

## Frax Teacher Quick Start Guide

This quick start guide walks you through the basics of setting up Frax. Please keep this guide for future reference. If you have questions or concerns, contact our Customer Support at [support@fraxmath.com](mailto:support@fraxmath.com).



### ☐ Retrieving a Username or Password for a Teacher

Forgot your teacher username or password? Get your login information emailed to you.

1. Go to [www.fraxmath.com](http://www.fraxmath.com) and select **Login** and then the **Educator Login** button.
2. At the bottom of the window select **Forgot your username or password?** and submit your email address to reset your password.

### ☐ Profile

1. After logging into your account, select the **User Icon** in the upper right.
2. Select **My Account** to make changes to your name, username, email, password and subscription.

### ☐ Logging In

Login for teachers is slightly different than students.

#### Teacher Login

1. Select **Login** in the upper right corner.
2. Select **Educator Login**.
3. Enter your **Username** and **Password**.
4. Select **Login**.

#### Student Login

1. Select **Login** in the upper right corner.
2. Select **Student Login**.
3. Enter the **Teacher's Username** and select **Go**.
4. Select the **Class** they are enrolled in and choose their **name**.
5. Enter their unique student **Password** and **Login**.

### ☐ Creating Classes

Students cannot access Frax unless they are in a class.

1. When you first log into Frax you will be prompted to **Add Your Students to Frax**.
2. On the next screen, your first class will be created automatically. It is called "My First Class."
3. Select how you would like to add students. (*See adding students below*)
4. Selecting **Class Settings** in the upper right corner will allow you to set the name, add additional teachers, or delete the class before selecting **Update Settings**.
5. To add additional classes select the drop-down menu beside the class name and choose **Add Class**. It can also be found in the upper right corner of the Teacher dashboard.

### ☐ Adding Students to Classes—From the School Roster

Once you have created a class you can enroll your students from a list imported by your Frax Administrator.

1. Select the grey **Manage Students** button and then choose a class from the drop-down menu.
2. Select **Add Students** at the bottom of the existing class list.
3. Select **Add Student from School Roster** in the pop-up menu.
4. Available students are displayed in a window in the center. Choose the students you wish to enroll by checking the box next to their names.
5. Select **Add to Class** to enroll the students in the class. Their names will now appear on the roster.
6. To remove multiple students from your class or change students' assignments, and/or grade levels, select the box next to their names in the class roster, and select **Remove, Assignment, or Grade Level** on the bottom right of the screen. All students you have checked will be changed.

### ☐ **Adding Students to Classes—Without an Imported Roster**

If your Frax Administrator did not import a student roster, you can add students manually if that feature is enabled for teachers.

1. Select the grey **Manage Students** button and then choose a class from the drop-down menu.
2. Select **Add Students** at the bottom of the existing class roster.
3. Select **Add a New Student** in the pop-up menu.
4. Enter the required information. Please use the student's district-assigned Student ID to avoid data loss in the future.
5. Select **Add New Student**.
6. A confirmation screen will appear indicating the student was added successfully along with their password.
7. To add additional students select **Add Another Student**.
8. Once all students have been created, select **OK**. Check the Class Roster to make sure it is complete.
9. If you need to edit student information later you can change it in the class roster. After selecting a student their details will appear and you will select **edit** to change the assignment or the second **edit** icon to edit other details.

Note: If you have more than 20 student to enroll, it may be more efficient to use the **Import Students from File** option and import students using a CSV file.

### ☐ **Printing Login Handouts**

In Frax, you can print login handouts for students.

1. Select the grey **Manage Students** button and then choose a class from the drop-down menu.
2. Choose the name(s) of the students you would like to print by selecting the box next to their name.
3. At the bottom, select **Print**.
4. From the pop-up window you can choose to print or download **Student Login Cards** and the **Class Roster**. Click on the name of the document you wish to print. Your printer interface will open with a preview of the document. Select **Print**.
5. To download one of the documents, click on the **Download** icon to the right of the document name.

### ☐ **Finding and Printing Reports**

Frax gives you access to several group and individual reports to help you track student progress. Be sure to explore all of the reports available to you.

1. Select **Class Reports** on the main navigation bar.
2. Select the **Mission Control**, **Group Progress**, or **Milestones** reports shown below the main navigation bar.
3. Many reports are customizable by selecting **Filters** in the upper left.
4. In the upper right corner of the some reports is a **Print** icon. After selecting print you will also be given the option to **save as a PDF**.
5. In the upper right corner of some reports there is an option to **Export** the report by selecting the **arrow**.

### **Getting More Help**

1. Select The **Question Mark** in the upper right corner. This provides access to the Frax Help Center, Customer Support, and On-Demand PD and other teacher resources.
2. Contact Customer Support by email at [support@fraxmath.com](mailto:support@fraxmath.com) or by phone at **866-882-4141, Option 4**.