



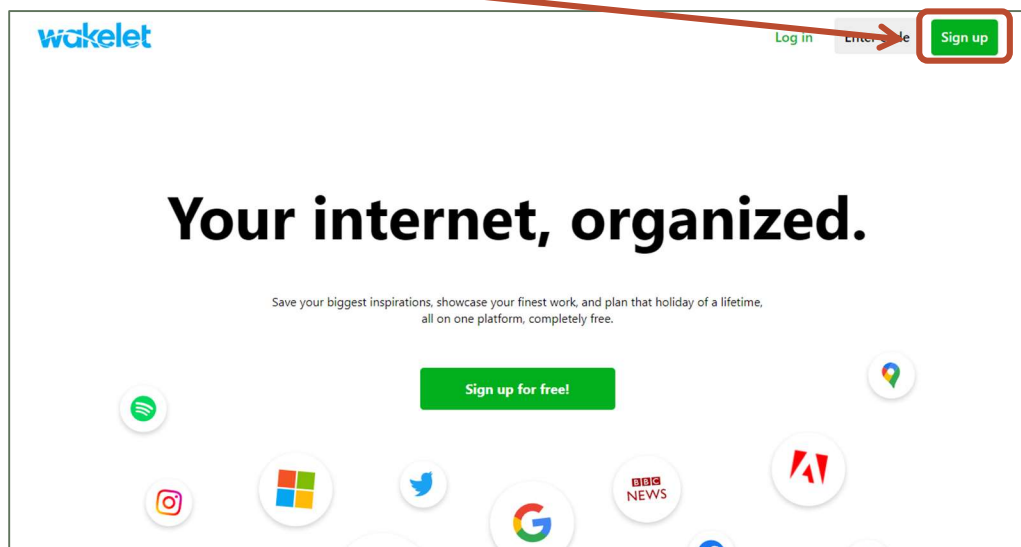
Teacher Guide: Getting Started with Wakelet

In this guide you will find how to:

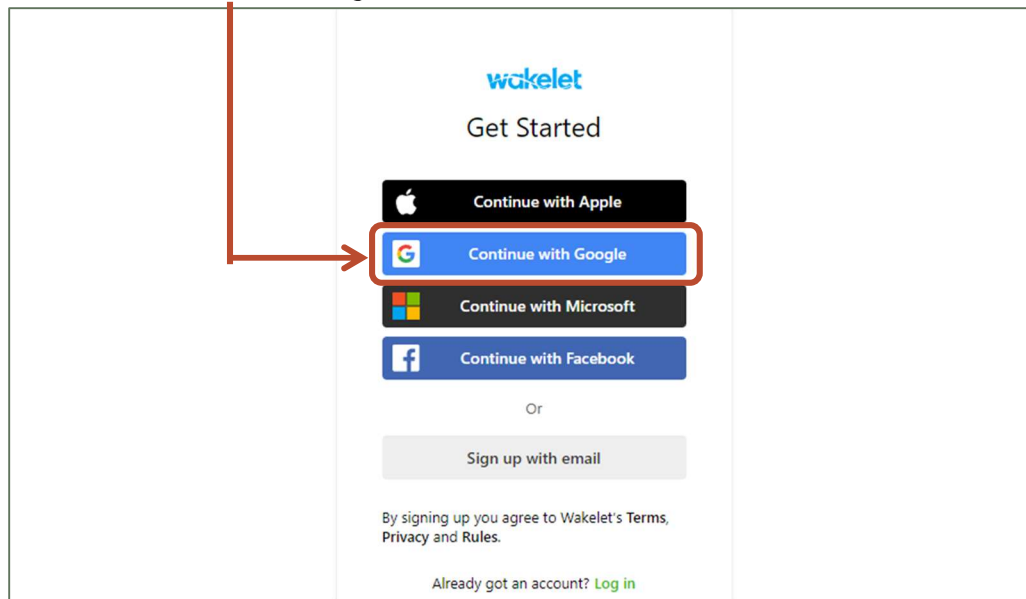
- Open an account
- Add a collection
- Share a collection
- Add collaborators to a collection

