



Teacher Accounts

As an educator, you can request a Scratch Teacher Account. A Scratch Teacher Account provides educators with additional features to manage student participation on Scratch, including the ability to create student accounts, organize student projects into studios, and monitor student comments. This guide will walk you through creating an account, creating a class, adding and managing your students, and creating class studios. You can also see our [Scratch for Educators](#) page and our [Teacher Account FAQ](#) page for additional information.

Create Your Teacher Account

Visit this link to get started: <https://scratch.mit.edu/educators/register>

You'll be prompted to create a username and password. ***Make sure that your username does not contain your name or personal information***, like your school, location, or email address.

Within the Scratch community, all users are asked to refrain from sharing personal information through their usernames. ***It's important that both you and your students follow these guidelines. Accounts that do not adhere to these guidelines will be deleted.***

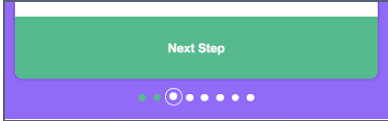


Creating your teacher account

Tips for making your username

- **Incorporate the name of the subject you teach**
 - ex: QuirkyArtTeacher
- **Use a tool or term from the subject you teach**
 - ex: MetamorphicRocks
- **Add an important date, be unique**
 - ex: Bibliophile1440
- **Make it memorable with a pun or an alliteration!**
 - ex: TyranoTeacher

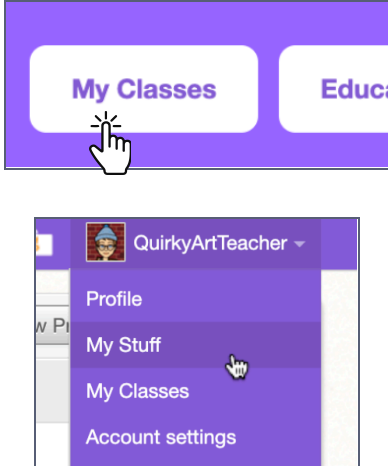
Be sure to make a note of your username and password.

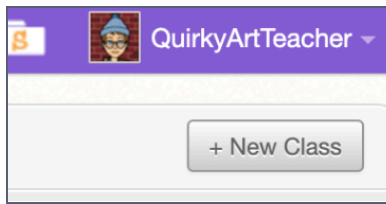


	<p>Click through each step to complete registration.</p>
	<p>Log into your email and confirm your email address.</p> <p>Check your spam folder if you do not see the email.</p> <p>Once you have confirmed your email address, we'll review your account.</p>
	<p>Once your account has been reviewed and approved, you will receive a welcome email. Then, you can log into your teacher account at scratch.mit.edu!</p>

Create a Class

Creating classes allows you to manage groups of students, and create studios where your students can add their projects.

Creating your class	
	<p>Once you have successfully logged into your Teacher Account, if you are looking at the homepage, there will be a bar at the top of the screen with three options. Select “My Classes.”</p> <p>You can also access your classes from the dropdown under your username.</p>



To create a class, click the “+ **New Class**” button at the top right of the page.

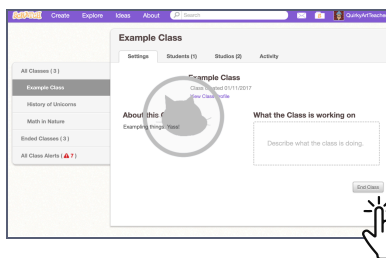
Enter the class name and description.

Warning: Do not include real names and locations, like the name of your school or city/town.

Once you have created a class, you can add students.

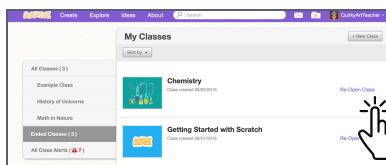
 A screenshot of the "Add a New Class" form. It has a title "Add a New Class" at the top. Below the title, there are two input fields: "Class Name" and "Class Description". At the bottom of the form, there are two buttons: "Add Class" (in purple) and "Cancel" (in gray).

Ending your class



To end a class, under “My Classes,” choose your class and on the Settings tab, click the “End Class” button.

