



Co:Writer®



Snap&Read™



Word Bank™

Consumer Reference Guide

Educator

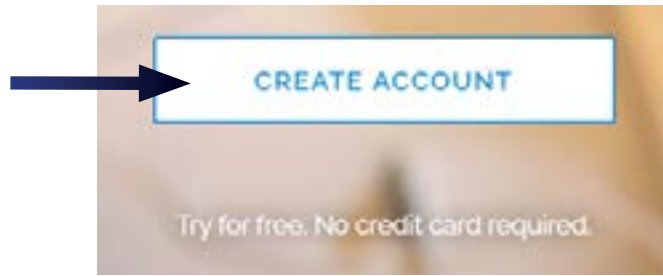


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CREATING YOUR ACCOUNT

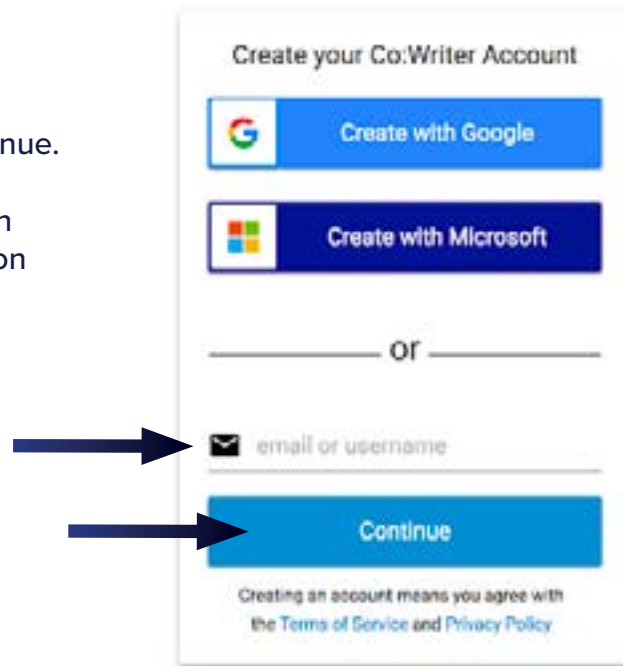
1. Go to the Tool website, click Create Account cowriter.com / snapandread.com / wordbank.io



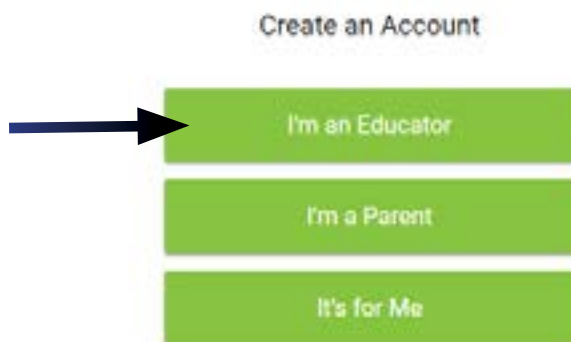
2. Type your email address and click Continue.

Note that if you have an existing login type with Google, Click the Create with Google button and then enter your email address.

If you have an existing login with Microsoft Live or Office 365: Click the Sign in with Microsoft button and then enter your email address.



3. Select I'm an Educator

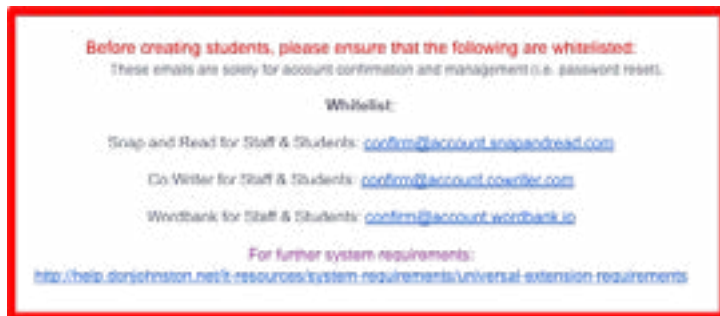


4. Get started, click Try for 30 days free



CREATING YOUR ACCOUNT

4. Get started, click Try for 30 days free



Educator - Create Account

Try it for 30 days free.
See if you (and your students) like it.
If you do, it's only \$4.99/student/month



Use Clinician Code

CREATING STUDENT/S ACCOUNT/S

Creating an account for your student/s should happen the same day you create your account. The 30 day trial is based off of the day you created your own account. account.

