

## Important Information: Manual Rostering Through Teacher Invitations

### ***Important: Note for Administrators:***

**Before sending teacher invitations,** please contact your local district or school IT department to request that they whitelist the domains [savvaseasybridge.com](https://savvaseasybridge.com) and [savvasrealize.com](https://savvasrealize.com). This will help ensure that the invitations are not flagged or filtered as spam, junk, or phishing attempts.

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Teachers,

Soon, you'll **receive an invitation to create your teacher account and begin using Sankofa K-3**. Please keep an eye out for this invitation, and review the information below to know exactly what to expect:

### ***Important: What to Expect in Your Teacher Invitation:***

- **Sender:** The email will come from [noreply@k12savvaseasybridge.com](mailto:noreply@k12savvaseasybridge.com).
- **Subject Line:** The email subject will be either:
  - *{External} Savvas K-12 Program Registration Granted*
  - *Savvas K-12 Program Registration Granted*
- If you can't find the email in your inbox, be sure to check your spam or junk folder, it may have been filtered there, and we don't want you to miss it!

### **Email Details:**

The teacher invitation email will feature a header titled "**SavvasEasyBridge**" and will include instructions on how to proceed. Simply click the "**Go to Savvas EasyBridge**" link in the email to begin setting up your **SavvasRealize account**, (where **Sankofa K-3**) will be accessed.

### **Setting Up Your Teacher Account:**

Once you click the link and set up your account, **you'll be prompted to set up your teacher profile**. This includes entering your name, and grade level, and selecting the resources you'd like to access. *This step only needs to be completed once.*

Then, you can:

1. **Create a Class** – Follow the on-screen prompts to set up your class.
2. **Add Students** – Use the “**Add Students**” button to add your students to the class.
3. **Finalize** – Once all students are added, click “**Create Class**” to complete the setup.

If you'd like to add additional grade levels to your account later, simply click your name in the top-right corner of your SavvasRealize dashboard, go to **My Programs**, and select any additional Sankofa K-3 grades you need.

### **Accessing the Resource:**

- **Teachers** will log into **SavvasRealize.com** using the credentials they set up during the initial account creation.
- **Students** will log into **SavvasRealize.com** using the credentials you, their teacher, created to access their class and assigned Sankofa K-3 content.

### **Alternative Option for Google Classroom Users:**

For teachers who prefer to import their existing Google Classroom setup:

1. Log into **SavvasRealize.com** with your teacher credentials.
2. Go to the **Classes** section and select “**Import Google Classroom**”.
3. Follow the prompts to import your Google Classroom directly into SavvasRealize.

With this option, **students will log into Google Classroom to access content assigned by you, rather than through SavvasRealize.**