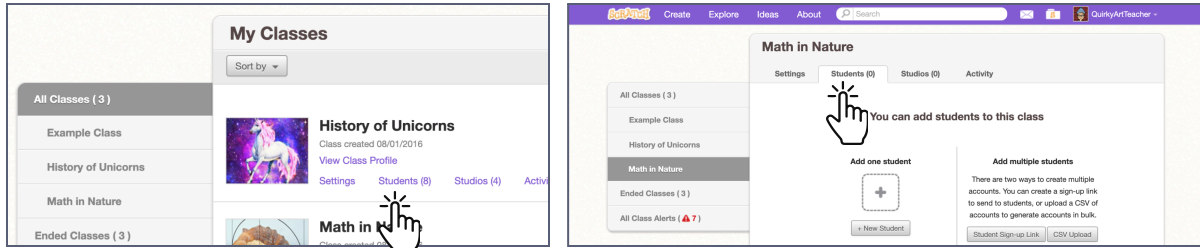
When you end a class, your class profile page will be hidden and your students will no longer be able to log in (but their projects and the class studios will still be visible on the site).



You may re-open the class at any time. By going to the “Ended Classes” tab and clicking the “Re-Open Class” link near the class you want to reopen.

Add Students to Your Class

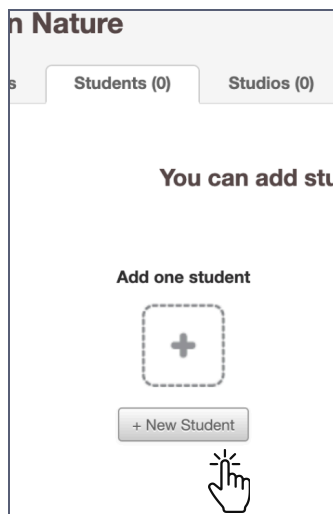
While on “My Classes,” select the class and then click on “Students” (either the link under the class name or the Students tab). Once created, your student accounts will appear here.



There are three ways to add students to your class. The first method allows you to add an individual student to a class. Methods 2 and 3 allow you to add multiple students to a class.

Tip: Create a naming convention as a guideline for generating usernames. For example, you may want each name to include an abbreviation for the course name, the class section, and the student’s number on your roster (ex: VisArts-02-17). Use the [Student Username List](#) we have created to record the usernames and passwords your students have created. You can also use the [Guardian Info Sheet](#) to help students keep track of their passwords, recall how to log in and get started, and share information with their guardians about Scratch.

Method 1: Add Individual Students



Click the “+ New Student” button to add students individually.

Confirm the correct class is showing in the “Add to Class” dropdown menu.

You will be prompted to create a username for this student.

Warning: Make sure that the usernames you create do not contain identifying information about yourself, your students, or your school. Accounts that do not adhere to these guidelines will be deleted.

The password for this student username will automatically be set as the username of your teacher account.



Add New Student

Add to Class: Math in Nature

Username: type student username here

⚠ Usernames must not reveal the identity of students in any way.

☐ I understand that for safety and privacy, Scratch must **delete** any accounts which include real names, school name, or contact information.

Password: Will be set to the teacher's username: **QuirkyArtTeacher**

Add Student Cancel

Have students log into their accounts and change their passwords as soon as possible.

Tip: It is not possible to add an existing Scratch account to a classroom. You will need to create a new Student Account for them using your Teacher Account. A student can only be a part of one class, and it is not possible to transfer students from one class or teacher to another.

Method 2: Student Sign-up Link

Activity

Students to this class

Add multiple students

There are two ways to create multiple accounts. You can create a sign-up link to send to students, or upload a CSV of accounts to generate accounts in bulk.

Student Sign-up Link CSV Upload

Clicking the “Student Sign-Up Link” button brings you to another window and clicking the “Get Link” button will generate a link that will allow your students to join the class you have just created. The link will start with “http://scratch.mit.edu/signup...”

Students can then create their own usernames and passwords.

Warning: Remind your students that, when making their usernames, the username should not contain identifying information about themselves, their teacher, or their school. Accounts that do not adhere to these guidelines will be deleted.

Sign-up Link

Get a sign-up link that students can use to register for your class. They will be directed to a class page where they can "Join this Class".

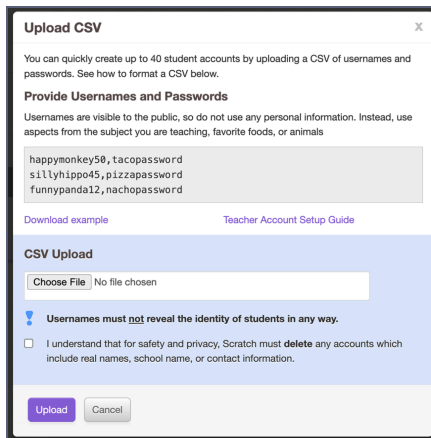
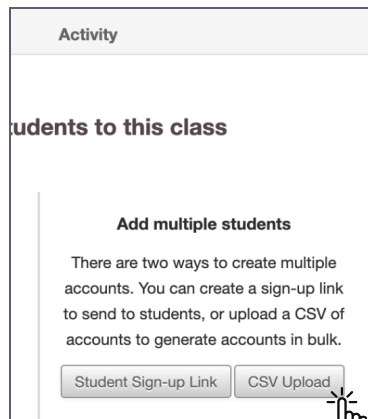
⚠ Usernames must not reveal the identity of students in any way.

