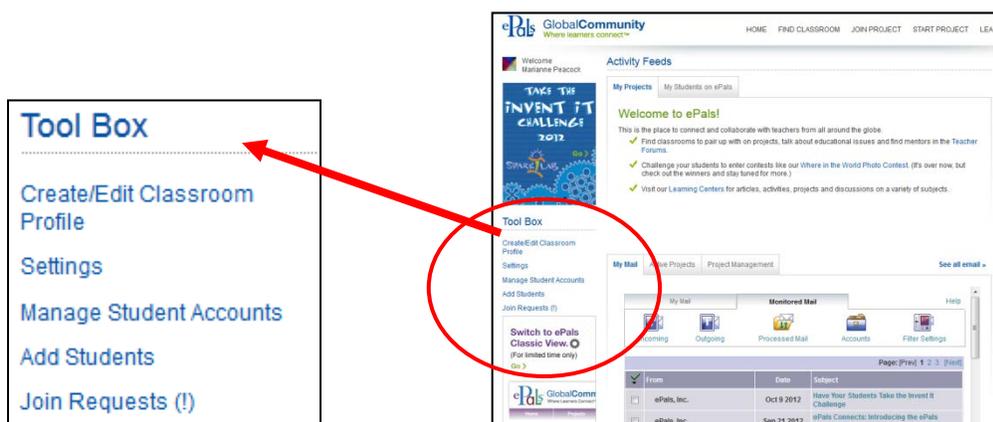


Get Started with your ePals Account

- Create Your Classroom Profile
- Update Your Password
- Manage Student Accounts
- Create Student Accounts
- Manage Join Requests

There are several administrative tasks that you can complete from your authenticated homepage. Here are instructions to help you with these tasks.

To begin working on these tasks, you will need to be logged into your ePals Account. On your homepage, look for the Tool Box, on the left-hand side of the page. Here, in the tool box, you will find the tools you will need to take care of administrative tasks for your ePals account.



From the toolbox, you will be able to:

- Create Your Classroom Profile,
- Add a Personal Avatar,
- Update Your Password and external email accounts,
- Create, Edit or Delete Student Accounts,
- Manage Your Students' Mail, and
- Review Join Requests.

Create Your Classroom Profile

Tool Box
Create/Edit Classroom Profile
Settings
Manage Student Accounts
Add Students
Join Requests (!)

An approved classroom profile is required to access your ePals' email and to contact members of the ePals Global Community. We require this as part of our verification process. We strongly encourage you to create a profile, and update it whenever you have a new goal or new project in mind. To create your profile, click on [Create/Edit Classroom Profile](#) link. Fill in the fields on the form.

Required fields include:

- School name
- Complete address
- School phone number
- Age range of students/number of students/collaboration tools
- Project Description (minimum 10 words)

Fill in the form below. Once you've completed your profile, you will be able to connect with other classrooms, join projects, and post to blogs, wikis and more.
Note: Your address and phone number will not be public.
Update your profile often to keep your information current.
All fields required.

School name (If you're a parent, enter your family name)
School address (Parents, enter your home address)
City
State: Select a state
Zip
Phone Number
Languages Spoken: English, Spanish, French, Chinese, Japanese, German
Age Range of Students: Select
Total number of Students: Select
Collaboration tools: Email, Skype, Video
Avatar
Upload New Image

This is also where you would upload your own photo, or graphic image for a personal avatar. By default, each new member of ePals is given an avatar that is the letter of the user's first name. You can change this by clicking on the green "Upload New Image" button.

Project Description requires a minimum of 10 words. Sample descriptions can be viewed by clicking on the links, found at the bottom of the Project Description box. Of course, you can look at hundreds of newly approved profiles simply by going to our [Find Classrooms](#) page.

Profile Description
Tell us about your class. What subjects or topics are you interested in exploring? Are there any special groups in your classroom?
And most importantly, what are you looking for in a collaboration? (length of project, types of activities, etc)
Be sure to include lots of details and key words! This makes it easier for members to find you when they search for a classroom partner!

