



Getting Started with Your Co:Writer Trial

Reference Guide



INSTRUCTIONS TO SET UP YOUR ACCOUNT

Begin by creating an educator account. If you visit cowriter.com and don't see an option to create an account, you may already have an account (either a current or past trial or personal account paid for by credit card). In either case, skip to step 4.

Alternatively, you may have a current account through your school district/organization. In this case, you may not need free access at all—you may already have a license.

1) Go to cowriter.com, and select “Create Account.”

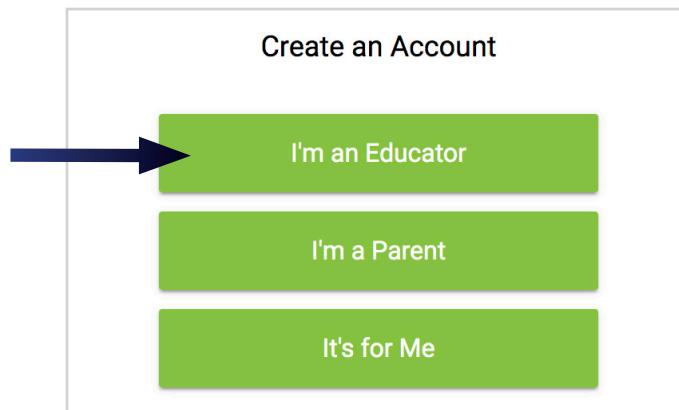


2) Create an Account (using your Google or Microsoft login or another email address).

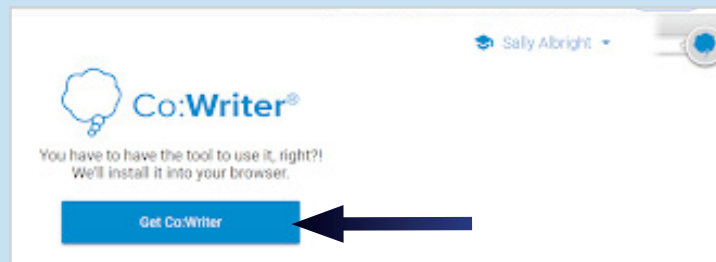
A screenshot of the 'Create your Co:Writer Account' form. The form has a white background with a light blue border. At the top, it says 'Create your Co:Writer Account'. Below this are two large buttons: 'Create with Google' (with the Google logo) and 'Create with Microsoft' (with the Microsoft logo). Below these buttons is the word 'or' flanked by horizontal lines. Underneath is an email input field with an envelope icon and the placeholder text 'email or username'. Below the input field is a blue 'Continue' button. At the bottom of the form, there is a line of text: 'Creating an account means you agree with the Terms of Service and Privacy Policy'. At the very bottom, outside the main form box, is a link: 'Already have an account? Sign in.'

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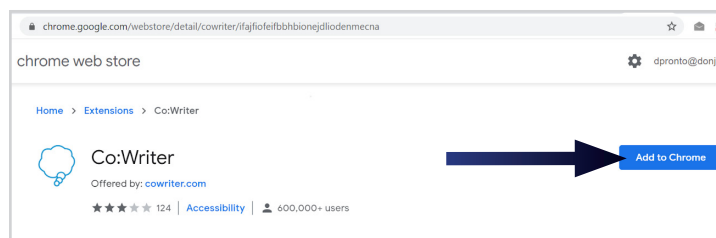
3) Create an educator account by selecting “I’m an Educator.”



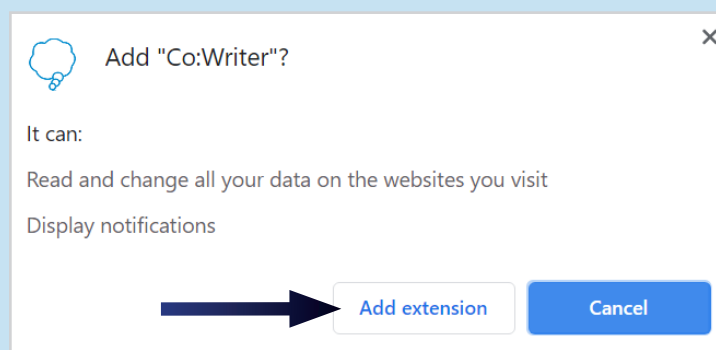
4) You will be prompted to download the Co:Writer extension. Click “Get Co:Writer.”



