FOSSweb 2.0 Instructions: Setting Up a Class Account

Students can use FOSSweb by visiting the site as a guest or using a student username and password created by teachers.

In FOSSweb, teachers can create student usernames and passwords. You'll want to create student usernames and passwords instead of giving your students your own account. Otherwise, students will be able to see teacher assessment masters!

By creating student accounts, your students will be able:

- View the specific modules you are teaching
- Access multimedia, recommended book and websites, audio stories, and home-school connections
- Access eBooks for any modules where premium content codes have been purchased and activated by the teacher
- View note and reminders left by teachers

The following instructions will guide you through the process of:

1) Setting up class usernames and passwords for your students
2) Creating messages for your classes

Class Page Set Up and Student User Account Creation
1 — Go to FOSSweb.com and log in.

2 — From your teacher homepage, locate the gray header that says “My Classes Pages” gray header bar. It is the header beneath your “My FOSS modules area”
3 — Click on “Add a New Class Page”

Once this button is clicked, a light box with options for naming a class and selecting modules for the class will appear.

**Class Page Title:**
This is a title for you as a teacher. Examples of Class page Titles Might be:
- First Period Science
- 7th Grade Biology 2013
- Ms. FOSS’s 2013 Third Graders

If you teach multiple periods of science or different grade levels that use different FOSS modules, you’ll want to create a separate Class page.

**Student Login Name**
This is the username student will use to log in from FOSSSweb.com

This username must be **unique in the system.** If another teacher has taken the student username, the account will not work.
Some examples of good student usernames:

- Lhssciencekids2013
- Msfossscience2013

**Student Password**

Please note the password for your class must conform to requirements that are slightly different from our teacher password requirements. **Student passwords must be exactly 8 characters in length.**

Some examples of good student usernames:

- Science1
- ILuvFOSS
- Puma1234

**Modules**

You can check off whatever combination of modules your class is using.

Once you hit submit, your class will be created!

The student information and password will be emailed to you automatically. Save this email and give the user account information to your students.
Creating Notes/Messages For Your Class

1 — Log in to FOSSweb.com. From your Teacher Page, locate the “My Class Pages” header. Look for the yellow button that says “Add a new Note.”

![Add a New Note](image1)

2 — A new window will appear where you can write a note for your students. You can also assign the note a date and apply the note to multiple classes if you wish.

![Add a New Note](image2)

Once you hit submit, the note will appear on your class pages.

![My Class Pages](image3)
This is what your students will see when they log in. You can log in with the student account to test it out!

Need Help?
Be sure to check out our tech help pages:
http://www.fossweb.com/needhelp

FOSSweb General Questions or Website Support
Email: support@fossweb.com

Phone: 510-643-6997 between the hours of 9:30 am and 5:30 pm PST.