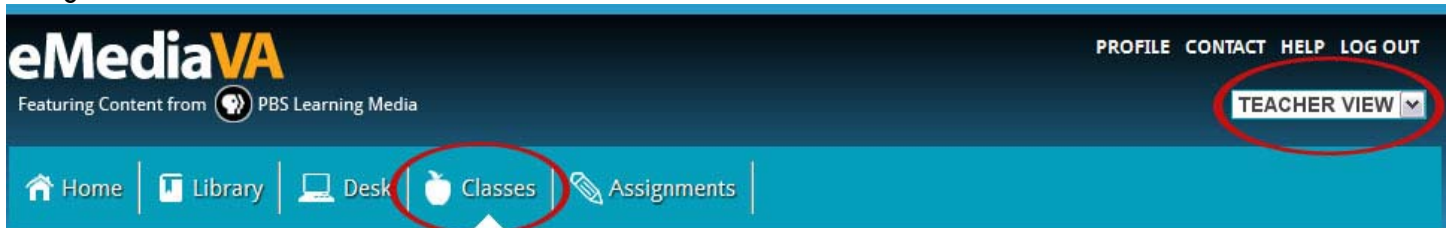


HOW TO CREATE A NEW CLASS AND MANAGE STUDENTS

CREATING A NEW CLASS

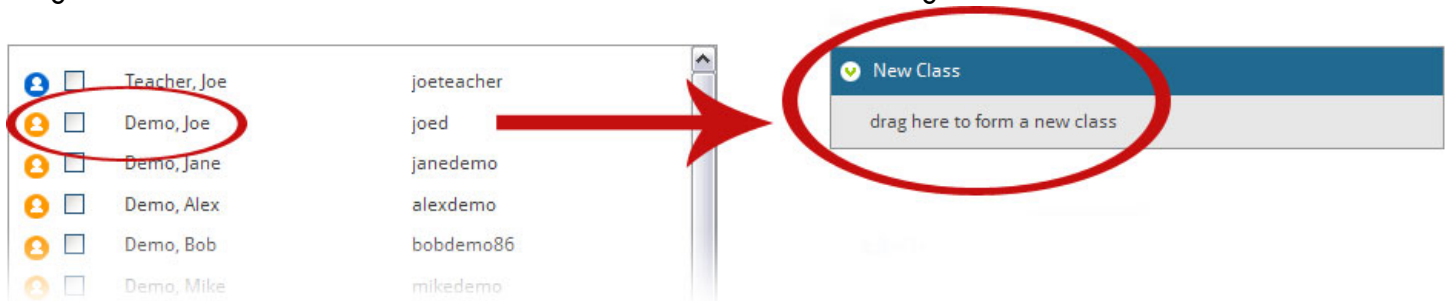
STEP ONE

Navigate to **Classes** in **Teacher View**.



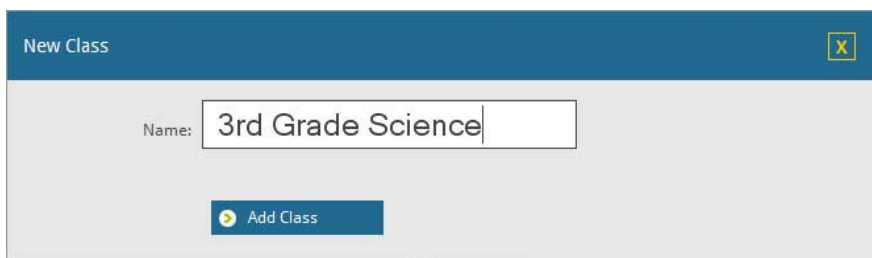
STEP TWO

Drag a student from the left-hand column to the **New Class** box in the right-hand column.

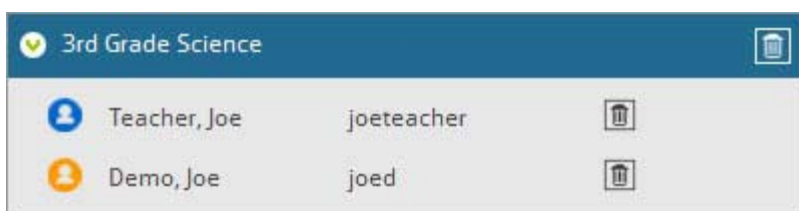


STEP THREE

Provide a name for the new class as prompted. Click **Add Class** to create the class or **X** to cancel.



