

## Promoting Students in Everyday Math Online

Log into [www.everydaymathonline.com](http://www.everydaymathonline.com).  
Click "Teacher/Administrator Log in"

User name is your last\_first@asdk12.org (yes, the whole thing, sorry)  
Password would be the one you used last year when you set up your class. If you've forgotten it, you can click "Retrieve Password".

You will now be in the "Welcome" Screen  
Scroll down to Online EM Games and click Launch.



At the top right click "options"



Next, click on the "Promotion" button

### Options: Computer Setup



Your class list will appear. Click "Check all", and then "promote".

<a href="#">Uncheck All</a>	
Students In Class	Promote
Atkins, Abigail	<input checked="" type="checkbox"/>
Murphy, Mary	<input checked="" type="checkbox"/>

[Promote](#)

Important, leave this screen by closing the Red button in the top left corner. You will be back to the "Welcome" Screen.

In the very top, in blue letters, click "Build Class".

[BUILD CLASS](#) | [STUDENT PASSWORDS](#) | [SUPPORT](#) | [LOGOUT](#)

Your students should now be in the **Student List** and should be unshaded. Assuming all teachers in the building have done this, you should now be able to select your current students for your class list. Pull over to your class any students assigned to you who are unshaded. Check to be sure they are in the correct grade. You may have to "Edit Student" and put them in their current grade level.

**Note:** If your students still show up in your class on the right side of the screen, but with their new grade level, then you will need to "Remove" the class. This will eliminate your class and put those students back into the **Student List**. But, it's very easy to add your class again.

To do this, Click on the "Remove Class" button

**Class Name:**

Mr. M

[Add Class](#) | [Edit Class](#) | [Remove Class](#)

**Students In Class**

Murp, Mary
Grade Level: 1 Birthdate:

All of your students should now be on the left side, ***Student List***, unshaded, and available for this year's teacher to pick up. You will now need to "Add a Class" and name it your name. You are now ready to drag your new students into your own list.