



# Co:Writer<sup>®</sup>

Kickstarting the Writer Inside

## Reference Guide



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## ACTIVATING A LICENSE

### Signing in from your invitation email:

1. You will receive an invitation email from [license@account.cowriter.com](mailto:license@account.cowriter.com).

2. Click **Accept** in the email.



3. You will be prompted to put in your email password.



**Note:** Your account has been created with the email address used to accept this license. The next time you login to Snap&Read, use this email to sign in.

## BEFORE CREATING STAFF AND STUDENTS, PLEASE ENSURE THAT THE FOLLOWING ARE WHITELISTED:

These emails are solely for account confirmation and management (i.e. password reset).

### Whitelist:

Educator Dashboard for Staff: [confirm@account.educatordashboard.com](mailto:confirm@account.educatordashboard.com)

Snap&Read for Staff & Students: [confirm@account.snapandread.com](mailto:confirm@account.snapandread.com)

Co:Writer for Staff & Students: [confirm@account.cowriter.com](mailto:confirm@account.cowriter.com)

Wordbank for Staff & Students: [confirm@account.wordbank.io](mailto:confirm@account.wordbank.io)

### For further system requirements:

<http://help.donjohnston.net/it-resources/system-requirements/universal-extension-requirements>

## CREATING EDUCATOR ACCOUNTS

To add educators to the Co:Writer Universal license, follow the steps below:

1. Sign in at [cowriter.com](https://cowriter.com).
2. Click on **Manage educators**.



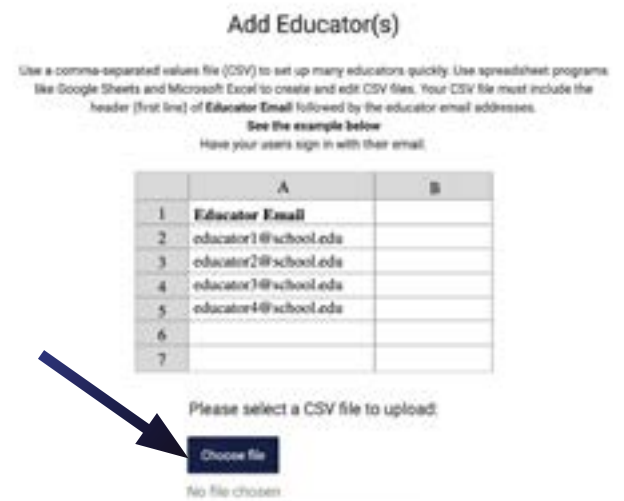
3. Enter the email address of the educator.
4. Click on **Add educator**.



**TIP:** To add multiple educators at once, click the **Import from CSV** file option. Download the template, copy in the email addresses and upload the template.

**Note:** After adding educators to the license, please communicate to your staff to go to [cowriter.com](https://cowriter.com) and click sign in. See page 6, “Signing in as an Educator”, for details.

\*No email invitations will be sent to the staff, but rather to the tool site.



## MANAGING EDUCATOR ACCOUNTS

To adjust permission levels from an Educator to an Analyst or Administrator, follow the steps below:

1. Click on **Manage educators**.

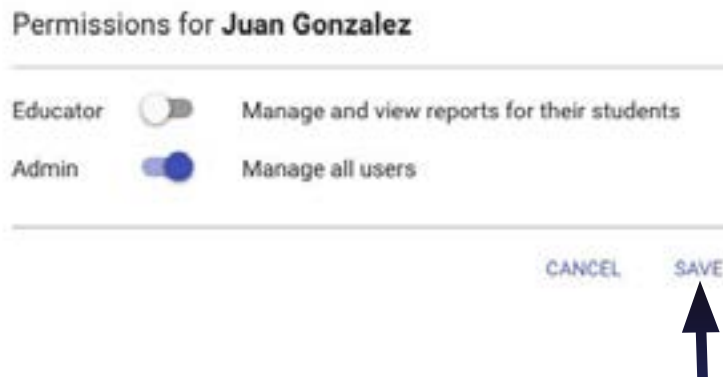
2. Find the educator's name that you want to adjust to another permission level.

3. Click on the settings cogwheel to the right of the name.

4. Toggle ON the new permission level: Analyst or Administrator.

5. Toggle OFF the Educator Permission level.

6. Click **SAVE**.



## EDUCATOR PERMISSION LEVELS:

For ease of use, please select one permission level that best fits the staff member's role regarding the license.  
**All staff are added to the Co:Writer license at the educator permission level.**

### EDUCATOR:

Educators have the ability to add and remove students, manage student accounts and monitor student data for all students they have added to the license, which can be found at [cowriter.com](https://cowriter.com).

