PowToon Instructions

**DAY ONE:**

1. Open Google Chrome
2. Go to [www.powtoon.com](http://www.powtoon.com)
3. Click “Start Now”
4. Type in your first name and last initial
5. Type in your **school email address**. If you don’t know it, ask your teacher!
6. For your password, use the following: AMSPOWTOON
7. Go to [www.wcpss.net/apexms](http://www.wcpss.net/apexms)
8. On the yellow bar, click “Webmail”
9. Log in to your email address (You should have this information in your agenda!)
10. Click on the email from PowToon
11. Click “Confirm and Continue”
12. The screen should say “WELCOME TO POWTOON!” There should also be three circles. Click the green circle in the middle that says “4edu” (If you don’t see this page, skip to the next step)
13. Click “Start from Scratch” (THIS PAGE MAY TAKE A FEW MOMENTS TO LOAD. Please be patient ☺)
14. Click where it says “Choose an awesome layout for your 1st slide” and delete. Do the same for the arrow.
15. From here, you can create slides just like a power point. Choose backgrounds, add text, insert pictures, add music, etc. All of these options are on the gray bar on the RIGHT side of the screen. (If it asks, put your timeline ON) **Remember, use your Story Board to make sure you have all of the correct slides!**
16. DO NOT ADD ANY OF THE “PRO” ITEMS TO YOUR POWTOON. THEY WILL DISAPPEAR IN 48 HOURS! Pro items say PRO above them. (For an example, click on “Characters” on the gray vertical bar. Scroll to where it says “Creanimate Comic.” Next to the title, you can see the word PRO.)
17. Once you have created your slide and included all objects, you can adjust the timing for the slide. All timing is controlled on the bottom bar. You can use the bar to determine when an object comes on the screen, how long it stays, and when it goes away.
18. As you create your PowToon, click SAVE (top of the page) every few minutes! You can also create a title for your PowToon in the white bar.

**\*\*Remember: Trying new technology requires *problem solving*. Before asking your teacher for help, try to figure out a solution on your own! Sometimes trial and error is the best way to learn and master new technology ☺\*\***

**DAY TWO AND THREE:**

1. Open Google Chrome
2. Go to [www.powtoon.com](http://www.powtoon.com)
3. In the top right corner, click “LOGIN”
4. Log in:

Username: school email address

Password: AMSPOWTOON

1. Under “My Powtoons” open your PowToon
2. Continue working! ☺

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