☐ I agree to remind my students not to use their real names, school name, contact information or student ID numbers.

Get Link

Close

Method 3: CSV Upload



The 'Student-Accounts-Template' is a spreadsheet with two columns, A and B. Column A is for usernames and column B is for passwords. The first row contains 'student1' and 'password1', and the second row contains 'student2' and 'password2'.

	A	B
1	student1	password1
2	student2	password2

Click the “CSV Upload” button on the page.

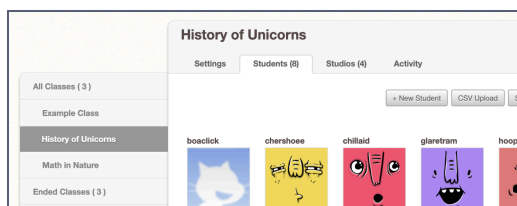
Using the template provided by clicking the “Download example” link, create a username and password for each of your students. You can use the template provided or create your own spreadsheet with student usernames in column A and passwords in column B. To upload your own template, you’ll need to save the file as a CSV file.

Once you’ve created usernames and passwords for each student and saved the file, click the “Choose file” button to locate the file, then click the “Upload” button.

Warning: Make sure that the usernames you create do not contain identifying information about yourself, your students, or your school. Accounts that do not adhere to these guidelines will be deleted.

Warning: Make passwords random, rather than a predictable pattern.

Predictable passwords could be subject to password guessing, where students could gain access to each other’s accounts. Accounts that have been inappropriately accessed by others will be removed, as they could be targets for inappropriate behavior.



You can add students via any of these methods at any time under the “Students” tab.

Creating Studios for Student Work

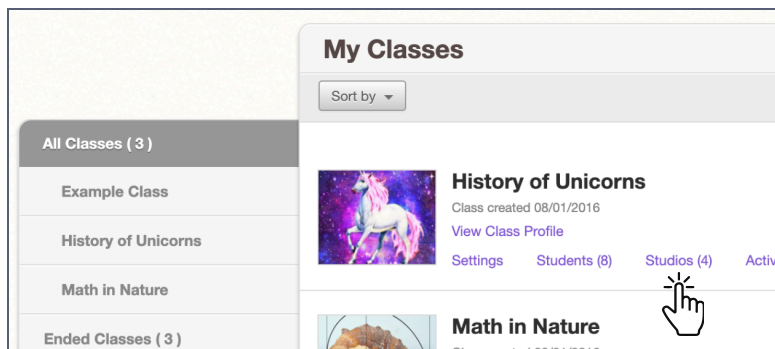
Studios allow you to create collections of student projects for specific classes or assignments. This makes it easier for you to view their projects throughout their creative process. It also makes it easier for students to collaborate and be inspired by each other's work.

Scratcher status is required in order to create a studio, and the person who created the studio is automatically assigned the role of "host." There is only one host per studio, and only studio hosts can edit the title, thumbnail, and description.

Studios are immediately public, even those created in the context of a class. Unlike Scratch projects, there is no share/unshare option for studios. Everyone can follow a studio, see studio comments and projects, and leave a comment or add a project (unless commenting or the ability to add projects is turned off).

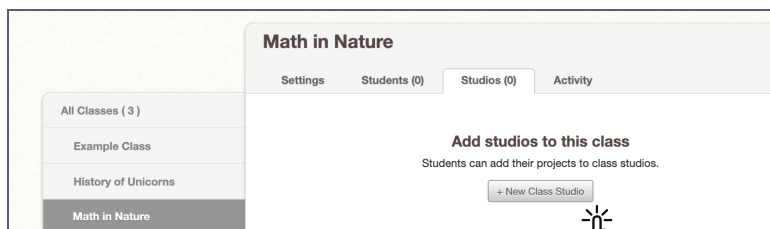
There are two ways to create a studio on a teacher account. Method one creates studios that automatically add all students in a class as curators. Method two creates studios without automatically adding students as curators, and students or any Scratcher can be individually added as curators.