Cancel Save Draft Submit for Approval

[View description sample for classrooms](#)
[View description sample for higher education](#)
[View description sample for parents](#)

Once you complete and submit, your profile will be reviewed within 24 hours for approval. After 24 hours have passed, please check back here, at the Create/Edit Classroom Profile link, to see if your profile is approved. If your profile has not been approved, there will be a message in red ink, indicating

what you need to add to get it approved. If you have any questions, please contact help at support@epals.com.

Tool Box
Create/Edit Classroom Profile
Settings
Manage Student Accounts
Add Students
Join Requests (!)

[Settings: Updating Password; Adding Personal Avatar](#)

Under the settings tab, you are able to update personal information, including:

- your external email address,
- your newsletter preferences,
- your notification preferences, and
- your password.

This is accessible to you at any time.

The screenshot shows the 'Update Your Personal Information' form in the ePals GlobalCommunity interface. The form includes the following fields and options:

- First Name:** Text input field containing 'Stephanie'.
- Last Name:** Text input field containing 'Last Name'.
- Country/Territory:** Dropdown menu set to 'United States'.
- Email:** Text input field containing 'external email address'.
- I would like to subscribe to the newsletter
- Notify me when I receive an email
- Notify me when I am contacted about my profile
- UPDATE** button
- [Change My Password](#) link

Manage Student Accounts

Tool Box
Create/Edit Classroom Profile
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Join Requests (!)

The Manage Student Accounts tab will allow you to handle all details of your students' participation on ePals. With this tab, you can edit accounts, approve mail, change filters etc.

First, here is a quick explanation of the items on your Monitored Mail Toolbar:



- **Incoming Mail:** This will be mail that is arriving from ePals for your students. When there are messages here, you will have to read them and approve them before they reach your students.
- **Outgoing Mail:** This will be mail that your students have written to their ePals. You will have to read and approve this mail before it reaches the ePals.
- **Processed Mail:** Once you have approved mail, it moves from your Incoming or Outgoing Box, and is stored here. You may need to go through and empty this box, depending on how many emails your students write. It is nice for you to keep a copy, when possible, because student accounts do not save mails automatically. When they send email, unlike regular mail, a copy isn't saved in their mailboxes. It is only saved in your processed box.
- **Accounts:** This is where you can find a list of your student accounts (**see more below**).
- **Filter Settings:** ePals offers 4 levels of filter settings for student email. Currently, all your accounts are set on Level 1 – which is the most restrictive. You can change Filter Levels per student; you are not required to have the same setting for all students in your class. Additionally, teachers have the option to preview attachments or not. Again, by default, this filter is turned on. **If you do not want to review your students' mail, you can change the filter settings.**

Explanation of Filter Settings

	Student	Filters	Preview Attachments
	Whitney L	Level 4 (off) ▾	No ▾
	Miles L	Level 1 ▾	Yes ▾
	Chase L	Level 2 ▾	No ▾

You are able to set filter levels for each student independently, giving you a wide range of security options. Here are the filter choices available to you:

- **Level 1:** All messages (both outgoing and those incoming to your student) must be approved by a monitor. The monitor gets copies of all student messages.

- **Level 2:** Approval is required for only those messages that contain words that have been flagged as inappropriate by our language filter. Monitor receives a copies of all student messages.
- **Level 3:** Approval is required for only those messages containing flagged words. No copies of messages are kept for the monitor.
- **Level 4:** All filters are turned off. Students can send and receive messages without any approval required.

Additionally, teachers have the ability to preview attachments, by turning on that filter.

Student Accounts

My Mail		Monitored Mail		Help	
Incoming	Outgoing	Processed Mail	Accounts	Filter Settings	
Name	Email Address	Password			
01graber.epes	01graber.epes@epals.com	View			
02graber.epes	02graber.epes@epals.com	View			
03graber.epes	03graber.epes@epals.com	View			
04graber.epes	04graber.epes@epals.com	View			
05graber.epes	05graber.epes@epals.com	View			
06graber.epes	06graber.epes@epals.com	View			

Names: This is where you will find all of your student accounts. If you received generic accounts, you may want to edit the Name Column on your roster to add your students' names. Simply click on a student's name, the row will turn white, and you can type in a new name.