### ANALYST:

Analysts can only monitor student usage data.

### ADMINISTRATOR:

Administrators have the ability to add and remove all educators and students, adjust educators permission levels and monitor all student data usage.

## SIGNING IN AS AN EDUCATOR

### Google Email Address:

1. Navigate to [cowriter.com](http://cowriter.com).
2. Click **Sign in with Google**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on the pending invitation.

### Microsoft Live or Office 365 Email Address:

1. Navigate to [cowriter.com](http://cowriter.com).
2. Click **Sign in with Microsoft**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on the pending invitation.

### Other Email Addresses:

1. Navigate to [cowriter.com](http://cowriter.com).
2. Type email on the gray **email or username** line.
3. You will get a message saying "You are not recognized. Would you like to create an account?"
4. Click **Create one**.
5. Navigate to your email inbox to find the confirmation email.
6. Find the email from [confirm@account.cowriter.com](mailto:confirm@account.cowriter.com).
7. Type in your full name.
8. Type in your email password.
9. Navigate back to [cowriter.com](http://cowriter.com).
10. Click **Accept** on pending invitation.

### Domain Access:

Domain Access is available, provided the district has a separate email domain for educators and the domain has been authorized. Please consult your district's license administrator for details.

### Google:

1. Follow steps 1-4 for Google listed above. You will be able to sign in without an invitation.

### Microsoft:

1. Follow steps 1-4 for Microsoft listed above. You will be able to sign in without an invitation.



## GIVING STUDENTS ACCESS

Follow the steps below:

1. In your web browser, navigate to [cowriter.com](https://cowriter.com).
2. Log in to your account.
3. Click **Manage students**.

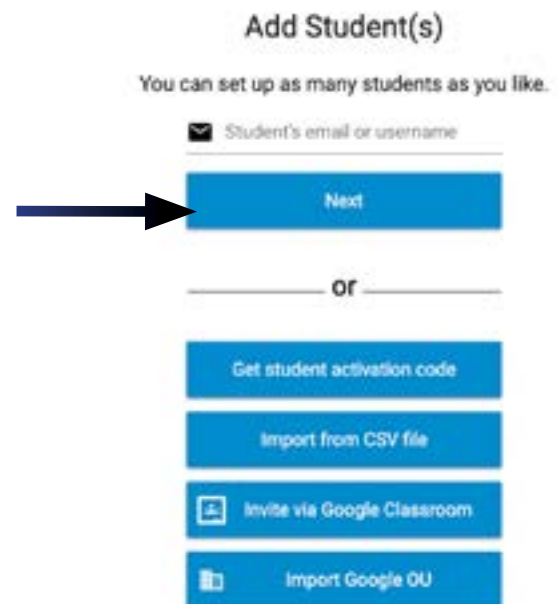


4. Click **Add student(s)**, choose one of the following options for student access:



### Options to Add Students:

- A. **Email address:** An invitation will be found when students sign in at the product page or after launching the extension.
1. Type a student's email address.
  2. Click **Next**.



Continue steps 1 & 2 until all students are added to the license.

- B. **Import from CSV file:** To add multiple students at one time using an email address, click **Import from CSV file**.



## C. Username and password:

1. Type in a unique username.
2. Click **Next**.



The screenshot shows the 'Add Student(s)' form. At the top, it says 'Add Student(s)' and 'You can set up as many students as you like.' Below this is a text input field with a mail icon and the placeholder text 'Student's email or username'. A blue button labeled 'Next' is positioned below the input field. A black arrow points to the 'Next' button.

