

## 1.1 Getting Started with ZooWhiz for Teachers

*Harness the power of online learning in an integrated environment*

The ZooWhiz Online Learning System comprehensively covers maths, punctuation, spelling, grammar, vocabulary, word skills, phonics, phonemics and reading in a fun and engaging way for students *whilst* giving teachers and parents unprecedented levels of access to detailed dynamic reporting on their child's educational development both at home and at school.



### Creating your FREE Teacher Management Account

In order to use ZooWhiz, you'll need to register first. Follow these simple steps to setup your free account.

1. Go to [www.zoowhiz.com](http://www.zoowhiz.com) in your web browser
2. Click "Teachers" on the top navigation bar
3. Then choose "Register for Free" in the Teacher's Gateway
4. Click "Sign Up Now" after reading through the Terms of Use
5. Find your school (you can search by **post code**, **city** or **suburb**) then **identify yourself** by entering your contact details and then click "Create My Account"
6. **Activate your account** by clicking on the verification link in the email that was sent to your registered address (*Be sure to check your spam or trash folder if you can't find the email*)



### Using your Teacher Management Account to Create Classes and Manage Students

#### Sign In...

1. Click "Teachers" on the top navigation bar
2. Then choose "Teacher Sign In" in the Teacher's Gateway
3. Enter the email address and password you chose when you registered your Teacher Management Account

#### Join your Trusted School Community...

Your Trusted School Community safeguards students' privacy, connects and empowers teachers, and enables powerful yet simple school wide administration and sharing of resources. For more information click on the "Learn More" button on the "Schools" page.

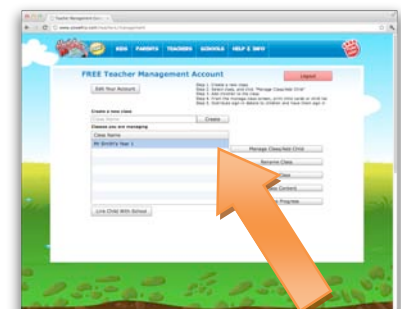
1. Enter your school's 16-digit **TrustKEY**. If you do not know the TrustKEY, a list of existing teachers who can share it with you will be shown. (*Note: This step is not required if you are the first teacher to signup at your school*)
2. **Success!** You now have full access to the school-wide management features.

#### Create your first Class List...

1. Choose "Create a Class" from the Quick Links menu
2. Enter your class name when prompted
3. Click "OK" and your new class will be added to your list

#### Create FREE Keeper Accounts for your students...

1. Select your class from the list and click "View Students"
2. Click "Create New Student" and then enter each child's name when prompted (*Depending on the school's privacy policy, you may choose not to use a Last Name*)
3. **Alternatively** - Choose "Import Class List" to add an existing CSV spreadsheet of child names to your class list



#### What's Next...

**Congratulations!** Your class is now ready to use ZooWhiz and begin enjoying the benefits of this exciting new online learning system.

Some things for you try next...

- *Test out ZooWhiz for yourself!* Simply create a Keeper Account in your class for yourself just like you did for your students
- *Print the Child Cards* and give them to your students so they can start using it at home and really take advantage of this unique online learning system

