

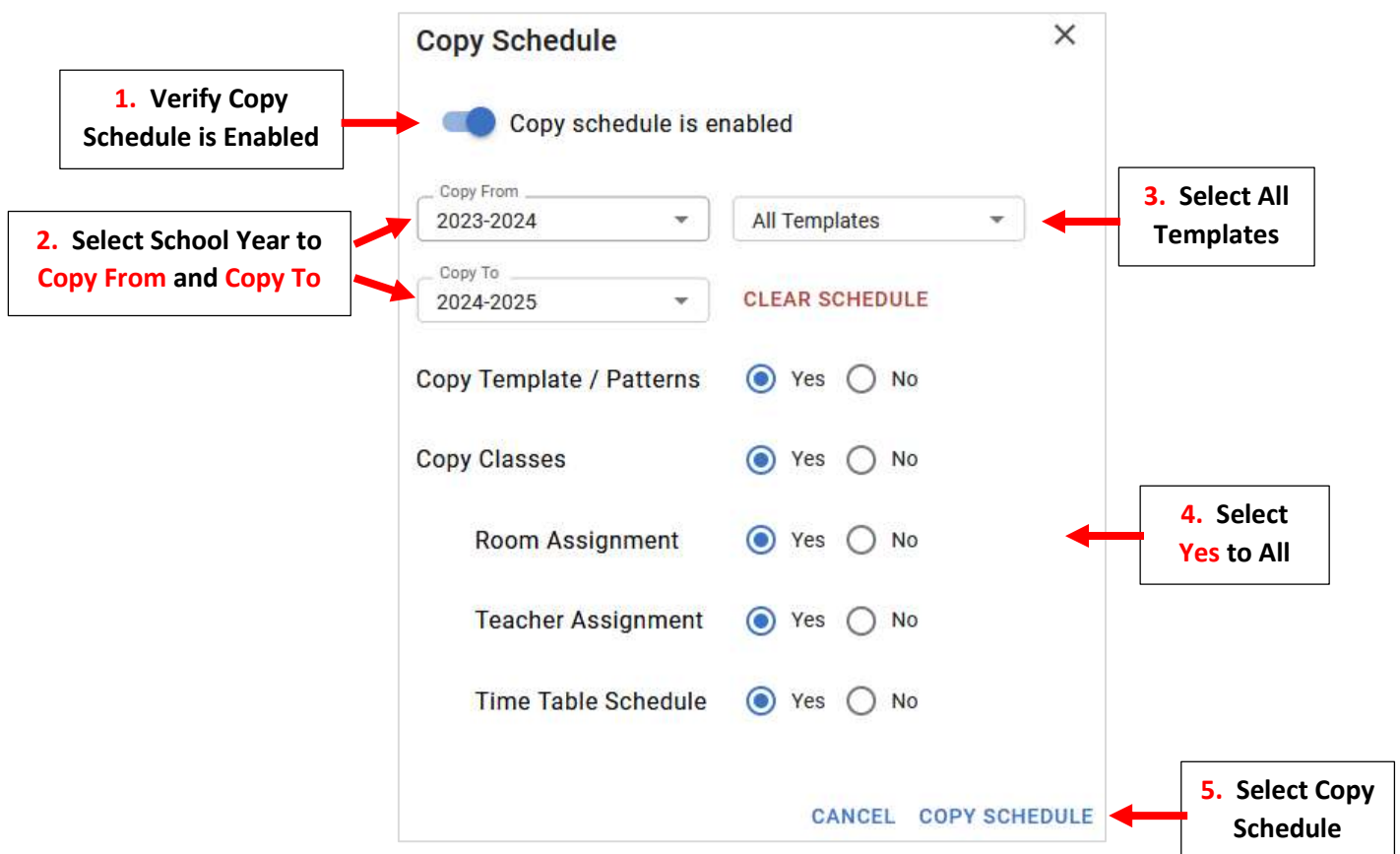
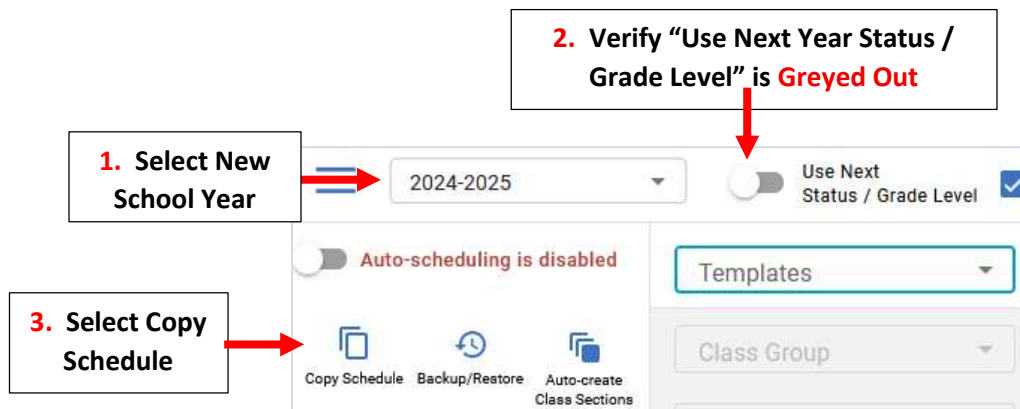
Creating Class Groups and Enrolling Students

