



Reference Guide

What's Inside:

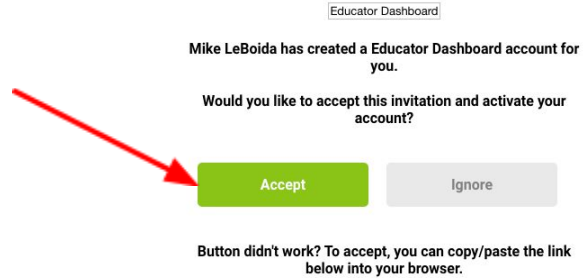
- Activating a License
- Creating Educators
- Signing in as an Educator
- Giving Students Access
- Signing in as a Student
- Connecting with Existing Students
- Accessing Student Data

Activating a License

Signing in from your invitation email:

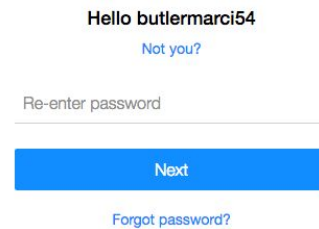
1. You will receive an invitation email from confirm@account.snapandread.com.

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



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

You are set up with the email address used to click confirm.
The next time you login to Snap&Read, use this email to sign in.



For future login, if have an existing login type with Google, Microsoft Live, or Office 365, click the Sign in with Google or Sign in with Microsoft button and then enter your email address.

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

Snap and Read for Staff & Students: confirm@account.snapandread.com

Co:Writer for Staff & Students: confirm@account.cowriter.com

Wordbank for Staff & Students: confirm@account.wordbank.io

For further system requirements:

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

Creating Educators

To create Educators follow the steps below.

1. Click on [Manage educators](#).



I want to...



2. Enter email address of educator.



Manage Educators

You can add your educators through their email below...

Educator's email _____



_____ or _____



3. Click on [Add educator](#)

Note: to enter multiple educators, you can use the [Import from CSV file](#) option. Download the template, copy in the email addresses, upload the template and the invitations will be batched to your educators.

To move permissions from an Educator to an Administrator or Analyst, follow the steps below.

Note: All staff members will be invited as Educator level access.

1. Click on Manage Educators,
2. Find the educator's name that you want to move to another permission level.
3. Click Permissions beside the that name.
4. Toggle on the new permission level: Administrator or Analyst
5. Click [SAVE](#)

Permissions for Colin Burke

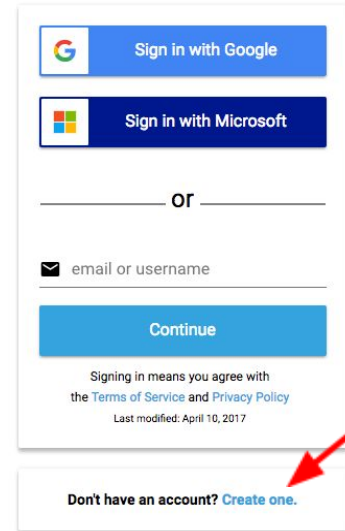
- Educator Manage and view reports for their students
- Analyst Access reports for all students
- Admin Manage all users

[CANCEL](#) [SAVE](#)

Signing in as an Educator

Google Email addresses:

1. Navigate to snapandread.com
2. Click “Sign in with Google”
3. Type in email address
4. Type in password
5. Click “Accept” on pending invitation

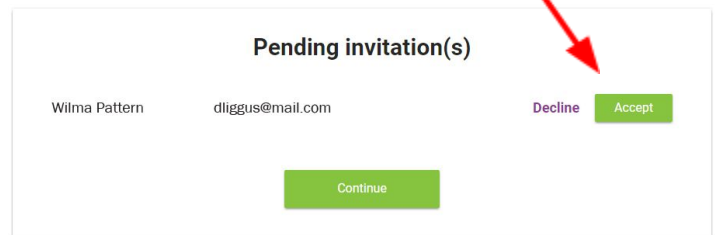


Microsoft Live or Office 365 email addresses:

1. Navigate to snapandread.com
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 snapandread.com
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.snapandread.com
7. Type in your full name
8. Type in your email password
9. Navigate back to snapandread.com
10. Click “Accept” on pending invitation



Domain Access:

Google

1. Follow steps 1-4 for Google listed above. You 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

To give a student access to an Snap&Read Universal, follow the steps below.

