


This Guide shows you how to add classes, edit class information, roster students, review easyCBM class codes, see product subscriptions and use features within **Manage Classes**.

Sign into your account and click Manage Classes on the Administration Page.

- 1. Add classes:** Primary classes are used to roster all students in grades K-8. Secondary classes are for small groups or alternate grouping of students (e.g. reading group or math group). Re-use class names when possible. Add new classes when a teacher is new to your building or an existing teacher switches grades. The grade of a class cannot be changed after the class is added.
 - Use the Search feature to see if the class already exists. If not, then
 - Click Add New Classes.
 - Complete the information about the class.
 - Click Save, or Save & Add Another.
- 2. Delete classes:** A class can be deleted if it does not have data associated with it.
 - Click **Show Options** above the list of classes. This will show class that can be deleted.
 - Select classes to delete and click **Delete Unused Classes**.
- 3. View/Edit class details:** Assign a user to a class.
 - Click on a class name.
 - Click **Edit** in the Class Details section.
 - Make edits and click **Save**.
- 4. Add students:** Add brand new students, or add returning students (previously moved out students). Migrating students from one year to the next is done with Migrate Students on the Administration Page. Adding students in bulk is done with Import Students on the Administration Page.
 - Click the class name.
 - Click Add Students.
 - Click Add New Students or Add Returning Students.
 - For new students,
 - Select the number to add using the menu above the instructions.
 - Fill in the student information and click **Save**.
 - Add returning students,
 - Use the Search feature to find the student you wish to roster.
 - Searching by last name or ID is recommended.
 - Click **Select Student** to roster the student.
- 5. Move students out:** Move students out when they leave the district.
 - Click the class that the student is currently in.
 - Check the box next to the student name.
 - From the Select Action menu choose Move student out and click Save.

- 6. Move students between classes:** Move students from class to class within the same grade. For retained students use Add New Students to create a record.
- Within a school: A district or school user can move students from class to class within a school.
 - Across schools: A district user can move students from School A to School B.
- a. Click the class that the student is currently rostered in.
 - b. Click the  icon student's name.
 - c. Use the drop down menu under Change Current Class and select the new class.
 - d. Click **Change Info**.

Class level users can move students by coordinating with other class level users:

- a. Class user for Class A moves the student out using the Move Out feature (see #5). Then,
- b. Class user for Class B uses Add Returning Students to roster the student in Class B.

- 7. Secondary Classes:** Used for creating small groups, math groups or intervention groups. Students must be rostered in a primary class before they can be added to a secondary class.

Add Secondary Class:

- a. Click **Add New Classes** and enter information. Select Secondary Class as Type.

Add Students to a Secondary Class:

- b. Click the class name and then click **Add Students**.
- c. Add students by checking the box next to the name.
- d. Use the search to find students by name, primary class or ID
- e. Click **Save** or **Save & Add More**.

- 8. Enable progress monitoring:** Allows for progress monitoring data entry.

- a. Click the class that the student is currently in.
- b. Check the box next to the student name.
- c. From the Select Action menu choose Enable Progress Monitoring.
- d. Click **Save**.

- 9. Review Product Subscriptions:** See what subscriptions are active.

- a. Click the class name.
- b. Click Product Subscriptions (below the list of students).
- c. Review the list to see what products are subscribed to and view class codes.