Open an account

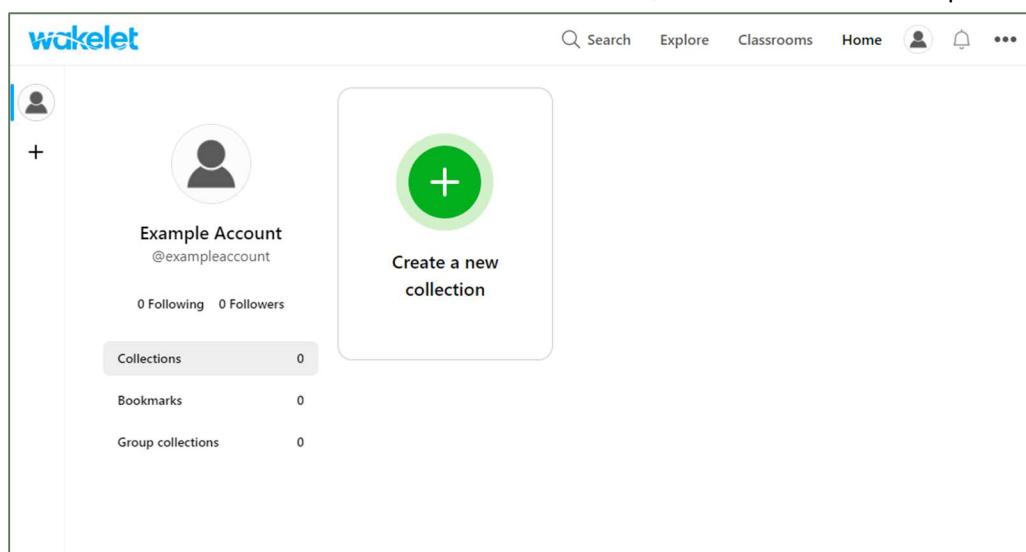
1. Go to www.wakelet.com
2. Select **Sign up**.



3. Select **Continue with Google**.

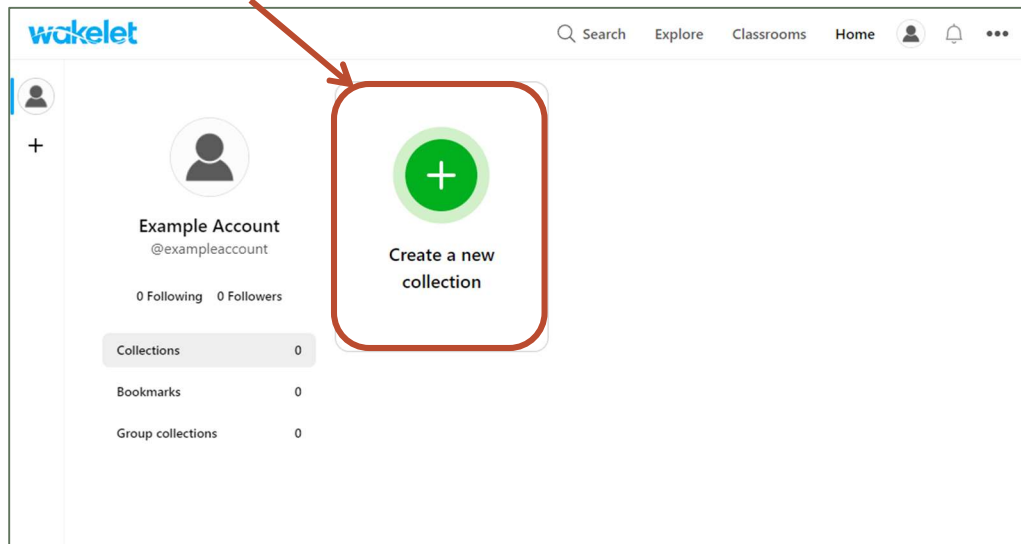


4. Select your employee Google account.
5. Verify your age by entering your date of birth and select the checkbox “By checking this box you agree to Wakelet’s [Terms](#), [Privacy](#) and [Rules](#).”
6. Select **Create your account**.
7. Select **Get Started**.
8. Choose your username. Make it something appropriate for student recognition such as your email name or your first initial and last name. Select **Next**.
9. Select **Educator**.
10. In the drop-down menu select the level you teach. Select **Next**.
11. Select **My school is a Wakelet School program member**. Select **Done**.
12. Your screen should look like the one below. If not, select **Home** in the top navigation menu.

