

Membean Teacher Quick Start

Step 1: Create your Classes.

Once you create your account you will be taken through the steps to set up your first class.

Create additional classes by clicking the "Add A Class" button on your dashboard.

- Classes don't have to follow your roster, and you can create as many classes as you want.
- Group your ELL students or students with special needs into a class of their own so you can monitor them more closely.

Set a weekly training goal for each class.

- Goals help you establish clear grading guidelines for your students.
- Membean will send you a weekly goal progress email, which makes grading easy and efficient.

Step 2: Enroll your students.

After you create your classes, Membean makes the enrollment process simple with student self-enrollment.

Share your class code with your students to enroll.

- Students enter their class code at <http://membean.com/enroll>.
- Students will create a new account or sign in to their existing account.

Email students enrollment instructions, or print out enrollment cards.

- From your class dashboard, click on the "Invite" button to email or print invitations.

Enable Google Single Sign On to simplify student login.

- Students can link their Google accounts to Membean for a quick sign in.
- To turn on this feature for your school, email support@membean.com.

Step 3: Day One on Membean!

On the first day, you will want to introduce Membean to your class so your students know what to expect from training.

Students will **calibrate their accounts**.

- Students will click “Calibrate First” to begin the short assessment.
- Students will be placed at a learning level consistent with how many real words they identify that they know.

Give students an overview of Membean and your expectations.

- Share the [New Student Guide](#) with your students to learn more about training on Membean.
- Explain your [grading policy](#) and honor code. We recommend grading students based on meeting weekly training goals and assessments.

Step 4: Explore More Ways to Reinforce Vocabulary with Membean.

Many features contribute to the comprehensive Membean experience for you and your students.

Monitor training and goal progress with detailed reports.

Customizable class reports show training at a glance, including warnings to help you hold your students accountable for focused learning.

Assess student learning with individualized quizzes.

Easy to create, these assessments are based on individual student training. You can customize and schedule assessments, which are auto-graded for your convenience.

Create writing assignments to deepen vocabulary learning.

New writing assignments allow students to author their own sentences, demonstrating mastery of their growing vocabulary.

Personalize training preferences based on student needs.

Ensure every student is successful on Membean by using differentiated preferences, including extended time and easy-to-read fonts.



Visit support.membean.com for more information or email us directly at support@membean.com.