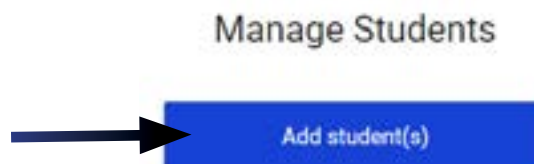
1. In your web browser – Navigate to the tool website:
cowriter.com / snapandread.com / wordbank.io

2. Log in to your account.

3. Click Manage students.



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



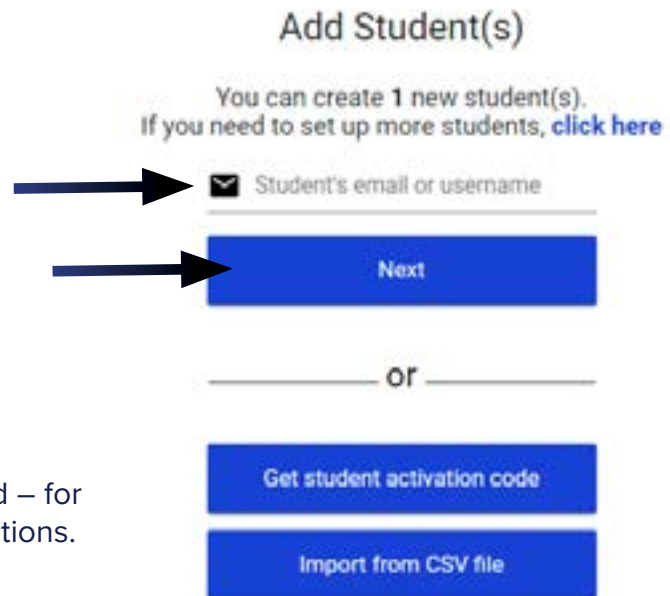
CREATING STUDENT/S ACCOUNT/S

Add students options:

Set students up with an email address: An invitation will pop when they sign in at the product.

1. Type a student's email address

2. Click Next



Add Student(s)

You can create 1 new student(s).
If you need to set up more students, [click here](#)

Student's email or username

Next

OR

Get student activation code

Import from CSV file

Continue steps 1 & 2 until all students are added – for multiple students see Import from CVS file directions.

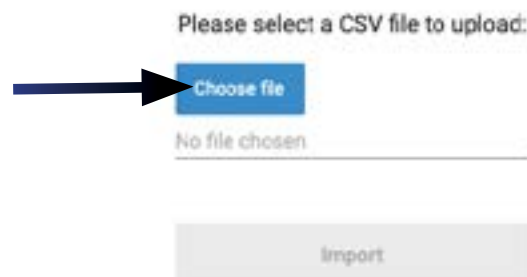
Import from CSV file: to invite multiple students with an email address at one time, click Upload from CSV file.

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

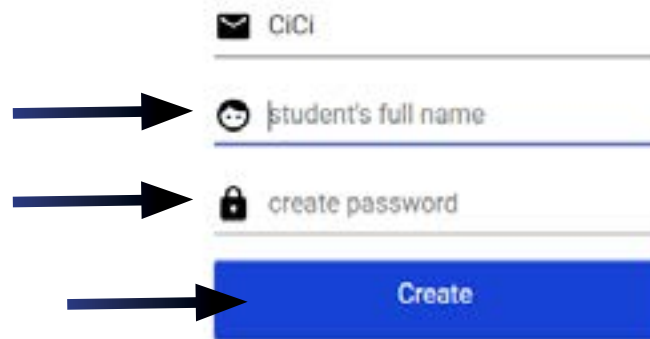
No file chosen

Import

CREATING STUDENT/S ACCOUNT/S

Set students up with a username:

1. Type in a unique username
2. Click Next
3. Type in student's full name
4. Type in a password for the student
5. Click Create



