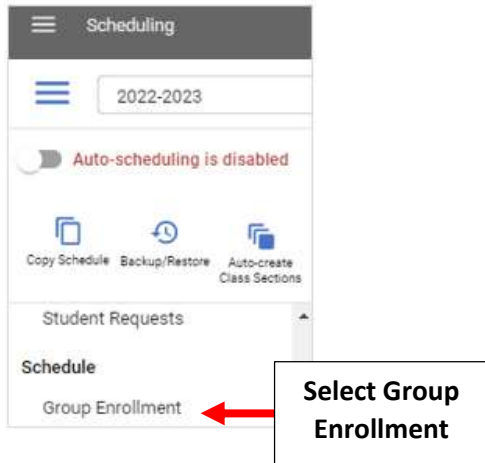# Creating Class Groups and Enrolling Students

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

Select Group Enrollment

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


Select Create New Group

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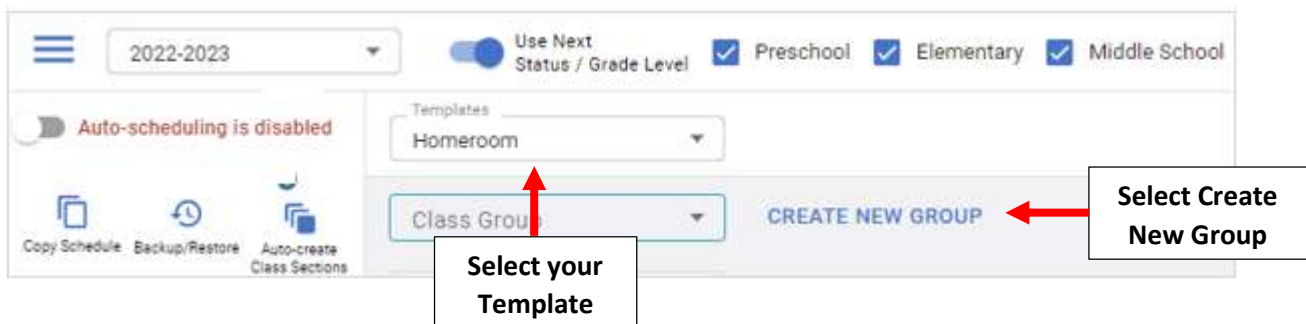
Enter your Class Group Name i.e. "Class 1-A" and select **"Save Name"**. ***Please note: A Class Group is required for each Class Section***