1. Copy Schedule

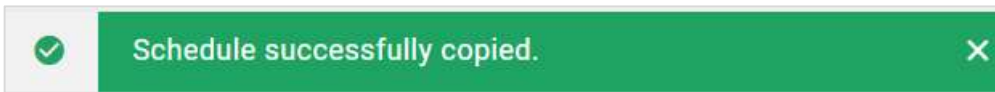
Select **Scheduling** from the main menu



Select **New School Year** from dropdown and verify **“Use Next Year Status / Grade Level”** is Greyed Out. Select Copy Schedule

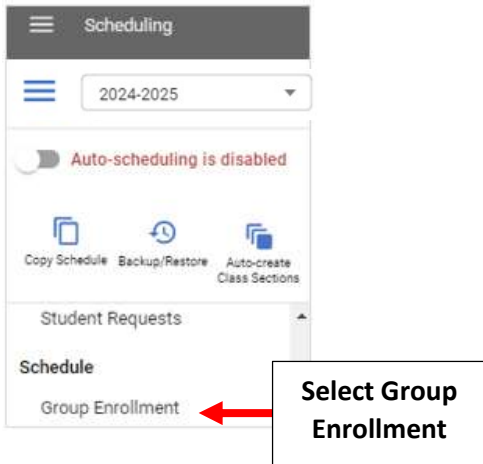


You will Receive the Following Message once Completed

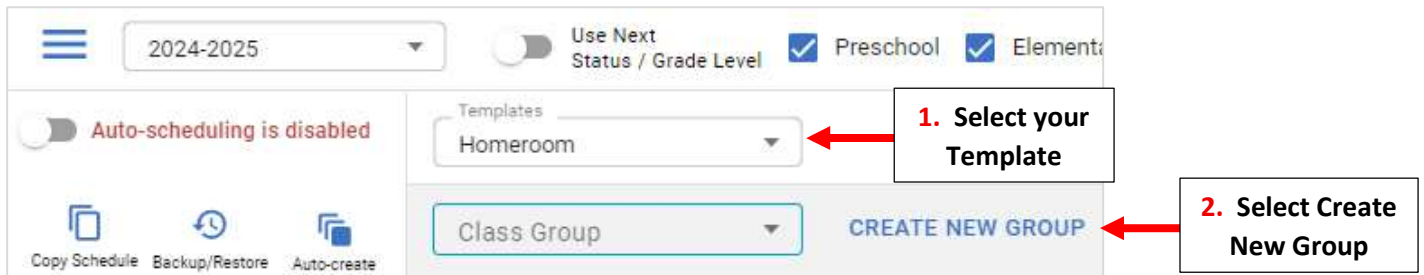


2. Create Class Lists and Enroll Students

