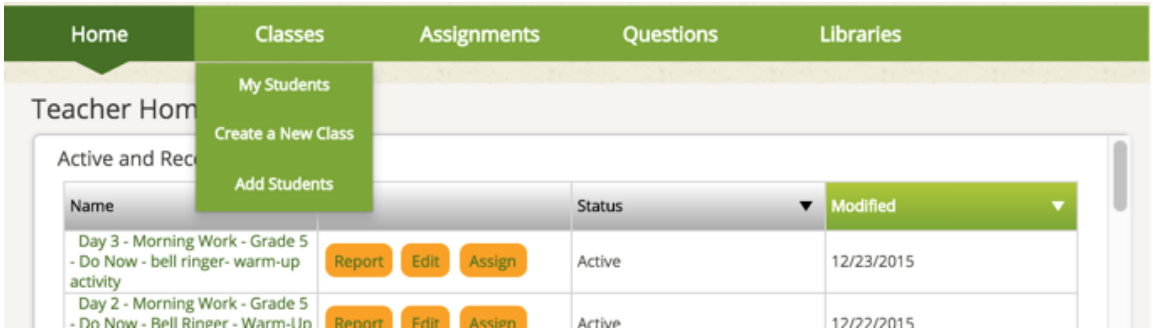

3. Enter your old password in the space provided.

4. Enter your new password in the space provided. Click "Change Password". Click "Update Settings". Your password has now been changed.



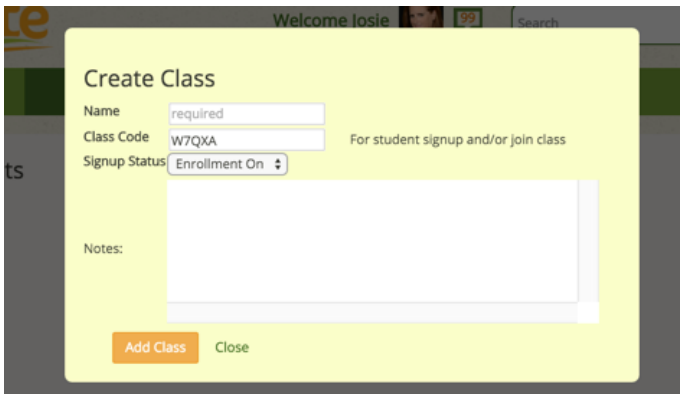
## Creating A Class

1. From the top navigation bar, click "Classes" and then "Create a New Class".




2. A smaller yellow window will open. Fill in the class name, make sure enrollment is on, and add any notes you need. Click "Add Class".

Hint: The Class Code is computer generated and can not be changed.




3. The class has now been added to your profile. Instruct your students to join your class by giving them the Class Code or by creating your students' accounts and adding them directly to your class.

# Adding New Students To A Class

There are three ways to add students into your class:

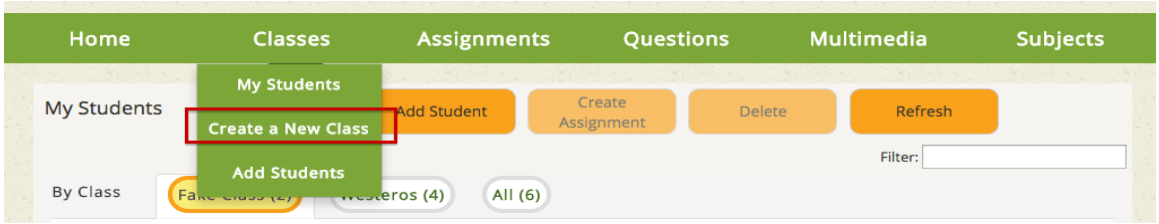
1. Class Code
2. Manually
3. CSV file

Read below for more information on each option.

## Class Code - Creating a New Class

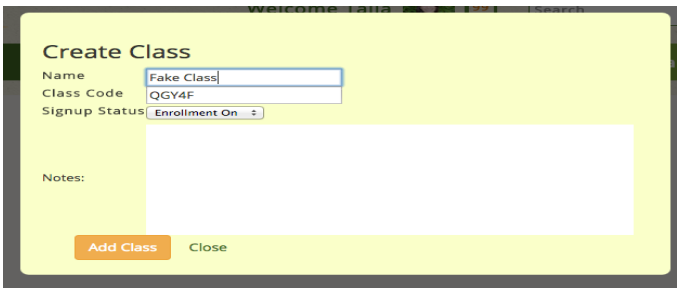
Note: If your student already has an Edcite account (perhaps from another teacher or from the previous year) they can continue using their Edcite Account and simply need to join your class using the class code.

1. Click the "Classes" tab from Edcite's main navigation bar, then click "Create New Class".




2. Fill in the information for your class and make note of your Class Code. The class code can not be changed.

Hint: You may want to create a separate class for each of your class periods.




3. Click the "Add Class" button. You will notice that your class has now been added to your profile.

4. Instruct your students to go to www.edcite.com and click the "Sign Up" button.

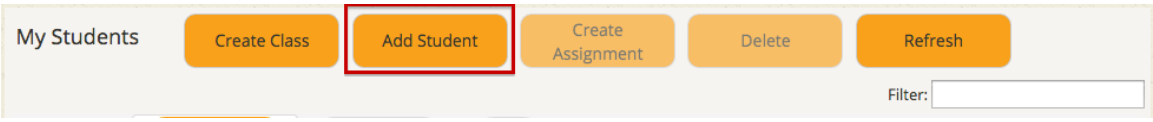
5. Students will choose the choice "I am a student" and add their class code when prompted. If the student already has an Edcite account, they will be asked to log in.  If the student does not have an Edcite account, they will be asked to create their own username and password.

6. Once your students click "Submit" their information will be automatically uploaded into your class.

## Manually

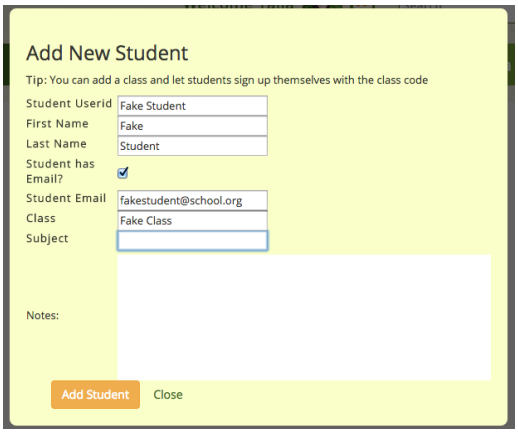
Note: If your student already has an Edcite account (perhaps from another teacher or from the previous year) they can continue using their Edcite Account and simply need to join your class using the class code.

1. Click the "Classes" tab from Edcite's main navigation bar, click "My Classes", then click "Add Student".




2. Complete your student's information.

Hint: Choose a userid and password combination that is easy to remember.




3. Click "Add Student". The student's profile will now be added to your class. The student will now be able to sign it to www.edcite.com using the userid and password you assigned.

