



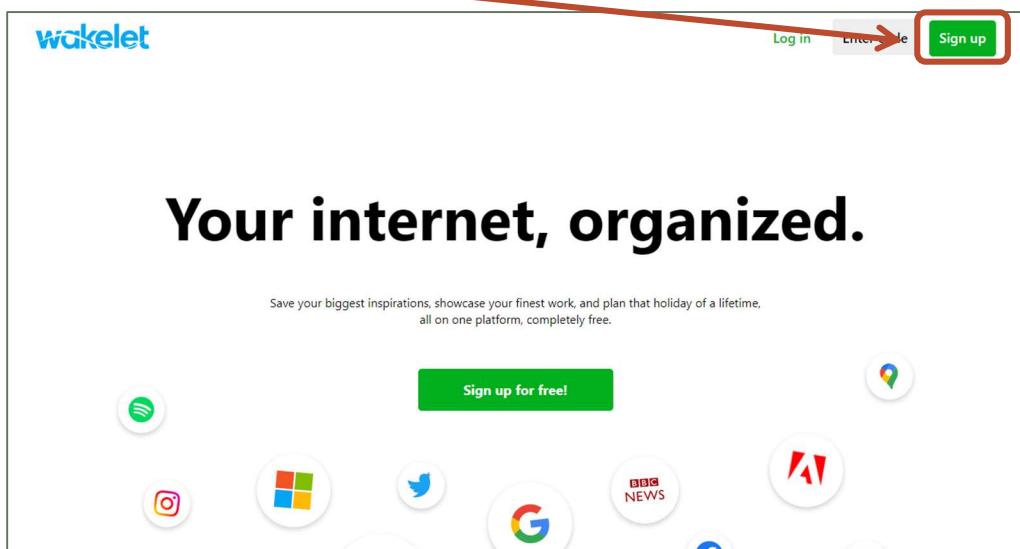
# Teacher Guide: Getting Started with Wakelet

In this guide you will find how to:

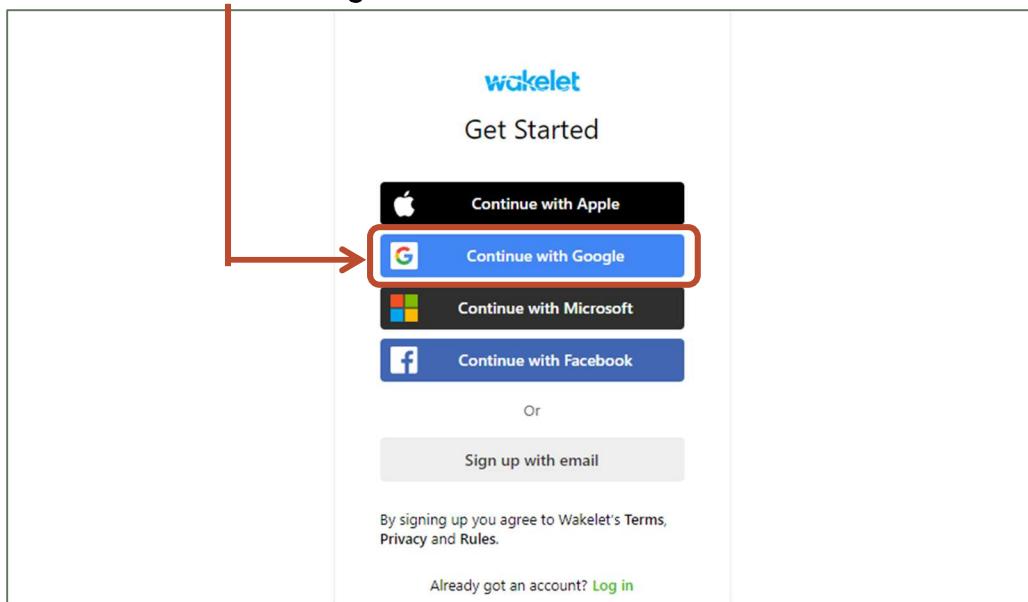
- Open an account
- Add a collection
- Share a collection
- Add collaborators to a collection

