A Teacher's Guide to Setting Up Students!

1. Introduction

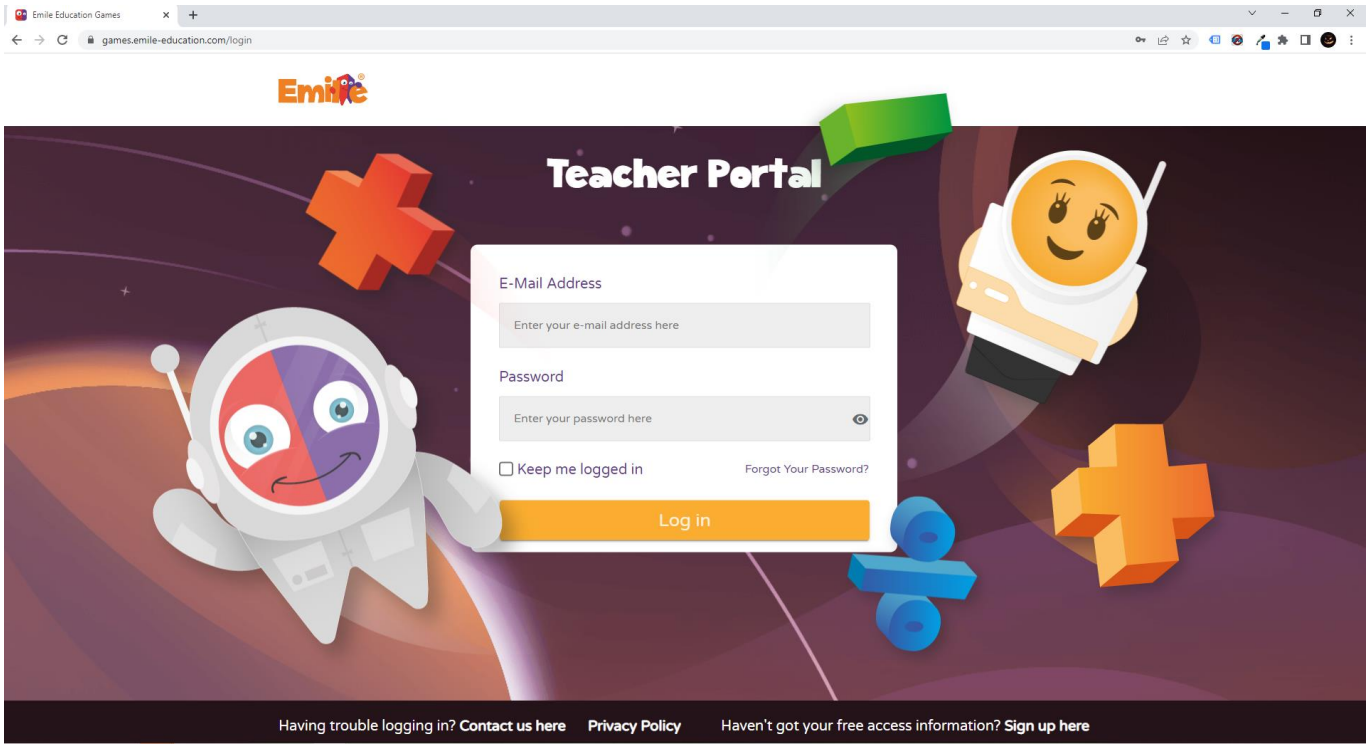
Thank you for entering the National Spelling Competition with Emile!

We really hope that it will help engage your students and lead to some big improvements in fluency (Manchester Uni saw a 24% increase in 3 months over 4,000 schools).

We are running webinars daily to help teachers so please feel free to register and come along.

