

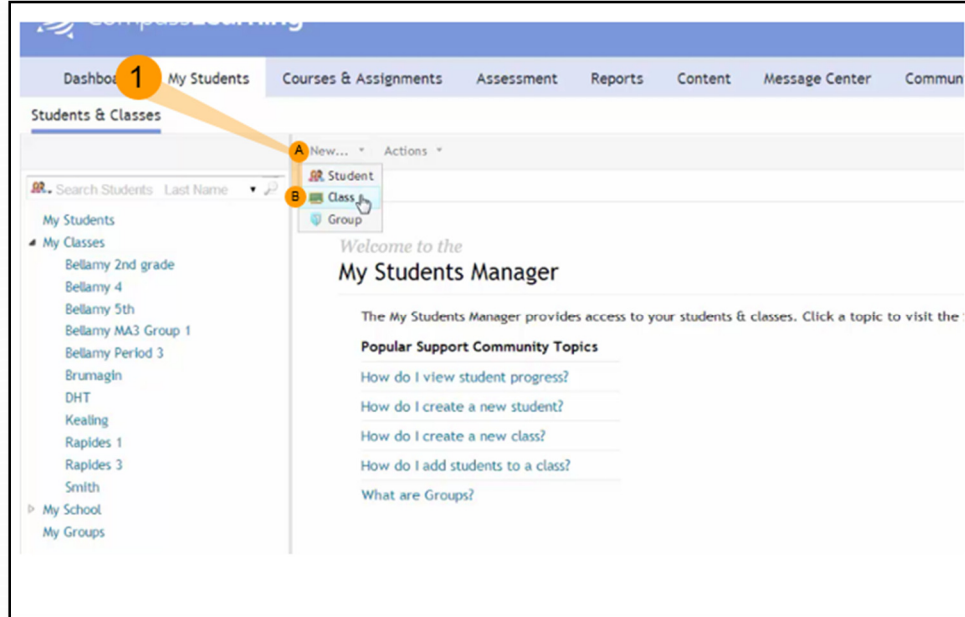


Building your Class:

This is where you will be able to create your own Class Folder and add students from the entire list of students from your school.

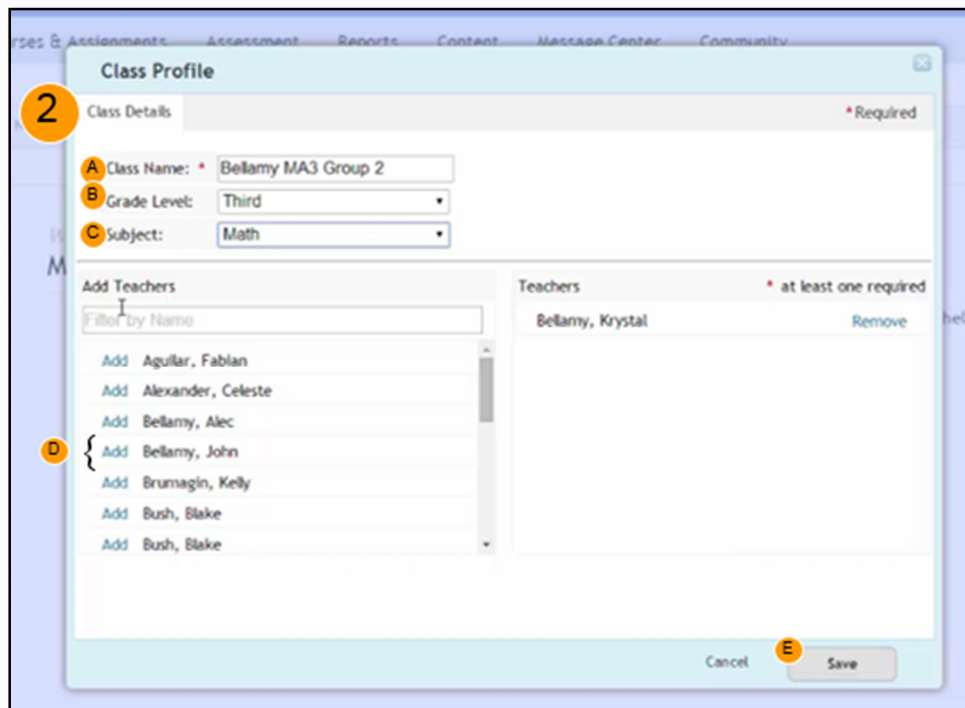
First click on the 'My Students' tab and create your class folder and give it a name.

1. Click on **My Students**
- a. Click **New**
- b. Click **Class**



Then fill in the appropriate details and add yourself and any other teachers, if you happen to team teach.