## CSV File

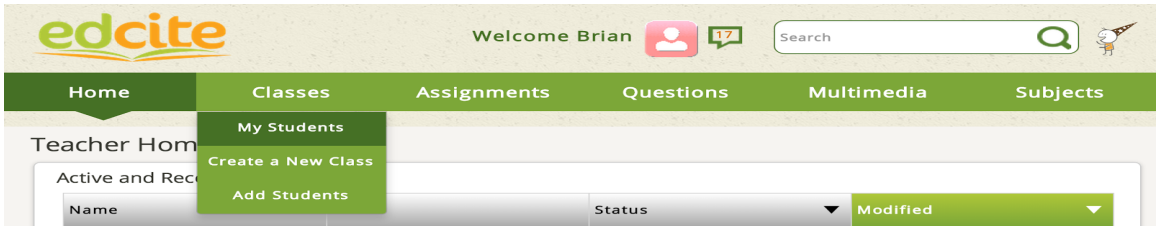
Note: If your student already has an Edcite account (perhaps from another teacher or from the previous year) they can continue using their Edcite Account and simply need to join your class using the class code.

1. Create your own Excel spreadsheet using the headers shown below in the exact same order. Click here for a downloadable template to use to create this spreadsheet.

Hint: Use the same names that are in your gradebook. Students do not need to have an email to use Edcite. Choose a userid and password combination that is easy to remember.

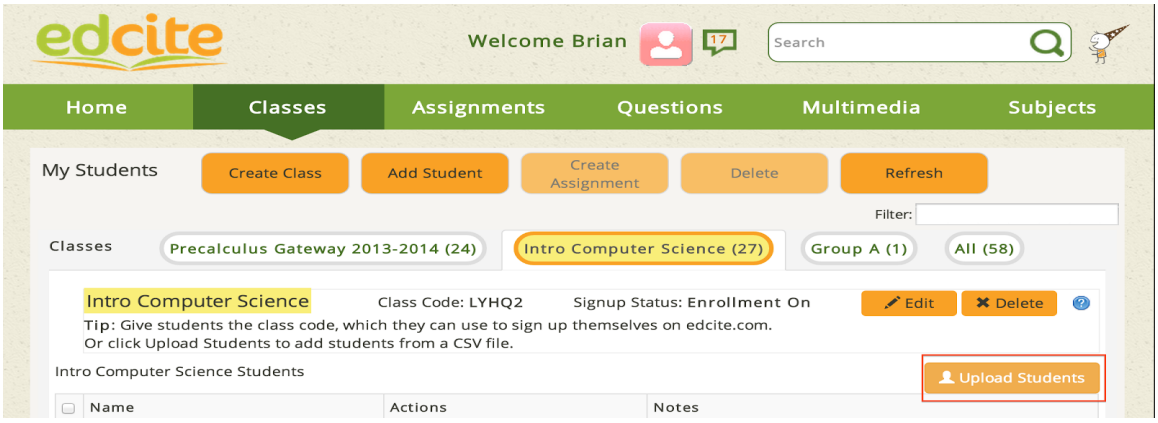
2. Once you have completed your Excel spreadsheet, save it as a CSV file.

3. Log into your account at www.edcite.com. Click on the "Classes" tab from the navigation bar. Choose "My Students".

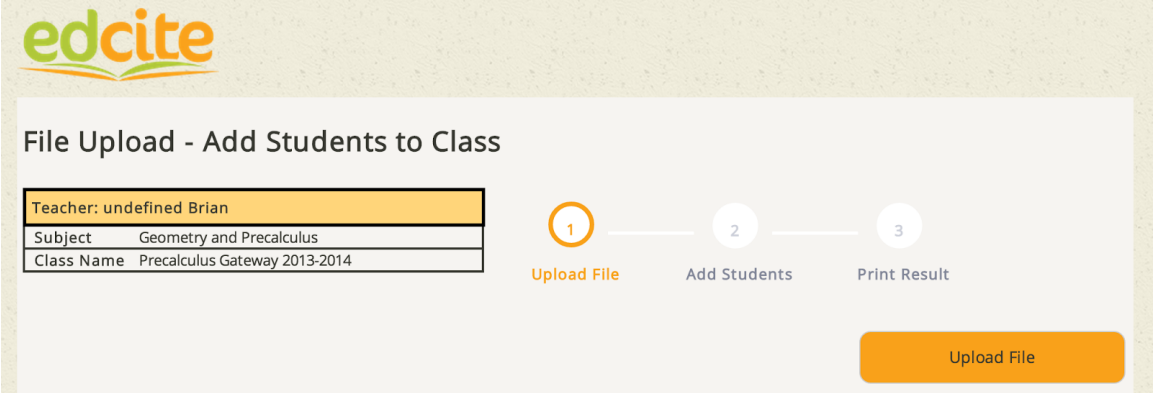



4. Select the class to which you want to add these students.

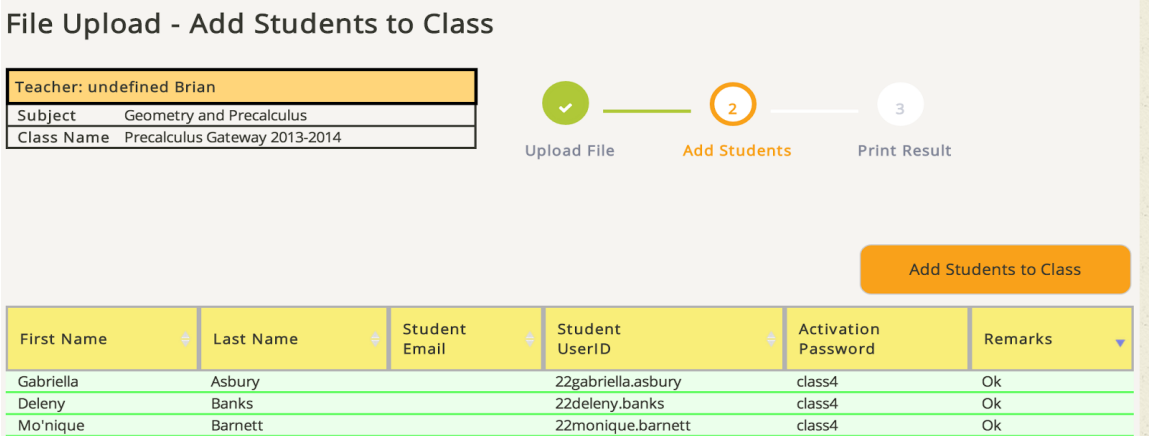
5. Click the "Upload Students" button.



5. Click on "Upload File" and select your .CSV file.




6. Check your student list to make sure it looks accurate. If it is accurate, click on "Add Students to Class". Your students will now be added to your class.




Hints:

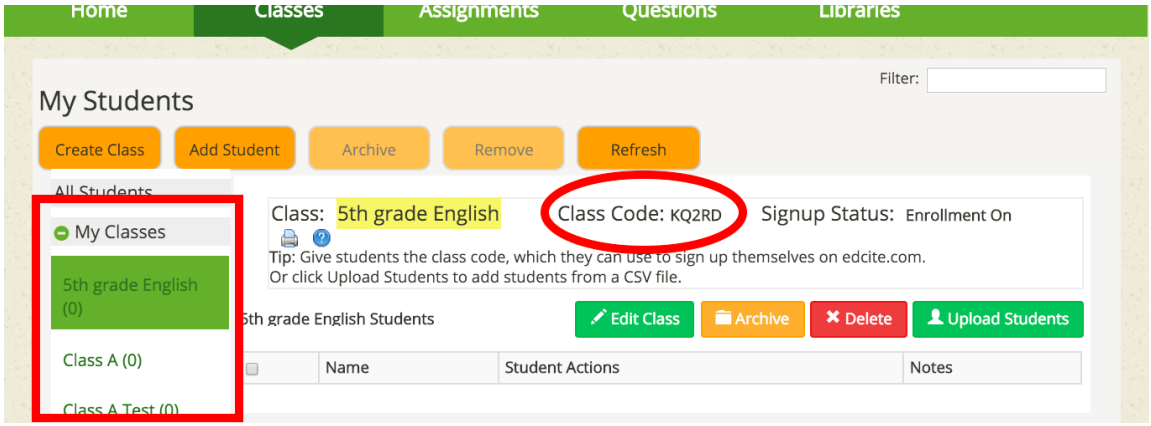
- If some students names are in red, it means that their userid is already in the system. You can still add them to your class by clicking on the "Add Students to Class" .
- If you get a message that says "Student Email Already used by [username]" then that student already has a userid in Edcite, and we will add that student to your class using their existing userid. This may not be the userid you entered, but it is the userid the student has already used with Edcite.

