

E-ZONE REGISTRATION STEPS

For Teachers

01



REGISTER

1. GO WWW.HELBLING-EZONE.COM
2. CLICK ON REGISTER AS A TEACHER.
3. FILL OUT THE FORM, ACCEPT TERMS AND CONDITIONS.
4. SUBMIT.
5. E-ZONE WILL SEND YOU AN EMAIL WITH A LINK TO ACTIVATE YOUR ACCOUNT. CLICK THE LINK ONCE.
6. YOUR E-ZONE ACCOUNT IS SET!

NOTES

1. NAME OF SCHOOL /INSTITUTES: ALL YOUR SCHOOL'S TEACHERS MUST AGREE ON HOW TO WRITE THE SCHOOL NAME AND SCHOOL WEBSITE (FULL NAME, FIRST LETTER IN UPPER CASE, ETC. THIS WILL ALLOW FOR OTHER TEACHERS TO MANAGE YOUR CLASSES WHEN YOUR AWAY VIA TEAM TEACHING)
2. TIME ZONE: PLEASE MAKE SURE YOU SELECT CORRECT TIME ZONE. (I.E. IF YOU LIVE IN MEXICO CITY, YOU SHOULD SELECT "GMT-06:00 MEXICO CITY, SASKATCHEWAN, AUSTIN, NEW ORLEANS). YOUR STUDENT'S TIME ZONE WILL DEPEND OF YOURS.

02



SET UP YOUR CLASSES

1. LOG IN TO E-ZONE.
2. GO TO COURSES AND CLICK ON THE BOTTON ADD COURSE.
3. TYPE YOUR CLASS NAME, SELECT ENGLISH AS THE SUBJECT AND CLICK CREATE COURSE.
4. CLICK ON MATERIALS > ADD MATERIAL. FIND THE MATERIAL YOU WANT TO ASSIGN TO YOUR COURSE AND CLICK ADD SELECTED MATERIALS.
5. YOUR ENGLISH CLASS IS SET!
6. YOU CAN SET UP MORE CLASSES BY REPEATING THE STEPS.

NOTES

1. YOU CAN CHANGE YOUR CLASS NAME ANYTIME BY CLICKING ON THE MENU PREFERENCES.
2. MAKE SURE YOU CHOOSE YOUR TEXTBOOK CORRECTLY (AMERICAN/BRITISH, FULL EDITION/ SPLIT A OR SPLIT B).
3. YOUR COURSES MAY HAVE MORE THAN ONE BOOK.

03



INVITE STUDENTS TO YOUR CLASS

1. GO TO COURSES.
2. IDENTIFY THE COURSE YOU WANT YOUR STUDENTS TO JOIN AND COPY THE ID UNDER THE COURSE'S NAME. GIVE THIS ID TO YOUR STUDENTS.
3. TO PRINT AN INVITATION FOR YOUR STUDENTS, GO TO YOUR COURSE, CLICK ON STUDENTS, CLICK ON + INVITE STUDENTS AND PRINT THE INVITATION.

NOTES

1. AFTER YOUR STUDENTS REGISTER ON E-ZONE AND KEY IN THE COURSE ID, YOU WILL RECEIVE THEIR REQUESTS. YOU NEED TO ACCEPT THEM SO THAT YOUR STUDENTS ACCESS THE COURSE (JUST LIKE FACEBOOK!). YOU CAN ALSO CHANGE THE SETTINGS TO GIVE STUDENTS DIRECT ACCESS TO YOUR COURSE BY CLICKING PREFERENCES ON THE MENU OF YOUR CLASS AND ACTIVATING THE OPTION GIVE STUDENTS DIRECT ACCESS TO THIS COURSE.

04



ASSIGN CYBER HOMEWORK

1. GO TO COURSES > FIND YOUR COURSE > GO TO MATERIALS > CLICK YOUR BOOK'S COVER.
2. GO TO CYBER HOMEWORK

NOTES

1. IF AFTER KEYING IN YOUR BOOK CODES, SYSTEM SAYS "INVALID", REFRESH YOUR BROWSER. IF YOUR INTERNET HAPPENS TO BE UNSTABLE, YOU MIGHT NEED TO REFRESH IT A FEW TIMES.
2. IF STUDENTS WISH TO RECEIVE ALERTS ABOUT THE NEXT CYBER ASSIGNMENT, ASK THEM TO GO TO THEIR COURSE PREFERENCES MENU AND ACTIVATE THE OPTION E-MAIL ON NEW ASSIGNMENTS.
3. STANDARD CONFIGURATION ALLOWS STUDENTS TO SEE MISTAKES AND DETAILS AFTER THE DEADLINE. IF YOU CHANGE THE SETTINGS, THEY MAY DO SO BEFORE THE DEADLINE.

NEED SUPPORT? CONTACT US!