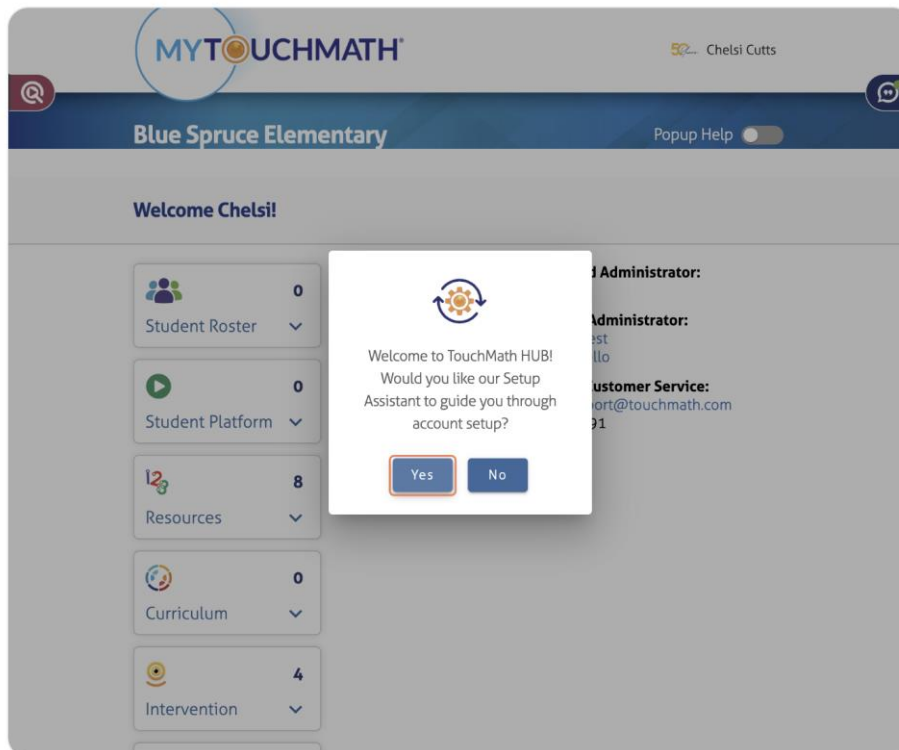


# Getting Started

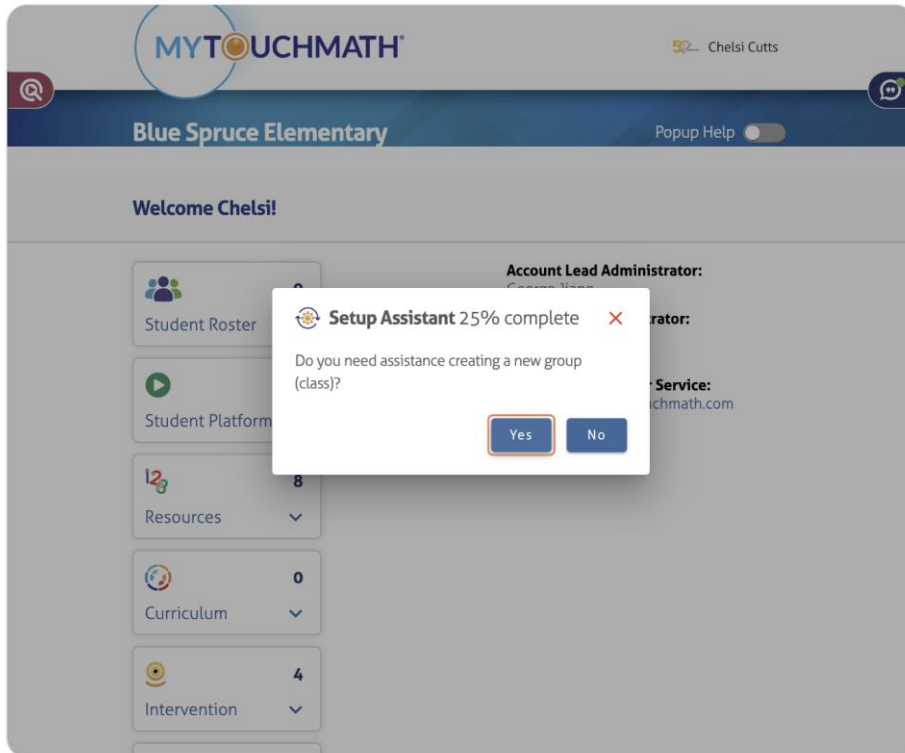
## Using the Quick Start Setup Assistance.

The Quick Start Setup Assistance tool provides educators with guided support in creating groups, adding student accounts, and creating collections of resources. This step-by-step guide walks you through how to use the Quick Start Set Up Assistance tool. For additional support on creating student accounts or accessing the TouchMath Digital Solution, please contact [customerservice@touchmath.com](mailto:customerservice@touchmath.com)

