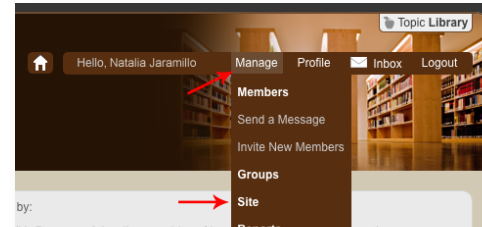


Adding Students to your Collaborize Classroom™ Site Without Email Addresses

1. First, make sure that your *Collaborize Classroom* site is set to allow students to request membership. In the upper right-hand corner of your site, roll over **Manage**, then click **Site**.



Check to be sure that the Student Access box at the bottom of the page is checked. If it isn't checked, do so and click **Save all changes**.

Student Access:

Allow students to go this site URL (<http://natsdevonairetestsite.collaborizeclassroom.com>) to request membership.

- You will need to approve all membership requests submitted by your students.
- If you uncheck this, you will need to send your students email invitations using the [Invite Members](#) screen.

2. Instruct your students go to your classroom URL, which will take them to the login screen. Ask them to click on the **Register now** link.

Log in or Register

Email

Password [Forgot Password?](#)

Stay logged in

Not a member? [Register now](#)

3. On the registration form, have your students click on the link provided to register without an email address.

Screen Name

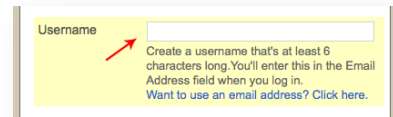
Email Address [Don't have an email address? Click here.](#)

Password

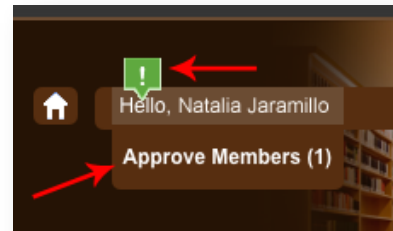
Confirm Password

Adding Students to your Collaborize Classroom™ Site Without Email Addresses

4. Your students must create a username at least 6 characters in length. This is what they'll enter in the Email field when signing into your *Collaborize Classroom* site.



5. Once your students have registered, you need to approve their membership. When you log into your site, you'll see an alert icon over your name on the welcome message. By rolling over your name, a menu will appear. Select **Approve Member** and you'll be taken to a screen where you can approve your students.



NOTE: Since your students have registered without email addresses, the "Forgot password" link will not work for them. If any of your students forget their passwords, please contact support@collaborizeclassroom.com and we'll send you a link for them to reset it. Also, because your students have registered without email addresses, they will not receive notifications from Collaborize Classroom regarding any new activity on your site.