## Finding Your Class Code After You Created a Class

1. From the top navigation bar click on "Classes" and then click on "My Students".

2. Click on the specific class.

3. Find the Class Code beside the words "Class Code".



## Adding Existing Edcite Students to Your Class

If a student already has an account in Edcite, they can join your class by using your class code.

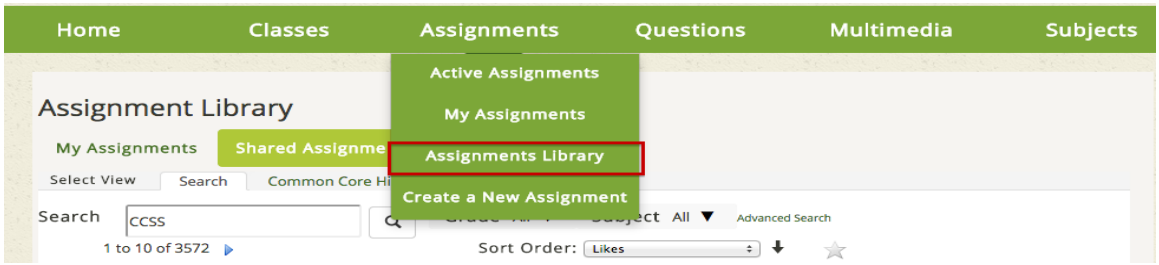
1. Ask students to login to their account at www.edcite.com.

2. Ask students to click on the "Classes" tab and click "Join Class".

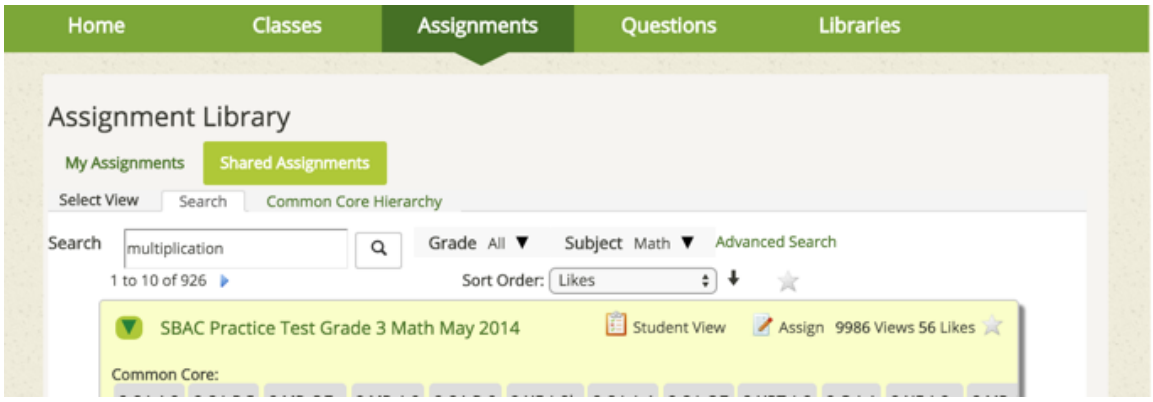
3. Ask students to Enter the class code, click "Confirm". Your students have now been added to the class.

# How To Search for An Assignment

1. From the top navigation bar, click "Assignments" and then "Assignments Library" to find assignments.

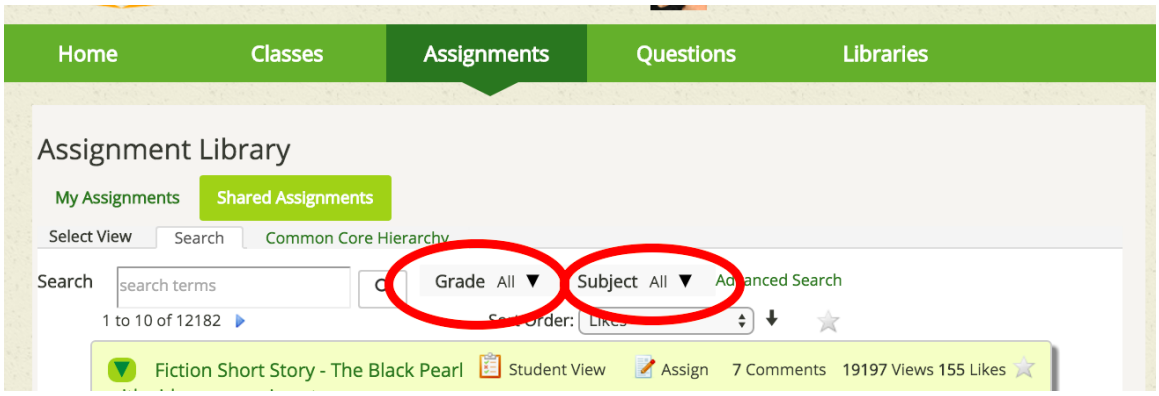



2. In the search box, enter the topic you are interested in. For instance, if you are looking for multiplication questions, type the word multiplication.



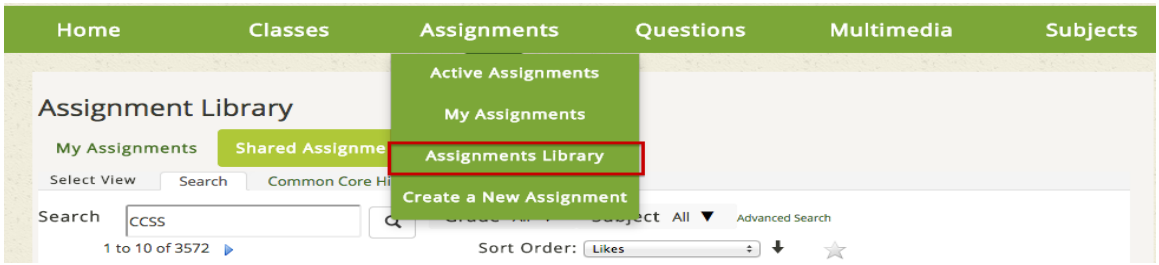
3. Click the magnifying glass to search the database.

Hint: If you are not finding any assignments in your search, try changing the grade or subject you are searching in. While the topic you are looking for might be taught in third grade in your school, it may be taught in another grade somewhere else in the world.