## Open an account

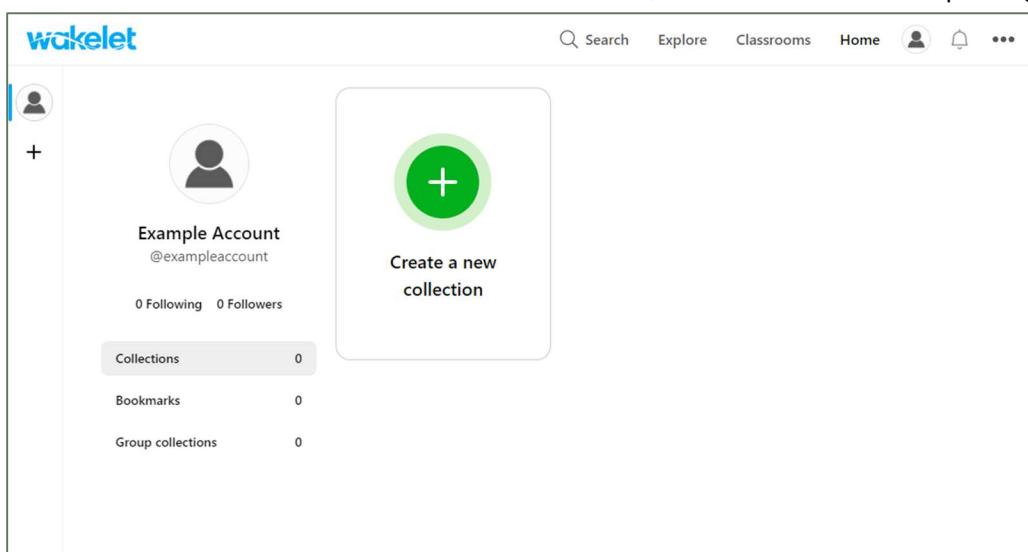
1. Go to [www.wakelet.com](http://www.wakelet.com)
2. Select **Sign up.**



3. Select **Continue with Google**.

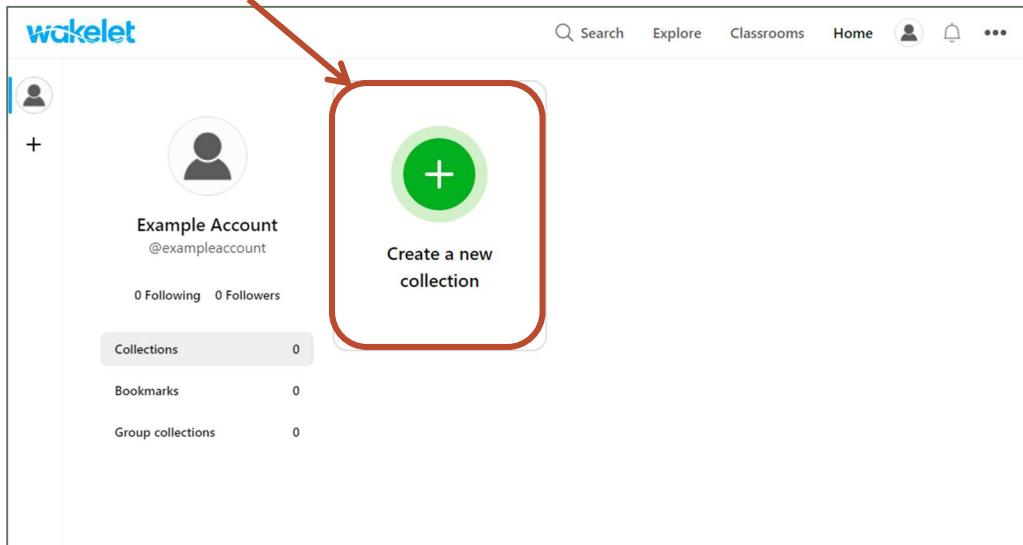


4. Select your employee Google account.
5. Verify your age by entering your date of birth and select the checkbox "By checking this box you agree to Wakelet's [Terms](#), [Privacy](#) and [Rules](#)."
6. Select **Create your account**.
7. Select **Get Started**.
8. Choose your username. Make it something 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.