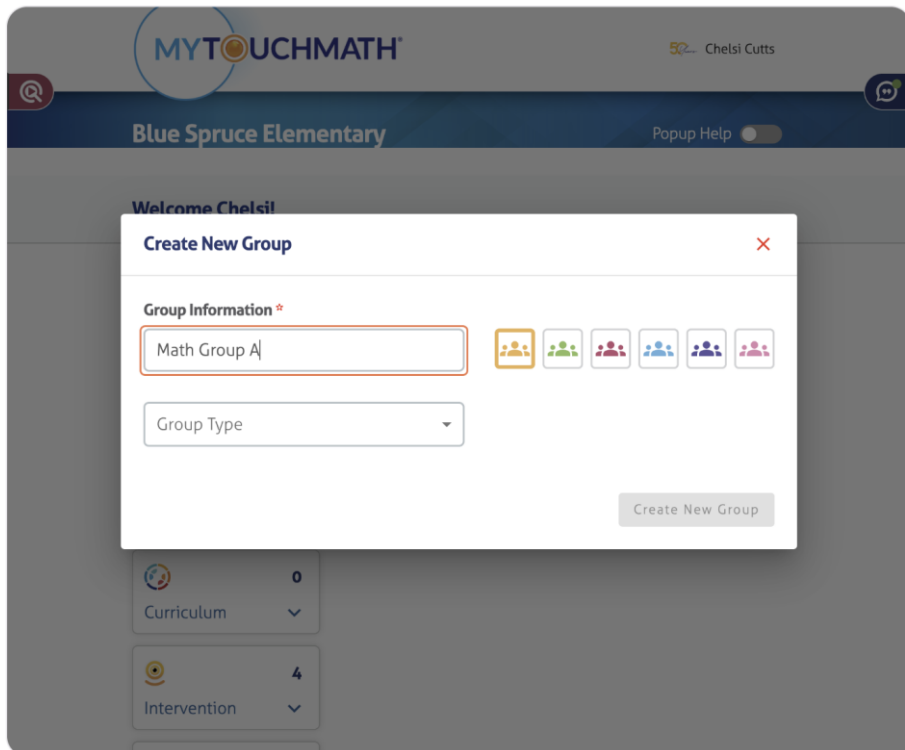
- 1 After logging in to MyTouchMath, select Yes to start the Setup Assistance



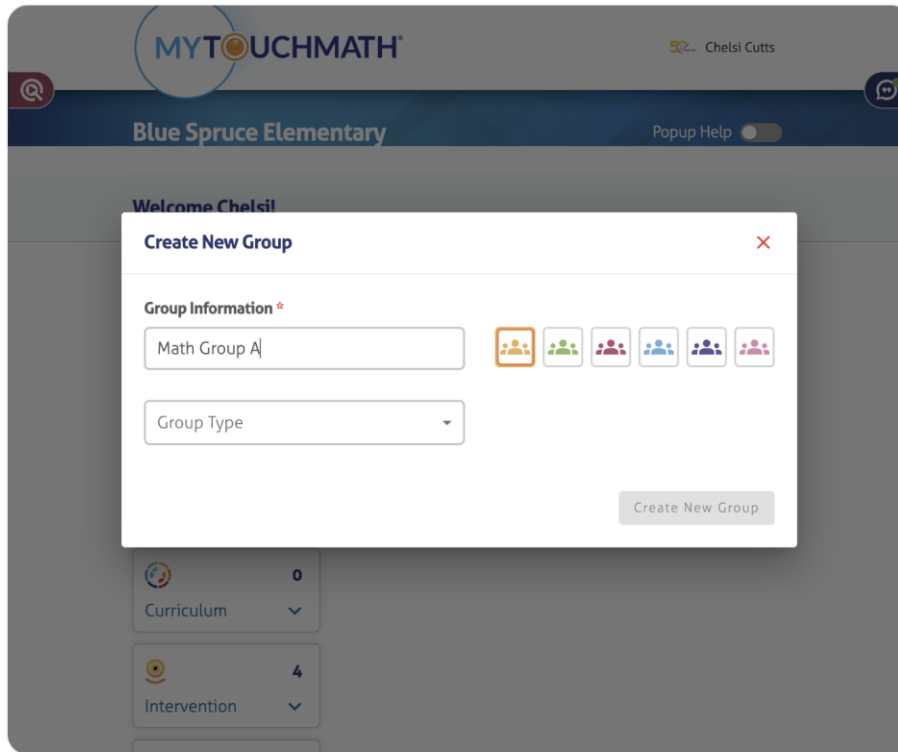
- 2 Click on Yes to create a new student group or class