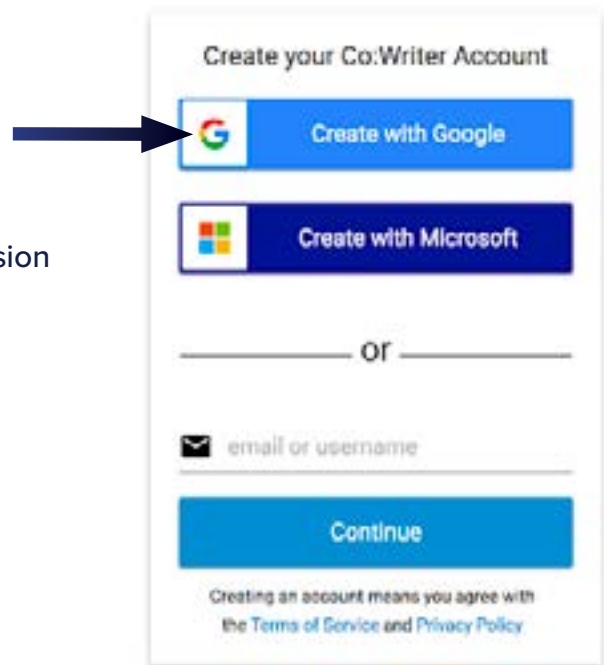
A screenshot of a web form for creating a student account. The form has four input fields and a 'Create' button. The first field contains the text 'CiCi' and has an envelope icon to its left. The second field contains the text 'student's full name' and has a person icon to its left. The third field contains the text 'create password' and has a lock icon to its left. The 'Create' button is blue and located at the bottom of the form. Three black arrows point from the numbered list on the left to the first, second, and 'Create' fields.

SIGNING IN AS A STUDENT

Note: iPad districts, sign in first time from product website for easier set up: cowriter.com / snapandread.com

Google Email addresses:

1. Navigate to Co:Writer / Snap&Read chrome extension
2. Click "Sign in with Google"
3. Type in email address
4. Type in password
5. Click "Accept" on pending invitation



A screenshot of the 'Create your Co:Writer Account' sign-in page. The page has a white background and a blue header. It features 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' centered between two horizontal lines. Underneath is an input field with an envelope icon and the text 'email or username'. At the bottom is a blue 'Continue' button. A small disclaimer at the very bottom reads 'Creating an account means you agree with the Terms of Service and Privacy Policy'. A black arrow points from the left towards the 'Create with Google' button.

SIGNING IN AS A STUDENT

Microsoft Live or Office 365 email addresses:

1. Navigate to Co:Writer / Snap&Read chrome extension
2. Click “Sign in with Microsoft”
3. Type in email address
4. Type in password
5. Click “Accept” on pending invitation



Other Email addresses:

1. Navigate to Co:Writer / Snap&Read chrome extension
2. Type email on gray “email or username” line
3. You will get a message that you are not recognized would you like to create an account
4. Click “Create one”
5. Navigate to your email inbox to find confirmation email
6. Find email from confirm@account.cowriter.com / confirm@account.snapandread.com
7. Type in your full name
8. Type in your email password
9. Navigate back to product extension sign in page
10. Click “Accept” on pending invitation



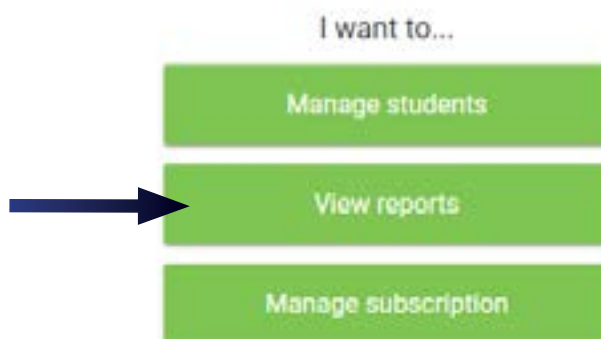
Username:

1. Navigate to Co:Writer Universal chrome extension
2. Type in student username
3. Type in student password
4. Click Sign In

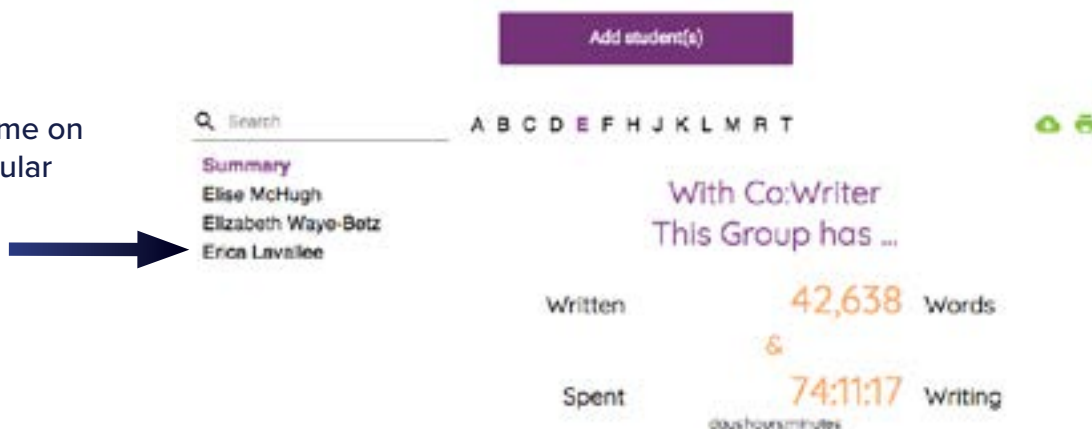
ACCESSING STUDENT DATA

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

1. In your web browser - Navigate to cowriter.com
2. Log in to your account.
3. Click View Reports
4. You will see the summary data for the product.



