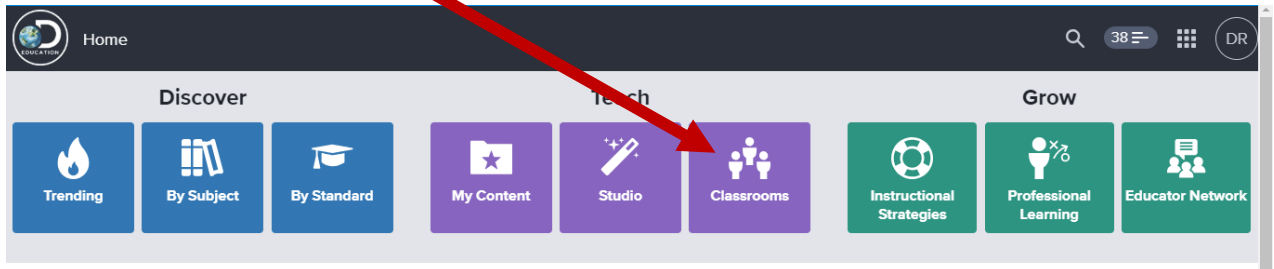
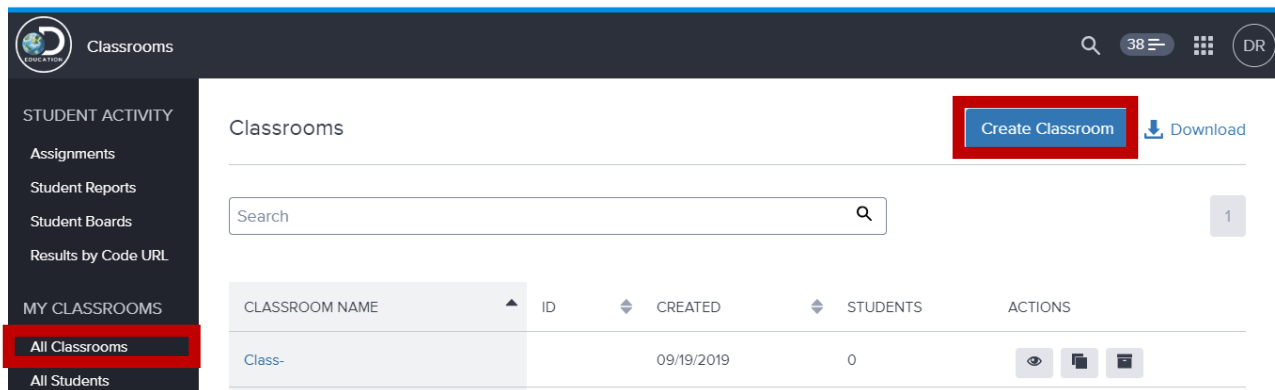


How to Create a Class List

1. Log in to www.DiscoveryEducation.com.
2. Click on the **Classrooms** file on the Home page.



3. Click the **All Classrooms** link in the left pane, then click the **Create a classroom** button in the main window.



4. In the **Create Classroom** window, enter a **Class Name** and a **Class Description** (optional). Click **Save**.

Create Classroom

Classroom Name *

Description

5. To add students click the **Add from School Roster** button.
6. Select your grade level in the filter to quickly locate your students.
7. Click the **Add** button to the right of each of your students, then click **Save**.

The screenshot displays the 'Add from School Roster' interface. On the left, a dark sidebar contains 'MY CLASSROOMS' with sub-items 'All Classrooms' and 'All Students'. The main area has a 'Classroom Name' field containing 'Mrs. Jones Class' and a 'Description' field. A 'Cancel' button and a 'Save' button (highlighted with a red box) are in the top right. Below, there are tabs for 'Classroom Members' and 'School Roster', with a '+ Create Students' link. A 'Search Users' section includes input fields for 'First Name', 'Last Name', 'User Name', and 'Student ID', and a 'Grade' dropdown menu set to '3' (highlighted with a red box), followed by a 'Search' button. At the bottom, a table lists student information with columns for 'STUDENT NAME', 'USER NAME', 'STUDENT ID', 'GRADE', and 'ACTIONS'. The first row shows a student with '29' in the 'USER NAME' column and '3' in the 'GRADE' column. The 'Add' button in the 'ACTIONS' column is highlighted with a red box. A 'Next >' button is also visible.

Your students will log in using the following credentials:

Username: lastnamefirstthreelettersoffirstnameYOG (ex. Smithjoh28)

Password: student id# (ex. 12345)