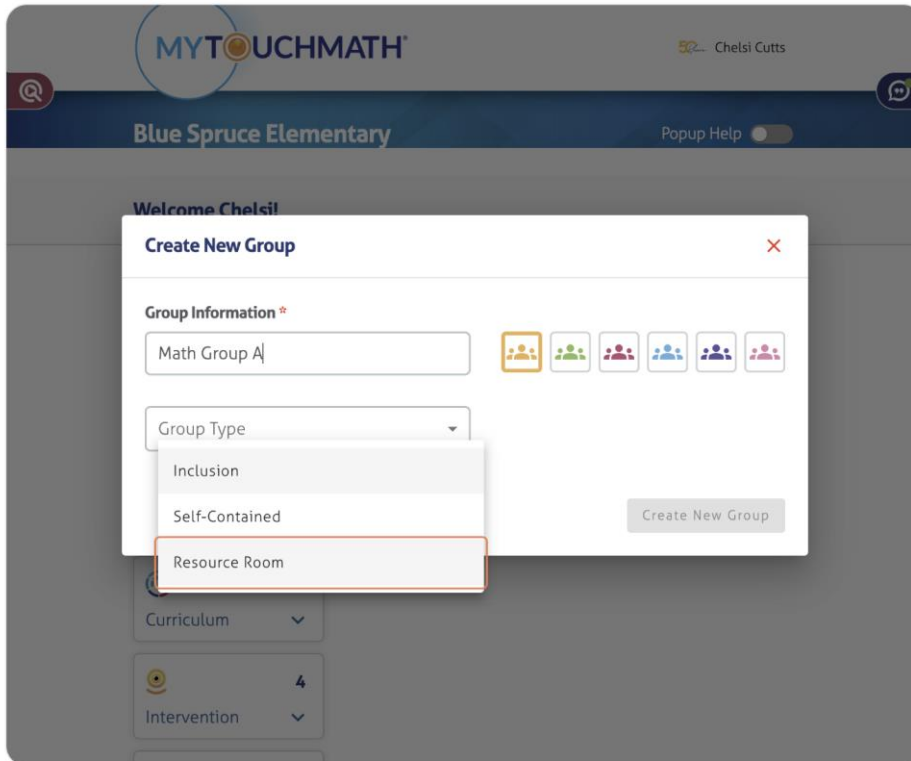
- 3 Name your group or class



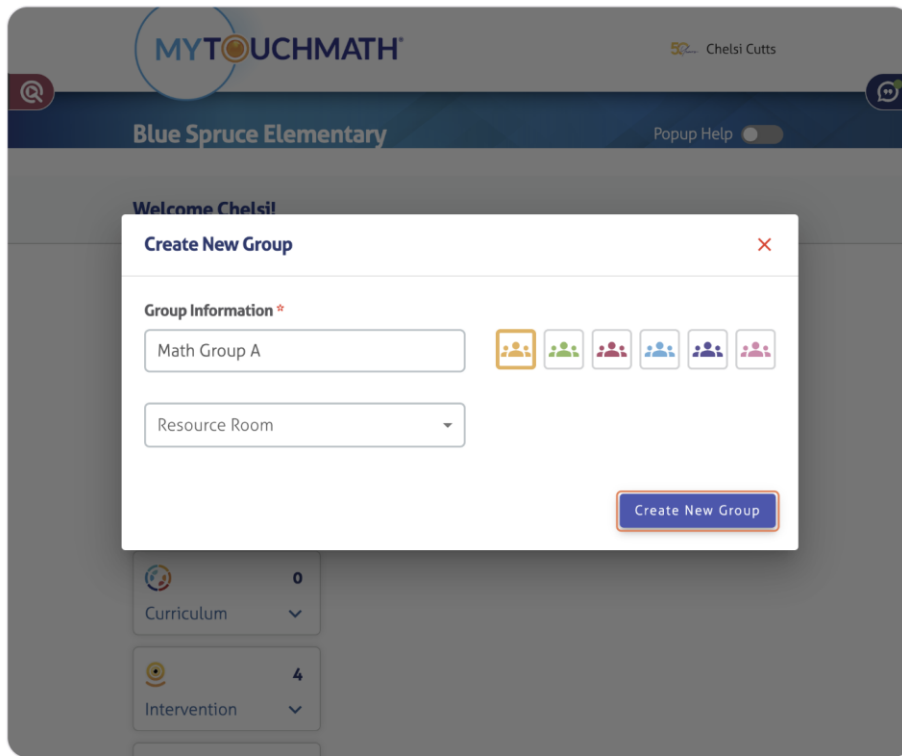
- 4 Select a color icon for your group or class



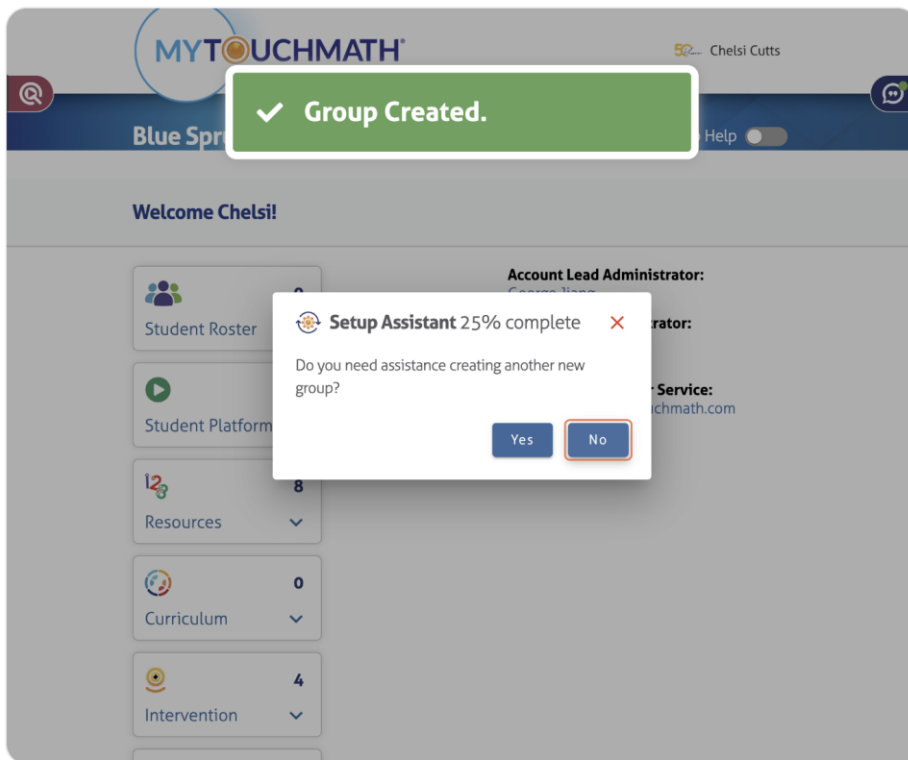
- 5 Click on Group Type or Instructional Setting



