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.

☐ 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 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 or by phone at 866-882-4141, Option 4.

On-Demand PD: https://frax.videoshowcase.net