3. Type in student's full name.
4. Type in a password for the student
5. Click **Create**.

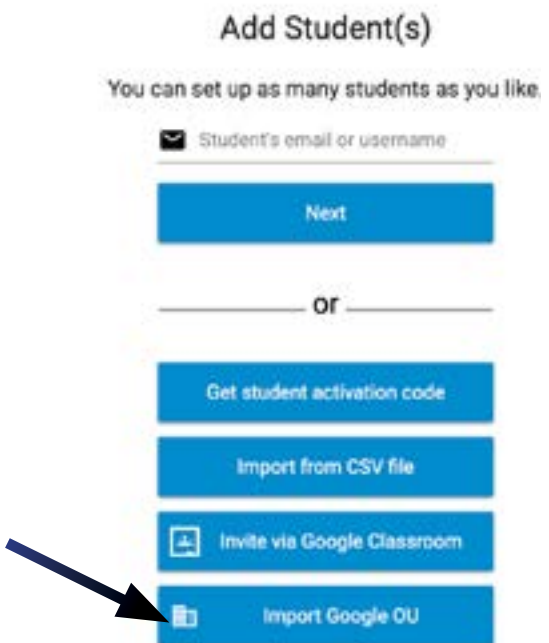


The screenshot shows the 'Add Student(s)' form. At the top, it says 'Add Student(s)' and 'You can set up as many students as you like.' Below this are three text input fields: the first has a mail icon and the placeholder 'Willowb', the second has a person icon and the placeholder 'student's full name', and the third has a lock icon and the placeholder 'create password'. A blue button labeled 'Create' is positioned below the input fields. A black arrow points to the 'Create' button.

## D. Google Classroom:

*District & Site licenses only*

1. Click **Import Google Classroom**.
2. Click **Proceed**.
3. Follow the prompts from Google to log into Classroom.
4. Select the class(es) to import.
5. Click **Import**.



The screenshot shows the 'Add Student(s)' form. At the top, it says 'Add Student(s)' and 'You can set up as many students as you like.' Below this is a text input field with a mail icon and the placeholder 'Student's email or username'. A blue button labeled 'Next' is positioned below the input field. Below the 'Next' button is a horizontal line with the word 'or' in the center. Below the line are four blue buttons: 'Get student activation code', 'Import from CSV file', 'Invite via Google Classroom', and 'Import Google OU'. A black arrow points to the 'Import Google OU' button.

## E. Domain Access:

*District-wide licenses only with domain authorization in place*

1. Instruct students to use their district email address to **sign in** at [cowriter.com](https://cowriter.com), or by launching the extension.

Please contact your district license administrator for additional information.



## SIGNING IN AS A STUDENT

**Note:** Districts using iPads: Students will need to sign in for the **first time** from the product website, [cowriter.com](http://cowriter.com).

### Google Email Address:

1. Launch the Co:Writer Universal Google Chrome extension, or navigate to [cowriter.com](http://cowriter.com).
2. Click **Sign in with Google**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on the pending invitation.

### Microsoft Live or Office 365 Email Address:

1. Launch the Co:Writer Universal Google Chrome extension, or navigate to [cowriter.com](http://cowriter.com).
2. Click **Sign in with Microsoft**.
3. Type in your email address.
4. Type in your password.
5. Click **Accept** on the pending invitation.

### Other Email Addresses:

1. Launch the Co:Writer Universal Google Chrome extension, or navigate to [cowriter.com](http://cowriter.com).
2. Type in your email on the gray **email or username** line.
3. You will get a message saying “You are not recognized. Would you like to create an account?”
4. Click **Create one**.
5. Navigate to your email inbox to find the confirmation email.
6. Find the email from [confirm@account.cowriter.com](mailto:confirm@account.cowriter.com).
7. Type in your full name.
8. Type in your email password.
9. Navigate back to the product extension sign-in page..
10. Click **Accept** on pending invitation.



# SIGNING IN AS A STUDENT CONT'D

## Username:

1. Launch the Co:Writer Universal Google Chrome extension, or navigate to [cowriter.com](https://cowriter.com).
2. Type in student username.
3. Type in student password.
4. Click **Sign In**.

A screenshot of the Co:Writer sign-in form. It has two input fields: the first contains the email "WillowB" and the second contains the password "password". Below the fields is a blue "Sign in" button. A black arrow points from the left towards the "Sign in" button. Below the button is a link that says "Forgot your password?".

## Domain Access:

### Google:

Follow steps 1-4 for Google listed above. You will be able to sign in without an invitation.

### Microsoft:

Follow steps 1-4 for Microsoft listed above. You will be able to sign in without an invitation.

## CONNECTING WITH EXISTING STUDENTS

If you have a Co:Writer Educator account, you can connect to, manage, and gain access to existing student data by following the steps below:

1. In your web browser, navigate to [cowriter.com](https://cowriter.com).
2. Log in to your account.
3. Click **Manage students**.



4. Click **Add student(s)**, choose one of the following options for student access:

### Manage Students

Add student(s)

### Add Student(s)

You can set up as many students as you like.

☒ Student's email or username

Next

or

Get student activation code

Import from CSV file

 Invite via Google Classroom

 Import Google OU

### Add Student(s)

Use a comma-separated values file (CSV) to set up many students quickly. Use spreadsheet programs like Google Sheets and Microsoft Excel to create and edit CSV files. Your CSV file must include the header (first line) of **Email Address** followed by the student email addresses.