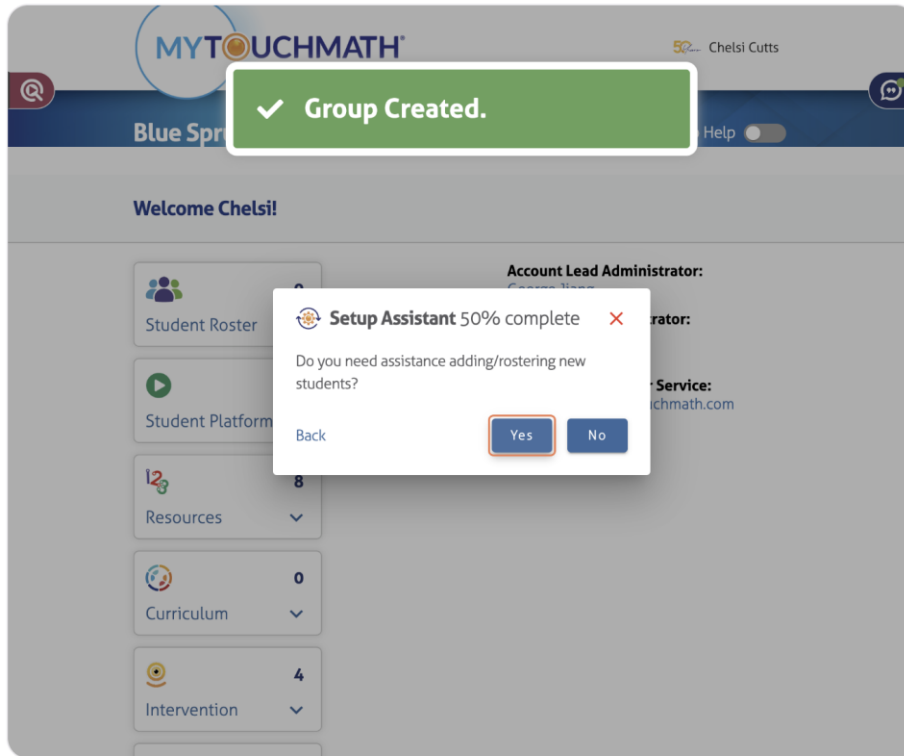
6 Click on Create New Group to finalize



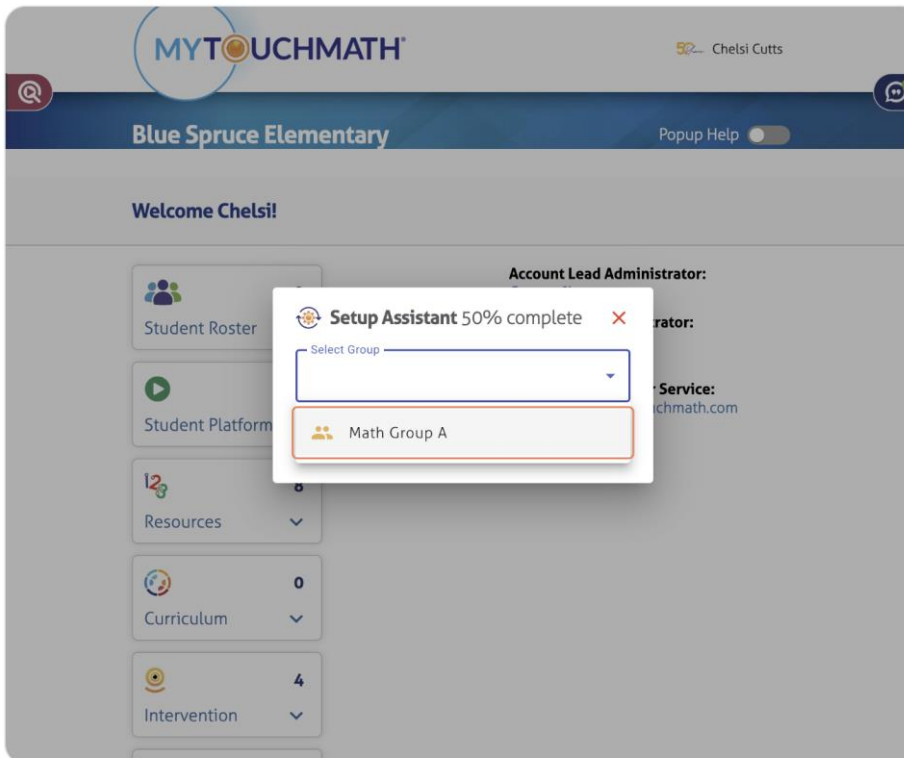
7 Click on No to continue with the Startup Assistance