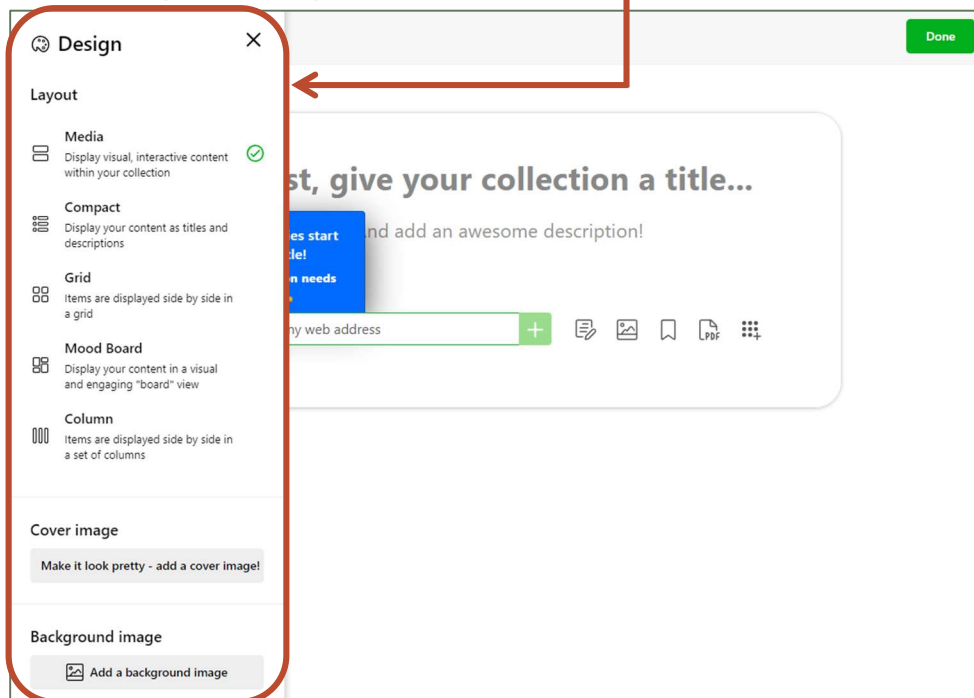


To add a collection

1. Select **Create a new collection**.

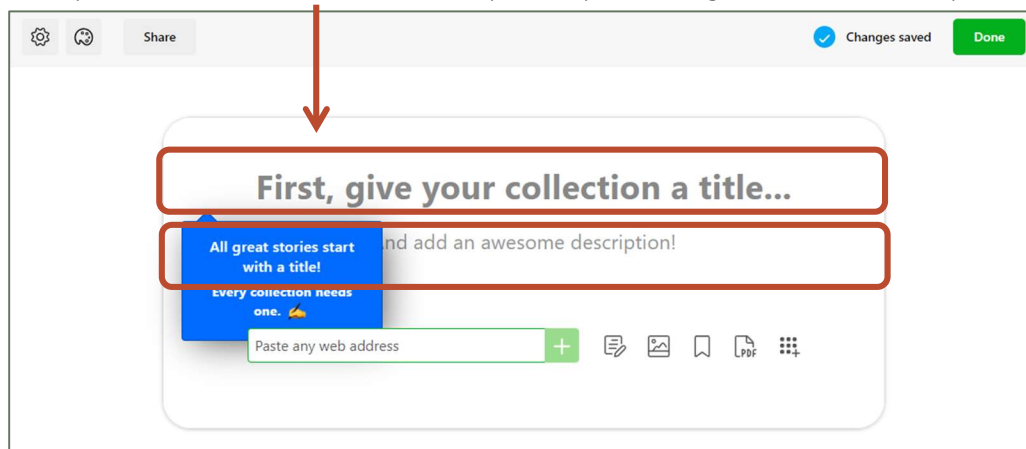


2. The Design menu will appear on the left.
 - a. Choose a layout that meets your needs.
 - b. Add a **Cover Image** (optional).
 - c. Add a **Background Image** (optional).

