Getting Started Online

GALLOPADE
curriculum

WELCOME

Thank you for choosing Gallopade.
Your purchase includes access to Gallopade Curriculum *Online*, an instructional platform filled with everything you need to teach your state standards. Please follow the instructions in this document to get started.

📞 *(800) 536-2438*

✉ *customerservice@gallopade.com*

➤ *www.gallopadecurriculum.com*

Self Registration

Teacher Setup

1. Visit ***gallopadecurriculum.com*** and click the **LOG IN** button at the top of the page.
2. Click the **Register** button**.**
3. Fill out the registration form using the Access Code provided to you via email and **Submit**.
4. Check your email inbox for a message from *noreply@content2classroom.com* and click the activation link.
   (If you have not received your email within 15 minutes, check your spam folder.)
5. Click **Take Me to Login,** enter the login credentials created in step 3, and **Sign In.**

Class Setup

1. Once you are signed in, click the red **+ Add/Join Class** button in the upper right of your dashboard page.
2. Select **+Add New Class** and **Save**.
3. Fill out all fields. *NOTE: It is important to select an end date that is after the last day of school. Ex: 06/30/2022. If you wish to make assignments today, set the start date to yesterday's date.* Click the red **Save** button.
4. You can customize your class image by clicking the 3 dots on the blue class picture.
5. Repeat for every class.

Add Course

1. Click the blue word **Course** on the Class card.
2. Click the red **+ Add Course/Item Bank** button in the upper right.
3. Select the appropriate grade level course from the list and click the red **Save** button in the upper right.

Self Registration, cont'd.

Add Students

Once you have your class rosters, go to your dashboard/class page, find the class and click **Roster** from the class card.
In the class roster area you have two options:
1. **Add existing students** (for students who already have an account)
2. **Add new students** (for students new to Gallopade)

For every student who used Gallopade Online last year, you will add their existing student account to your class.
1. **To Add Students with Existing Accounts:**
   a. Select the red **+Add Existing Student** button.
   b. Find students (by sorting or searching by username, first name, or last name).
   c. Select **Add** for each student in the class and click **Save**.

2. **To Add New Students:**
   N*OTE: Usernames should be unique. We recommend using the following format:*
   first.last.graduationyear@districtname (i.e. ben.button.2026@fayette)
   a. Click the red **+ Add New Student** button.
   b. Fill out all fields in the **Add New Student** box and **Save.**

*If you have multiple classes, repeat these steps for each class.

Note: After you have created your rosters, you can edit usernames and change passwords as needed.

Compatibility

Gallopade Curriculum *Online* is browser-based and compatible with the latest versions of the following browsers**:**
Google Chrome (recommended)
Microsoft Edge
Mozilla Firefox
Apple Safari

Support Resources

Find training and support resources online at ***support.gallopade.com***

☑ **Help Documents**   ☑ **Alignment Guides**   ☑ **FAQs**

☑ **Videos**   ☑ **Content Maps**