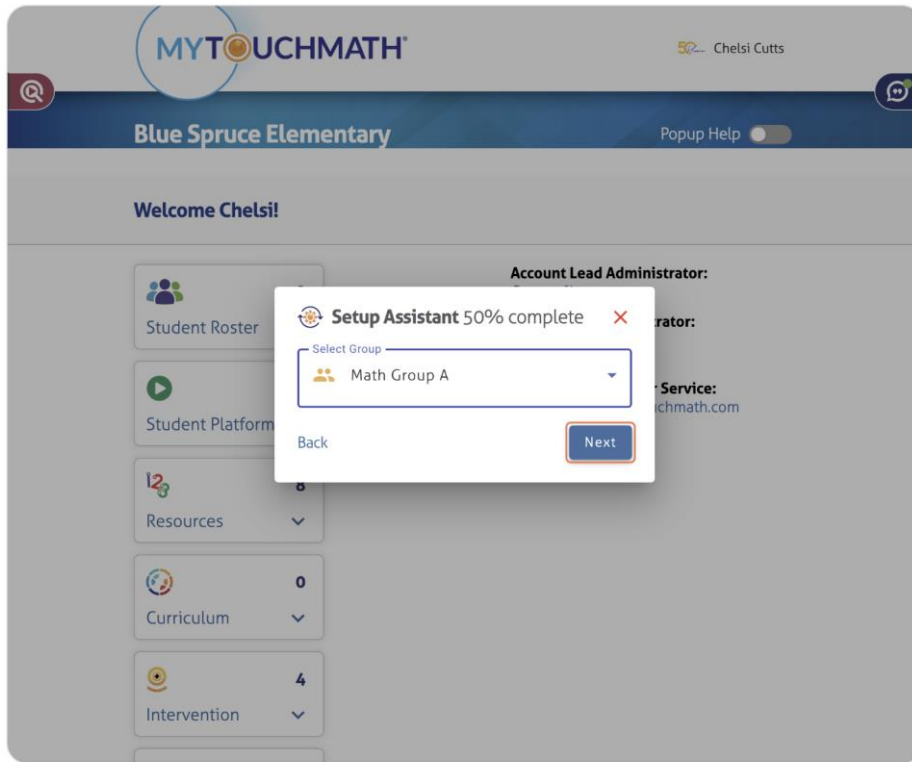
8 Click on Yes to add or roster new students to your group



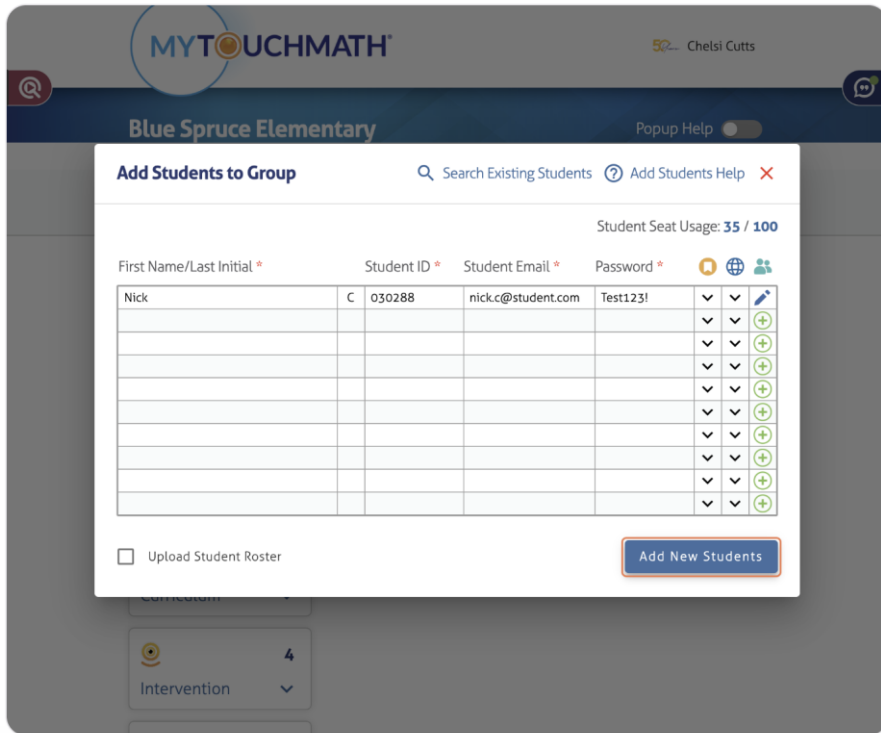
9 Select your group from the dropdown menu



10 Click on Next



11 To add new students manually, complete the required fields. Click on Add New Students



- 12 To add students who already have TouchMath accounts, click Search Existing Students

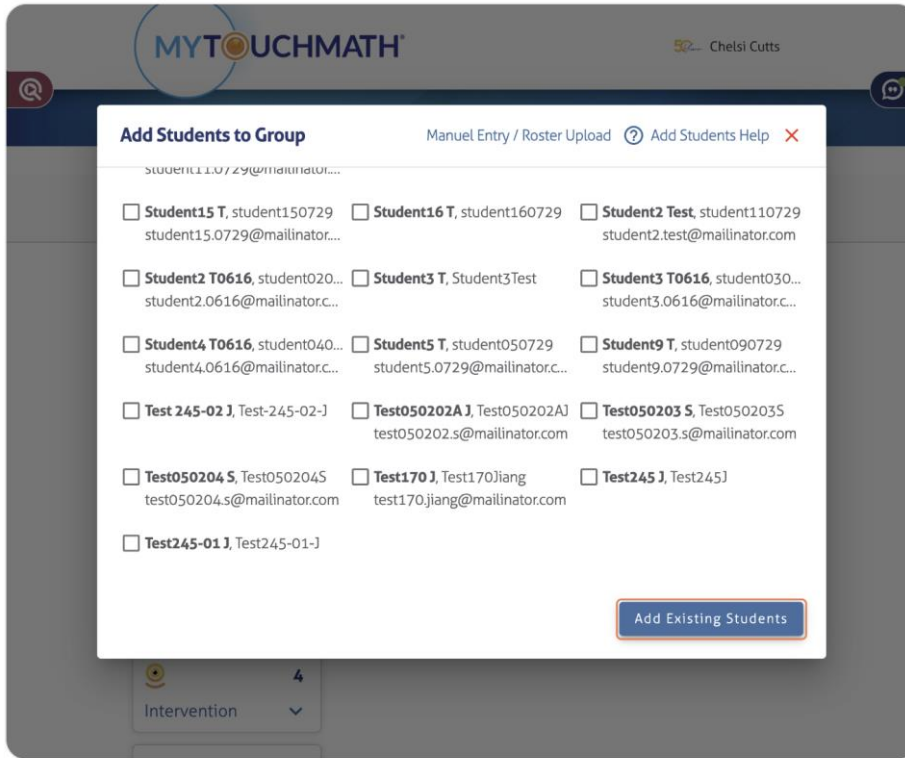
The screenshot shows the 'Add Students to Group' window in the MY TOUCHMATH interface. At the top, there is a search bar labeled 'Search Existing Students' which is highlighted with a red box. To the right of the search bar are links for 'Add Students Help' and a close button 'X'. Below the search bar, the text 'Student Seat Usage: 36 / 100' is displayed. The main area contains a table with the following columns: 'First Name/Last Initial \*', 'Student ID \*', 'Student Email \*', and 'Password \*'. Each row in the table has a dropdown arrow and a green plus sign icon. At the bottom left, there is a checkbox labeled 'Upload Student Roster'. At the bottom right, there is a button labeled 'Add New Students'.

