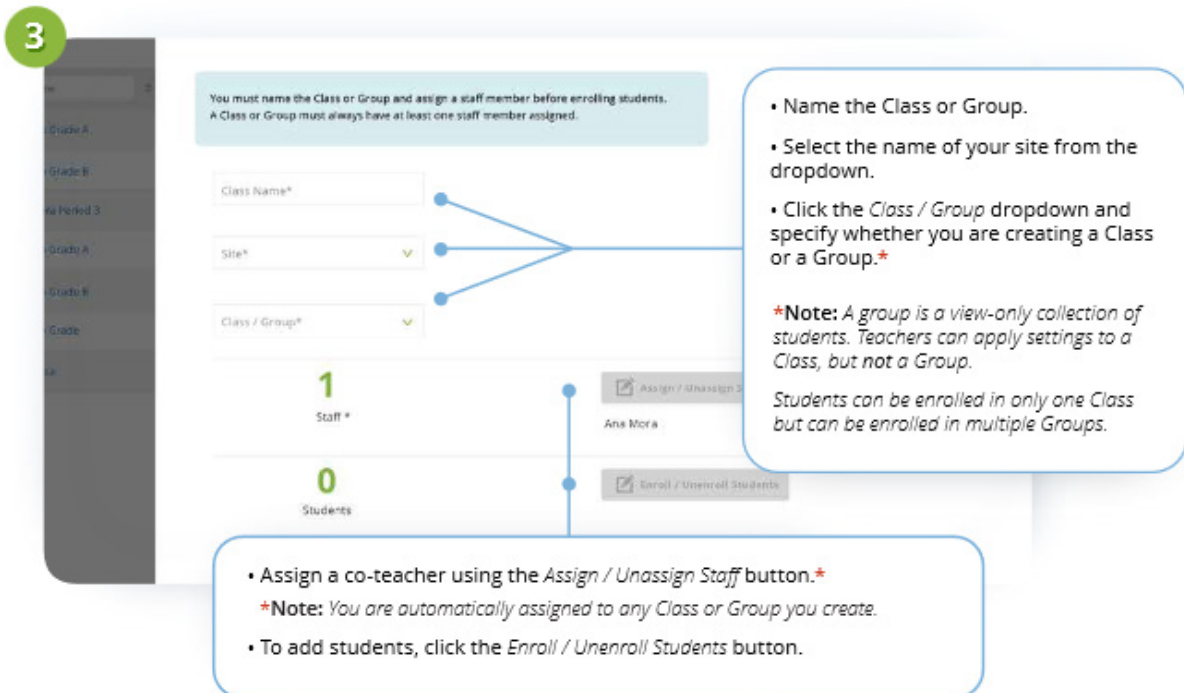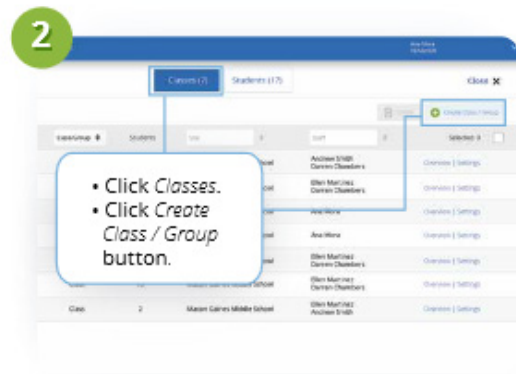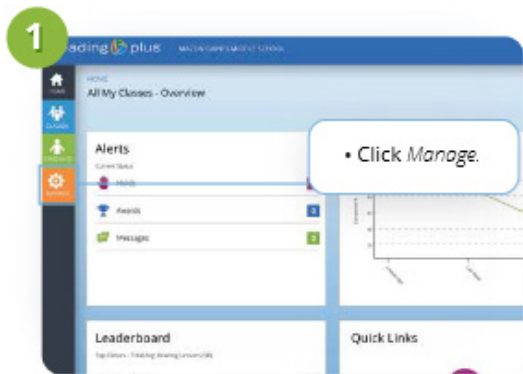# Create a Class or Group and Enroll Students

Follow the steps below to create a Class or Group and enroll students.

1

• Click *Manage.*

2

• Click *Classes.*
• Click *Create Class / Group* button.

3

You must name the Class or Group and assign a staff member before enrolling students. A Class or Group must always have at least one staff member assigned.

Class Name*

Site*

Class / Group*

1 Staff *

0 Students

• Name the Class or Group.

• Select the name of your site from the dropdown.

• Click the *Class / Group* dropdown and specify whether you are creating a Class or a Group.*

*Note: A group is a view-only collection of students. Teachers can apply settings to a Class, but not a Group.

Students can be enrolled in only one Class but can be enrolled in multiple Groups.

• Assign a co-teacher using the *Assign / Unassign Staff* button.*
  *Note: You are automatically assigned to any Class or Group you create.
• To add students, click the *Enroll / Unenroll Students* button.

Partner Plus

Create a Class or Group and Enroll Students

4

Enroll / Unenroll Students
CLASS / GROUP

Close X

STUDENT LIST (6 OF 82)   Add to Enrolled Students ➡

ENROLLED STUDENTS (6)

	Students	Grade	Class Enrolled	Staff Assigned
☑	Martinez, Isabella	6	6th Grade A, 6th Grade B	Andrew Smith, Ana Mora
☑	Johnson, Emma	6	6th Grade B, Mora Period...	Darren Martinez, Ana Mora
☑	Garcia, Juan	6	7th Grade B	Ellen Martinez
☑	Williams, Michael	6	7th Grade A	Ellen Martinez
☑	Reeden, Ben	6	6th Grade B, Mora Period...	Ellen Martinez, Ana Mora
☑	Jones, Sophie	6	8th Grade	Darren Chambers
☐	Kellner, Lucas	6	6th Grade B	Ana Mora
☐	Miller, Brandon	6	6th Grade A	Ana Mora
☐	Robinson, Charlotte	6	6th Grade	Ellen Martinez

- Martinez, Isabella
- Johnson, Emma
- Garcia, Juan
- Williams, Michael
- Reeden, Ben

- Select the students you will enroll in the Class or Group.
- Click *Ok*.

❌ Cancel   ✔ Ok

5

Mora Period 3

Macon Gaines Middle School ⌄

Class ⌄

1
Staff *

📝 Assign / Unassign Staff
Ana Mora

6
Students

📝 Enroll / Unenroll Students

- Review the screen to ensure accuracy; modify as needed.
- Click *Create*.

❌ Cancel   ✔ Create

Partner Plus