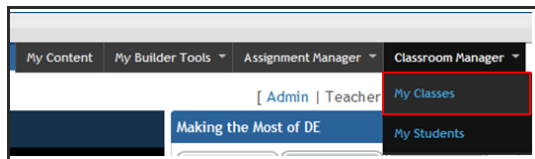
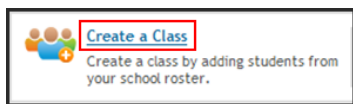


Creating a Class

Login to www.discoveryeducation.com.



Click on **Class Manager > My Classes**.



Click on **Create a Class**.

Name your class. You can also add a description if you like.

Selecting Students

All	Student Name	Grade	Username	Student ID
<input type="checkbox"/>	Doe, One	7	onedoe	12345
<input type="checkbox"/>	Student, Lamar		studentlcisd	

Select the students you wish to add to your class. Start first with the **“Add from School Roster”** tab. You can search by Last Name, First Name, or Student ID. You can filter by grade level as well.

As you check names, students will be added to your roster. Be sure to save your changes.

Adding New Students

Add Row	* Last Name	* First Name	MI	* Username Must be unique	* Password Must be 5+ chars	ID	* Grade	Parent's Email
Ext	Doe	John	T	DoeJohnT	*****	12345678	7	MrsDoe@discoy
1								
2								

If you cannot find students in the school roster, you can add students manually. Click on the **“Add New Students”** tab and fill in the required information designated by an asterisk. Click the **“Add New Students”** button then save the changes.

Printing a Roster

Student Name	Username	Student ID	Grade
Doe, One	onedoe	12345	7
Doe, Two	twodoe		7
Student, Lamar	studentlcisd		

Once your roster is complete, return to **Classroom manager**. Here you can print a **class roster** to collect usernames for your students.

Note: When adding from the school roster, the student **Username** is auto-generated. Their password is the same password they use for the student portal. If a student was entered in the system earlier last year, their password would be their first name.