- 13 Find the student(s) to add to the group and check the checkbox next to their name(s)

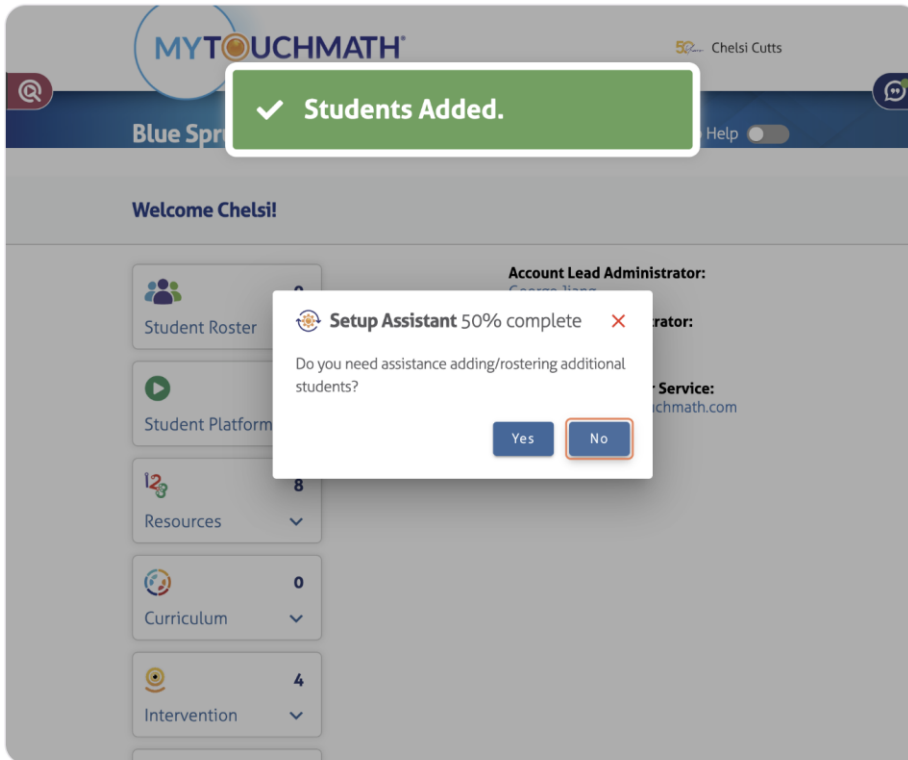
The screenshot shows the 'Add Students to Group' window with the search results. At the top, there are links for 'Manuel Entry / Roster Upload' and 'Add Students Help X'. Below is a search section with three input fields: 'Student First Name', 'Student ID', and 'Student Email'. The search results are listed below, each with a checkbox and the student's name, ID, and email. The checkbox for 'Chandler C.' is highlighted with a red box. The list includes:

- Aspen T, 777777, aspent@bluespruce.org
- Assistant S, Assistant081201, assistant.student.081201@m...
- Chandler C., 101520171, chandler.c@schoolEdu
- Chesney C., 08252021, chesney.c@schoolEdu
- Extend T, forgames, extend@touchmath.com
- George02 J., George02Jiang1...
- George03 J., georgej091303
- George051801 J., 04030001, george.jiang.102001@mailin...
- George092702 J., George092..., george092702.s@mailinator...
- George092703 S., George092..., george092703.s@mailinator...
- George102002 J., George102..., george.jiang.102002@mailin...
- George102101 J., George102..., george.jiang.102101@mailin...
- George102103 J., George03Ji..., george.jiang.102103@mailin...
- George102104 J., George04Ji...
- George102105 J., George05Ji..., george.jiang.102105@mailin...
- George102107 J., George07Ji..., george.jiang.102107@mailin...
- George102601 J., George102...
- Ivy J., 555555, ivyj@bluespruce.org