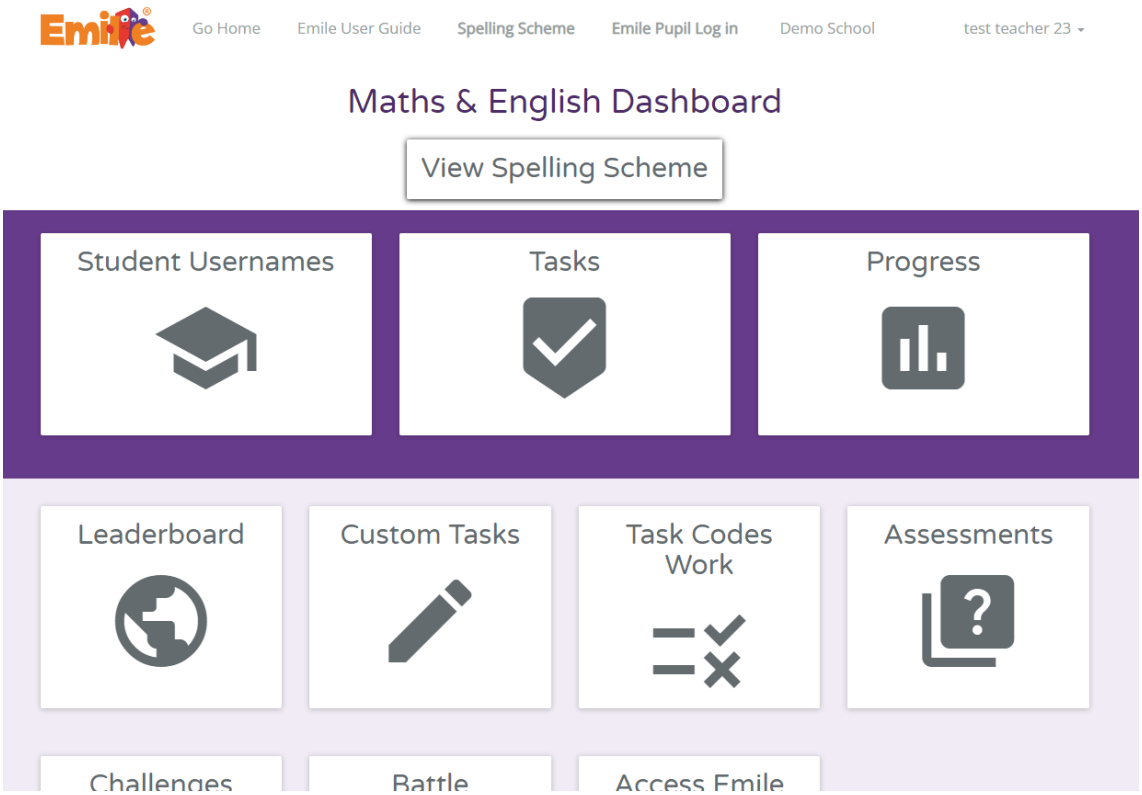
2. Logging on to Emile:

Teachers can log on to Emile here, using their email address and an initial password of "password" (please change this password once you have logged in by clicking on your name in the top right corner).