## How To Use Search Filters

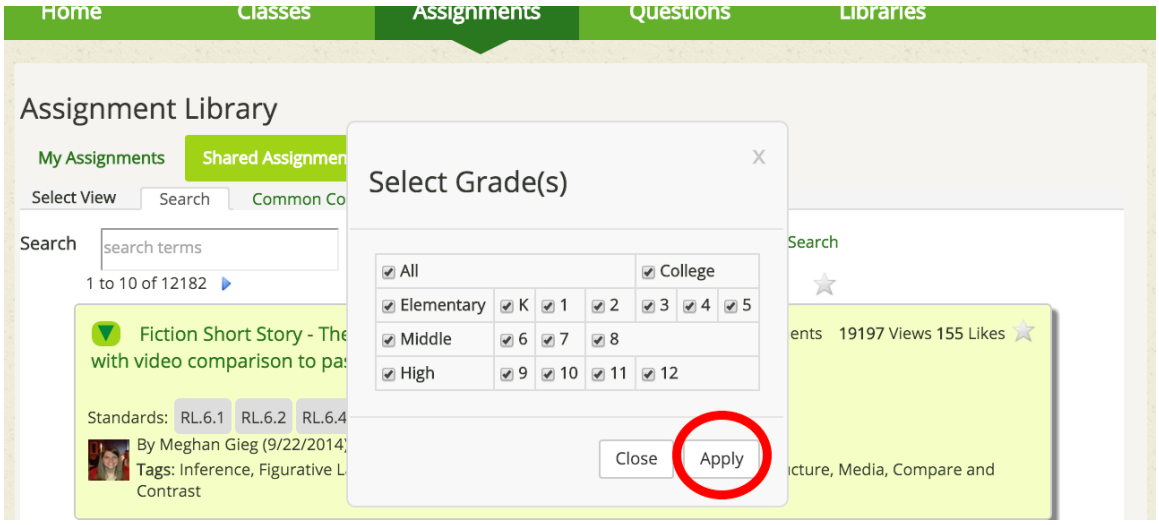
1. From the top navigation bar, click "Assignments" and then "Assignments Library" to find assignments.



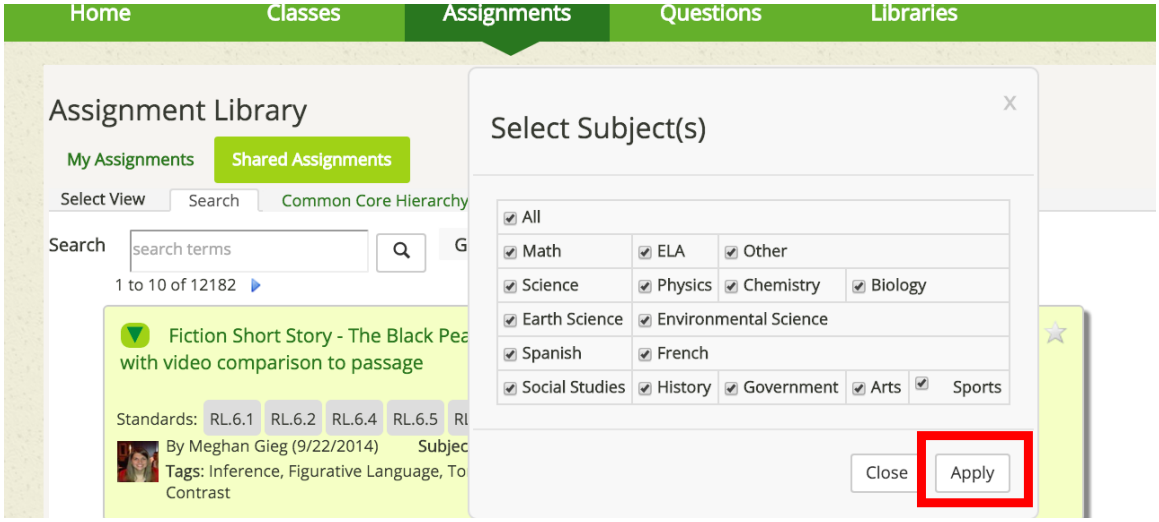

2. In the search box, enter the topic you are interested in. For instance, if you are looking for multiplication questions, type the word multiplication.

3. If you do not find an assignment that works, change the search filters.

4. You can change the grade by clicking the down arrow (▼), selecting the grade, and clicking the "Apply" button.

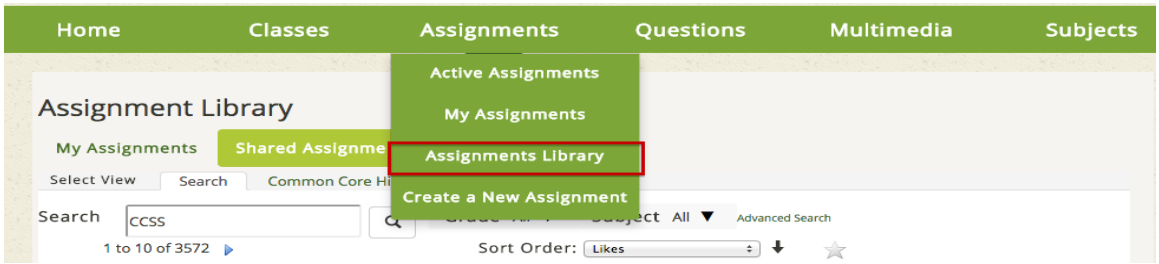


5. You can change the subject by clicking the down arrow (▼), selecting the grade, and clicking the "Apply" button.

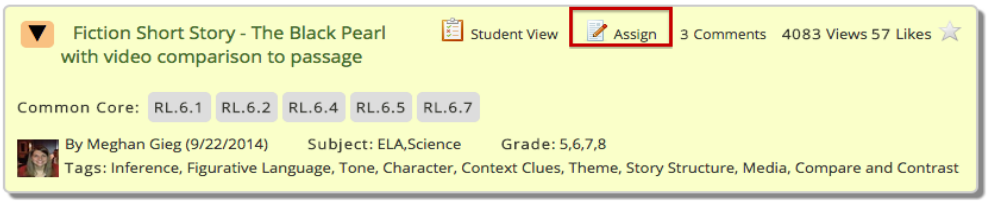


# How to Assign an Assignment

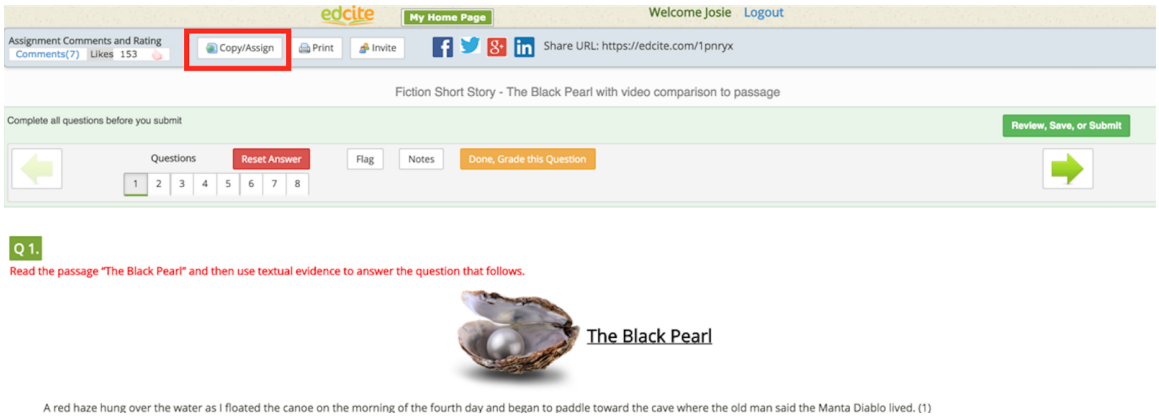
1. From the top navigation bar, click "Assignments" and then "Assignments Library" to find assignments.