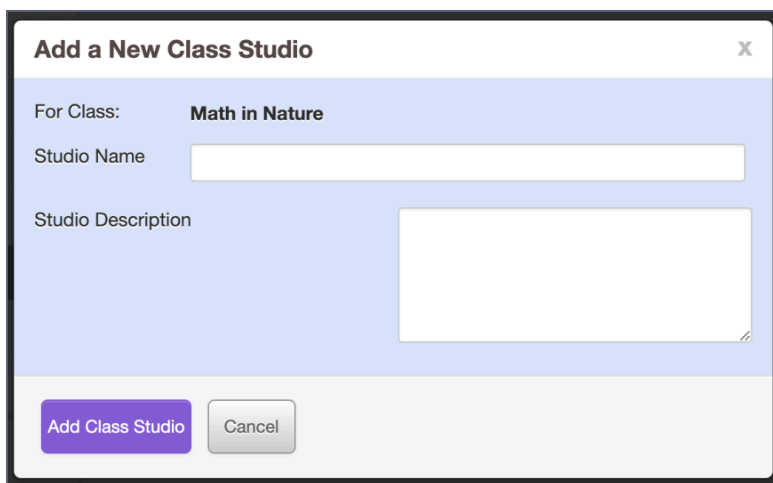
Method 1: Create a studio that automatically adds all students in a class as curators



Once logged into your Scratch account, go to "My Classes."

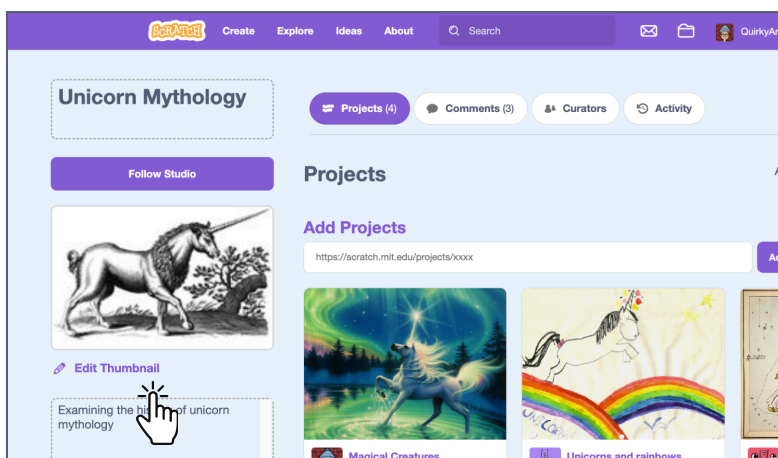
Choose the class to assign the studio to, then click on "Studios" (either the link under the class name or the Studios tab). Then click the "+ New Class Studio" button.





On the window that appears, you will be asked to **give the studio a name and description**. (These can always be adjusted in the studio later.) In the description, you can share the theme of the studio, what kinds of projects you are looking to include... Just be sure your title and description don't reveal any personal information (like school name or first and last name).

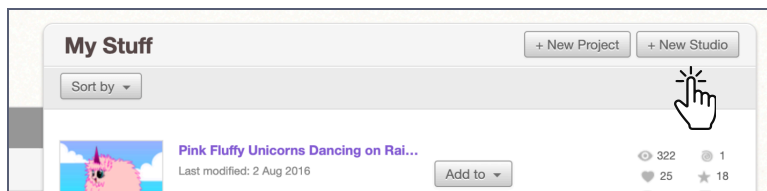
Then, click the "Add Class Studio" button.



Once in the studio, click the "Edit Thumbnail" button to change the default gray cat image in the upper left-hand corner. **Upload your own studio thumbnail image**. The maximum file size for a thumbnail is 512 KB and your image must be less than 500x500 pixels.