Select Save Name

Enter your Class Group Name
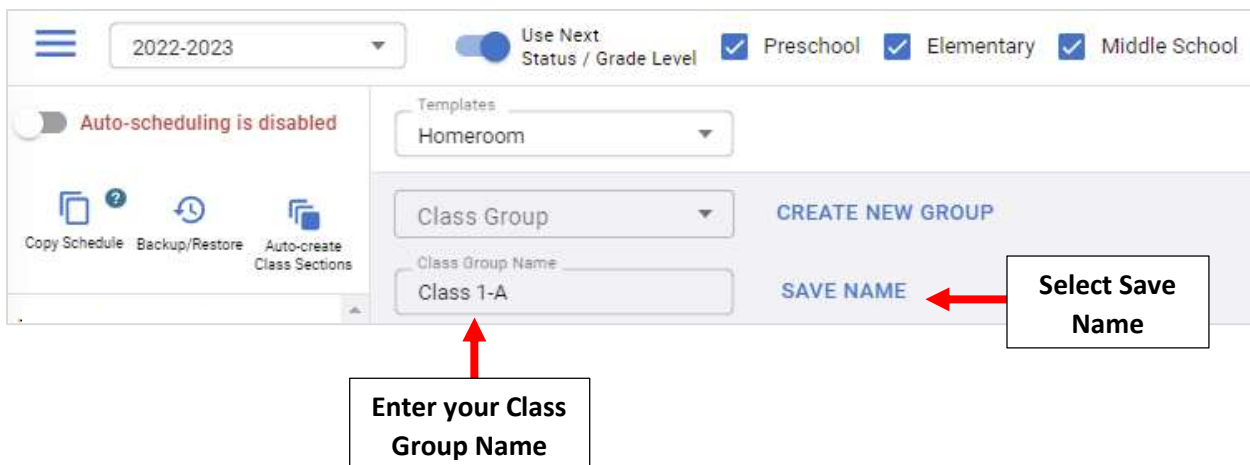
Select the **"Pencil"** under **Class List** to add students to your Class Group
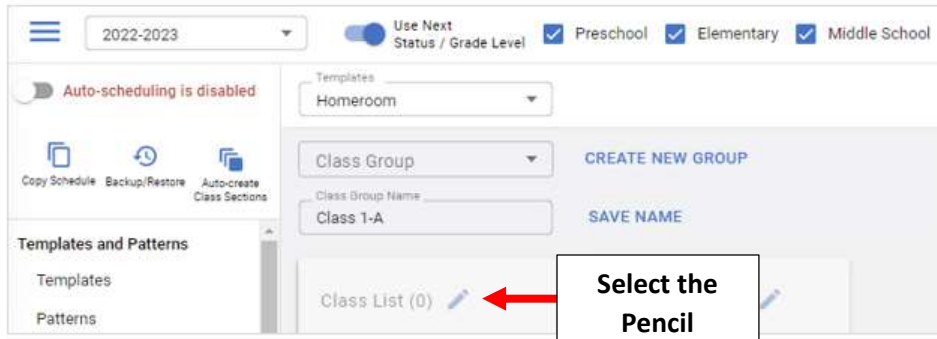
Select the Grade from the **"Grade Level"** dropdown.   Check the **Classes** to include in your **Class Group** and select the **"Single Add"** arrow to add Classes
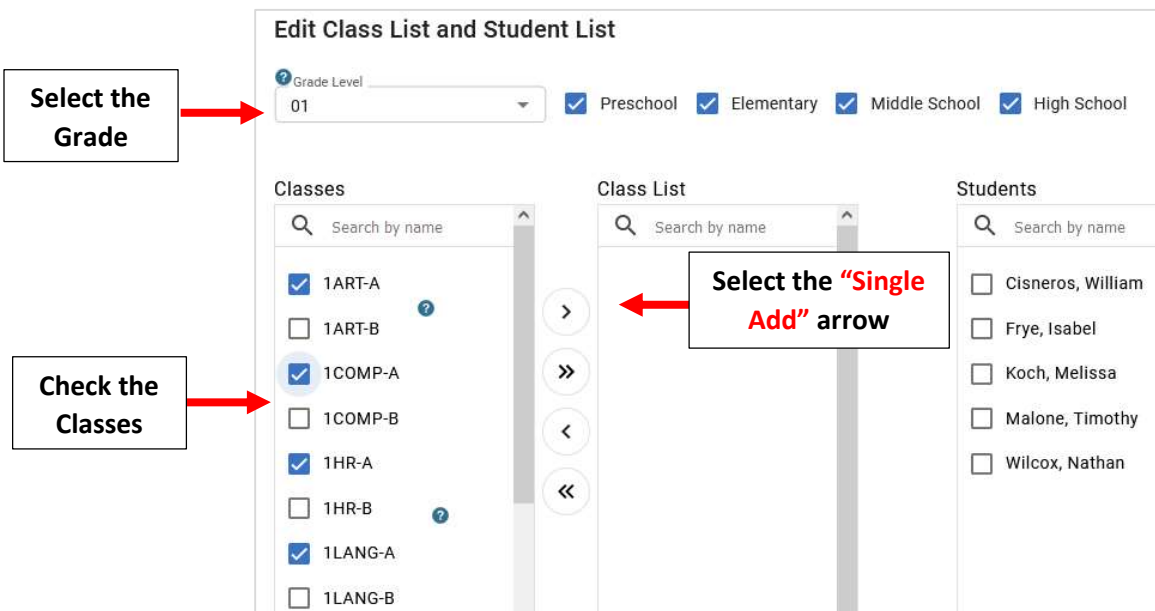
You will now see your "Classes" included in the Class List. Check the "Students" to include in your Class Group and select the "Single Add" arrow to add Students

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