



A Teacher's Guide to Setting up Student Accounts

Thank you again for trying out Cozy Grammar with your students. Marie would be thrilled to know you're using her materials as part of your teaching.

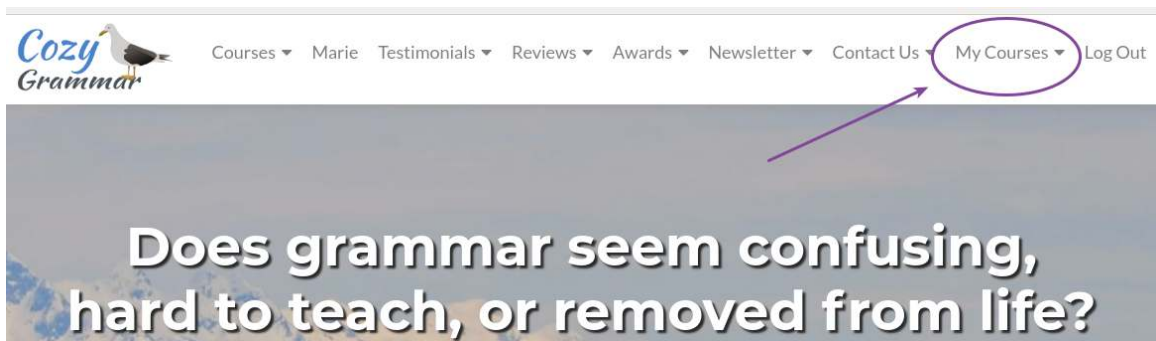
We've put together a guide to help get you started with setting up your student accounts. Since it can be confusing and intimidating to use a new computer program for the first time (as Marie herself knew very well!) we wanted to try to make things as easy as possible. Feel free to print out this guide and follow along.

Once we've set up your teacher's account, here are the steps for setting up your student accounts:

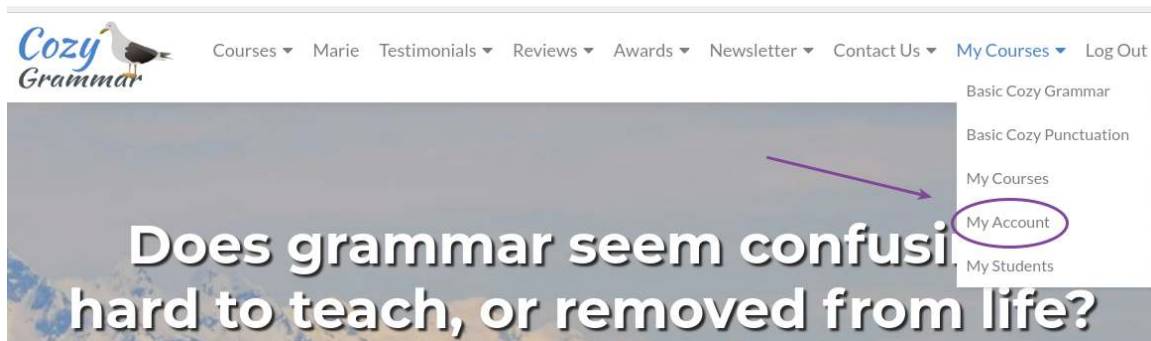
- 1) There are two ways to enter your students' information into the program. If you wish, you may do so yourself on your "[My Account](#)" page. The full url is:

<https://www.cozygrammar.com/login/account/>

You can also access your "My Account" page via the menu bar under "My Courses." First find "My Courses:"



Click on “My Courses” and you’ll see a drop-down menu. Then you can choose “My Account”:



On the “My Account” page you will find complete instructions on how to add your students. For each student, you will need a **username**, an **email address**, a **first name**, and a **last name**.

Please note: Each student needs their own email address, whether this is a working email address or simply an address used for setting up the student accounts. If your students do not have email addresses, never fear! We do have a few workarounds. Simply [contact us](#) and we’ll take care of it.

The second way is simply to have us do it for you, which is often a much better choice, especially if you have a larger number of students. Simply send us a spreadsheet with a **username**, an **email address**, a **first name**, and a **last name** for each student and we’ll set things up within 48 hours (and usually sooner). If they already have **passwords**, you can include those as well.

- 2) Once the students have their own accounts, the next step is to set their passwords. (You can skip this step if you included passwords in the spreadsheet above.)

If they don’t already have passwords, one option is to set the same password for all of the accounts. To do this, let us know what password you’d like to use and we can set it for all the accounts. Alternatively, we can also set the password for each student to be the same as their username.

Finally, if each student wishes to set their own password, they can do so by going to the [login page](#) and selecting “Forgot Password.” The student will be prompted to enter their email address and can then set their own password via a link that will be sent to their email address.

Here is the url for the login page: <https://www.cozygrammar.com/login/>

- 3) Once the passwords have been set, we will set up the “[My Students](#)” page. This is where you’ll be able to view the progress of your students.

Here is the url for the “My Students” page:

<https://www.cozygrammar.com/login/my-students/>

You can also access your “My Students” page via the menu bar under “My Courses”:



If we are setting up the password(s), we’ll also set up the “My Students” page and notify you when it’s ready. If your students are setting their own passwords, let us know when they are done and we’ll set up the “My Students” page then.

- 4) To view the progress of your students, follow the instructions on the “My Students” page to help you find whatever information you may be looking for.

For your convenience, we’ll also include the instructions on the following page so you can print them out and refer to them if you so desire.

Information Portal

We use a system of filters to help you find the information you need.

- 1) Begin by **selecting your group** (usually your username).
 - 2) **Select the course** for which you want course progress information. You can also view all courses at the same time by leaving this filter set to "All Courses."
 - 3) **Select the user** for which you want course progress information. You can also view all students at the same time by leaving this filter set to "All Users."
- NOTE:** The Introductions to both The Basic Cozy Grammar Course and The Basic Cozy Punctuation Course are listed as separate courses.
- 4) You can generally **leave the fourth filter set to "All Statuses."**
 - 5) **Select how many boxes of information you would like to be displayed at one time.** We recommend selecting 10 or 15 to start with.
 - 6) **Select "Filter"** and the relevant course progress information will appear under "Course Progress Information."
 - 7) To view which questions a student answered correctly in an exercise, click on statistics after Results: Passed/Failed. A box will open where you can explore their answers in detail by clicking on **(VIEW)**.

PLEASE NOTE: For your convenience, you can click on student email addresses and workbook links, but clicking on student names will simply return you to the top of the page. Please use the student filter below to view a particular student's course progress.

- 5) Finally, please don't hesitate to contact us at any time if you have a question, a comment, or a suggestion. We're a small team, but we're happy to do whatever we can to help.

And thank you again for sharing Marie's courses with your students. It means the world to us.