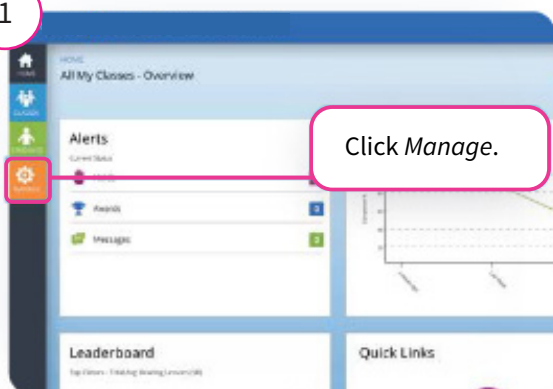


Create a Class or Group and Enrol Students

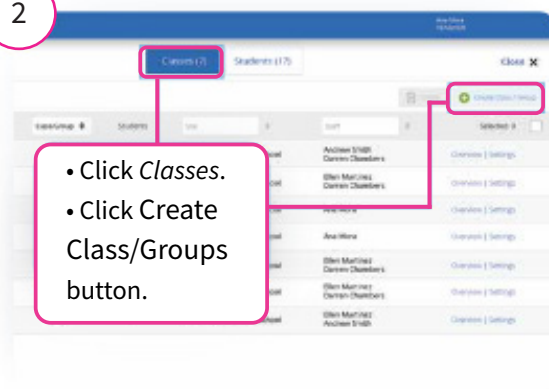
Resources

Follow the steps below to create a Class or Group and enrol students.

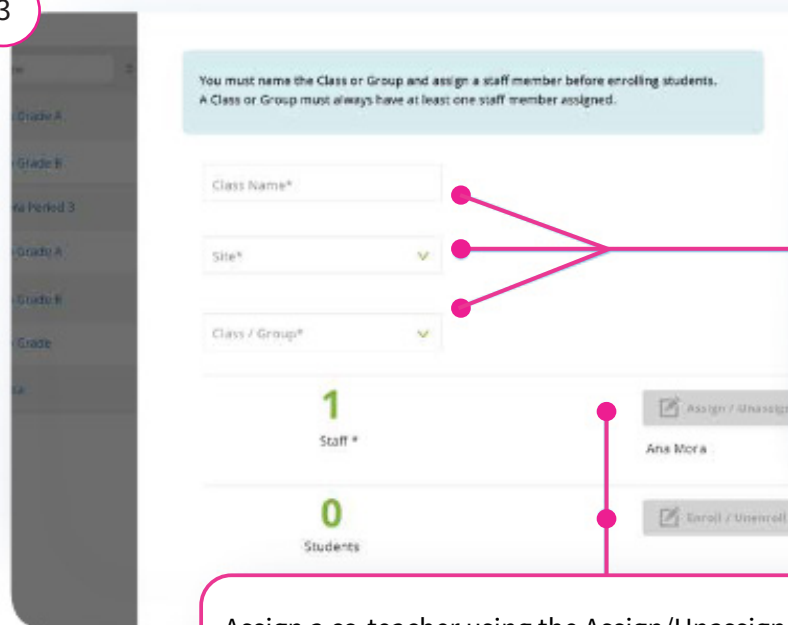
1



2



3



- Name the Class or Group.
- Select the name of your site from the dropdown.
- Click the *Class/Group* dropdown and specify whether you are creating a Class or a Group.*

***Note:** A group is a view-only collection of students. Teachers can apply settings to a Class but not a Group.

Students can be enrolled in only one Class but can be enrolled in multiple Groups.

- Assign a co-teacher using the Assign/Unassign Staff button.*
- *Note:** You are automatically assigned to any Class or Group you create.
- To add students, click the Enrol/Unenrol Students Button.

4

Enroll / Unenroll Students
CLASS / GROUP

Close X

STUDENT LIST (% OF 32)					Add to Enrolled Students	ENROLLED STUDENTS (6)
Student	Grade	Class Enrolled	Staff Assigned			
☒ Mari Hoz, Isabella	6	6th Grade A, 6th Grade B	Andrea Smith, Ana Mora			Martinez, Isabella
☒ Johnson, Emma	6	6th Grade B, More Period...	Darren Martinez, Ana Mora			Johnson, Emma
☒ Garcia, Juan	6	7th Grade B	Elen Martinez			Garcia, Juan
☒ Williams, Michael	6	7th Grade A	Elen Martinez			Williams, Michael
☒ Reedem, Ben	6	6th Grade B, More Period...	Elen Martinez, Ana Mora			Reedem, Ben
☒ Jones, Sophia	6	8th Grade	Darren Chambers			
☐ Koller, Lucas	6	6th Grade B	Ana Mora			
☐ Miller, Brandon	6	6th Grade A	Ana Mora			
☐ Robinson, Charlotte	6	8th Grade	Elen Martinez			

Cancel Ok

- Select the student you will enroll in the Class or Group.
- Click Ok.

5

More Period 3

More Period 3

Macon Gaines Middle School

Class

1 Staff *

6 Students

Assign / Unassign Staff

Ana Mora

Enroll / Unenroll Students

Cancel Create

- Review the screen to ensure accuracy, modify as needed.
- Click Create.