See the example below

Have your users sign in with their email.

	A	B
1	Email Address	
2	student1@school.com	
3	student2@school.com	
4	student3@school.com	
5	student4@school.com	
6		
7		

Please select a CSV file to upload:

Choose file

### Options to add students for connection purposes:

- A. **Use student's email address:** Type in student's email address and click Next. Students will click Accept at the product sign in page.\*

**Domain access note:** You will receive an indicator that your student has been connected. If your student has yet to activate their account, you will get an error message when you try to connect with them. Send them to the product to log in, then you can connect with them using the steps above.

- B. **Import from CSV file:** To invite multiple email addresses at one time, click **Import from CSV file**. An invitation will be sent asking the students to accept your invitation to connect with you. They can accept the invitation at the product sign in screen.

\*The next time the student signs in, either at [cowriter.com](https://cowriter.com), or after launching the extension, the student will need to click "accept" on the pending invitation to complete the connection process.

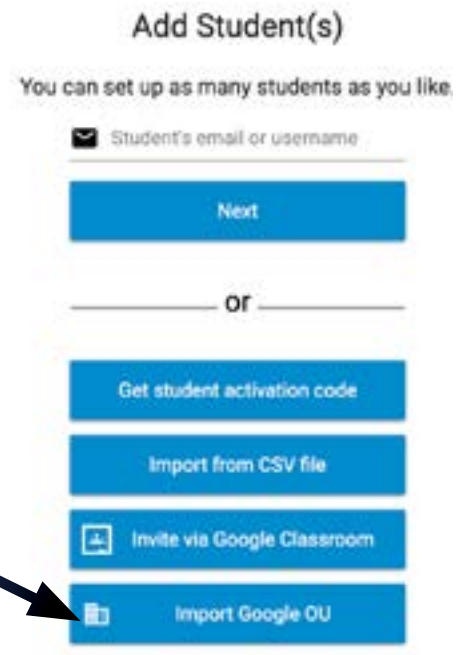
# CONNECTING WITH EXISTING STUDENTS CONT'D

## C. Import from Google Classroom:

1. Click **Import Google Classroom**.
2. Click **Proceed**.
3. Follow the prompts from Google to log into Classroom.
4. Select the class(es) to import.
5. Click Import.

## D. Give students an activation code: Connect with existing students by clicking Get student activation code. Then, print or make record of the code displayed (in green) on the screen.

**Note:** The codes will be product specific.



Take the code to your student and have the student launch and sign into the Chrome Extension, Chrome App, or the iOS app.

### 1. Chrome Extension:

- a. Click the Co:Writer extension icon.

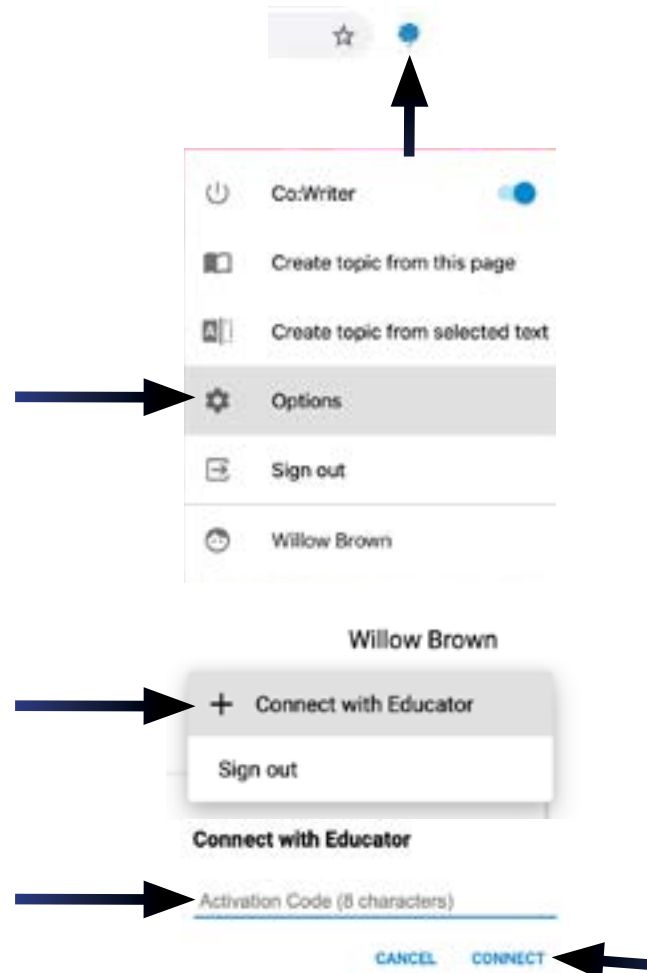
- b. Select **Options**.