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

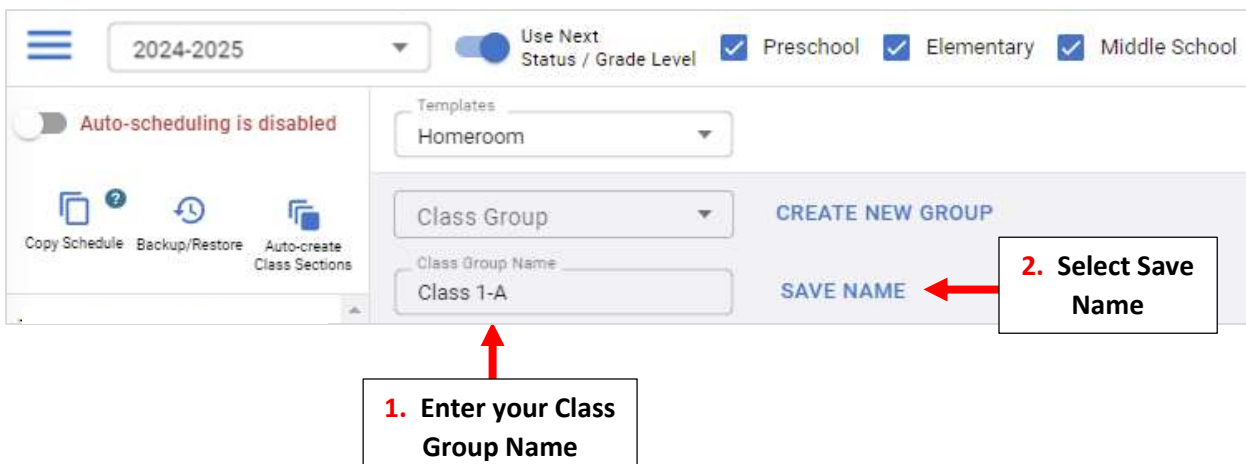


Select your **Template** from the **Template** dropdown (Most Schools use Homeroom) and click on **"Create New Group"**

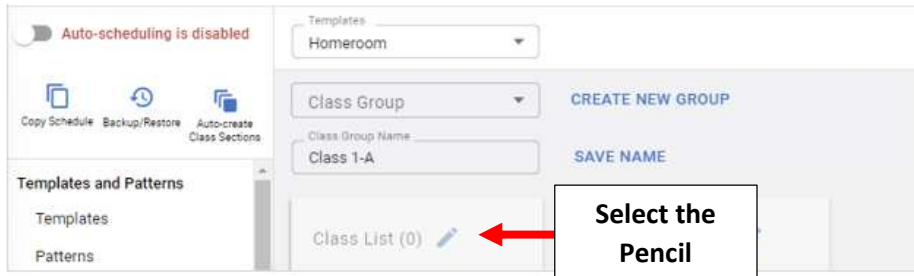


Enter your Class Group Name i.e. "Class 1-A" and select **"Save Name"**

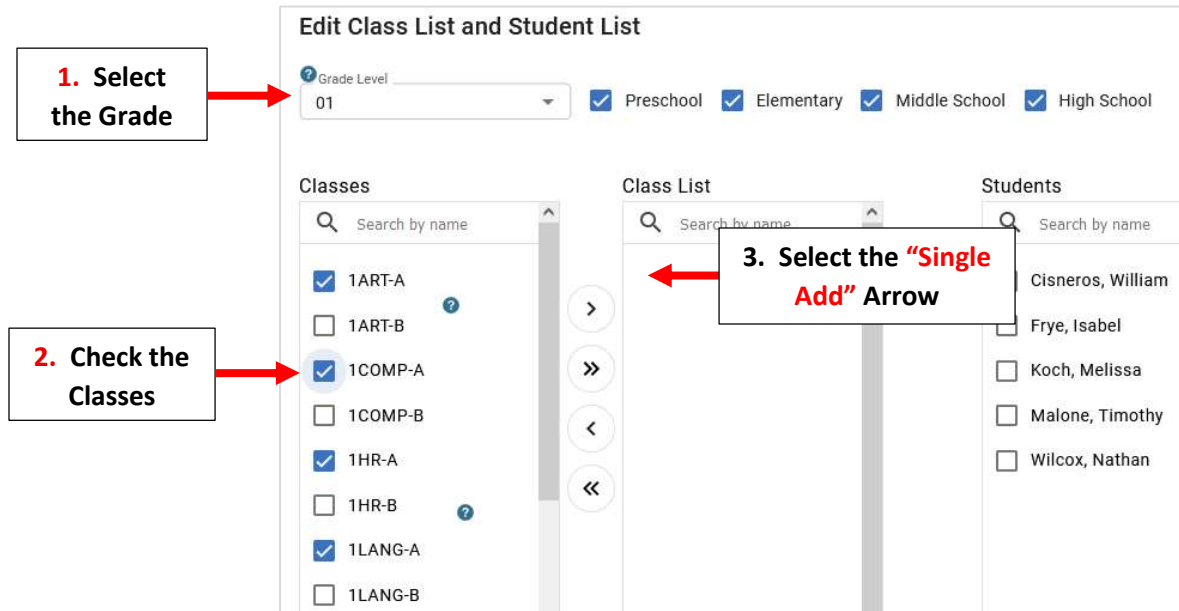
****Please note: A Class Group is required for each Class/Section****



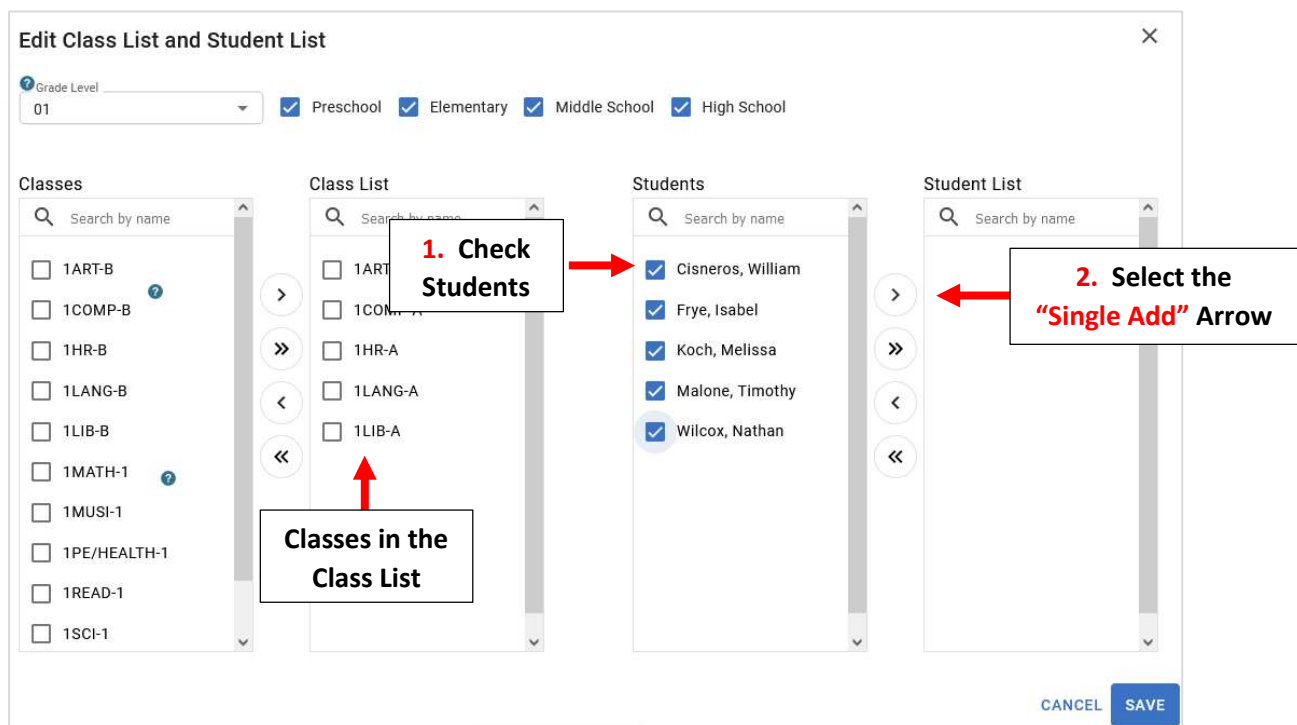
Select the **"Pencil"** under **Class List** to add students to your Class Group



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



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

Edit Class List and Student List ✕

Grade Level: 01 Preschool Elementary Middle School High School

Classes

Search by name

- 1ART-B
- 1COMP-B
- 1HR-B
- 1LANG-B
- 1LIB-B
- 1MATH-1
- 1MUSI-1
- 1PE/HEALTH-1
- 1READ-1
- 1SCI-1

Class List

Search by name

- 1ART-A
- 1COMP-A
- 1HR-A
- 1LANG-A
- 1LIB-A

Students

Search by name

1. Students included in the Student List

Student List

Search by name

- Cisneros, William
- Frye, Isabel
- Koch, Melissa
- Malone, Timothy
- Wilcox, Nathan

2. Select Save to Save your Changes

SAVE