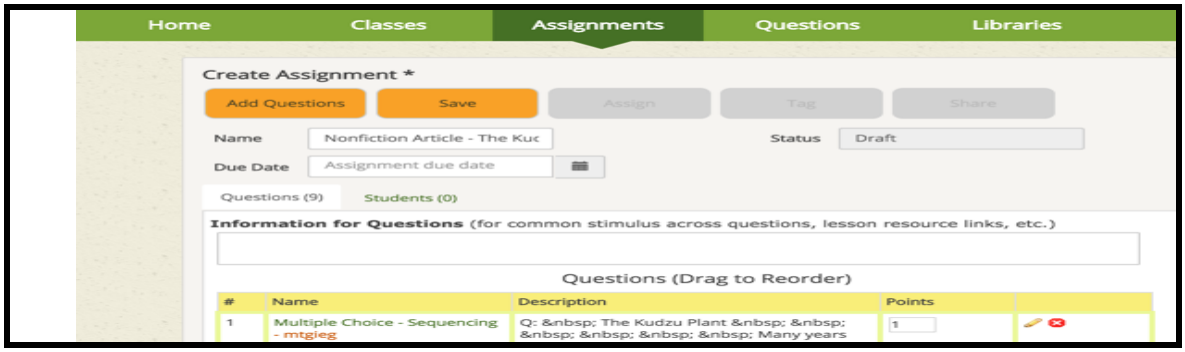

2. Use the search window to search for any type of assignment that might be of interest.
3. Once you are found an assignment that you like, click the "Student View" to see what the assignment will look like to your students.
4. When you find an assignment that you would like to assign to your students, click the "Assign" button.



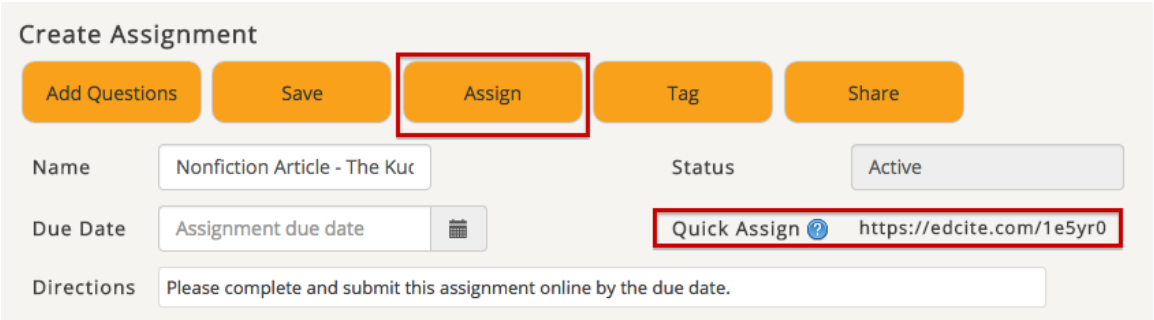

Hint: You can also find the "Assign" button when you are looking at a Student View of an assignment.



5. A new window will open with your new assignment. In this screen you can can change the assignment title, due date, and even delete or edit questions in the assignment. Before you can assign the assignment to students, you need to click "Save" and then "Confirm".




6. Click "Assign" to assign this assignment to students. A new window will open that will allow you to choose the students or classes you wish to assign to.

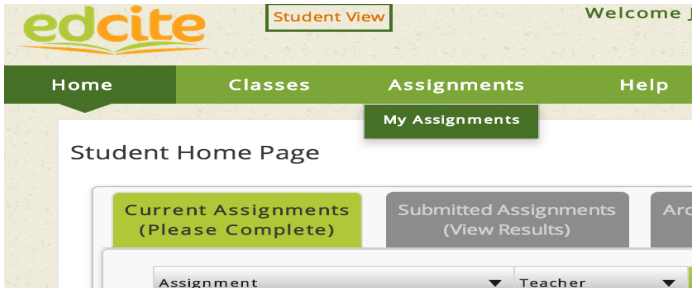



7. The "Quick Assign" link is another way to assign this assignment to your students. Instruct your students to type the url address into their browser and click "Enter". The students will then be directed to the assignment. They will enter their name and click the "Start Assignment" button.

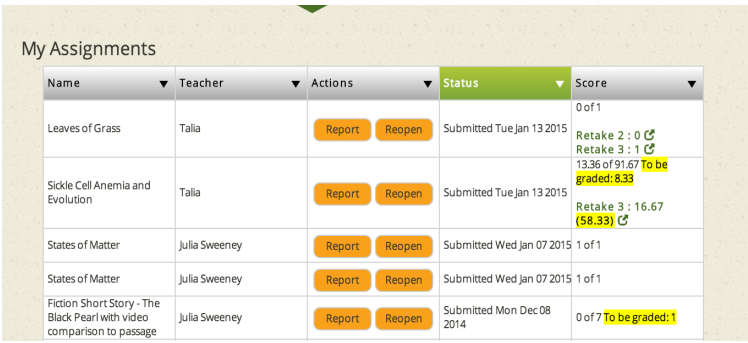
# Re-Take Assignments

1. Instruct your students to go to www.edcite.com and log in.

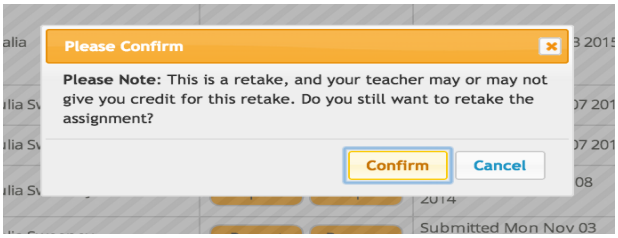
2. From the top navigation bar, instruct your students to choose "Assignments" and then "My Assignments".




3. Instruct students to select "Reopen" next to the assignment they wish to complete again.

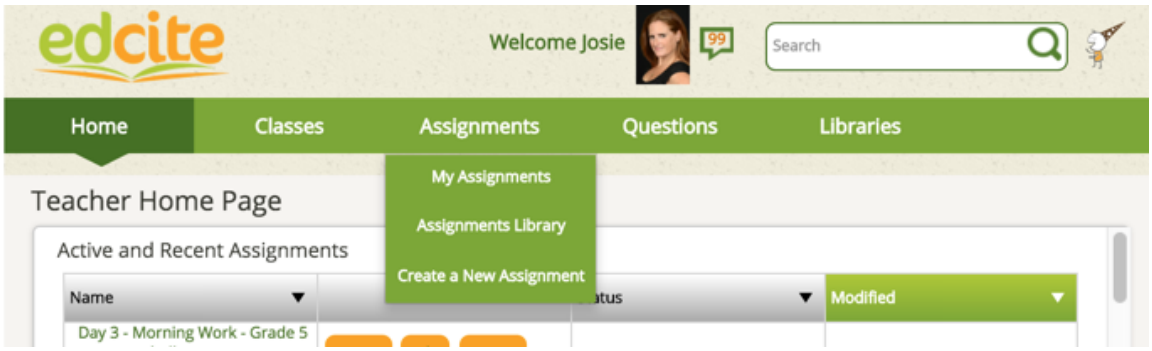



4. Instruct your students to click the "Confirm" button to confirm that the scores on this retake assignment may or may not count.