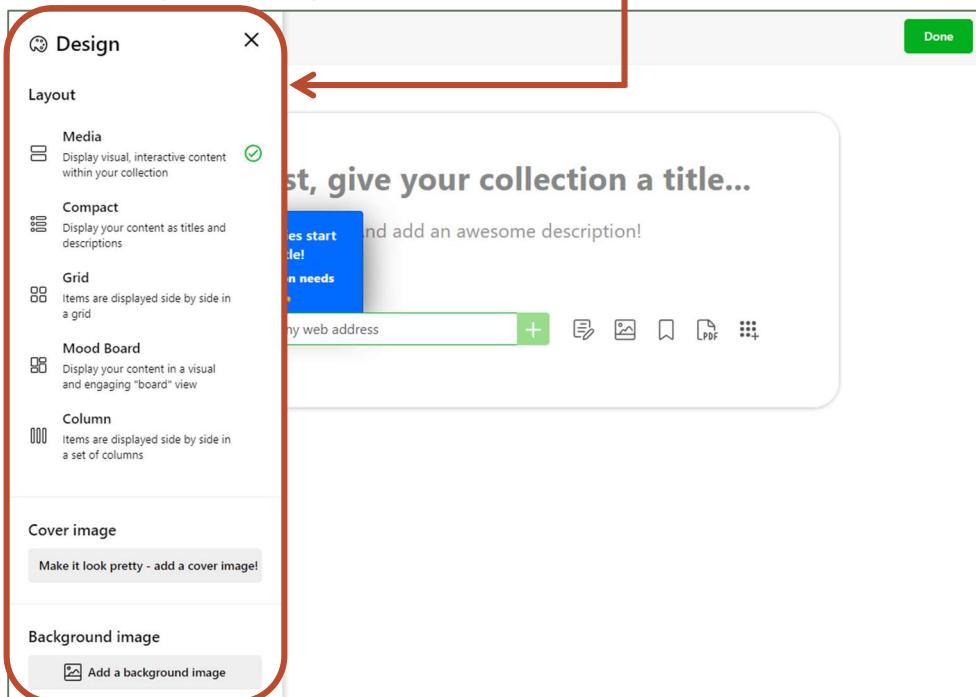
## To add a collection

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



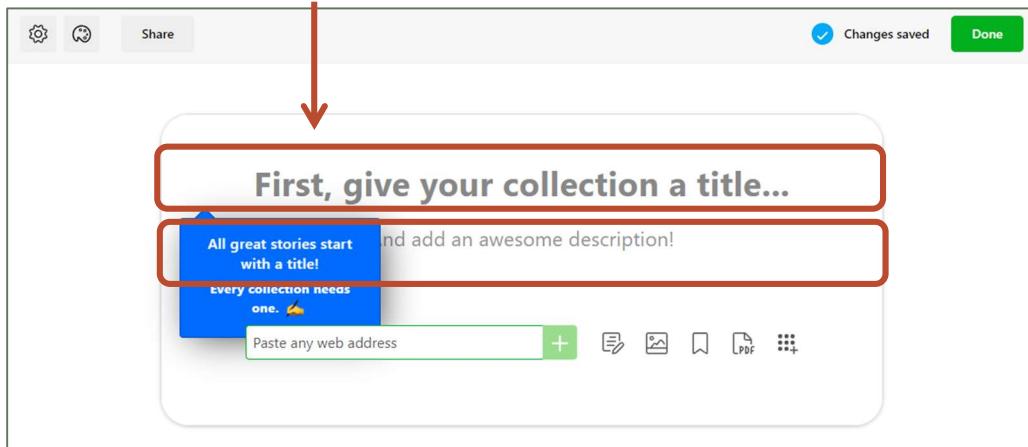
2. The Design menu will appear on the left.

- a. Choose a layout that meets your needs.
- b. Add a **Cover Image** (optional).
- c. Add a **Background Image** (optional).

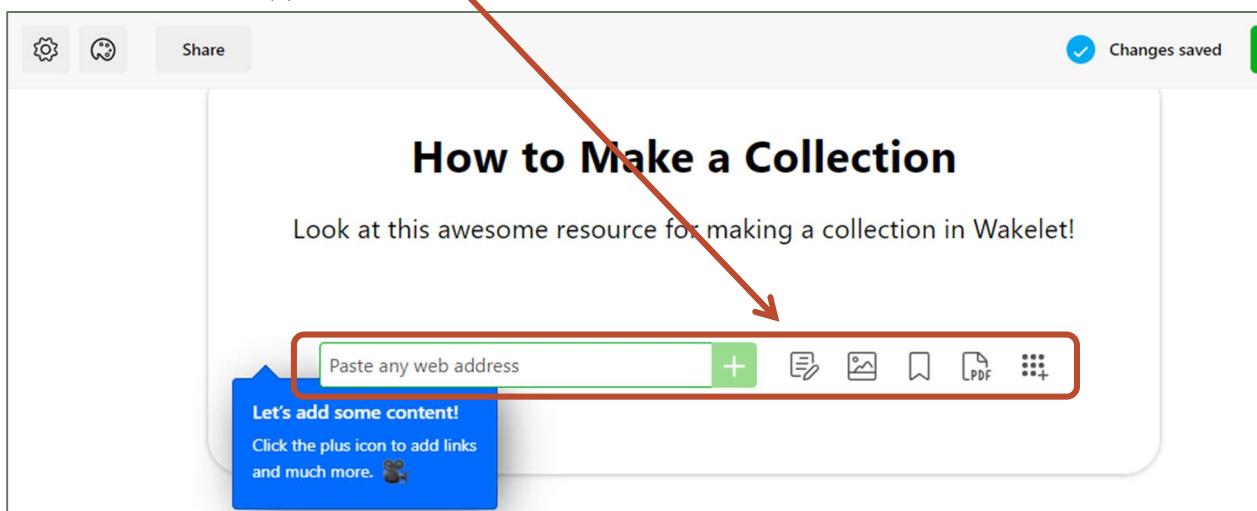


- d. When finished, close the Design menu by selecting **X** in the upper right of the menu.

