Here are the steps to set up a school for the
K to the 8th Power Online Technology Curriculum

1. Designate a person at the school as the main Kto8 contact (or the Kto8 Site Admin). This is normally a technology coordinator, lab director, or a lead teacher who is fairly comfortable with computers.

2. We will build the school's Kto8 Student database and Teacher database automatically from information provided by the school in the Kto8 Password Spreadsheet: http://www.kto8.com/images/uploads/files/Passwords.xls. The information we need is student first name, student last name, grade level (K-8), username (must be unique), and password. Optionally you can include student ID numbers for grade book export as well as classroom names to automate classroom creation. Normally it is easier for the students to use their existing school network usernames and passwords as their usernames and passwords to access their Kto8 assignments. You are free to create new login IDs if you desire. *If you create student usernames and passwords please make them simple to remember and enter. Students will use their usernames and passwords to access their list of assignments.* We will provide a Kto8 Password spreadsheet to the Kto8 Site Admin. After that is complete and emailed back to us your Kto8 Student database will be created within 48 hours. We do not require the students' full names – a partial last name is sufficient as long as you can identify them in the online grade book.

3. After the student database is created we will send the Kto8 Site Admin a username and password. We will also send the instructions to complete the set up process.

4. We will send an electronic version of the **K to the 8th Power Getting Started Guide**. This will show how to do most of the administrative functions and offer other suggestions as you begin.

5. We will schedule a 30-minute web conference to introduce the Kto8 Site Administrator to the Teacher Management Area in order to ensure a smooth implementation.

6. The Kto8 Site Admin will complete the following steps: 1) create "classrooms", 2) assign students to the classrooms, and 3) assign lessons to the students.

7. Prior to the students logging in for the first time the Kto8 Site Admin will need verify that the student computers and browsers are configured properly. We provide a check list for this but basically the computers need to have a Macromedia Flash Player installed (free), and the computers must be capable of playing mp3 audio files (some schools block mp3 to prevent students from downloading music).

We are available by phone and email to assist in any way necessary. After one or two phone calls or emails most schools need very little technical support.

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