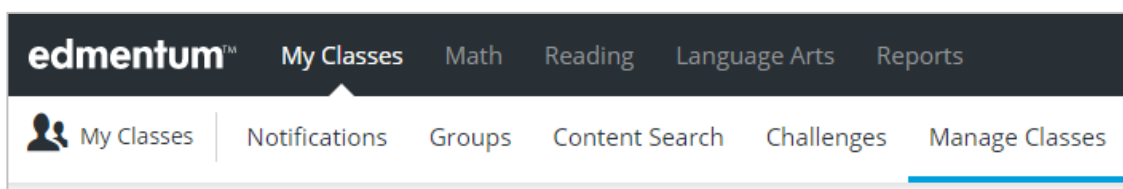




Create a Class

Classes allow educators to view the group of learners that they manage. A class can have multiple instructors, and learners can be enrolled in multiple classes. Classes must be created before learners can complete the diagnostic test.

1. Click **My Classes**.
2. Click **Manage Classes**.



3. Click **Create a Class**.
4. Enter the following information:
 - a. Class Name

Note: Each class must have a unique name. Use a name that you and your learners will easily recognize. Check with your school administrator to see if there is a naming convention you should follow.

- b. Location
- c. Instructors
- d. Grade (optional)

Note: Grade refers to the learners' actual grade level, not their skill level.

5. Click a learner's name to enroll him/her in the class.

Note: To shorten the list of learners to choose from, you can search for an individual learner by name or filter by location and/or grade level.

6. Click **Save Class**.