

Assigning Class IDs

Class IDs are used to group students together. Normally, you will want to give each of your classes it's own Class ID, such as "SP1" "SP2" etc.

Go to Your Teacher "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the teacher "welcome" page.

Go to Your Grade Book

4. Click the "Manage Students" link.

Assign Class ID

5. Click the "Manage Unassigned Students" button.
6. Select the checkbox next to the name of the student(s) you want to assign a Class ID.
7. Enter "SP1" for the Class ID.
8. Click the "Assign Class ID" button.
9. Click the "Yes Assign Class ID" button.

Important Note

You must assign a student a Class ID before you can view their progress.