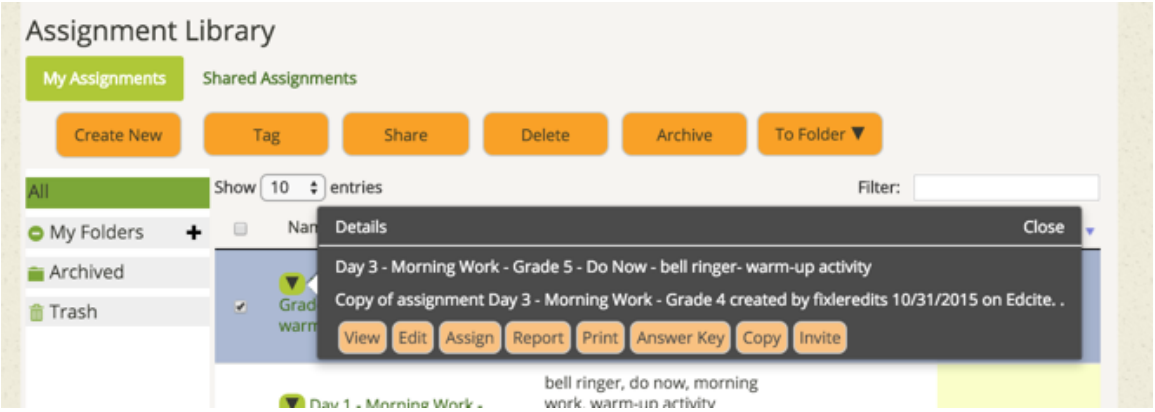
## How to Find an Assignment Report

1. From the top navigation bar, click "Assignments" and then "My Assignments" to find assignments.




2. Locate the assignment for which you need the report.

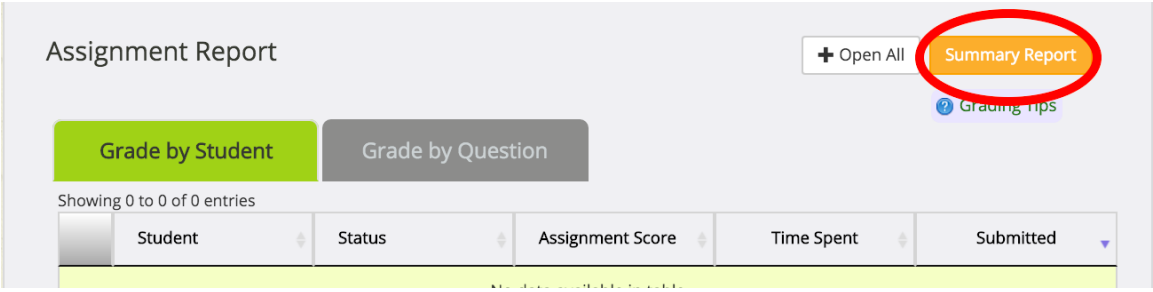
3. Click on the green arrow. You will notice that a menu of options is displayed.




4. Click the "Report" button and you will see the report for the students who have completed and submitted their assignment.

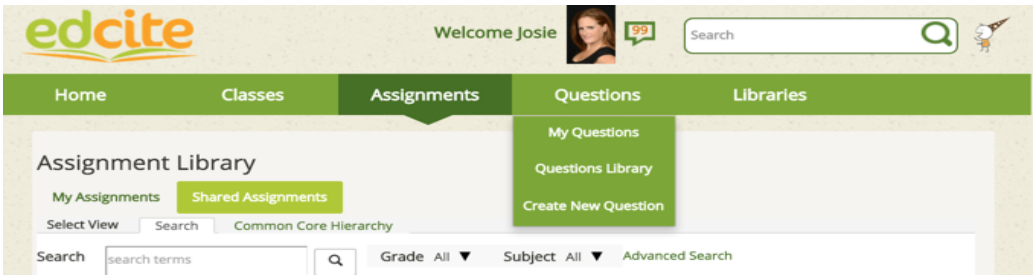
> Hint: For your most recent assignments, you can also find the "Report" button on your Homepage beside you assignment's name.

5. If you are looking for a Summary Report for this assignment, click the "Summary Report" button.



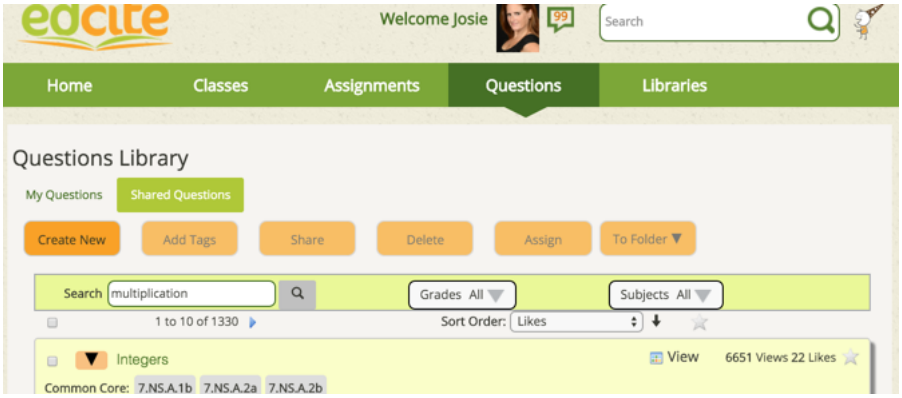
## How To Search for a Question

1. From the top navigation bar, click "Questions" and then "Questions Library" to find a question.




2. Use the search window to search for any type of question that might be of interest. For instance, if you are looking for a multiplication question, type the word "multiplication" in the search box and click on the magnifying glass.

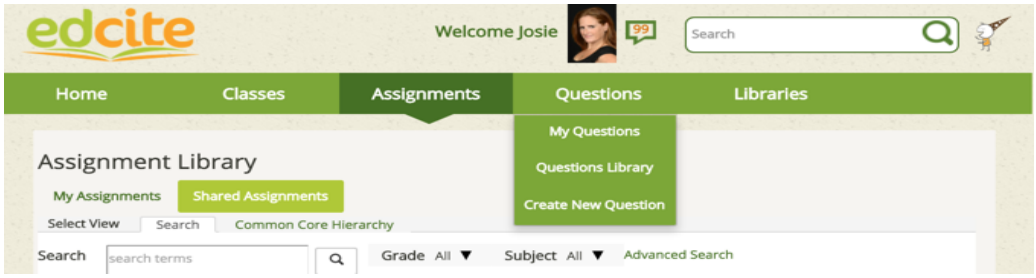
Hint: If you are not finding any questions in your search, try using Search Filters. Click here for more information.



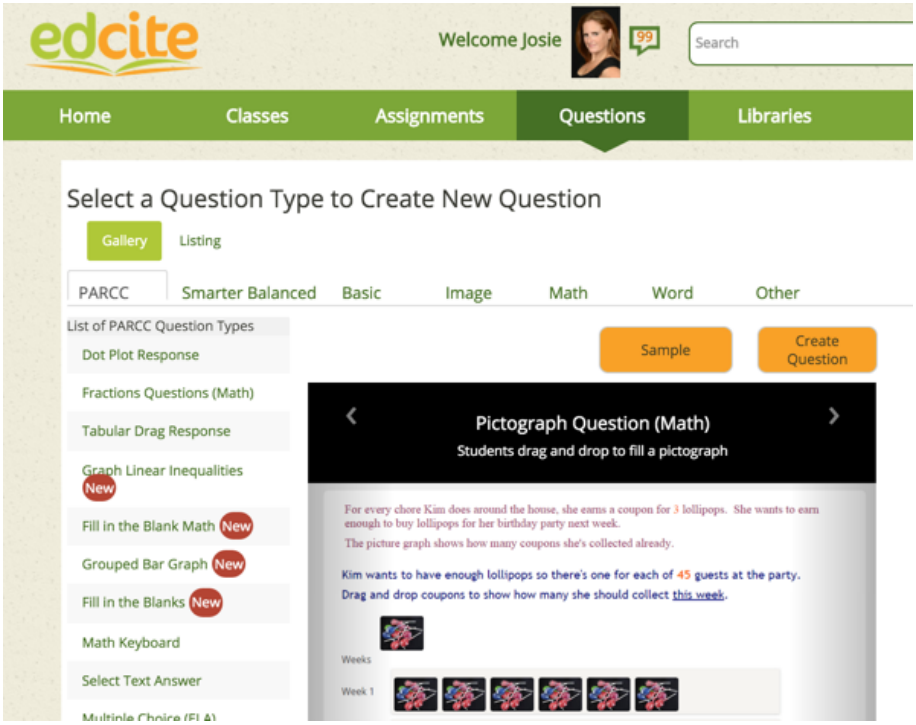

3. Once you have found a question you like, click the "View" button to see what the question will look like to your students.