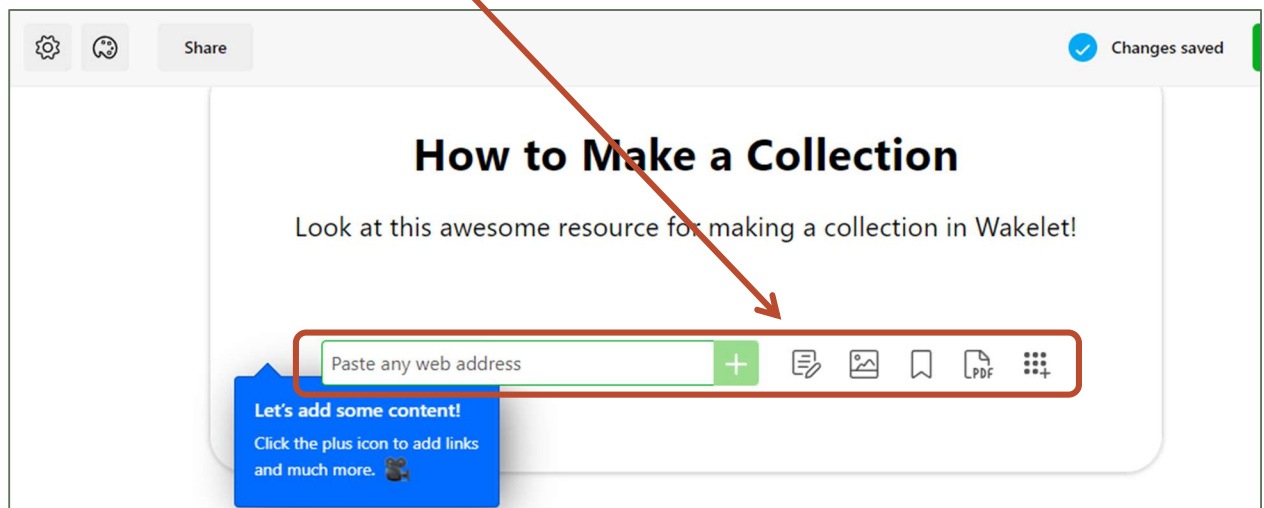


- d. When finished, close the Design menu by selecting **X** in the upper right of the menu.

3. Give your collection a title and description by selecting the title or description text and typing.

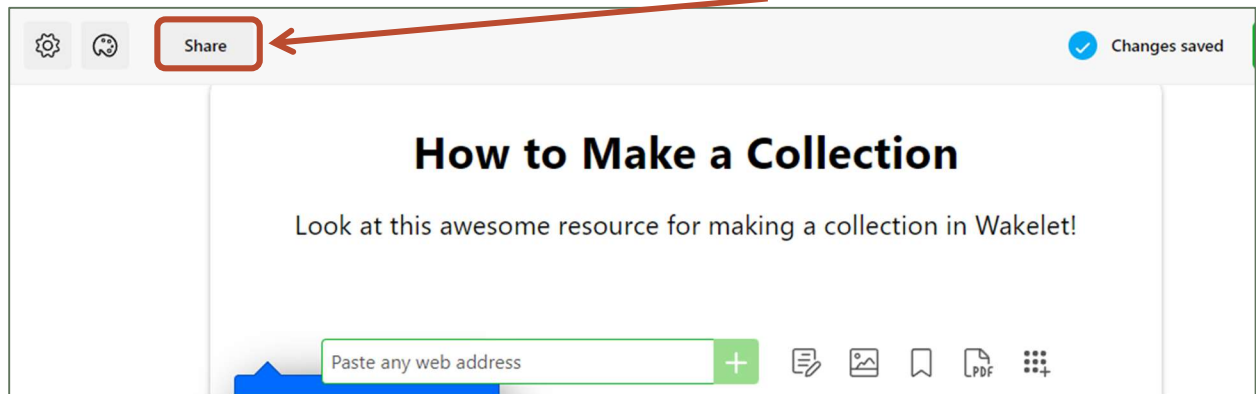


4. Begin adding your content! Choose the option you want to add a website link, text, image, bookmark, PDF, or application.