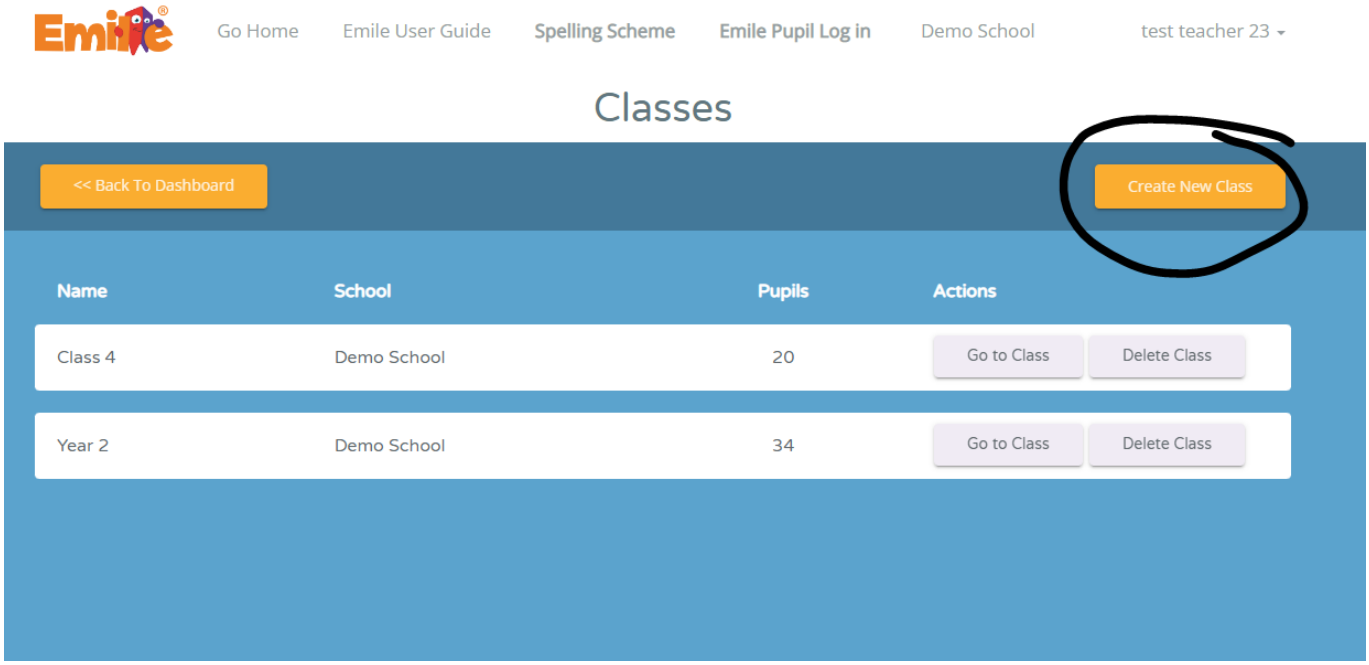


3. Emile

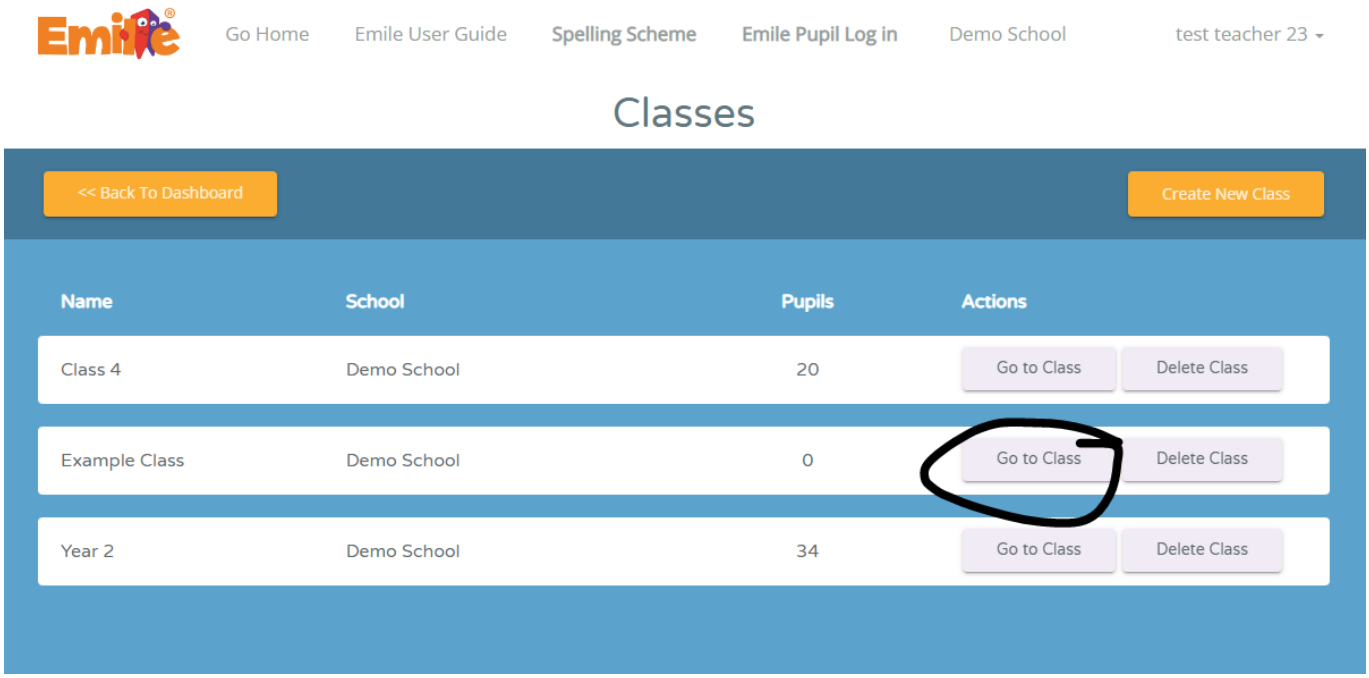
Once you have logged into Emile, you will reach our Maths & English Dashboard:



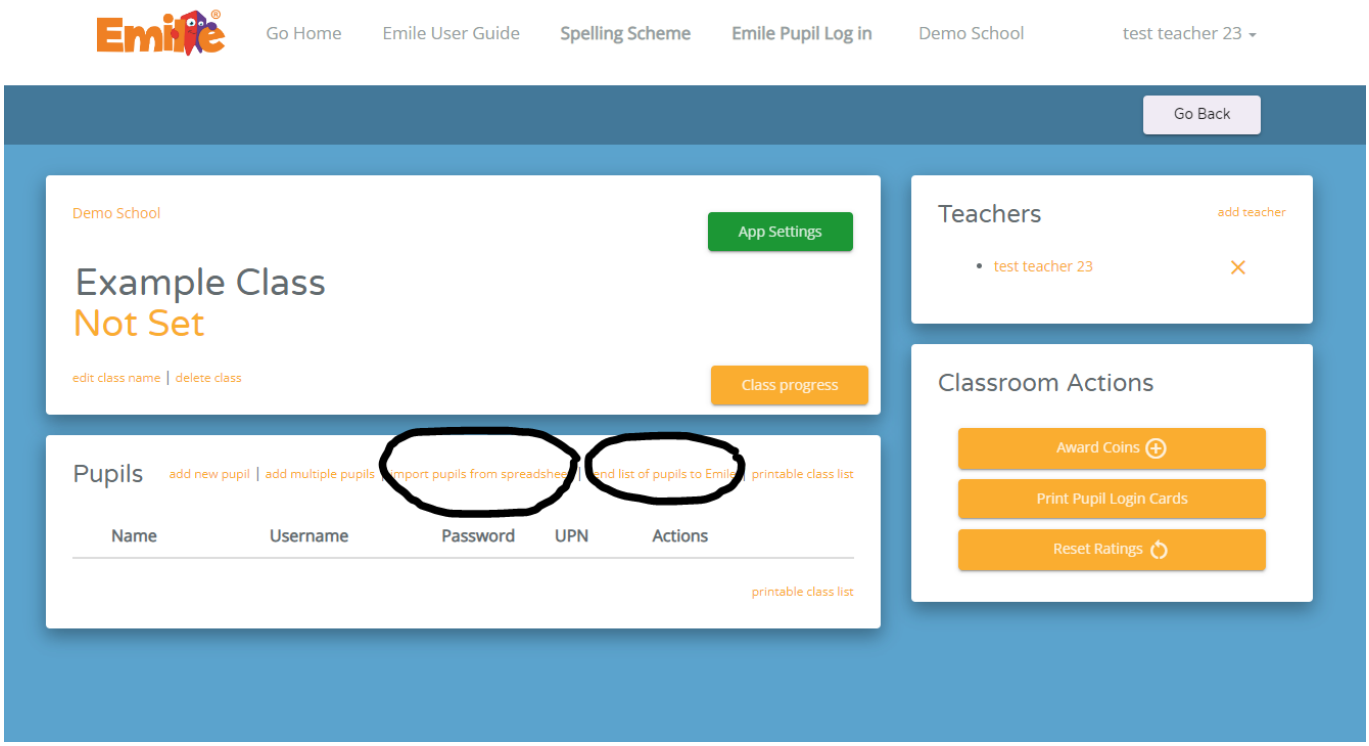
Select "Student Usernames" and then "Create New Class".



