

Log in:

1

- Check your email to get your password.
- Go to www.myworks.co.uk and click on:
- Enter your email address and password.



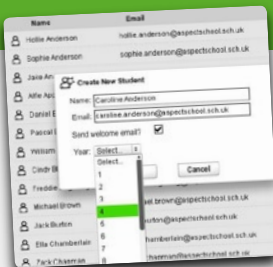
Add users:

2

A. Ready to go?

Go to **Students** and then click **Create new student** to add an individual student.

Alternatively, import multiple student details from an Excel spreadsheet. View our help video at: www.myworks.co.uk/help to see how.



B. Need a hand?

Email your student list to enquiries@boardworks.co.uk and we'll import your students for you.



Allocate quizzes:

3

- Go to **Allocate** in the top menu:
- Choose a quiz and click **Add Activity**.
- Click on **Select students** and then **Add students** to add your students.
- Click on **Assign** to set the quiz instantly.