14 Click on Add Existing Students to complete



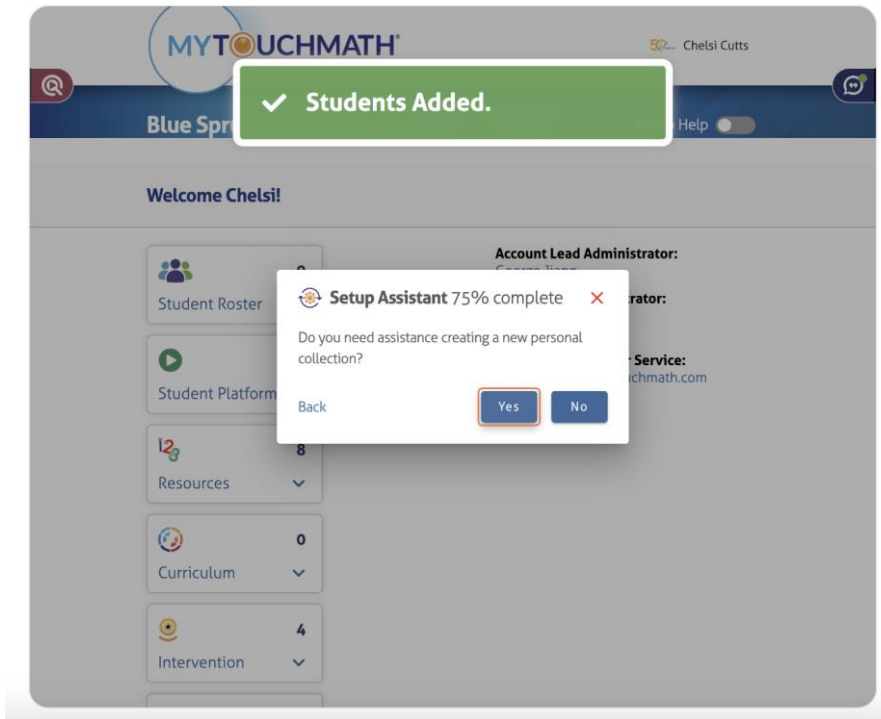
15 Click on No to continue with the Startup Assistance



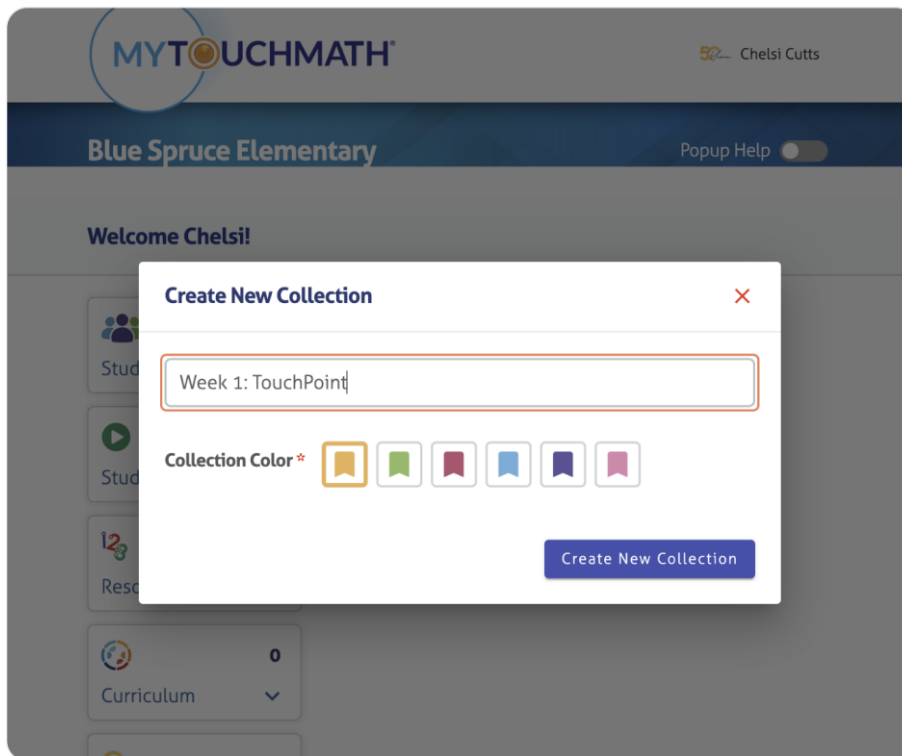


- 16 Click on Yes to creating a personal collection

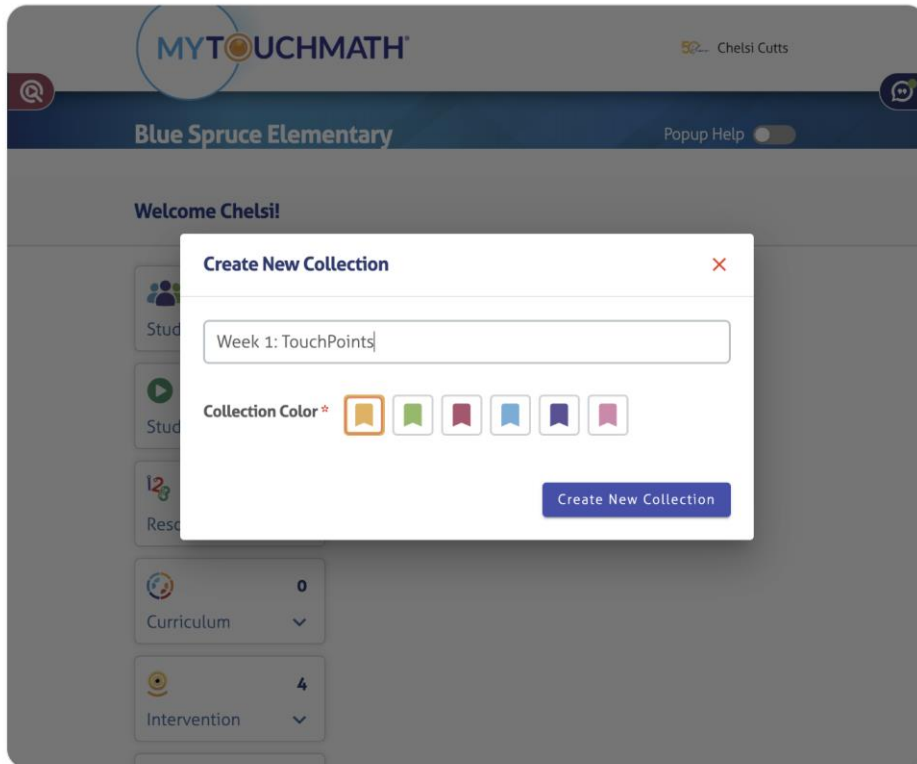
A collection allows you to save and organize curriculum materials and resources.