5. Click student name on left to view a particular student's data.



ACTIVATING YOUR ACCOUNT

After your 30 day trial, you need to activate your account by putting in your credit card information. Your card will be charged \$4.99 a month per student account created until you cancel your subscription.

1. Enter your credit card number.
2. Enter the credit card expiration date.
3. Enter the credit card CVC.
4. Enter the ZIP Code.
5. Click Pay \$4.99 (or the total of the number of student you created times \$4.99) to get started!



Pricing Guide:

Snap&Read / Word Bank

Educator

For individual educators. Set up and manage your student(s).

\$3.99/student/month

Co:Writer

Educator

For individual educators. Set up your students and monitor progress.

\$4.99/student/month

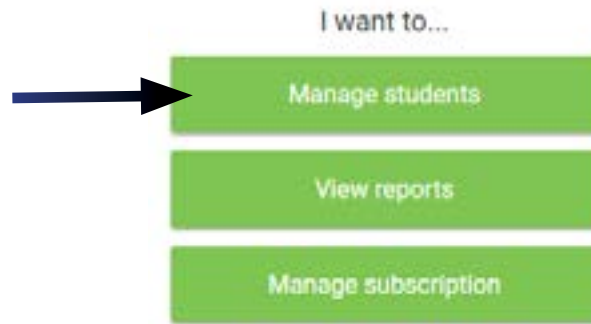
ADDING ADDITIONAL STUDENTS

After your initial setup, you may need to add on additional student seats. This will be a two part process. First you need to start the subscription for the additional seat(s) to your existing license, then you need to add the specific student(s) through email or username.

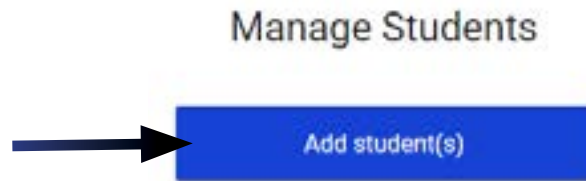
To add seats to your subscription:

1. Sign In

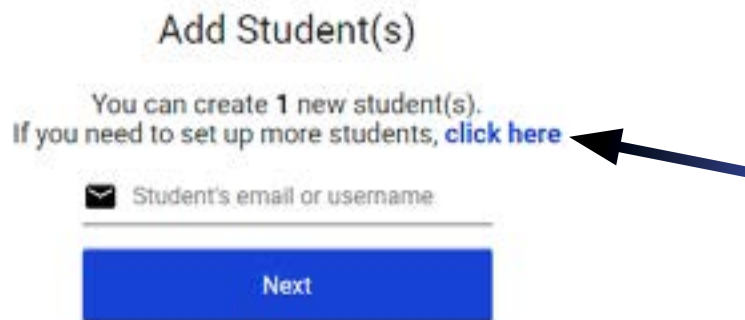
2. Click Manage Students



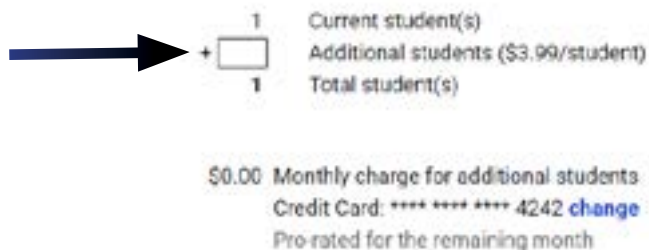
3. Click Add Student(s)



