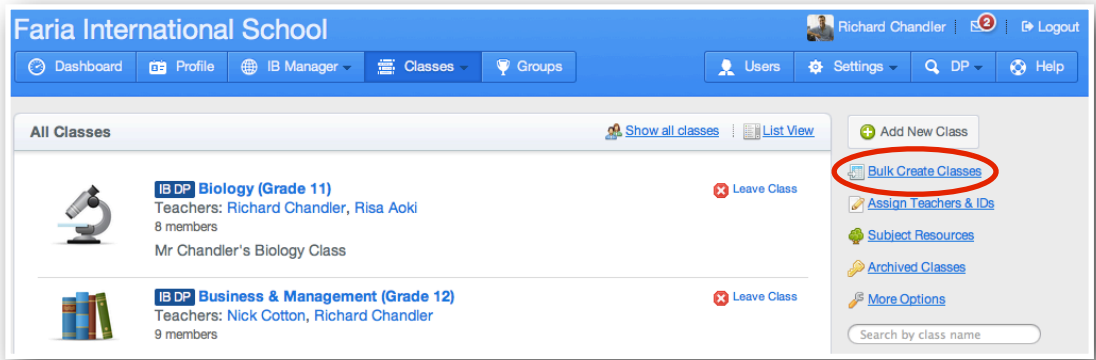


# Creating Classes

## Via Excel CSV Template

1) Select the **Classes** tab to begin. On the right menu, click **Bulk Create Classes**.



2) Download the [CSV template](#) in the page that follows. Complete the template following the column format shown below. Upload the completed file.

Class ID	Type	Year	Group	Subject	Name	Level	Section	Teacher E-mail
DPEngSL	DP	11	1	English		HL		james@eduvo.com
DPManSL	DP	11	2	Mandarin		SL	A	richard@eduvo.com
MYPHis	MYP	3	3	History	Asian History			betty@edvuo.com

When preparing your list for import, please bear in mind:

**Class ID:** This must be unique for each class, and may be any combination of numbers and letters.

**Type:** Refers to the programme curriculum (e.g. DP, MYP, PYP).

**Year:** Grade level (e.g. 11 for Grade 11).

**Group:** This refers to the subject group number, which is listed under Settings > Programme > Subjects (e.g. Language A is Group 1).

**Subject:** The name must precisely match the official name under Settings > Programme > Subjects.

**Level:** HL, SL, or HLSL for mixed classes.

**Section:** Labels such as A, B, C or 1, 2, 3 can be used to differentiate classes within the same subject and year.

**Teacher E-mail:** This will assign a teacher to the class only if the teacher has already been added on ManageBac. To add a teacher, go to the **Users** tab.

## Add Individual Classes

To add classes individually, click **Add New Class** on the right menu.

The image shows the 'Add New Class' sidebar on the left and the main form on the right. The sidebar contains links: '+ Add New Class' (highlighted with a red box), 'Bulk Create Classes', 'Assign Teachers & IDs', 'Subject Resources', 'Archived Classes', and 'More Options'. Below these is a search bar labeled 'Search by class name'. The main form is titled 'Add New Class' and contains the following fields:

- Type of class\*: IB Diploma (dropdown)
- Grade\*: Grade 12 (dropdown)
- Subject: Biology (dropdown)
- Select Applicable Levels: ☐ Standard Level, ☒ Higher Level
- Section: B (text input, with example: (e.g. A, B, C or 1, 2, 3))
- Class ID: HLBI0B (text input)
- Teacher: Richard Chandler (dropdown)
- Description: Mr. Chandler's IB HL Biology class. We meet on Mondays, Wednesdays, and Fridays in Room 247. (text area)
- Announcement: Field trip to the swamp on March 12! (text area)
- ☐ Lock class: Do not allow students to join or leave this class.
- Choose File: no file selected (button)
- Select a GIF, JPG, or PNG file for this class's image (link)
- Attendance: 

Rotation Days:	<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday
First Lesson	Period 1	Period 1	Period 1	Period 1	Period 1
- + Add Lesson (button)
- Create this class (green button) or Cancel (button)

Select IB Diploma, IB Middle Years or IB Primary Years as the **Type** of class, and fill out the form accordingly.

Please note you will see **Attendance** options only if these have been enabled on your system by an administrator.

Students can be added to classes directly via the **Students** tab.

The image shows the 'Students' tab selected in the 'Classes' section. The top navigation bar includes: Dashboard, Profile, IB Manager, Classes (selected), Groups, Users, Settings, and DP. Below this, the 'Students' tab is highlighted with a red box and an arrow. The 'Students' section shows a table with columns: Name, Last Login, and Remove from Class. The first row contains: Epelbaum, Rachel, Aug 22 2012, and Remove from Class. To the right of the table is a button labeled 'Add students' (highlighted with a red box).

## Assigning Students (for the Registrar)

There are three methods of assigning students to classes:

1) Select the **Classes** tab. Click on **Bulk Assign Students** to begin. Download the [CSV template](#) and fill it in, then upload.

Student ID	E-mail	Class ID
IB2013Q		MYPHis
	chloe@eduvo.com	DPEngSL

2) Select the class in question. Under the **Students** tab, click the **Add Students** button, and search for students you wish to add.

Students

Year: Grade 12

Add students

Select All None Quick search

E (1)

☐ Etuhu, David

L (2)

☒ Liu, Betty ☒ Lu, Ming

Add selected students or Cancel

3) Under the **Users** tab, students may also be reassigned to groups and classes via **Memberships**.

Roster Memberships Update Profiles

Manage your Students

Available Students

Filter by: ☒ All ☐ CAS Advisor ☐ Homeroom Advisor

Grade: Grade 12

IB Groups & Classes

☐ IB Groups ☒ Classes ☐ Groups

IB DP French B (Grade 12) – Richard Chandler

Select: All None Remove Selected

☐ Carter, Marion

☐ Epelbaum, Chloe

☐ Etuhu, David

☐ Hayward, James

☒ Hayward, James

☒ Howard, Jessica

☒ Liu, Betty

☒ McGregor, Ian

remove

## Assigning Teachers and Class IDs

To assign teachers and class IDs, click on the **Assign Teachers & IDs** link under the **Classes** tab on the right menu.

Assign Teachers & IDs

Group	Unique ID	Teacher	Archive
IB DP Biology (Grade 12)	BIO125	Richard Chandler	<input type="checkbox"/>
IB DP Business & Management (Grade 12)	BNM205	Risa Aoki	<input type="checkbox"/>
IB DP Chinese HL B (Grade 12)	CHI241	James Hendrick	<input type="checkbox"/>
IB DP Economics HL (Grade 12)	ECO243	Bess Levin	<input type="checkbox"/>