Go to the Class you created:



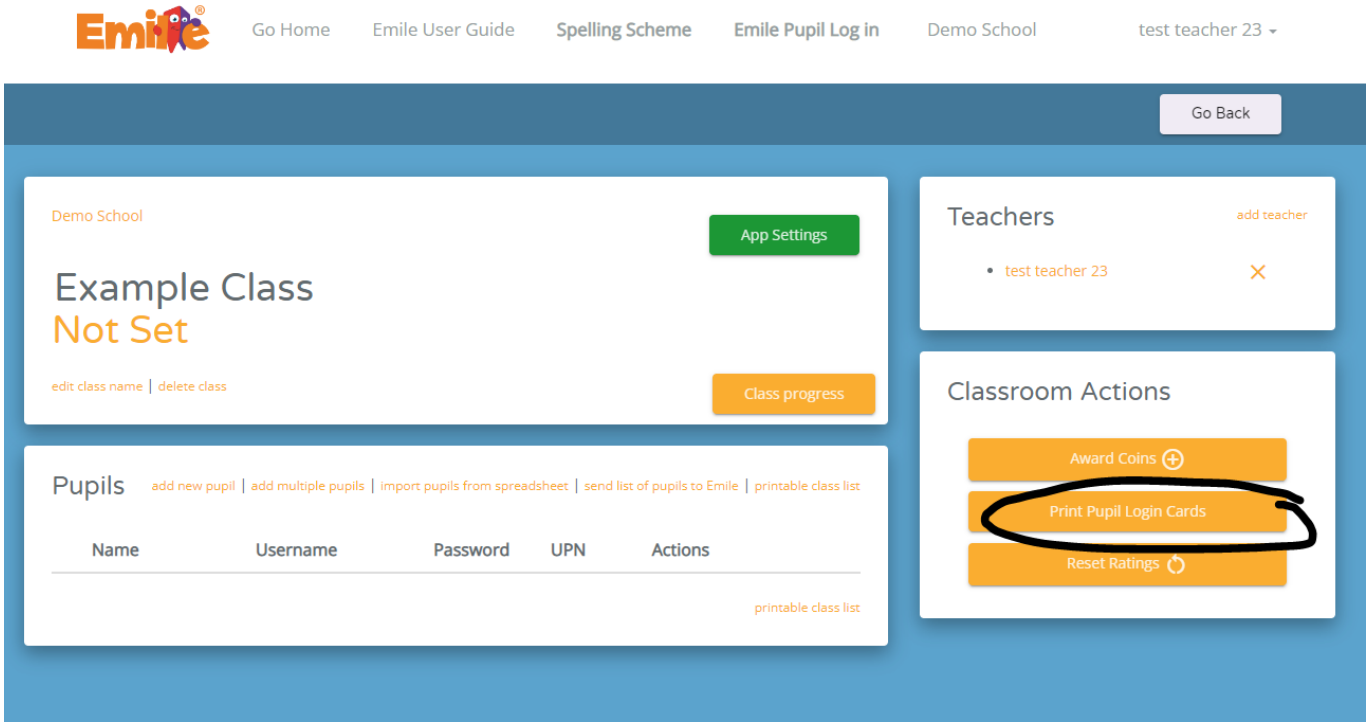
You then have a choice, you can upload your students with a csv file (excel type file) or send your class or school list securely to Emile:



If you want to upload your students using a csv file, please make sure the columns are: name, username, password, and UPN (optional). There is no need for a header row.

Please note that usernames have to be unique in the school and that passwords do NOT need to be unique and have to be three characters or more.

Once all your students are set up, they are ready to take part in the National Spelling Competition!

4. **Share Student Log in Details.**

We recommend printing off the students' usernames and passwords: