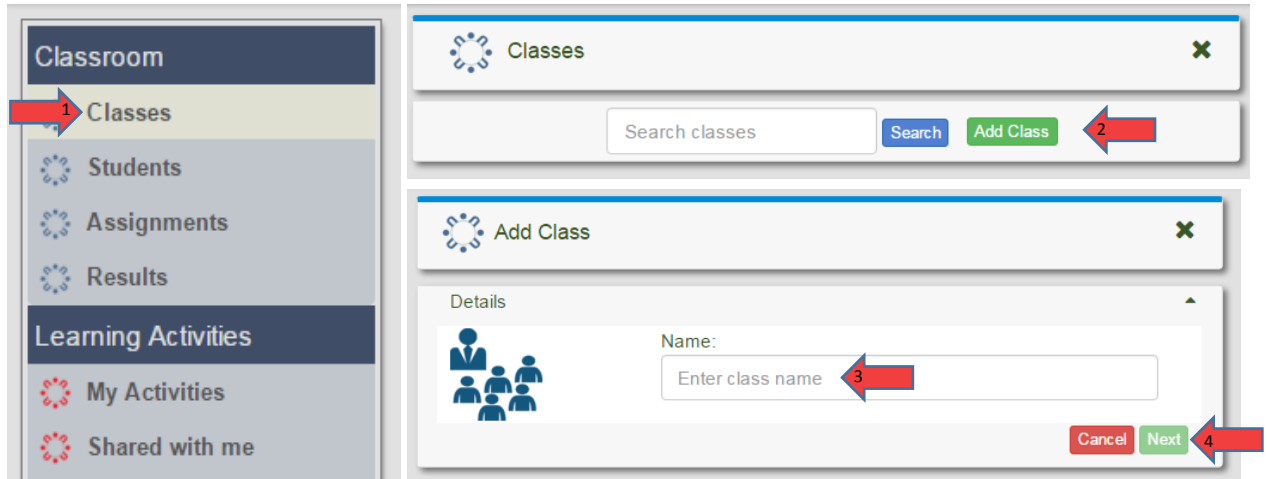


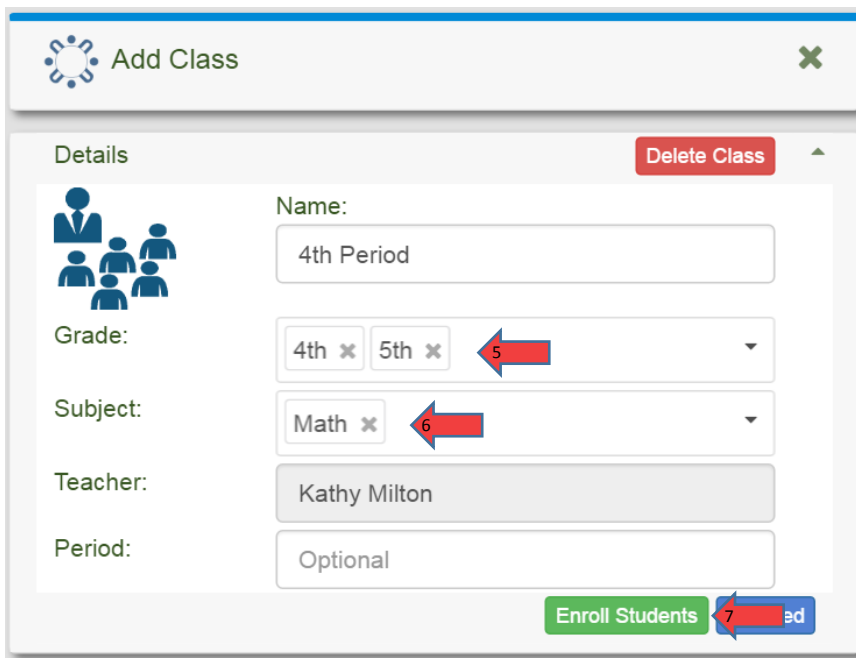
This guide will show you how to add a new class and enroll students in that class.

## Setting up your class

- 1 Select **Classes** from the left menu.
- 2 Select **Add Class** button.
- 3 Enter **Class Name**.
- 4 Select **Next** button.



- 5 Select **Grade**.
- 6 Select **Subject**.
- 7 Select **Enroll Students** button.

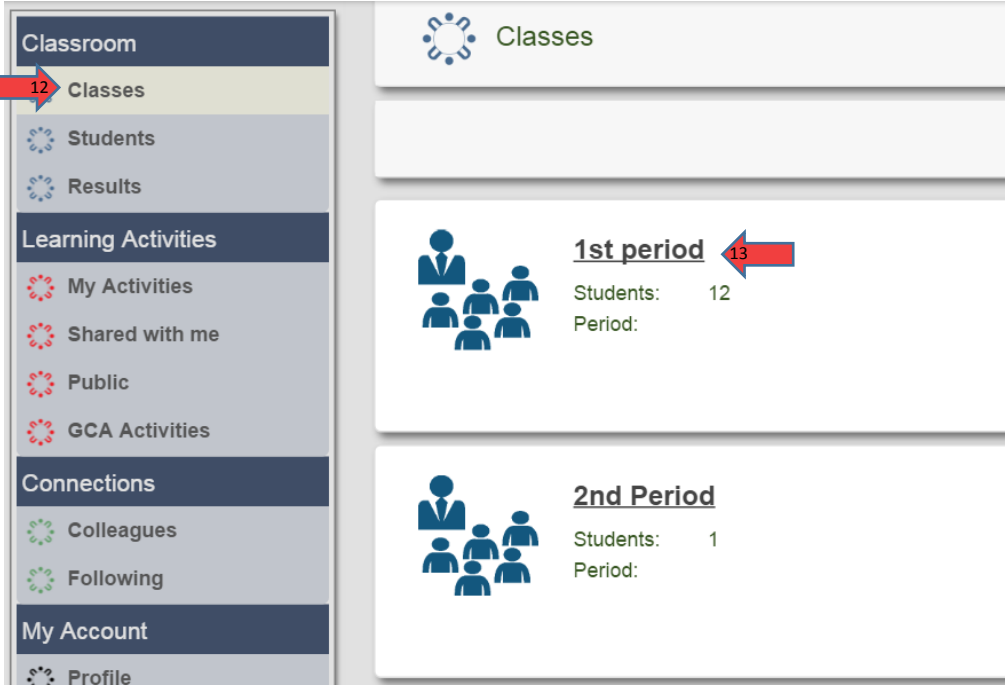


- 8 Enter the **Student First and Last Name**. NOTE: The student name is the only field required to add a student to the class. Other fields are optional.
- 9 Select **Add New Student** button.

- 10 Select **Add Another Student** button to add another student.
- 11 Select **Finished** when all of the students are entered.

## Downloading Student Names and Passwords

- 12** Select **Classes** from the left menu.
- 13** Select the class period.



- 14** Select the **Download Student List** button.
- 15** An Excel file will be generated that you can save or print.

