



WHERE IS IT?

In the main menu

 **Administer** > Classes & Students

Create a Class

1. Click 
2. Choose 'Academic Year', 'Class Level' and 'Class Name'.

When creating new classes the new class name inherits the class level name, you do not need to repeat it.

Add students & teachers to a Class

1. Find your new class in the classes list.*
2. Choose the 'Participants' tab.
3. Click 'Edit'.
4. Use the 'Pick Teachers' and 'Pick Students' buttons to populate your class.

*Choose the correct year in 'Filters' (on the left) if you don't see your class at first

GOOD TO KNOW

1. When asked to pick teachers, then the list of 'is staff' users will appear. Staff members become teachers when attached to a class.
2. Classes cannot be scheduled (only courses can be scheduled).
3. When new students are admitted into the system they can be found in new registered or accepted. They will only be enrolled into a class when a start date is set. Students who are withdrawn during the year move into the withdrawn class.

Links to related knowledge base guides

[Class management](#) [Creating a new class](#)

If this guide is printed, you can find these articles by searching for the above titles at support.msm.io

