

Creating Class Groups and Enrolling Students

Step 1: Update System Defaults

From main menu please select **Configuration > System Defaults**. Select **Scheduling** Tab and Update **Default Scheduling Year** to New School Year. Select **Save** to **Save** your Changes

The screenshot shows the 'System Defaults' interface with the 'Scheduling' tab selected. Four callout boxes provide instructions: 1. '1. Select System Defaults' points to the 'System Defaults' menu item in the left sidebar. 2. '2. Select Scheduling Tab' points to the 'Scheduling' tab in the top navigation bar. 3. '3. Update Default Scheduling Year' points to the 'Default Scheduling Year' dropdown menu, which currently shows '2026-2027'. 4. '4. Select Save to Save your Changes' points to the 'Save' button at the bottom of the form.

Step 2: Create Class Groups and Enroll Students

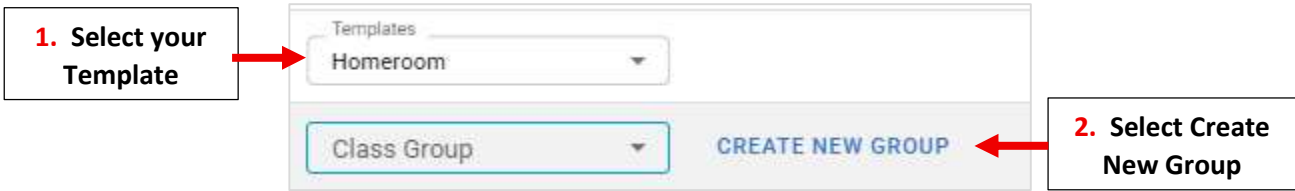
Select **Scheduling** from the main menu

The screenshot shows the main menu with 'Home', 'Reports', 'Scheduling', and 'Security' options. A callout box labeled 'Select Scheduling' has an arrow pointing to the 'Scheduling' menu item.

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

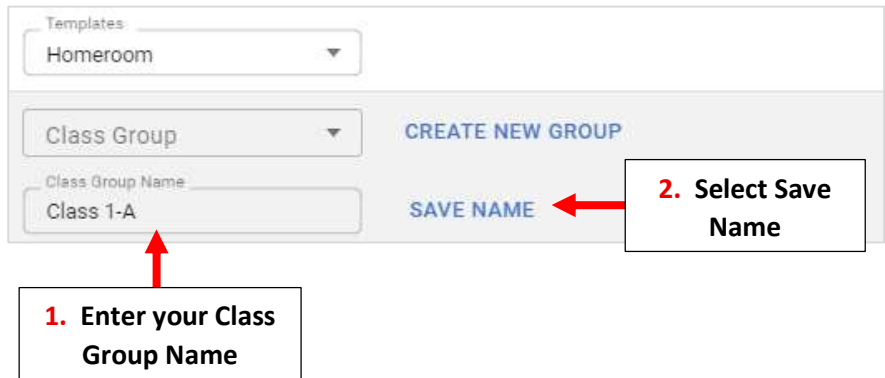
The screenshot shows the 'Scheduling' sub-menu with options for 'Schedule By Student', 'Schedule By Study Hall', and 'Group Enrollment'. A callout box labeled 'Select Group Enrollment' has an arrow pointing to the 'Group Enrollment' menu item.

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

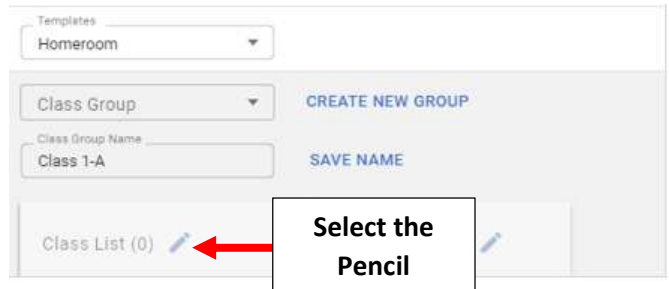


Enter your **Class Group Name** i.e. "Class 1-A" and select **Save Name**.

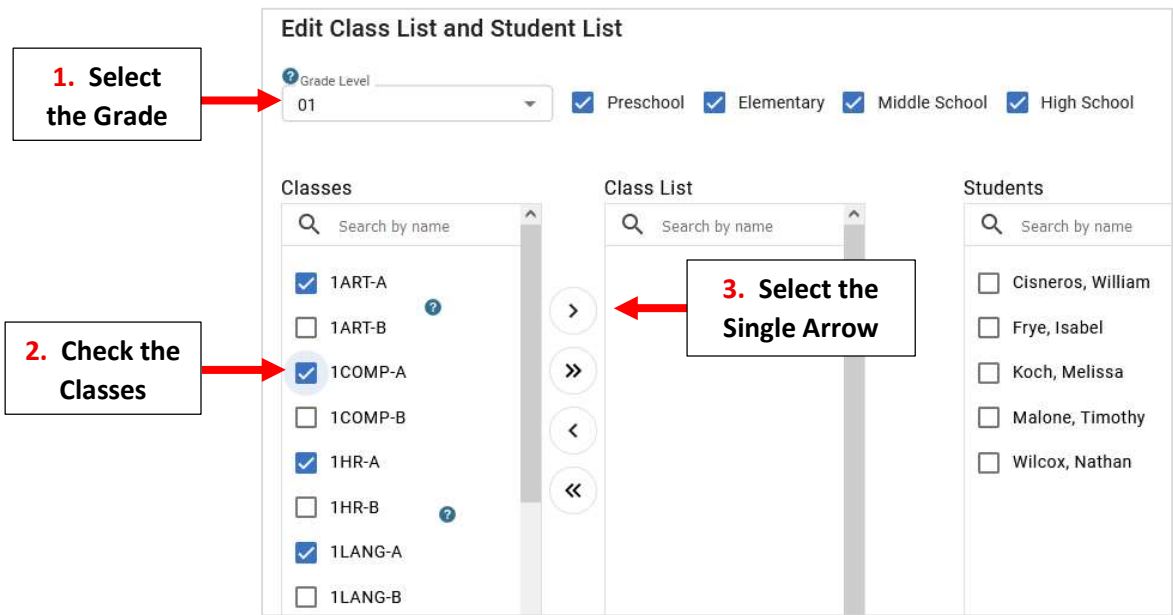
****Please note: A Class Group is required for each Class Section****



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 Arrow** to add Classes



You will now see your **Classes** included in the **Class List**. Place Check Next to **Students** to include in your **Class Group** and Select the **Single Arrow** to Add Students. Select **Save** to **Save** your changes

Edit Class List and Student List

Grade Level: 01
Preschool [checked] Elementary [checked] Middle School [checked] High School [checked]

Classes

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

Class List

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

Students

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

Student List

1. Classes in the Class List

2. Check Students

3. Select the Single Arrow

4. Select Save to Save your Changes

SAVE