Add Classes

Note: To access the **Learning Management Center** from the Dashboard, click **Settings** and select **Manage Classes**.

Step 1

Click **Add a Class** in the **Learning Management Center**.

Add a Class ⑦

To add a new class, enter your class name. Use only letters, numbers, spaces, apostrophes, periods, hyphens and underscores as other characters will produce errors. Items marked with an * are required.

Go to **ACTIVATE PRODUCTS** to easily find and to activate the products you want to use in one or more of your classes.

Step 2

Complete the **Class**, **Name**, **Period**, and **Grade Level** fields. The **Description** field is optional.

*Class Name: Biology for AP
*Period: 3
*Grade Level: Grade 9 ▼
Description: Advanced Placement Biology for Freshmen

Please check the program or product that you would like to associate with the class you are creating:

☐ Florida Collections - Grade 9| MyWriteSmart
☐ Georgia Collections - Grade 9
☑ TX High School Science Biology

Step 3

Select at least one product for the class.

Did You Know?

To edit a class, click **Edit a Class** and select the class from the drop-down list. To delete a class, click **Delete a Class**.

[Add] [Cancel]

Step 4

Click **Add** to add to open the **Add Students** page to add students for this class.

Learning Management Center

▼ **My Products**
 ACTIVATE PRODUCTS

▼ **Classes and Students**
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 ADD A CLASS
 ADD STUDENTS
 VIEW A CLASS ROSTER
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 EDIT A STUDENT RECORD
 EDIT COMMENTING PRIVILEGES
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▼ **Assignments**
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