5) Click “Add to Chrome” to add the Co:Writer extension to your device.

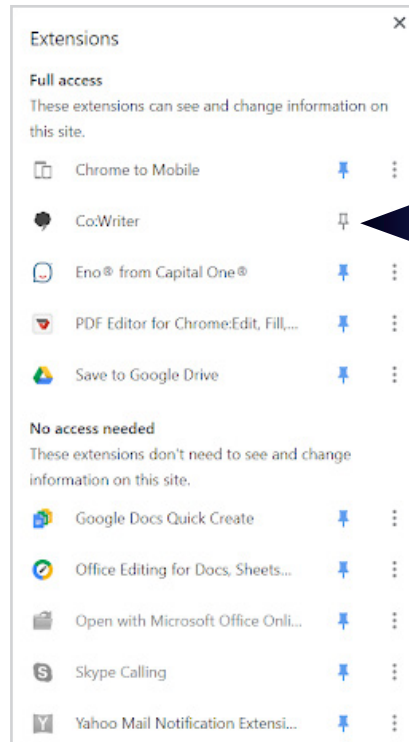


6) Click “Add extension” to complete the process.



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7) Pin your Co:Writer extension onto your screen. Click on the gray “extensions” icon, find Co:Writer, and click on the white pin. It will turn blue and the Co:Writer thought cloud will now appear between the internet address bar and the extension icon.



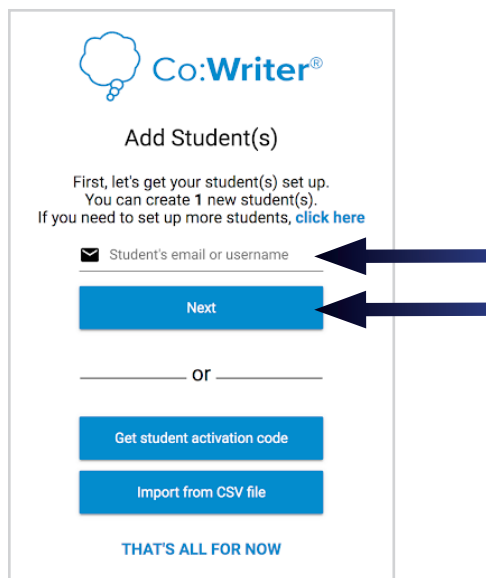
8) Set up your student(s). Go to a new tab and navigate to “cowriter.com.” Choose “Manage Students.”



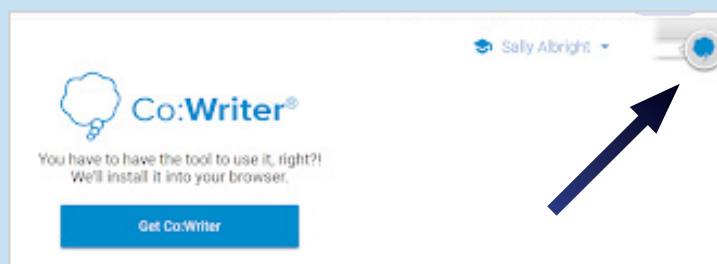
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9) Enter the student's email address, then click "Next."

Note - no email will be sent to your student.



10) Have your student visit cowriter.com, and select "Sign In." The website will prompt them to sign in through Google, Microsoft, or by typing their email address and password associated with the email address. The system will prompt them to download the Co:Writer extension. The student will also have to pin the extension. Once installed & pinned, your student can begin using Co:Writer.



11) Manage your student (or delete and add a different student).





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