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

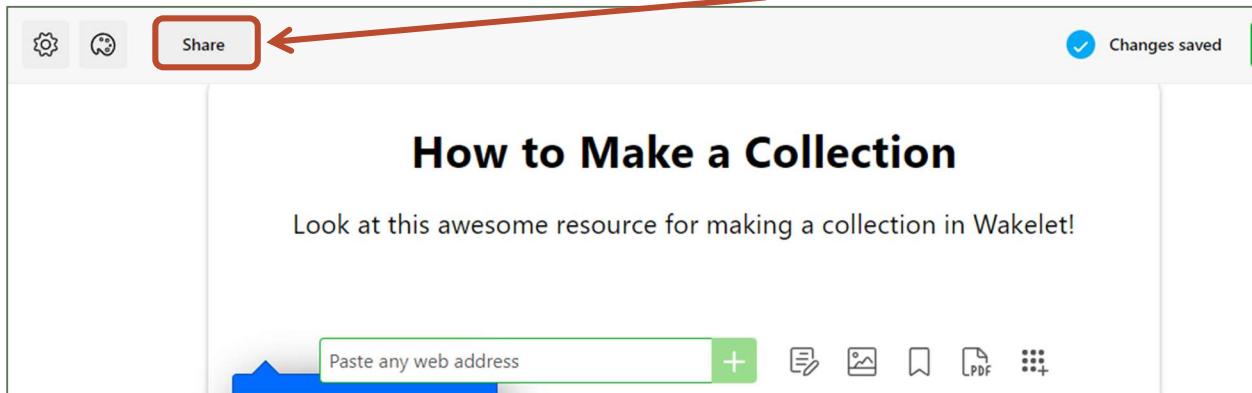


4. Begin adding your content! Choose the option you want to add a website link, text, image, bookmark, PDF, or application.



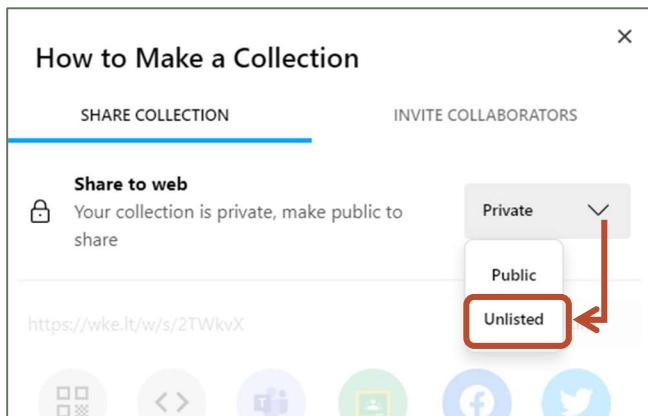
## To share a collection

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



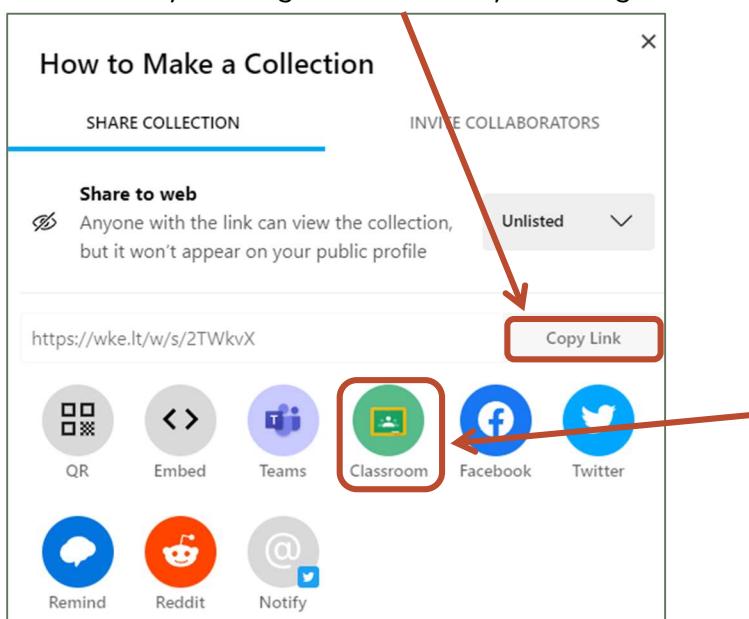
A screenshot of the Wakelet collection editor. At the top, there are three icons: a gear, a person, and a 'Share' button, which is highlighted with a red box and a red arrow pointing to it. In the top right corner, there is a blue checkmark icon with the text 'Changes saved'. The main title of the collection is 'How to Make a Collection'. Below the title, there is a text block: 'Look at this awesome resource for making a collection in Wakelet!'. At the bottom of the editor, there is a search bar with the placeholder 'Paste any web address' and a '+' button, followed by several icons for file types: Word, PDF, and image.