Email address: This is your student's username, as well as his or her email address. When he/she signs into ePals, he should type everything before the @epals.com.

Password: You may view student passwords to remind them if they have lost theirs. You cannot change student passwords, but they can once they have logged in.

Delete: If you want to get rid of an account, just click this button.

Tool Box
Create/Edit Classroom Profile
Settings
Manage Student Accounts
Add Students
Join Requests (!)

Create Student Accounts

Adding new student accounts can be done easily, at any time during the school year. It is always an option to request help from ePals. We will create accounts for you at any time. We generally get new accounts created within 24 hours. To request student accounts, simply send a list of student names to support@epals.com.

To create your own personalized student accounts, click on the [Add Students](#) link. This will bring up a screen.

Add Students to my ePals Roster

Student Names

John Smith
 Thomas O'Connell
 Sarah Johnson
 Katie Blake
 Joseph Rogers

Tips:

- Type or paste your students' names into the field to the left.
- Enter first name then last name for each student. For Example:
 Sue Smith
 John Doe
 Allan Jamison
- One student per line - no punctuation
- Usernames will be created based on names provided, including first name and first initial of last name.
- Hint: The easiest way to enter names is to prepare a text document formatted with each students' name on a separate line and then paste the content of that document to this form.

Password

No Password **Type Now**

Confirm Password

I certify that I have parental permission to create ePals accounts for my students. Hint: Most schools' Internet Policies already cover safe online services like ePals.

CONTINUE

1. Type (or paste from word doc) student names into a list in the Student Name field.
2. Choose one password that will serve for all students. (Remember, students can change their passwords after logging into their own accounts.)
3. Check the box, certifying that you have the appropriate parental permission.
4. Click Continue.

The following accounts will be created. Please confirm or create new usernames. These will be their email addresses (eg. username@epals.com). Do not use information that can be personally identifiable, for example the students' full last name.

Name	Username	
John Smith	johns5332	Check Username
Thomas O'Connell	thomaso4104	Check Username
Sarah Johnson	sarahj2378	Check Username
Katie Blake	katieb7190	Check Username
Joseph Rogers	josephr6164	Check Username

Approve

- Review the computer-generated usernames. You may change them if you prefer. Some teachers prefer to have the same suffix for all students, and change the accounts to achieve that.

Name	Username	
John Smith	johns750	Check Username
Thomas O'Connell	thomaso750	Check Username
Sarah Johnson	sarahj750	Check Username
Katie Blake	katieb750	Check Username
Joseph Rogers	josephr750	Check Username

By clicking on “check username” you can see if your chosen name is available for use.

Name	Username	
John Smith	johns750	Check Username The username is available

- Click Approve to finish creating your accounts.
- If your accounts have been successfully created, you will see a message indicating such. If you don't receive this message, please contact support@epals.com.

5 monitored accounts have been created.

An email containing the details of your account(s) has been sent to you with the subject "Monitored Account Creation Details" and will contain the usernames for all monitored accounts created, along with the password they will use to login for the first time.

By default, your students' filter settings have been set to Level 1:

- You must approve every message
- Profanity is flagged
- You must preview attachments

You can change this setting at any time by clicking the Monitored Email "Filter Settings" link, or click [here to change the settings now](#).

