

Step By Step Guidelines for Reflex

1. Receive an email invitation from Reflex to set up your teacher account.
2. Click on the link in the email to register for your account.
3. To register, enter your first name and last name under the **user info**.
4. Next you will create the account login. The **account login** you create will be used by all of your students to access the class roster. Please use the following protocol to provide consistency across the district for parents and students.

Desired username: grade level, first initial, last name, csd (all lowercase)

Example: 3swakleycsd
Example: 5aduncancsd
Example: 6mrobisoncsd

*Since each username must be unique, if the above protocol does not work, please add a 1 at the end of your account login.

5. Set up your password. Please use your Canyons School District email password. Students will **not** see this password! This password is for you to access your student data and reports.
6. Your account has now been created. You will now begin setting up your class.
7. To create your classes: refer to page 24 in the Teacher Guide. A school roster has already been downloaded for you to pull students to create your class roster. If a student is not found on the school roster, please refer to the middle of page 25 in your Teacher Guide to individually add students.
8. Student Assignments: Students are able to complete one of the following assignments (a student can only be assigned one):
 - o Adding & Subtracting 0-12
 - o Multiplying & Dividing 0-10
 - o Multiplying & Dividing 0-12

Student assignments have been determined by grade level fluency standards as per the Utah Core State Standards for Mathematics. To ensure conceptual understanding of multiplication and division, students in the 2nd grade and the first half of 3rd grade should not be moved to multiplication and division.

Please make certain that the following grades levels have the accurate assignment.

2 nd Grade	Adding and Subtracting 0-12
3 rd Grade	Adding and Subtracting 0-12 until January 1, 2016 Multiplying and Dividing 0-10 after January 1, 2016
4 th Grade & Above	Multiplying and Dividing 0-12

9. The program is available in English, Spanish, and French. Please double check that students have been assigned the appropriate language. It appears the computer did not assign all students English.
10. After the class roster is complete, click **Print Login Cards** for each class (refer to page 27 in the reference guide.)

Reflex Supports:

- Technical issue or question? Select the **Help & Support** section at www.reflexmath.com and click **Email Customer Support**.
- Additional Supports in Canyons School District:
 - Education Technology Specialist
 - Achievement Coach
 - Elementary Math: Sallianne Wakley
 - Middle School Math: Rachel Marshall