

EduNovela.com Fall Teacher access

Please read the directions through to the end before you begin to register.

HIGH SCHOOLS register as one group.

COLLEGE instructors each register separately.

High schools:

Who should register your high school?

ONLY one person should register your group: a lead teacher, tech team member, or admin should register your school.

Please do not register your school unless you feel comfortable with technology.

Registering the school more than once will cause a log jam in our system. **This person should have the original order information on hand at the time of registration (student numbers and tv programs needed or already ordered, teacher emails and section numbers).** If you do not have that, you are likely not the correct person to be registering your school. You will create temporary passwords for your teachers so think of that now.

Once you start the registration process, **please complete this in one sitting.**

You will need approximately 5 minutes per teacher you will be adding to our system.

Please have these items ready:

- 1.) a PO number (then email the PO to us) OR
- 2.) a credit card

OR Your students will pay for their own licenses. You do not need anything for this scenario.

AND

a list of teachers' school email addresses and their sections they will teach.

For both high schools and colleges:

Note changes from recent years:

-Students will self-register.

-Please wait to have students register until classes have started, and you are together and able to share directions with them via an online meeting or in person. We have a video for them if you prefer. You will get that once you register.

-If families will pay in our store, this can be set up now.

Note carefully: Choose **either High school or College** and choose a payment method (PO, invoice us with "intent to pay form", "my school has already been invoiced" or pay here with credit card. Choose carefully: who pays? either **the school** or **the student**.

Choosing incorrectly will cause you issues.

-If you are a multi-building school or district, please set up your school as you ordered and according to what your admin prefers (as a district or as individual schools.) Correctly identify your district as one group if preferred by admin or if as buildings, **including short identifiers such as North, South, Central, etc.** Please do not use abbreviations in the school name.

-Most high schools have **one teacher or admin that they consider the lead teacher on their account**. That teacher or admin will register all of the other teachers. Teachers are **free** as is one tech person but teachers may only be registered for the tv program they are teaching. If you are an admin and not teaching, do not register yourself as a teacher, but if you want to be the Teacher Manager, then yes, do register as such. You will see this when you enroll.

-You should also identify **who is/are to be a Teacher Manager/s** (meaning that person or people has/have a view of all the teacher sections and student grades). This person or people will also be able to resolve minor tech issues so they should have some ability to follow directions for online work.

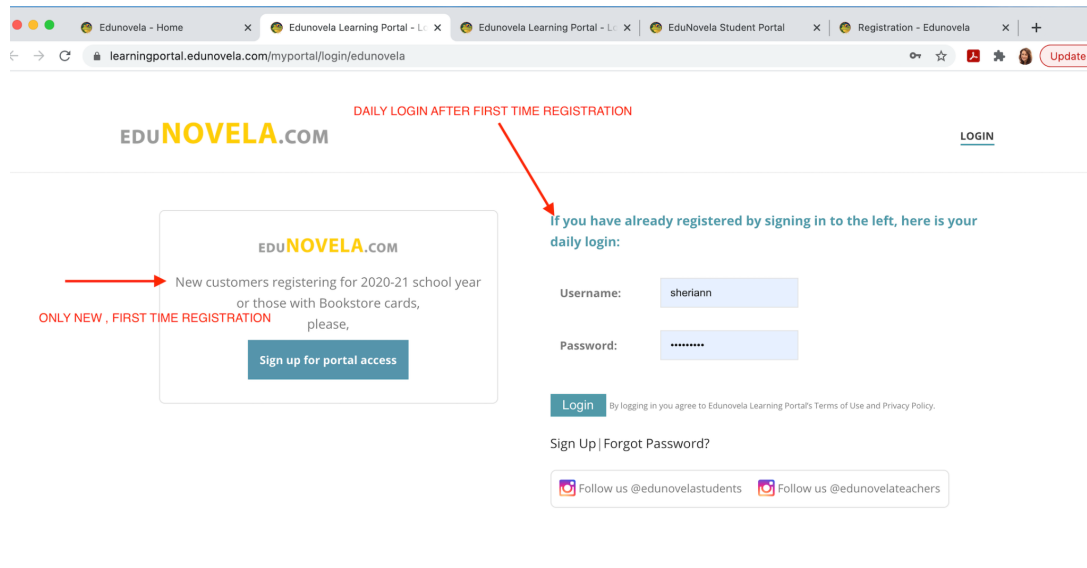
-Please wait to register your school and your teachers until you have a list of the teaching sections and tv programs (what we call “teacher groups”) in front of you. These will be set up with the teacher name, TV program and a section number of your choice such as the period or the hour. You will be asked to set those up when you register your school. If you do not know, and cannot wait to get your access, you can set those up at a later date, but it is simpler to do it at the beginning.

-We ask that you not register any student as a Teacher even if considered a “TA.” We have confidential teacher information that we share in our portal such as accessing gradebooks and changing teacher passwords.

Once you have registered your school and your teachers, we verify your payment, or we have received either a PO or the intent to pay form, signed by your school finance official, and then we will send you the remaining information to finalize your teacher access within 24 hours.
Then once school starts you can have your students register. (See below.)

Please send general questions to info@edunovela.com or tech@edunovela.com
Please know that there will be a short delay in answering during our back-to-school season.

Here is the link to register. Please use the LEFT side for this “new” registration, though you may be a continuing school. <https://learningportal.edunovela.com/myportal/login/edunovela>
The RIGHT side will be for your daily login.



Student registration, School pays

When your students are ready to add themselves, they will start from the same location on the LEFT side (see diagram above) and then use the right side for daily access.

Please be sure they **know their access code and class section**. The person who registered you will get that.

Once you plan to have students enroll, if they will be working remotely, we have a Word document and a Google doc with the access instructions and the trouble shooting for parents. We also have a video you can share with students who will register.

Student registration, Students' families pay

Students should only register when ready to pay. If under 18 years old, please ask them to do this with a parent.

This takes less than 5 minutes and **should be done in one sitting only**.

The student needs: access code, section number, tv show name, and credit card.

Please do not register until you are ready with these three items.

When your students are ready to add themselves and pay, they will start from the same location on the LEFT side (see diagram above) and then use the right side for daily access. They will also be led to a payment area.

We have a video for them. If you did not receive it, ask us.

Once you plan to have students enroll, if they will be working remotely, we have a Word document and a Google doc with the access instructions and the trouble shooting for parents.

ADDING TEACHERS and TEACHER SECTIONS

Very important!

To add your Teacher sections:

Please do this carefully and when you have adequate time. Rushing and making missteps will delay your enrollment by several days.

Only add a Teacher name once.

If you are the Teacher Manager and a teacher both, you will set your sections up first.

Each time you need to add a section, do not add the teacher name again. **Use the plus sign +** on the lower left to add a section(s).

For each new teacher “add a teacher” but do not add the name more than once. **Use the plus sign +** on the lower left to add a section(s) to that teacher’s account.