2. Complete **Class Details**
- a. Give your class a **name**
- b. Choose your **Grade Level** (optional)
- c. Choose your **Subject** (optional)
- d. **Add Teachers**, if you want to share data or Team Teach (optional)
- e. When finished **Save**

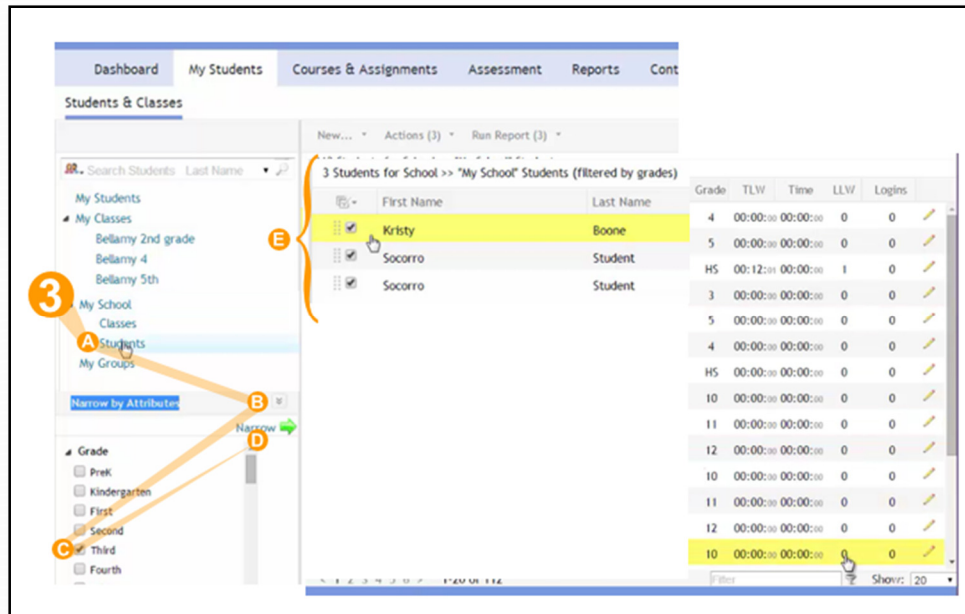


Next you will need to find your students from the "My School" list of all students.



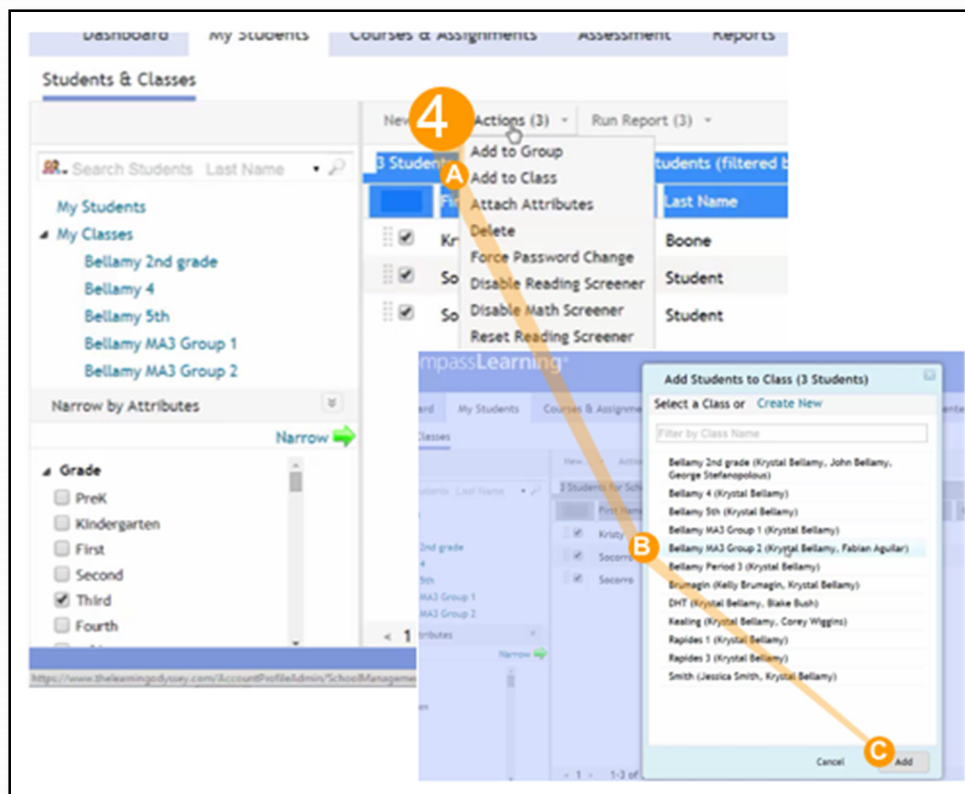
Narrowing will allow you to view a certain grade level to make your search easier.

3. Under **My School**
 - a. Click on **Students**
 - b. **Narrow by Attributes**, which will help if you have many students in your school.
 - c. Choose the **Grade**
 - d. Click **Narrow**



Finally, choose the students you wish to have seated in your virtual classroom and add them to your Class.

4. The **Actions** tab will have a **number** next to it; this shows you the number of students chosen
 - a. Click **Add to Class**
 - b. Find the right class
 - c. Click **Add**



If ever a new student enters your school, you would simply follow the same steps and add the new student. This step is important because future actions, like creating an assignment (if you choose to do so) or creating a Progress Monitoring Report will require first a Class to exist.