

Teachers - Getting Started with MathWiz

Teachers **WITH** an existing account can start at Step 2.

If you do not remember your password then use the Forgot Password link on the Login page. To create classes, follow the steps below and have your students enrol in them.

STEP 1 Teacher Create Account

1. Create one if you don't have one. Use the **CREATE ACCOUNT** link on MathWiz's homepage.
2. Make sure that you enter your school name and select the correct school board.
If your board is not listed then use the last option in the list - Independent/Private/Other.
3. Teachers should use their board email if they have one for their Username.
4. Login to your board email and find the **Confirmation** email from MathWiz.

Check your Spam or Social folders in case it went there.

Click it to verify your account. You should be able to now login.

STEP 2 Place an Order to activate 24/7 Access

1. Login to your account. Use either the **View Details** button in the Subscriptions and Promo box or the **Pricing Plans** button in the main menu.
2. Select 12 months. Select Invoice Me. Select "I am part of a department/school order" if you are. Only the school will receive the invoice if part of a dept. order.
3. Enter your email. No need to put school number. SUBMIT.
You now automatically have 24/7 access to use all the tools and resources.

STEP 3 Create a Class and have students enrol in it. Repeat for each new class.

1. Login. Click the **Add New Class** tab.
2. Select the correct course. (You will be repeating Add New Class for each different course)
3. Type a Class Name ... can be whatever you like. (ie. MPM2DO:A, Gr.9 Period B).
4. Select the Duration. Use Semester 1 or 2 even if on an annual plan.
This is just for the course duration, not the subscription duration.
5. Depending on which board you are with, you may see the required email extension that your students have to use when they are creating their accounts before enrolling in your class.
6. Select "Required Student Numbers". Students will be entering them when signing up.
7. Click the **Add New Class** button at the bottom of the form.
The class will now show a 6 letter code (ie. **ABCDEF**). Give that to your students to enter it when they Create their Account. When they do this then they will populate your class list.

STEP 4 Student Instructions for Creating an Account and Enrolling in your class

Your newly created class will have a unique class code attached to it. (ie. **ABCDEF**).

Give the class code to your students. They need it to enrol in your class.

If a student already has an account then login and enter the class code on your homepage.

Make sure you are using a required email if needed and change it if needed in your Profile.

1. CREATE ACCOUNT - students create their accounts making sure to select **Student** on the form.
2. Do you have a class code provided by your teacher? **Select YES** and enter the code provided.
3. Follow the steps. MAKE SURE TO USE your **board email** address if required.
It should be set-up for that if required. **For Peel District School Board it is required.**
4. Login to your board email and find the Confirmation email from MathWiz.

Check your Spam or Social folders in case it went there.

Click it to verify your account. You should be able to now login.

Everyone in the class will have their own homepage upon login.

This is where they will see their Profile and Messages sent to the class from the teacher.

MathWiz.ca/gettingstarted.php

www.mathwiz.ca

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