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.



A screenshot of the 'Share Collection' settings for the 'How to Make a Collection' page. The 'Share to web' section is active. It shows a note: 'Your collection is private, make public to share' with a lock icon. Below this is the sharing link: 'https://wke.lt/w/s/2TWkvX'. To the right, there is a dropdown menu with options 'Private', 'Public', and 'Unlisted', with 'Unlisted' highlighted with a red box and a red arrow pointing to it. Below the dropdown are icons for QR code, Embed, Teams, Classroom, Facebook, and Twitter.

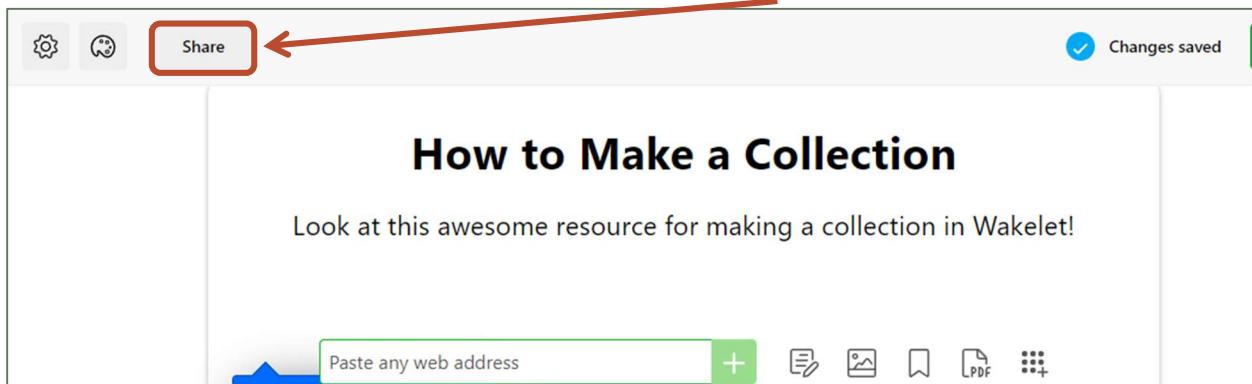
3. From here you can select **Copy Link** to copy the link then paste where you want, or you can share directly to Google Classroom by selecting the **Classroom** icon.



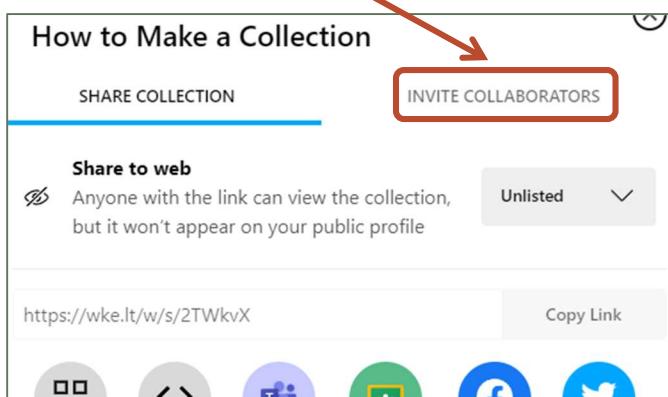
A screenshot of the 'Share Collection' settings for the 'How to Make a Collection' page. The 'Share to web' section is active. It shows a note: 'Anyone with the link can view the collection, but it won't appear on your public profile' with a lock icon. Below this is the sharing link: 'https://wke.lt/w/s/2TWkvX'. To the right, there is a dropdown menu with the option 'Unlisted' highlighted with a red box and a red arrow pointing to it. Below the dropdown are several sharing options: 'Copy Link' (highlighted with a red box and a red arrow pointing to it), 'Classroom' (highlighted with a red box and a red arrow pointing to it), 'QR', 'Embed', 'Teams', 'Facebook', 'Twitter', 'Remind', 'Reddit', and 'Notify'.

## 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.