1. In your web browser - Navigate to snapandread.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.



I want to...

- [Manage students](#)
- [View reports](#)
- [Manage educators](#)

Manage Students



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**

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)

You can set up as many students as you like.



or



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

If you do not have a domain license, students must accept an email invitation to activate their account.

Please whitelist: confirm@account.cowriter.com.

	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

Giving Students Access Cont'd

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](#)

Add Student(s)

You can set up as many students as you like.

Student's email or username _____

[Next](#)

Add Student(s)

You can set up as many students as you like.

addiesmonster _____

student's full name _____

create password _____

[Create](#)

Set students up with 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

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](#)

[Import Google Classroom](#)

Access using district domain license:

Students use their district email address to sign in at the product sign in screen. If you have a district license and are interested in domain access, please fill out this form: <http://bit.ly/djilicenseform>

Signing in as a Student

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

Google Email addresses:

1. Navigate to Snap&Read Universal chrome extension
2. Click “Sign in with Google”
3. Type in email address
4. Type in password
5. Click “Accept” on pending invitation



Microsoft Live or Office 365 email addresses:

1. Navigate to Snap&Read Universal 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 Snap&Read Universal 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.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

Usernames:

1. Navigate to Snap&Read Universal chrome extension
2. Type in student username
3. Type in student password
4. Click Sign In

Domain Access:

Google:

Follow steps 1-4 for Google listed above. You 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.

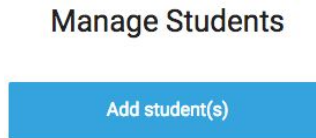
Connecting with Existing Students

If you have an Educator Dashboard account, you can connect, manage and gain access to existing student data by following the steps below.

1. In your web browser - Navigate to snapandread.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.



Add students options:

- Use student's email address:** type in student's email address and click [Next](#). Students will accept at the product sign in page.

Domain access note: You will receive a note 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 with the above steps.

- Import from CSV file:** to invite multiple email addresses at one time, click [Upload from CSV file](#). An invitation will be sent from asking the student to accept your invitation to connect with you. They can accept the invitation at the product sign in screen.

Add Student(s)

You can set up as many students as you like.

Student's email or username

OR

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

If you do not have a domain license, students must accept an email invitation to activate their account.

Please whitelist: confirm@account.cowriter.com.

	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:

Connecting with Existing Students Cont'd

c. Import from 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

d. Give students an activation code: connect with existing students by clicking [Get student activation code](#) button. 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 App, Chrome Extension or iOS.

1. If using the Chrome Extension,
 - a. Click the Snap&Read extension icon.
 - b. Select Options.
 - c. Click on the student's name in the upper right corner.

OR

If using the Chrome App or iOS, Click the user's name on the home screen.

2. Apply Code:
 - a. Click on the [Code](#) link next to Connect with Educator
 - b. enter the Activation Code you created
 - c. click [Done](#).

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

Import Google Classroom

- Snap&Read
- Show outlines
- Open PDF from ...
- Options
- Sign out

John Doe

This is a story about Christophe
This is a story about Christopher Columbus.

MANAGE ACCOUNT Close

Name [Marci Butler](#)

Connect with Educator [Code](#)

YOUR ACCOUNT

MANAGE ACCOUNT Close

Name [Marci Butler](#)

[< Back](#) [Done](#)

YOUR ACCOUNT

Accessing Student Data

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

1. In your web browser - Navigate to snapandread.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.



I want to...

Manage students

View reports

Manage educators

Reports

Add student(s)

Search

Summary

Lilly Butler
Linda Hoening
Stella Kalish

With Snap&Read
This Group has ...

Read 109,354 Words

&

Spent 3:03:19 Reading
days:hours:minutes