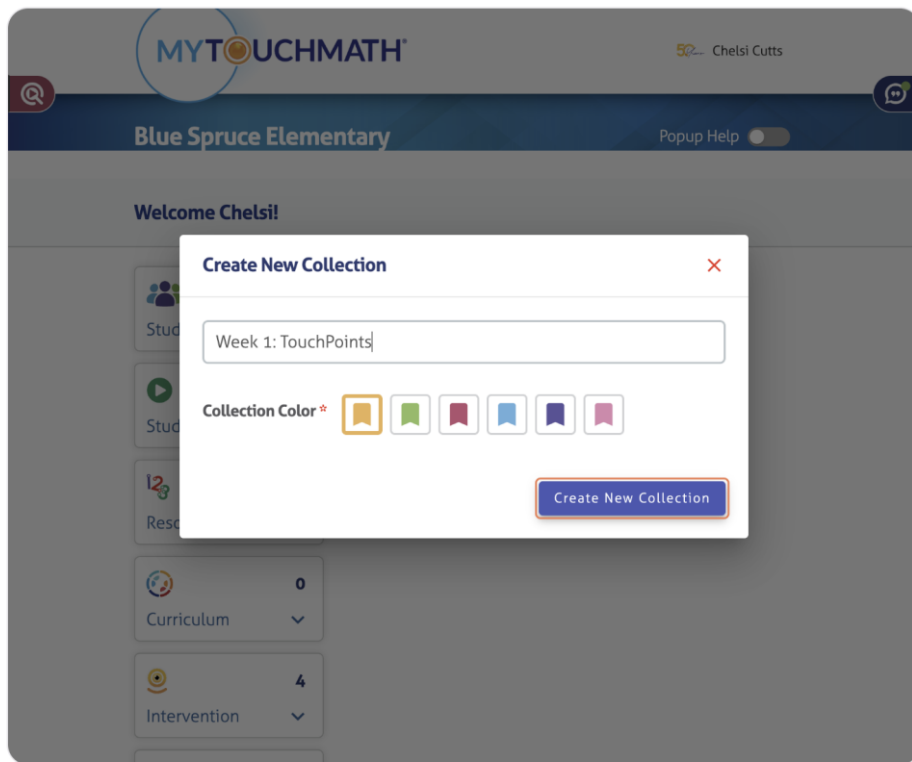
- 17 Name your new collection



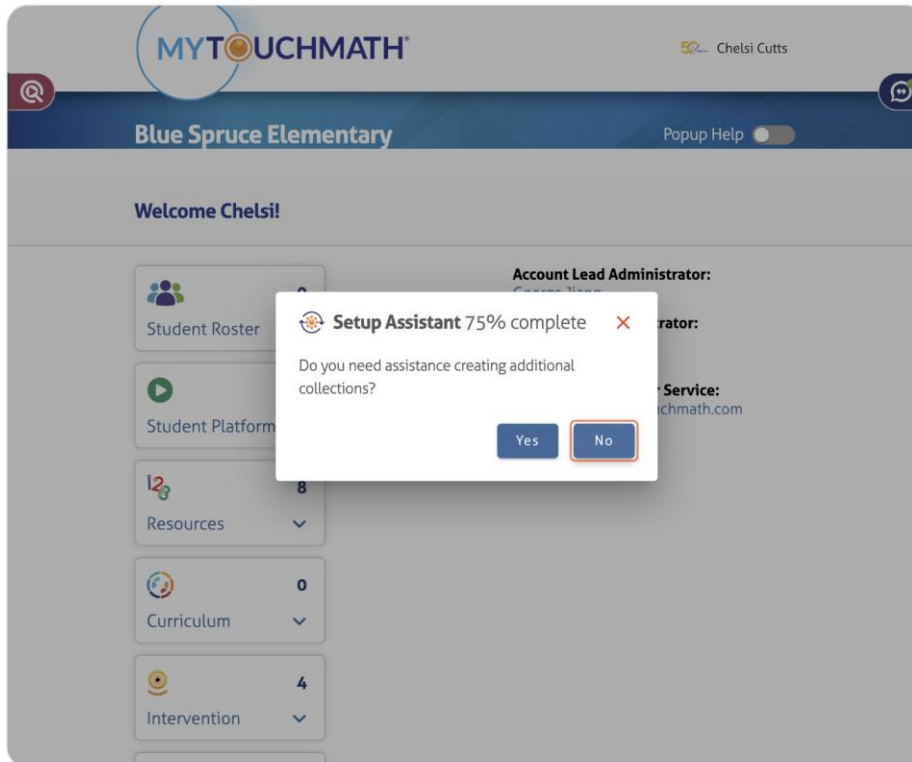
18 Select a color for your collection



19 Click on Create New Collection



20 Click on No to continue with the Startup Assistance



21 Setup Assistance Complete! Click on Done