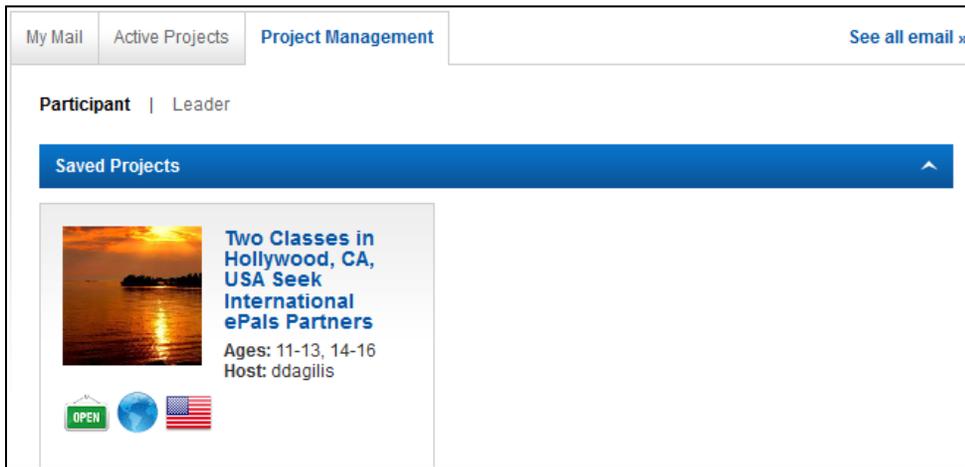
Remember: Neither you nor your students can send or receive email messages until your classroom profile is approved. [Create your profile >](#)

[GO TO MY HOME](#)

- To see your students' new accounts, click on the [Manage Student Accounts](#) link in your tool box.

[Join Requests](#)

The **Join Requests** tab allows you to manage the Project Requests that have come from teachers to join a project you have created and posted in the ePals [Join Project](#) area.



The screenshot shows a navigation bar with 'My Mail', 'Active Projects', and 'Project Management' (selected). A 'See all email »' link is on the right. Below the navigation bar, there are tabs for 'Participant' and 'Leader'. A blue header for 'Saved Projects' is visible. The main content area displays a project card with a sunset image, the title 'Two Classes in Hollywood, CA, USA Seek International ePals Partners', and details: 'Ages: 11-13, 14-16' and 'Host: ddagillis'. At the bottom of the card are an 'OPEN' button, a globe icon, and a US flag icon.

Saved Projects: This feature allows you to set up a “quick link” to hosted projects (from the [Join Projects](#) page.) This gives you easy access to return to interesting projects and submit a Join Request.



The screenshot shows a blue header for 'Join Requests Made'. The main content area displays a project card with a sunset image, the title 'Title: Maps - Why in the world do we need different maps?', and details: 'Ages: Any' and 'Host:'. At the bottom of the card are an 'OPEN' button, a globe icon, and a US flag icon.

Join Requests Made: This includes a quick link to any project to which you have made a Join Request. Once you hear back from the project leader, whether you are accepted into the project or not, the quick link will be removed from your homepage.

Join Requests Received

Kites Around The World

Elda2013
Name: Elda Dollani
Country: al
Role: teacher
Language: en

Accept Decline

Username and ePals email address
 Link to teacher's profile

Join Requests Received includes a list of all teachers who have asked to join your project. From this join request, you can see

- Teacher's name: Elda Dollani
- Country: Albania
- Role: Teacher
- Language: English

You can also link to the teacher's profile by clicking on her username (**Elda2013**) and you can contact her via email either by sending email directly to elda2013@epals.com, or by clicking on the contact link in her classroom profile.

Elda Dollani
 School: Sulejman Rranci School
 Region: Albania, Europe
 Project Language: English, French, German
 # of Students: 41
 Age Range: 11-13
 Collaboration: Email, Skype

Skype Status: Offline

About my classroom:

Hi I am a Math teacher at Sulejman Rranci School in Elbasan, Albania. My students are about 11 to 13 years. Our native language is Albanian and my students are learning English and French as a second language, so they have expressed their interest in sharing information and culture with English and French speaking ePals around the world. We would like to exchange emails and talk about the country where we live and the way we live in our country. At the same time we think this way of communication with other English and French speaking students will be very helpful, in order to improve their skills. We would like to keep contact at least twice a month.

Created On: September 24, 2012 | Member Since: September 20, 2012

If you accept a teacher into your project, the teacher and all his or her students will be added to your project workspace. We encourage you to send a welcome email to the teacher (username@epals.com), showing your enthusiasm for his or her participation in your project.