

## For Teachers – How do I create my Classes?

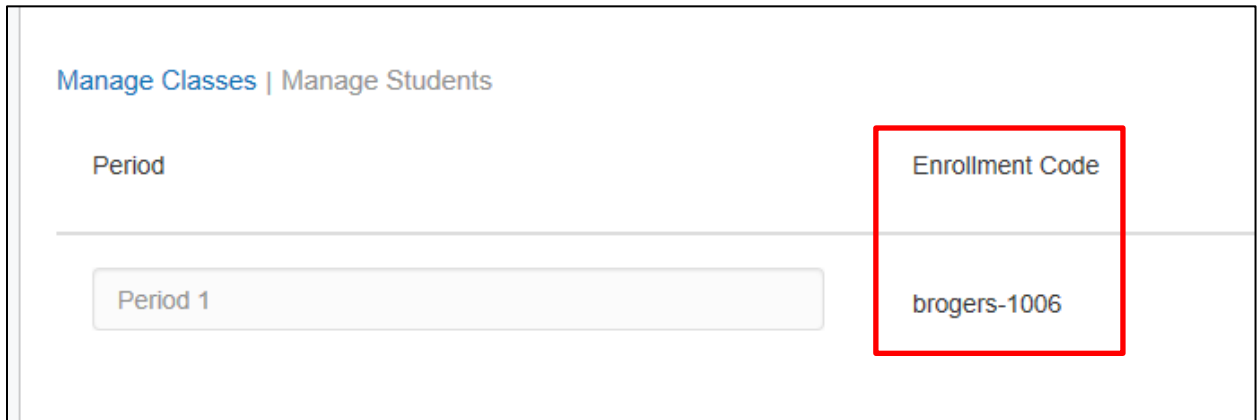
Once you register, you must set up your classes in order to assign courses or activities to your students. From the *Classes* tab, you can set up your classes in a few quick steps.

### To set up your classes:

1. From the *Classes* tab, select the *Create New Class* button.



2. You can enter a class name or select a period from the picklist
3. An *Enrollment Code* is automatically created once you enter your **Period** or **Class Name**



4. Distribute this code to your class. In this example, we selected "Period 1". We would distribute this code to the period 1 class and instruct them to enter this code during their registration process. If they already registered, they can always add the **Enrollment Code** from the *Student Dashboard*.

Once they put this code in, they will be enrolled in your class for which they put the code in (in this example it would period 1).

## Appendix: Sample Classes and Codes

Manage Classes | Manage Students

Period	Enrollment Code	Students
Period 1	tragers-1006	<a href="#">View</a>
Period 3	tragers-1007	<a href="#">View</a>
Period 7	tragers-1008	<a href="#">View</a>
Period 9	tragers-1009	<a href="#">View</a>
Period 10	tragers-1010	<a href="#">View</a>

### Additional functionality –

Teachers can click on the “View” button to see enrolled students for each class

Teachers can select the Manage Students link (top left) to see all students