

Manage Your Class Roster With a Few Easy Steps

The Class Management section of QuickMind.net gives you the ability to organize your classes and students.

Creating a Class

1. Click the Classes/Students tab on the left side of the Teacher home screen.
2. Click the New Class button.
3. Type the name for the new class.
4. Choose the curriculum area for the class by clicking on the dropdown menu. This selection does not limit the resources you see in any way.
5. Click the Save button. Your class will be listed in the Manage Classes list.



Add Students to a Class

1. In the Management section on the Teacher home screen, click Classes/Students.
2. In the Manage Students window, click on the names of the students you would like to add to the class.
3. Click and drag the student names over the name of the class they are in, and drop the selected students in the appropriate class.
4. Confirm the students have been successfully added to the class by:
 - seeing that the number next to the class name changed.
 - click on the class name in the Manage Classes window. It will display the student list for the selected class in the Manage Students window.