- c. Click on the student's name in the upper right corner.

- d. Click **Connect with Educator**.

- e. Add Activation Code.

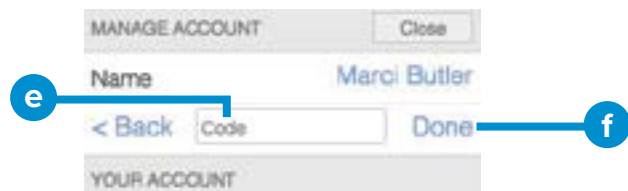
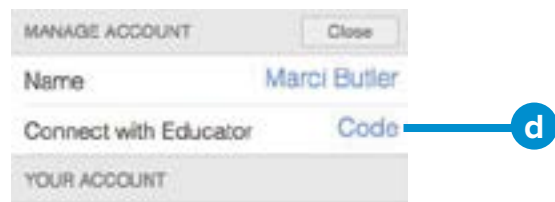
- f. Click **Connect**.



# CONNECTING WITH EXISTING STUDENTS CONT'D

## 2. Chrome App:

- Launch the Co:Writer Chrome app.
- Click the home icon in the upper left corner.
- Click on the student's name on the home screen.
- Click on **Code** next to "Connect with Educator".
- Enter the activation code you created.
- Click **Done**.



## 3. iOS App:

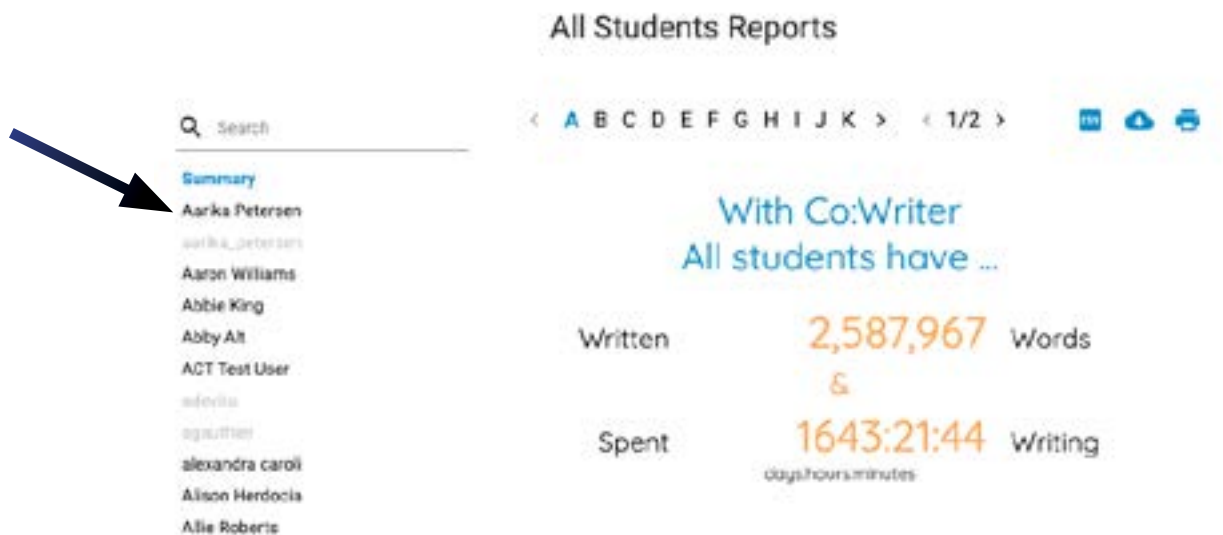
- Launch the Co:Writer iOS app.
- Click the home icon in the upper left corner.
- Click on the student's name on the home screen.
- Click on **Code** next to "Connect with Educator".
- Enter the activation code you created.
- Click **Done**.



## ACCESSING STUDENT DATA

To view student and summary data, follow the steps below:

1. In your web browser – Navigate to [cowriter.com](https://cowriter.com).
2. Log in to your account.
3. Click **View Reports**.
4. You will see the summary data for the product.
5. Click the student name on the left to view individual student data.







# Co:Writer<sup>®</sup>



## Learning is for Life<sup>™</sup>

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