



PRACTICAL RESOURCE

Code.org Teacher Onboarding Guide

Practical setup guidance for coding activities in the digital creativity strand

Project	Supporting Learning Environments in Digital Education (LED Education)
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ABOUT THIS RESOURCE

This resource provides a short onboarding pathway for teachers and tutors who want to use Code.org with learners as part of digital creativity and introductory coding activities. It focuses on the practical setup sequence: creating a teacher account, opening a class section, choosing an access method, assigning an appropriate course and adding learners.



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Using Code.org in the Digital Creativity Strand

The LED Education onboarding guidance uses Code.org as a practical environment for introducing learners to coding activities. The emphasis is on a simple teacher-led setup: prepare the class first, choose an access method that fits the learner group, assign a suitable level, and then support students as they enter the course and begin the activities.

KEY PRINCIPLE

Match the setup to the learner group. Age, prior coding experience, level of independence and the planned delivery format should guide the class configuration and course choice.

The onboarding pathway at a glance

1. Teacher account 2. New class 3. Access method 4. Configure class 5. Assign course 6. Finalise 7. Add learners

The seven steps below can be used as a quick setup sequence before the first coding session. The screenshots reproduce the interface shown in the LED Education source guidance.

1

Create a teacher account
 Sign up on Code.org as a teacher. A teacher/tutor account provides access to the dashboard used to create class sections, organise learners and assign activities.

2

Create a new class section
 After signing in, open the teacher dashboard and create a new class section. This section becomes the main space for managing the learner group and its assigned course.

Choose the class access method
 Select the sign-in method that is suitable for the learner group. In the source interface, the available examples include Google Classroom, picture passwords, secret words and personal logins.

Figure 1. Starting a new class section from the teacher dashboard.

Access option shown	Guidance visible in the source screenshot
Google Classroom	Import a roster from an existing Google Classroom to create student accounts.
Picture password	Recommended in the interface for ages 4-8.
Secret words	Recommended in the interface for ages 9-12.
Personal logins	Recommended in the interface for ages 13+; learners create their own Code.org account.

Configure the Class

4

Set up the class section

Configure the class according to learner age, number of participants, access method and planned implementation format. The setup screen allows the teacher/tutor to name the class, select the relevant grade level and choose a curriculum area.

Create a new section
How do you want your students to sign in?

Login Types

- Google Classroom**
Import a roster from one of your Google Classrooms to create student accounts.
- Picture password**
Recommended for ages 4 - 8
You will create accounts for your students. Students will log in with a secret picture.
- Secret words**
Recommended for ages 9 - 12
You will create accounts for your students. Students will log in with a secret pair of words.
- Personal logins**
Recommended for ages 13+
Each student will create their own Code.org account using their email address (kept 100% private!).

Figure 2. Login-type options.

Set up your class sections

To start teaching with Code.org, first create one or more class sections. You can always create more later.
[Why should I create a class section?](#)

Class Section

Class Name

Avatar  [Edit avatar](#)

Grade (choose all that apply)

☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

☐ Other

Assign Curriculum ☐ Decide later

Use the dropdowns below to see menus of curriculum options.

▶ Elementary School ▶ Middle School ▶ High School ▶ Hour of Code

• **Add Co-Teachers** ⌵

• **Advanced Settings**

[+ Save and add another class section](#) [Finish creating sections](#)

Figure 3. Class-section setup.

PRACTICAL USE

Prepare the class before learners arrive whenever possible. A completed section, selected access method and assigned course reduce setup time during the first coding session.

Assign a Course That Fits the Learner

5

Assign curriculum according to learner level

Choose activities according to learners' age, prior knowledge and experience. The source guidance provides a simple beginner orientation using Code.org Courses A-F and Course Express.

Suggested beginner pathway	Orientation in the LED source guidance
Course A	Grade 1
Course B	Grade 2
Course C	Grade 3
Course D	Grade 4
Course E	Grade 5
Course F	Grade 6
Course Express	Grades 5-9; may also be used for older beginners or mixed groups needing a flexible introduction to coding concepts.