4. Click on Click Here



5. Type the number of seats to add in the box



ADDING ADDITIONAL STUDENTS

6. Click Add Student(s)

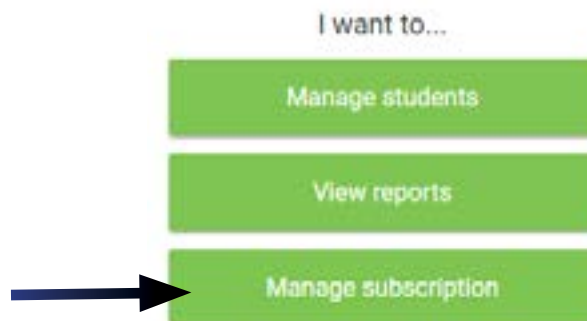


7. See Creating Students section on [page 5](#) for steps to create student account

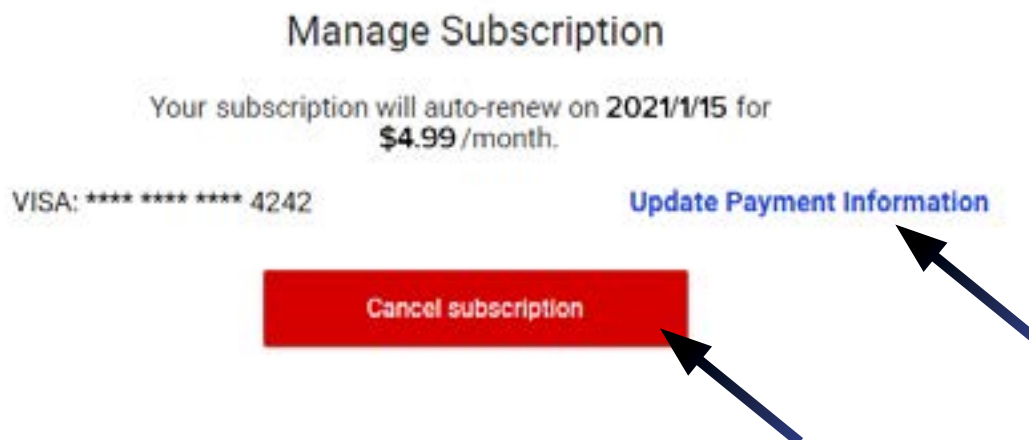
MANAGING YOUR SUBSCRIPTION

1. Log in to your account (*using your email address*)

2. Click Manage subscription:

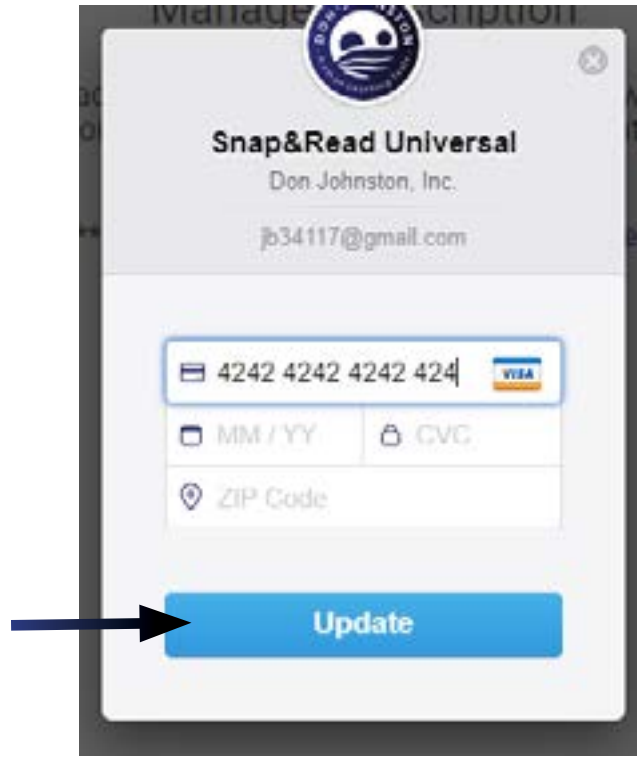


Choose what you wish to manage:



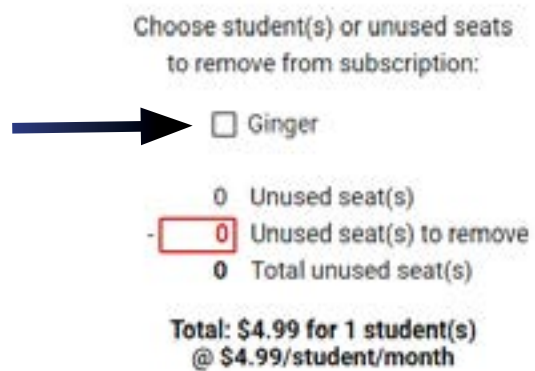
MANAGING YOUR SUBSCRIPTION

Update Payment Information:



Cancel Subscription:

1. Check box beside student's name



2. Click Remove





Learning is for Life™

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