

# Compass Learning Compass Class Setup

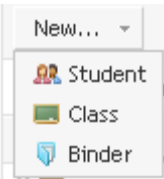
Creating a New Class

Adding Existing Students to a Class

The Student Status Gadget

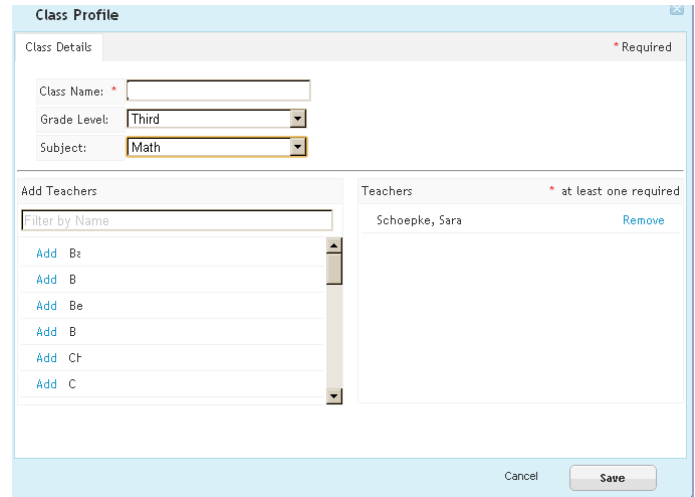
## Creating a New Class

In the Navigation Bar, click **My Students** on



Select the **New** menu, then click on **Class**.

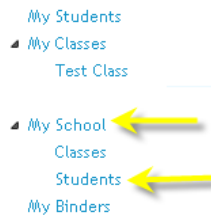
In the **Class Profile** window, give the class a unique name. You can Choose a grade level and choose a subject if you prefer. Also, other teachers can be added to the class if desired.



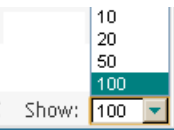
## Adding Existing Students to a Class

In the Navigation Bar, click **My Students** on

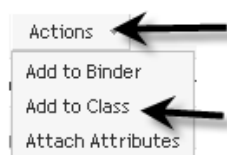
Under **My School**, click on **Students**.



*Remember, you only add existing students. The tech department adds new students*



To increase records visible, in the bottom right corner, click on the Show Menu and increase the number of records being shown.



Checkmark the students you would like to select for your class. Then go to the **Actions** menu and choose **Add to Class**.

By clicking on the column headings, you are able to sort the student data by *First Name, Last Name, User Name, Grade, Total Session Time Last Week, Total Sessions Time This Week, Total Logins Last Week, & Total Logins This Week*

## The Student Status Gadget

In the Navigation Bar, click on **My Students**

Under **Classes**, click on a class. To the right, you should see the students in that class.

Again, you are able to sort your class data by clicking on the column headings.

Double-click on a student's name. You will see the Status Gadget for that student.