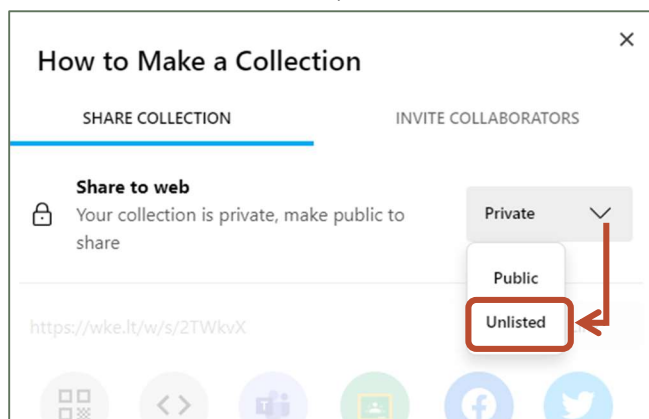


To share a collection

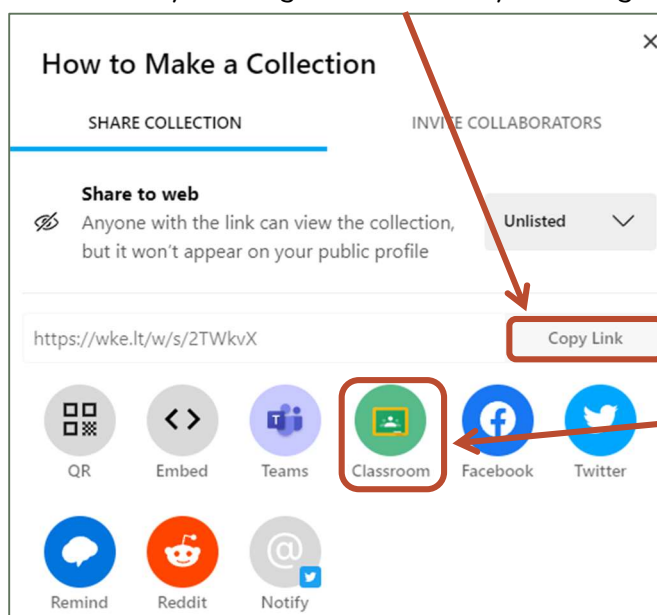
1. Open your collection(if it's not already open) and select **Share**.



2. Select the drop-down menu next to **Share to web** and select **Unlisted**. This will allow only those with a link to view your collection.

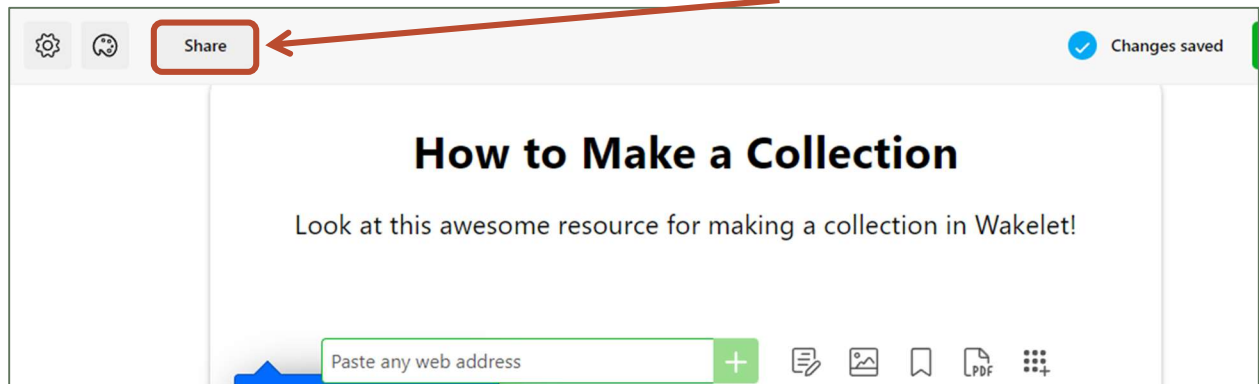


3. From here you can select **Copy Link** to copy the link then paste where you want, or you can share directly to Google Classroom by selecting the **Classroom** icon.

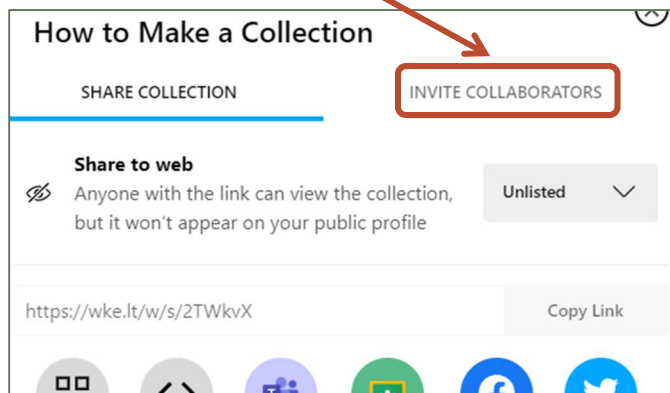


To add collaborators to a collection

1. Open your collection(if it's not already open) and select **Share**.



2. Select **Invite Collaborators**.



3. Choose if you want to invite collaborators by copying the link, sharing to Google Classroom, or inviting via email.