## How to Create a New Question

1. From the top navigation bar, click "Questions" and then "Create New Question".




2. A new window will open with a variety of Question Type choices (we have 70 different Question Types). Choose the one you want to use and click the "Create Question" button.



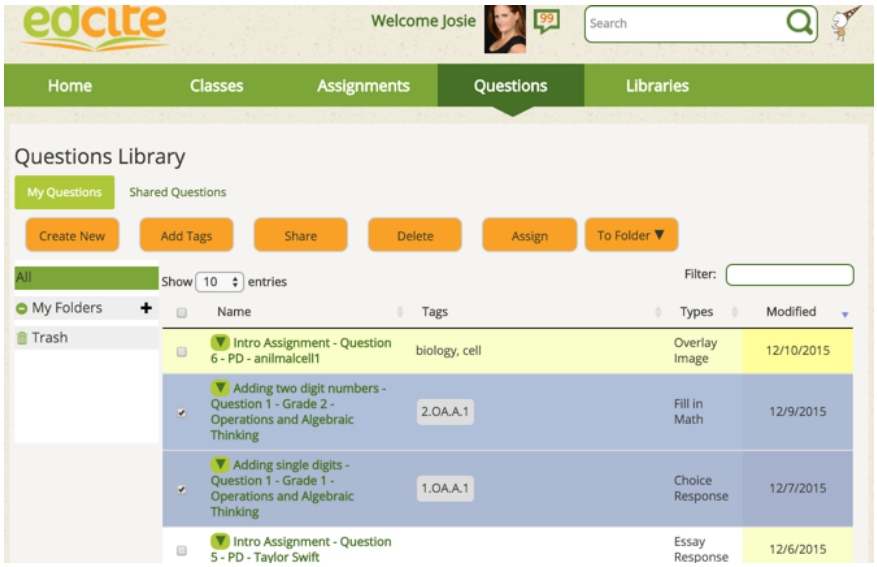

3. Follow the steps to create your new question.

Hint: If you need help, our In Depth Manuals found on your Home Page feature complete instructions.

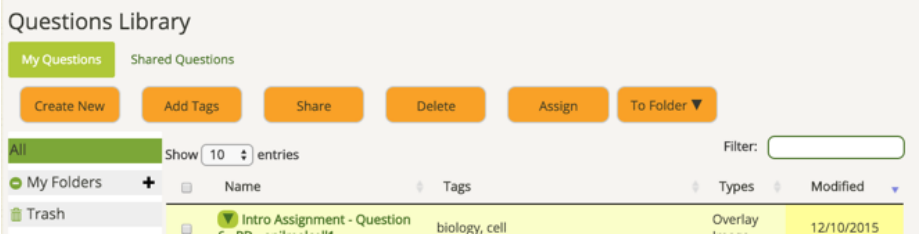
# How To Create A New Assignment

1. To create a new assignment,  you can either use the questions that are in the Question Library or questions you have created in your My Questions section.

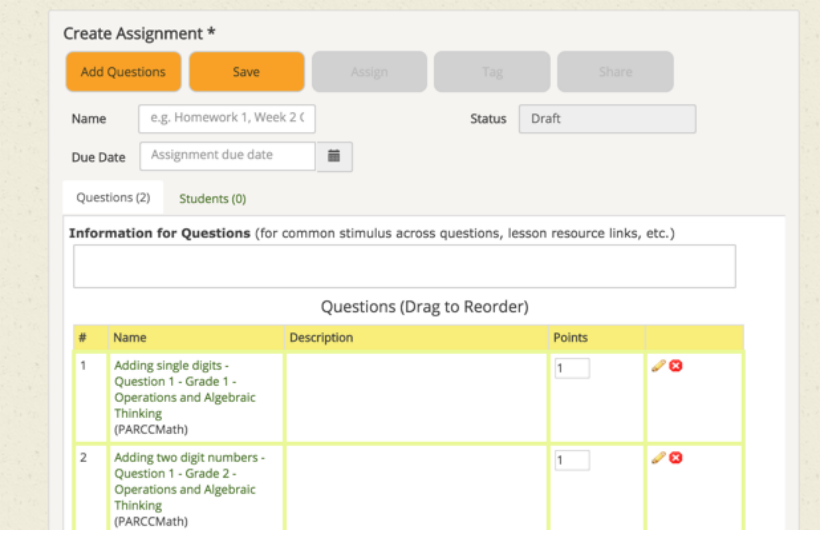
2. Click the box beside the questions you would like to include in your new assignment.




3. Click the "Assign" button.



4. A new window will open.  In this window you can name your assignment, change the order of the questions, add more questions, delete questions, and edit questions.




5. Once you are satisfied with the questions and the order in which they appear, click the "Save" button.  A window will pop up asking if you would like to confirm the assignment. Click "Confirm".

6. If you would like to share this assignment with the Edcite community, click the "Share" button.

# Tips For Showing Edcite To Your Colleagues

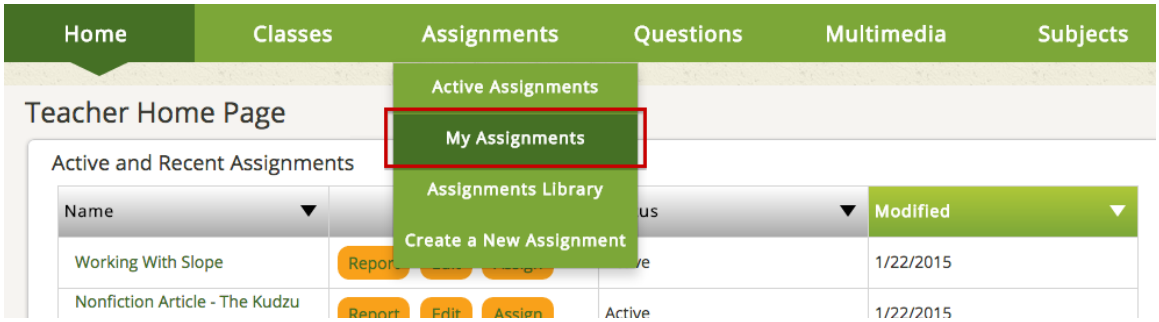
Hint: Please do not have your colleagues log into your class as fake students. If they do, they may encounter difficulty when creating their own teacher account.

