

## Create a New Class

- ❑ Click on the **Go** Menu and select **Classes**.
- ❑ On the Classes screen, click the **Add** button.
- ❑ In the **New Class** dialog box, click the fields (blanks) for the class name, password (this is the teacher password), and any comments you want to enter. The password must be 2-6 characters long.
- ❑ Click the **Assign Teacher** button. This opens the **Teachers** dialog box. Choose the teacher's name and click the **OK** button. If the teacher isn't listed, click the **New** button, enter the new teacher's information and click the **OK** button. You will return to the **New Class** dialog box.
- ❑ In the **New Class** dialog box, click the **OK** button. The program will ask if you want to add more classes; if so click the **Yes** button and repeat this process. The OK button will change to Add if you add more classes. Make sure you click Add after you enter each class, including the last one. After you have entered all of the classes, click the **Done** button.

## Duplicate (Copy) Classes

Use this feature to duplicate classes from STAR to AR or AM (math)

- ❑ Click on the **Go** Menu and select **Classes**.
- ❑ Click on the **Classes** menu and select **Duplicate**. The **Duplicate Class** Wizard or Assistant will start.
- ❑ Read the information in the **Welcome** screen and click the **Next** button.

- ❑ In the **Duplicate Class Options** screen, you have two options:
- ❑ If you are duplicating an AR class, click on **Duplicate the selected class**
- ❑ If you are duplicating a class from STAR, click on **Show me a list of available classes.**
- ❑ If you are duplicating a class from STAR, the next screen shows a list of the classes you can duplicate. Click on the class you want to duplicate and then click the **Next** button.
- ❑ At the **Edit Duplicate Class Information** screen, you can click in the Name, Password, or Comment fields to change them for your new class. I recommend that you delete the word "copy" from the Name field. Then click the **Next** button.
- ❑ If you chose a class to duplicate from the list of available classes, the next screen asks if you want to enroll the students as well. If you want your new class to have the same students as the original class, click the **Yes** option; if not, click **No**.
- ❑ In the **Duplicate Class Summary** screen, review the duplicate class information. If it is correct, click the **Done** button (**Finish** on Windows). If it is not correct, click the **back** button and make the corrections.

## **Edit Class Information – to change the name, password, comment or assigned teacher**

### **To Edit on class:**

- ❑ Click on the **Go** Menu and select **Classes**.
- ❑ Click on the name of the class you want to edit.

- ❑ Click the **Edit** button. The **Edit Class** dialog box will open.
- ❑ To edit the name, password, or comment, click in the fields (blanks) and type the new information.
- ❑ If you need to assign a different teacher, click the **Assign Teacher** button. If the teacher that you want is listed, click on the teacher's name and click the **OK** button. If the teacher is not listed, click the **New** button, enter the new teacher's information, and click the **OK** button. You will return to the **Edit Class** dialog box.
- ❑ In the **Edit Class** dialog box, click the **OK** button.

### **To Edit Multiple Classes:**

- ❑ Click on the **Go** Menu and select **Classes**.
- ❑ To select the classes you want to edit, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on each class.
- ❑ Click the **Edit** button. This will start the **Edit Classes** Wizard/Assistant.
- ❑ The **Password** panel appears first. If you need to change the password, click on "Yes," click in the field (blank) and type the new password. If you do not need to change the password, leave "No" selected. When you have finished, click the **Next** button.
  - Remember that each teacher should be assigned a password. The teacher's should NOT be using the administrator password.
- ❑ The **Teacher Assignment** panel appears next. If you don't need to change the assigned teacher, leave "No" selected and click the **Next** button.

- If you need to change the assigned teacher, click on "Yes"; then click the **Assign Teacher** button. If the teacher that you want is listed in this box, click on the teacher's name and click the **OK** button. If the teacher is not listed, click the **New** button, enter the new teacher's information, and click the **OK** button. Then, click the **Next** button.
- In the **Summary** panel, check the changes listed. If they are correct, select **Finish/Done**. If the changes are not correct, click the **Back** button and make the corrections.

## **Editing Teacher Information**

- Click on the **Go** menu and select **Classes**.
- At the **Classes** screen, click on the name of the class that the teacher is assigned to.
- Click on the **Classes** menu and select **Edit Teacher**.
- In the **Edit Teacher** dialog box, you can change the name by clicking in each field (blank) and typing the new information. To change the salutation, click on the drop-down list and click on a different salutation.
- When you have finished, click the **OK** button.