The new class appears in the right column. eMediaVA automatically adds you as a teacher (blue user icon), and also includes the student that was dragged and dropped to create the class (orange user icon).



Manage the class from the **Desk** at any time:

- Add individual students by dragging and dropping
- Remove individual students using the trashcan next to his/her name
- Delete the entire class using the trashcan next to the class title

ADD MULTIPLE STUDENTS TO A CLASS AT ONCE

STEP ONE

To add more than one student to a class at once, check the boxes next to each student's name in the left column.

<input type="checkbox"/>	Teacher, Joe	joeteacher
<input checked="" type="checkbox"/>	Demo, Joe	joed
<input checked="" type="checkbox"/>	Demo, Jane	janedemo
<input checked="" type="checkbox"/>	Demo, Alex	alexdemo
<input checked="" type="checkbox"/>	Demo, Bob	bobdemo86
<input checked="" type="checkbox"/>	Demo, Mike	mikedemo
<input type="checkbox"/>	Example, Joe	joexample

STEP TWO

Drag and drop one of the checked students to the appropriate class. eMediaVA adds all of the checked students into the class with just one drag and drop action.

eMediaVA also prevents duplicate students from being added to a class. So, even though **Example, Alex** is checked on the left, he will not be added again to **3rd Grade Science** because he is already in the class.

<input type="checkbox"/>	Teacher, Joe	joeteacher
<input checked="" type="checkbox"/>	Demo, Joe	joed
<input checked="" type="checkbox"/>	Demo, Jane	janedemo
<input checked="" type="checkbox"/>	Demo, Alex	alexdemo
<input checked="" type="checkbox"/>	Demo, Bob	bobdemo86
<input checked="" type="checkbox"/>	Demo, Mike	mikedemo
<input type="checkbox"/>	Example, Joe	joexample

▼	New Class	drag here to form a new class	
▼	3rd Grade Science	<input type="checkbox"/>	
<input type="checkbox"/>	Teacher, Joe	joeteacher	<input type="checkbox"/>
<input type="checkbox"/>	Demo, Joe	joed	<input type="checkbox"/>

Uncheck all of the students using the **Reset** button.



Expand or minimize the class list using the **arrow** next to the class name. Or, expand or minimize all classes at once using the **Hide/Show** button.

▼	3rd Grade Science	<input type="checkbox"/>	
<input type="checkbox"/>	Teacher, Joe	joeteacher	<input type="checkbox"/>
<input type="checkbox"/>	Demo, Joe	joed	<input type="checkbox"/>



HOW TO FIND A USER

STEP ONE

Go to **Classes** under **Teacher View**.



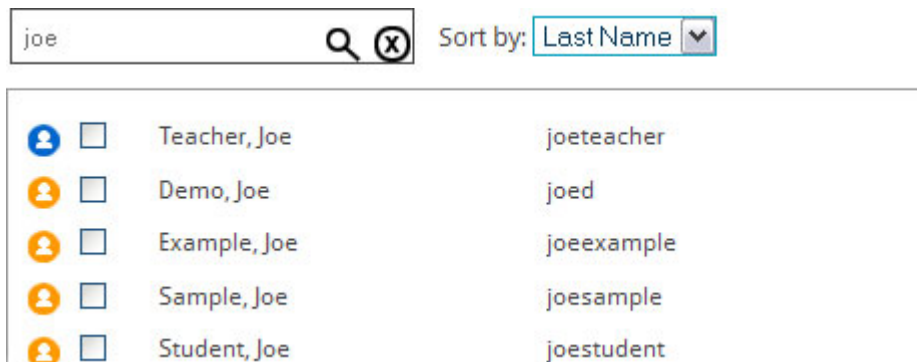
STEP TWO

Locate the **Search Users...** field. Type in the name of the Teacher or Student to find. Then click the **magnifying glass** to search or **X** to clear the search.

Note that search results can be sorted by First Name, Last Name or username.



Search results appear in the left column, and contain both teacher (blue user icon) and student (orange user icon) results. Each teacher or student can be dragged and dropped into classes individually or in multiples as needed.



STEP THREE

To clear the search and return to the default view, click **X** in the **Search Users...** field.

