



e-Zone Registration Steps for **TEACHERS**



STEP

01

REGISTER

1. Go to www.helbling-ezone.com
2. Click on **REGISTER AS A TEACHER**.
3. Fill out the form and submit.
4. e-Zone will send you an email with a link to activate your account. Click the link once.
5. Your e-Zone account is set!



Notes

1. Name of School/Institutes: All your teachers must agree on how to write the name. Standardize the spelling.
2. Time Zone: Please make sure you select the correct time zone. (I.E. If you live in Mexico City, you should select "GMT-06:00 Mexico City, Saskatchewan, Austin, New Orleans").

STEP

02

ACTIVATE CODE

1. Scroll down to find the option "**ACTIVATE CODE**".
2. Enter the digital code (including hyphens).
3. Click on **ACTIVATE CODE**.



Notes

1. Your code is conformed by 16 characters. (I.E. XXXX-XXXX-XXXX-XXXX)

STEP

03

SET UP CLASSES

1. Find the option "**CREATE COURSE**" in your Home Section.
2. Type your class name and select "English" as the subject.
3. Click on "Create course".
4. e-Zone will direct you to this Course's Overview. Click "Add Materials" > Find your material and click on "Add selected materials".



Notes

1. You can change your class name anytime in the preferences menu.
2. Make sure you choose your textbook correctly: American/British, Full Edition/Split A o Split B.

STEP

04

INVITE STUDENTS TO YOUR CLASS

1. Identify the course you want your students to join. Copy the Course ID under the Course's name.
2. Share this course ID with your student.
3. Once your students key in this course ID you'll receive their requests. You can give them direct access by enabling the "Give direct access to students" option inside your Course's Preferences tab.



STEP

05

ASSIGN CYBERHOMEWORK

1. Inside your course, click on "**MATERIALS**" > Click your book's cover.
2. Find the Cyberhomework.
3. Choose the lesson or lessons you want to assign > Click on "**ASSIGN**" > Assign it to students > Set starting period and deadline > Confirm and assign.



Notes

1. If students wish to receive alerts of their assignments, ask them to activate "E-mail on new assignments" in their course preferences.
2. Standard configuration shows the students results after the deadline. You can change this option so they may receive them before.