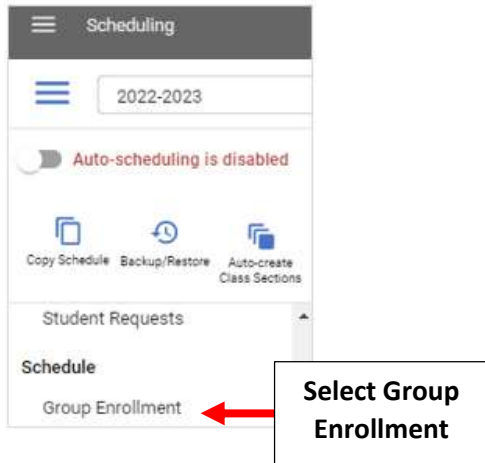
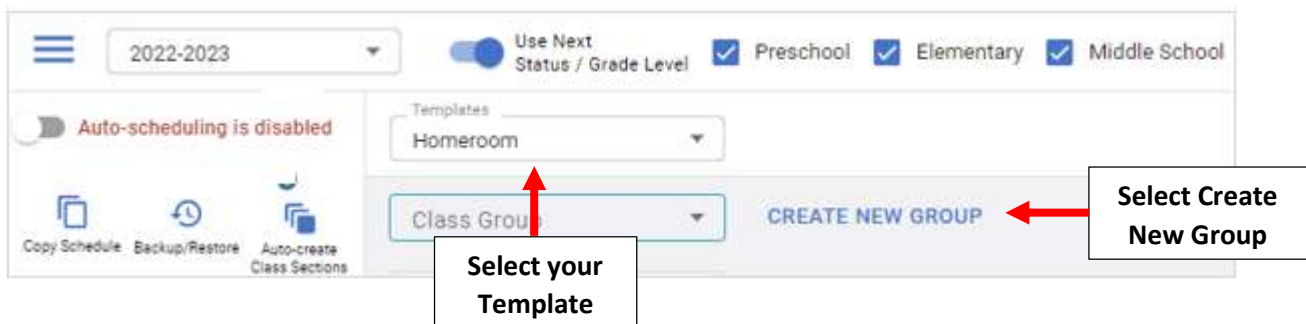


Creating Class Groups and Enrolling Students

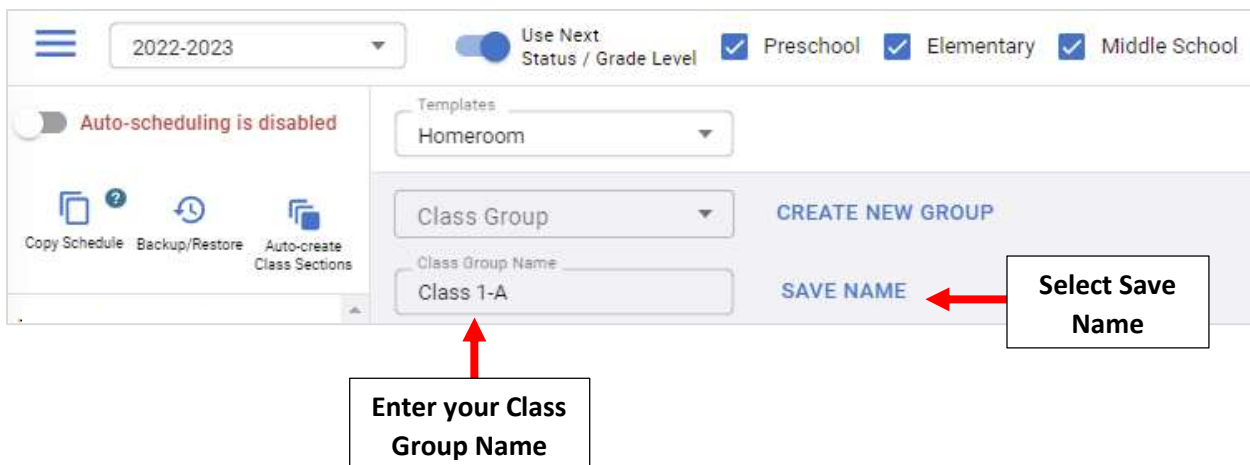
Select **Group Enrollment** from the Left Side Menu



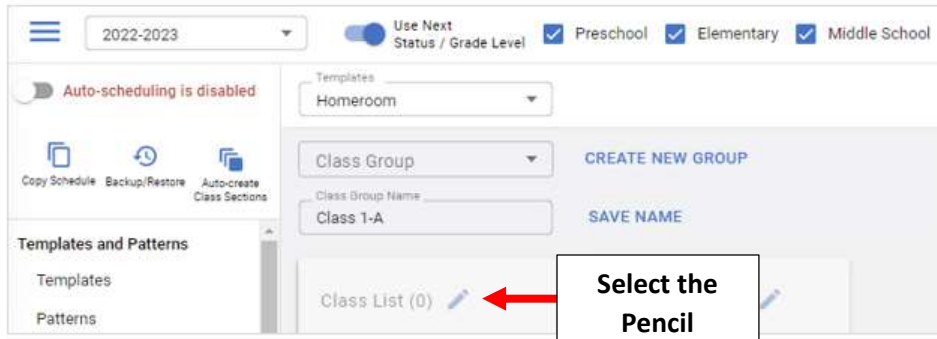
Select your **Template** from the **Template dropdown (Most Schools use Homeroom)** and click on **“Create New Group”**



