CREATING A CLASS in COMPASS LEARNING

Teachers can create a class and add any students who are in their school's database. Students can be in different classes for different teachers and in different classes for the same teacher, for before school, afterschool, resource, ...

1. Login as a teacher.
2. Select [My Students].
3. Select New - Class

   Examples:
   3-Holt Afterschool Class
   3-Holt Homeroom Class
   3-Holt Reading Group 1

Optional: If you have a co-teacher for the same group of students, click [Add] in front of their name at the bottom left. Your name is already listed on the right.

4. Click [Save] at bottom right

To attach students to your class:

Option 1- add one at a time:
1. Type in the student's last name at the upper left in the Search box.
2. Press [Enter] or click the magnifying class icon in the search box.
3. Click the box in front of the student's name.
4. Click [Actions] - **Add to Class** (above the First Name column)
5. Click to highlight the class name.
6. Click [Add] at the bottom right.
7. Type in the next name and repeat the above steps.

Option 2 - select multiple names:
1. Click [My School] on the left.
2. Click [Students]. (this lists all the students in the school)
3. Click the pop-down arrow button beside Narrow by Attributes at the bottom left.
4. Click to select which grade.
5. Click the green Narrow arrow.
6. Click the pop-down [Show number] at the bottom right and select 100 (for more than 20 students to be listed on a page).
7. Click the page number at the bottom (under the First Name column) to change pages.
8. Click to check the boxes in front of the students' names.
9. Click [Actions] - **Add to Class** (above the First Name column). **Notice that there is a running count in parenthesis beside the Actions heading

10. Click to highlight the class name.
11. Click Add at the bottom right.
12. Click your **class name on the left** to see the students you have added to your class. (This also clears the check marks from the master school list.)

If you have another class to add students, repeat the steps above.

*Remember to clear the check marks before starting to select students for another class by clicking on the class name (step above) or you can: Click the pop-down arrow beside the First Name column heading. Select [Uncheck All].