



KBA: Teacher Self-Registration in Content2Classroom

This Knowledge Base Article (KBA) provides step-by-step instructions for teachers to self-register and set up their classes in Content2Classroom (C2C).

Important Note

Teachers must complete both parts of the self-registration process before students can register. This is because teachers need to create classes to generate access codes for students.

Part 1: Teacher User Account Setup

1. Navigate to your institution's C2C Publisher Satellite URL.
 - Bookmark this URL for easy access in the future.
2. On the login page, click the "Sign Up" button.
3. Complete the registration form:
 - Enter your personal information.
 - Use the Teacher Access Code provided by your institution.
4. Click the "Submit" button.
5. You will see a "Self-Registration Success" message.
6. Check your email (including spam folder) for a message from `noreply@content2classroom.com` with the subject "Activate your Account".
7. Click the activation link in the email or copy and paste it into your browser.
8. On the verification page, click the "Take me to login" button.
9. Sign in using your email address and chosen password.

Congratulations! You have now completed Part 1 of the teacher registration process.

Part 2: Class Setup

1. After logging in, click the "+ Add / Join Class" button in the upper right corner of your dashboard.
2. Complete the Add Class form:
 - Enter a class name.
 - Set start and end dates for the class.
 - Note: You can modify these details later if needed.
3. Click the "Save" button.

Important: If you want to make assignments and give students immediate access, set the class start date to yesterday's date. Students cannot register or log in to a class that hasn't started yet.



Adding a Course to Your Class

1. On your dashboard, click the blue "Course" link on the class ribbon.
2. Click the "+Add Course" button in the upper right corner.
3. Select the course(s) you want to add to your class from the available options.
4. Click the "Save" button.

Optional Steps

- To add an image to your class, click the three dots on the grey card image and follow the prompts.
- You can begin adding assignments to your class at this point if desired.

Generating Student Access Codes

1. Click "Class Settings" on the class card.
2. On the Class Settings page, you'll find:
 - Class Name
 - Start Date
 - End Date
 - Student Access Code (specific to this class)
3. You can also find this code on the student roster page.

Important: Provide the correct access code to each student. Students can be in multiple classes, so using the right code from the start prevents data confusion later.

Best Practices

- Set realistic start and end dates for your classes.
- Add courses to your class promptly to ensure content is available when students register.
- Keep the Student Access Code secure and only share it with students who should be in that specific class.
- Consider pre-registering students if you want to control usernames and initial passwords.

Remember, if you need to change the Access Code for a class, you can use the Refresh button on the Class Roster or Class Settings page. This will deactivate any previous Student Access Codes for that class.

For any issues during the registration process, contact your institution's C2C administrator or the publisher's support team.