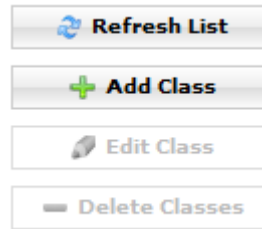


Adding a New Class to the School Roll

In the **Classes** menu, click on the ‘+ Add Class’ button on the right-hand side of the screen,



We first name the class; let’s call it 7M3.

Then we choose what course the student will be doing; In this case let’s say they are doing the Year 7 course.

We then select a teacher from our teacher drop down choices; Let’s say in this case Mrs Sally Johnson will be their teacher.

We then choose our standard pass grade for the class; Let’s make that **75%**.

We then choose how many times we wish for our students to attempt a task before the full-worked solutions are revealed to them; Let’s say that we just want **1** attempt required there.

Finally, we **save** the details just entered, confirm the save, and then the new class appears on our school roll.

Actions	Year	Class Name	Teacher	Student Pass Grade	Attempts Before Student Can View Solutions
Edit Del	7	7M1	John Hewes	90	1
Edit Del	7	7M3	Sally Johnson	75	1
Edit Del	8	8M3	Tracy Jordan	90	1
Edit Del	9	9M5	John Hewes	90	1
Edit Del	10	10M2	Sally Johnson	90	1