Setting up students to use Co:Writer

Student set-up for students _new_ to using Co:Writer:

Cowriter Extension on Chromebooks:

1. Have student log-in to the chromebook

2. Open up the Google Chrome Web Browser
3. Select on the folder in the bookmarks bar that ends inn .wlwv.k12.or.us bookmarks
4. Select Get Co:Writer Extension
5. Select Add to Chrome
6. Select "Add extension"

A pop-up window will let you know that Co:Writer has been added. And an icon will appear

to the right of the address bar.

7. To get started with using Co:Writer, select the ⬤ icon. Select Sign in with Google. Select or enter the student's email address.
    a. *For the first time activating this, you will get a pop-up window asking to allow Don Johnston to have access. Select Allow
8. Select "It's for Me"
9. Enter activation code that was created by the educator and select Create

    a. The icon will now turn orange

    b. When Co:Writer is ready to use, it becomes purple

Connecting to a student who used CO:Writer previously (under a different casemanager or at a different school):
1. Have the student log-in to their chromebook and make sure that Co:Writer has been activated (the icon is purple)
2. Right-click on the purple icon (with the Chromebooks, use two fingers to click on the bottom of the touchpad)
3. Select Options
4. Select the student's name
5. Next to Connect with Educator, enter the new code that has been generated
6. Select close and go back out of the Co:Writer Options

Cowriter Chrome App on Chromebooks:

1. Have the student log-in to the Chromebook
2. Click on the Chrome App icon in the lower left
3. Select Sign in with Google
4. Enter the student's email address and password
5. Select "It's for Me"
6. Enter activation code that was created by the educator and select Create

With the Chrome App, Connecting to a student who used CO:Writer previously (under a different casemanager or at a different school):

1. Once signed into the Chrome App, the student needs to have started a document.
2. Select the house icon
3. Select the student's name
4. Next to Connect with Educator, Enter the Activation Code
5. Select Done and then Close

Cowriter iOS App on iPad:

The student needs to have Cowriter set-up through cowriter.com

Note: Make sure that the Co:Writer Universal app has been downloaded onto the iPad