There are two ways to share an assignment with a colleague:

1. Quick Assign Link
2. Invite

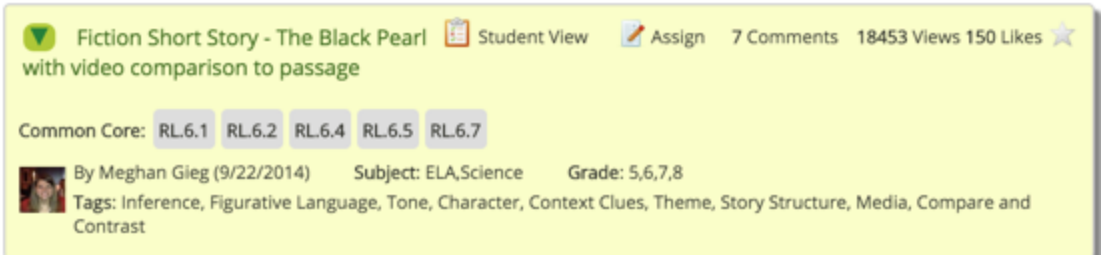
## Quick Assign Link

1. From the top navigation bar, click "Assignments" and then "My Assignments".



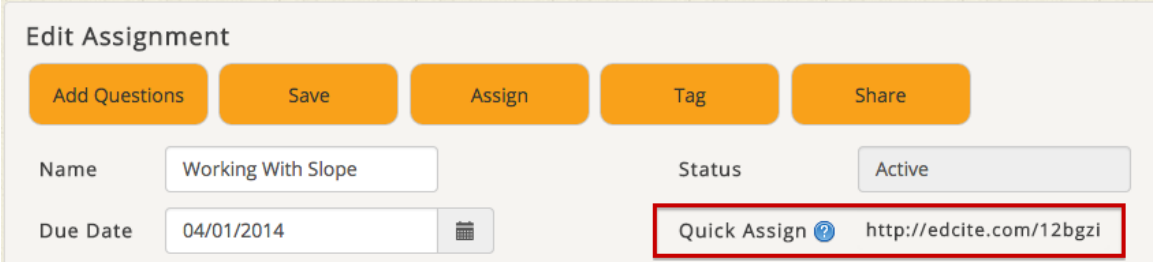

2. Use the search bar to find an assignment you would like to share.

3. Click the "Assign" button.

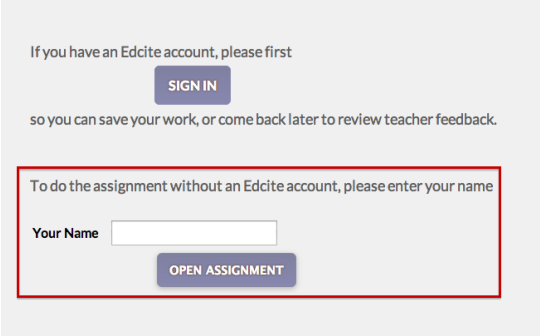



4. A new window will open. You can rename or edit the assignment in this window. Click the "Save" button.

5. A Quick Assign link will be automatically populated. Invite your colleagues to type the Quick Assign link into their web browser.



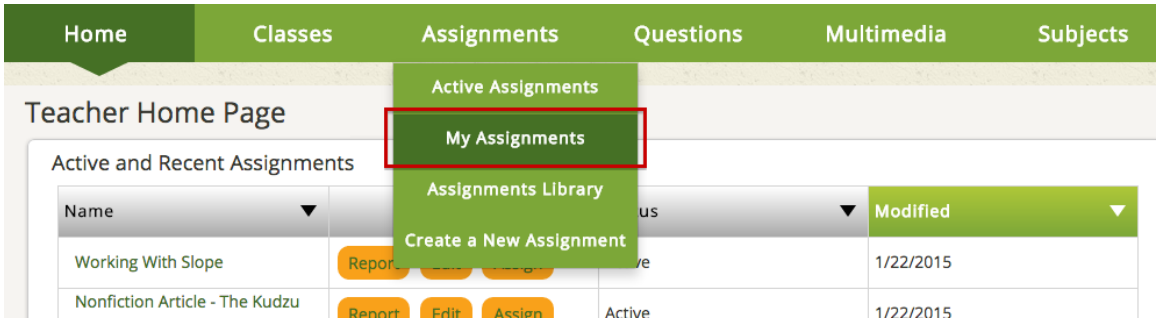

6. When your colleagues type the Quick Assign link into their web browser, they will be asked to either sign in or enter their name without an account. For teachers without an account, ask them to simply type their name into the "Your Name" box. This will not create an account for them. If/when they are ready to sign up for an Edcite account, they can go to www.edcite.com and sign up there.




7. Click "Start Assignment" and they will be able to do the assignment.

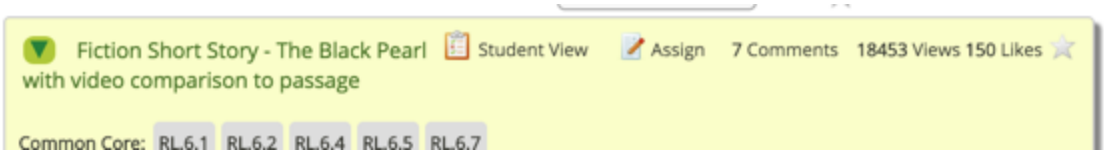
## Invite

1. From the top navigation bar, click "Assignments" and then "My Assignments".

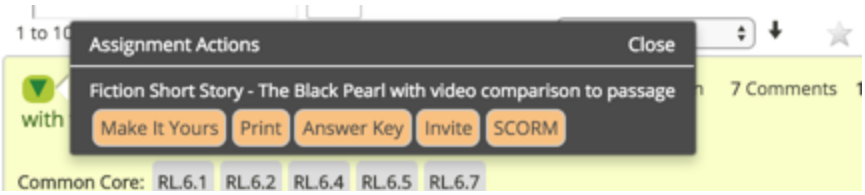



2. Use the search bar to find an assignment you would like to share.

3. Click the green arrow beside the assignment name. A window with options will open.

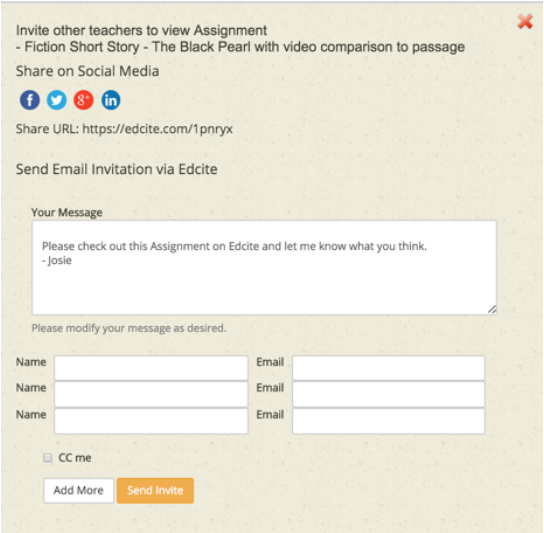



4. Click the "Invite" button. A new pop up window will open.




5. In this window, there are three ways to share.

1. Click on a social media button to share the assignment on social media.
2. Share the url address.
3. Fill in the name and email addresses of the colleagues you would like to share the assignment with. You can modify and add a personal message. You can also copy the email to yourself by selecting the "cc button". Click "Send Invite" and your colleagues will receive an email with a link for the assignment.



*Empowering Teachers. Engaging Students.*

We hope you found this document helpful! If you have any feedback for us or any other questions, please email us at hello@edcite.com!

For more help on creating your own assignments/questions, please see the teacher resources on your Edcite Homepage for the question creation guides!