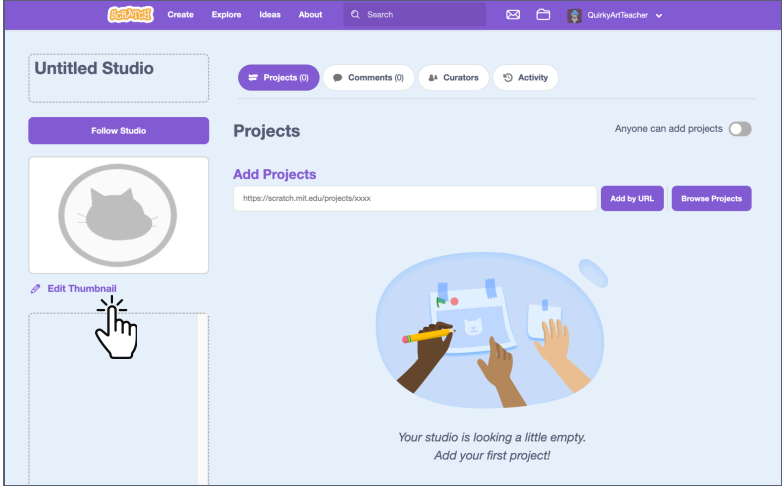
When you click on the "Curators" tab, you should see all the class students have been set as studio curators.

Method 2: Create a studio without automatically adding students as curators



Once logged into your Scratch account, go to "My Stuff."

Choose the **" + New Studio "** button at the top right.



Click on “Untitled Studio” to **give your studio a name and description**. In the description, you can share the theme of the studio, what kinds of projects you are looking to include... Just be sure your title and description don’t reveal any personal information (like school name or first and last name).

Click the “Edit Thumbnail” button to change the default gray cat image in the upper left-hand corner. **Upload your own studio thumbnail image.** The maximum file size for a thumbnail is 512 KB and your image must be less than 500x500 pixels.

When you click on the “Curators” tab, you should see no curators have been assigned yet.

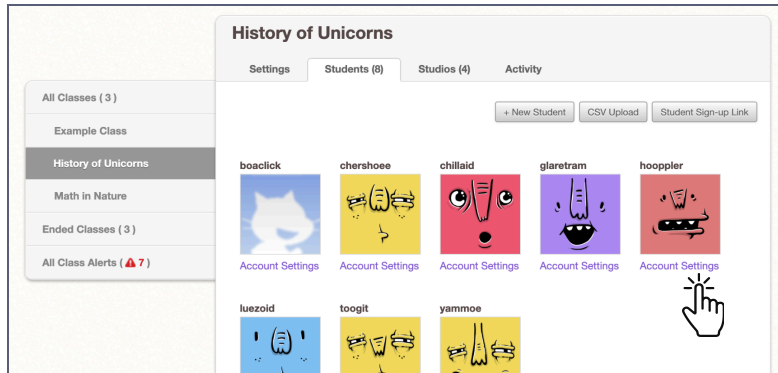
See our [Studio Guide](#) for detailed information on:

- Studio Definitions
- How to Manage a Studio
- How to Add Projects to a Studio

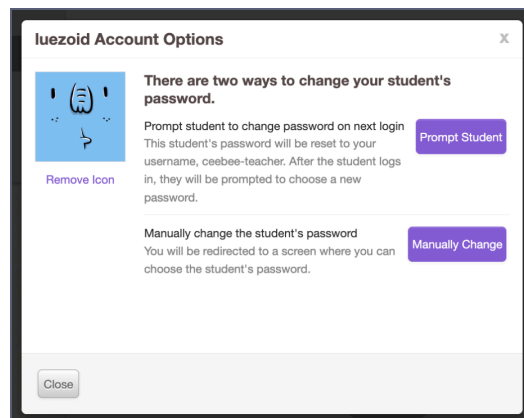


Managing Your Students

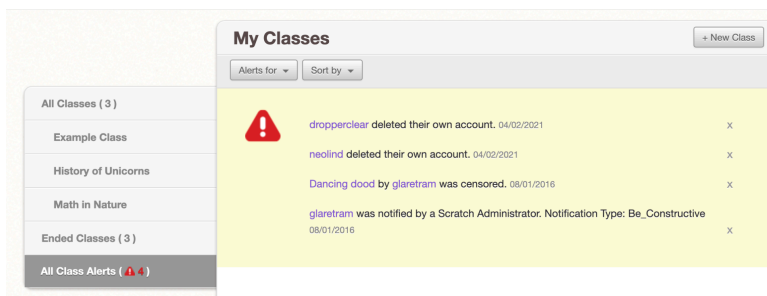
Managing a student



You can manually **reset a student password** from within your Scratch Teacher Account. First, navigate to “My Classes” and choose the class and go to the “Students” tab. Then click on the “Account Settings” link below the student’s account.



You cannot delete a student’s account by using a Teacher Account, but students can delete their own account.



You can see alerts about notifications your students receive on the “Activity” tab of a class or the “All Class Alerts” tab.

Tip: If you’d like to translate this guide, [click here to make a copy](#) of this Google doc.