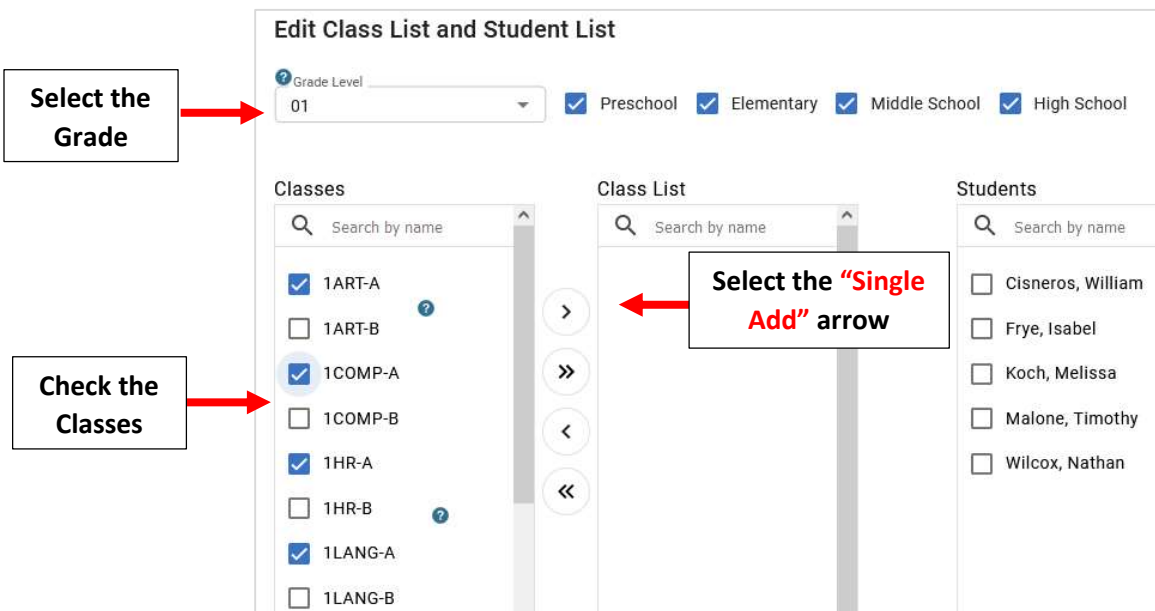
Enter your Class Group Name i.e. **“Class 1-A”** and select **“Save Name”**. ****Please note: A Class Group is required for each Class Section****



Select the **"Pencil"** under **Class List** to add students to your Class Group



Select the Grade from the **"Grade Level"** dropdown. Check the **Classes** to include in your **Class Group** and select the **"Single Add"** arrow to add Classes



You will now see your **“Classes”** included in the **Class List**. Check the **“Students”** to include in your **Class Group** and select the **“Single Add”** arrow to add Students

The screenshot shows the 'Edit Class List and Student List' window. At the top, there is a 'Grade Level' dropdown set to '01' and four checked checkboxes for 'Preschool', 'Elementary', 'Middle School', and 'High School'. Below this are four panels: 'Classes', 'Class List', 'Students', and 'Student List'. The 'Classes' panel contains a list of class codes with checkboxes. The 'Class List' panel shows the same list with checkboxes, and a red arrow points to the '1LIB-A' checkbox with the text 'Classes in the Class List'. The 'Students' panel shows a list of student names with checkboxes, and a red arrow points to the 'Single Add' arrow (a circle with a right-pointing chevron) with the text 'Check Students'. The 'Student List' panel shows the same list of student names with checkboxes, and a red arrow points to the 'Single Add' arrow with the text 'Select the “Single Add” arrow'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

You will now see your **“Students”** included in the **Student List**. Select **Save** to **Save** your changes

The screenshot shows the 'Edit Class List and Student List' window. At the top, there is a 'Grade Level' dropdown set to '01' and four checked checkboxes for 'Preschool', 'Elementary', 'Middle School', and 'High School'. Below this are four panels: 'Classes', 'Class List', 'Students', and 'Student List'. The 'Classes' panel contains a list of class codes with checkboxes. The 'Class List' panel shows the same list with checkboxes. The 'Students' panel shows a list of student names with checkboxes, and a red arrow points to the 'Single Add' arrow (a circle with a right-pointing chevron) with the text 'Students included in the Student List'. The 'Student List' panel shows the same list of student names with checkboxes. At the bottom right, there are 'CANCEL' and 'SAVE' buttons, and a red arrow points to the 'SAVE' button with the text 'Select Save to Save your Changes'.