



There are two ways teachers can add students to a Class.

**Method 1:** Teacher Adds Students Directly (**recommended method**)

**Method 2:** Student Self-Registration Using an Access Code (intended only for older students)

### **Method 1: Teacher Adds Students Directly**

#### **Step 1: Log In**

- Log in to your Singapore Math Hub account at <https://hub.singaporemath.com>.
- If your account has multiple roles, select the Teacher role. *You must enter through the Teacher role to add students to a class.*
- Once logged in, click the “Classes” tab.

#### **Step 2: Open Your Class Roster**

- Locate your desired class, then click the “Roster” button.

#### **Step 4: Click “Add New Students”**

- Click the “Add New Students” button.
- A pop-up will appear, allowing you to create a user profile for your student. This pop-up includes a unique, auto-generated Access Code for your Class. The Access Code cannot be edited.

#### **Step 5: Create Student Login Information**

- Add a new student using the following guidelines:
  - **Student Name**
    - Can be the student’s actual name or an alias
    - Example: First Name: Class 2, Last Name: Student1)
  - **Student Username/email**
    - For privacy reasons, DO NOT use student email addresses.
    - Usernames must be unique across the entire system.
      - Suggested format: School name + Class name + Student last name.
      - Example: ABCschoolClass2Student1.
  - **Password Guidelines:**
    - Keep it simple for students to remember.
    - Ensure it is not easily guessed by other students.
- Once the information is entered, click “Save.”
- You should now see the student listed on the Class roster.
- *Repeat steps 4-5 to add all applicable students to the class.*

#### **Step 6: Share Login Information with the Students**

Once all applicable students have been successfully added, send each student their username and password, along with the following URL: <https://hub.singaporemath.com>.

#### **Step 8: Create Bookmarks**

All users should bookmark the following URLs for future access:

- **Singapore Math Hub:** <https://hub.singaporemath.com> – For accessing digital subscriptions.
- **Singapore Math Hub Knowledge Base:** <https://www.singaporemath.com/hub-help> – For how-to articles, answers to frequently asked questions, and more.



### **Method 2: Student Self-Registration Using an Access Code**

*For best results, this method should only be offered to older students.*

#### **Step 1: Log In as a Teacher**

- Log in to your Singapore Math Hub account at <https://hub.singaporemath.com>.
- If your account has multiple roles, select the Teacher role. *You must enter through the Teacher role to add students to a class.*
- Once logged in, click the “Classes” tab.

#### **Step 2: Open Your Class Roster**

- Locate your desired class, then click the “Roster” button.

#### **Step 3: Locate the Student Access Code for the Class**

- Each class has a unique, auto-generated Access Code located on the class Roster page. The Access Code cannot be edited, but it can be refreshed.
  - Note: Once the Student Activation Code is refreshed, the previous code can no longer be used to set up **new** student profiles.

#### **Step 4: Share Access Information with Students**

- Share the Student Access Code with the applicable students, along with the “*Students - How to Self-Register*” tutorial, available at the [Singapore Math Hub support page](#).

### **Important Notes**

- Passwords are case sensitive.
- Usernames are not case-sensitive.
- Teachers can edit student names and usernames anytime using the “Edit” button on the Class Roster page.
- To reset a student’s password:
  - Go to the Roster page for the class.
  - Locate the student’s name, then click the masked password (\*\*\*\*\*) in the Password column.
  - In the pop-up window, enter and confirm the new password, then save your changes.