

ADDING CLASSES

- 1) Click "Manage Classes" in the Manage Students section
- 2) Click "Add Class" below the table
- 3) Create a name for the class.
Class password will automatically populate if left blank
- 4) Click "Add Class"



Changes will update automatically

Students imported with Google Classroom
will automatically be placed in classes

MANAGING CLASSES

- 1) To add students, click "Manage User" on the table of Classes
- 2) Select available students from the right column and move them to the left column
- 3) Click "Manage" on the Class Row to update assignments or archive/delete class