SELECTION RULE

The grade mapping is an orientation, not a substitute for teacher judgement. Where learners are beginners, older, younger, or working in a mixed group, select the course that best matches their actual starting point and the planned learning format.

Finalise the Section and Add Learners

6

Finalise class setup

Before the first learner session, check that the class section has been created correctly and that the selected curriculum is available in the section.

Class Sections

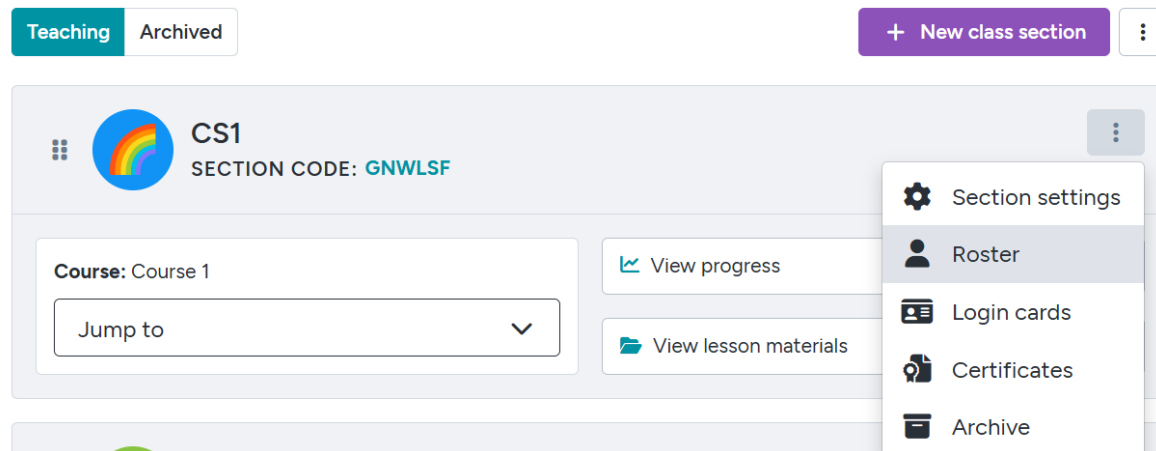


Figure 4. Example class-section view with section settings and roster access.

7

Add students to the class

Add learners according to the selected access method. Once learners appear in the roster, support them in signing in and opening the assigned activities.

CS1

Roster

+ Add multiple students Move students Print login cards Download parent letter SECTION CODE: GNWLSF

Display name	Family name ?	Age	Gender	Secret words	Actions
Student name (required)	Family name			Auto-generated	Add

Figure 5. Example roster view for adding learners to a class section.

First-session facilitation

The source guidance focuses on class setup, but its final step also makes clear that teacher/tutor support continues when learners first access the assigned activities. In practice, the first session should therefore be used to confirm that every learner can enter the class and reach the intended course before moving on to the coding task.

- Check that the correct class section and course are visible to the learner.
- Support learners with the chosen sign-in method where needed.
- Confirm that the assigned activity opens before the learner begins independent work.
- For beginners or mixed groups, adjust the course level if the assigned pathway is clearly too easy or too difficult.

Quick Teacher / Tutor Checklist

Use this checklist before launching a Code.org activity with a learner group.

Check	Ready?
Teacher/tutor account created	
New class section created	
Class name and learner group configured	
Appropriate sign-in/access method selected	
Course chosen according to age, prior knowledge and experience	
Course visible in the class section	
Learners added to the roster	
Learners can sign in using the selected method	
Assigned activity opens correctly	
Teacher/tutor ready to support first access and course navigation	

How the guide can be used

Use case	Practical application
Individual learner support	Create a section and assign a beginner pathway matched to the learner's starting level.
Small group	Use one section for learners working at a similar level and support first access together.
Mixed group	Use Course Express or another suitable entry point where learners need a flexible introduction, then adjust according to progress.
Teacher/tutor preparation	Complete the seven setup steps before the session and use the screenshots as a visual reference.

WEBSITE TAKEAWAY

A coding activity begins before the first line of code. A clear class setup, suitable access method and appropriate starting level help learners enter the digital environment with less friction and allow the teacher or tutor to focus on learning rather than technical onboarding.