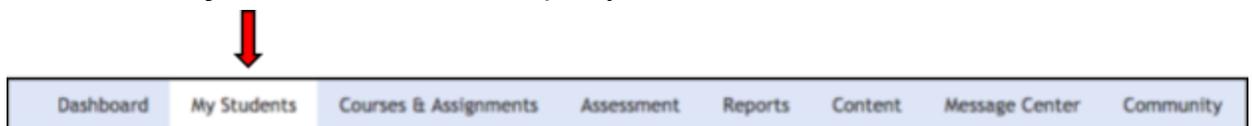


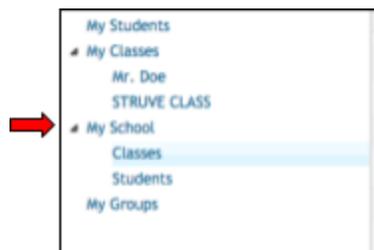
# Adding Students to your Class in Compass Learning

**Note:** This will allow you to more easily run student progress reports

1. Your teacher log-in should be **Last name followed by your first initial.**
2. Your teacher password should be **First name with the first letter capitalized followed by your state building number.** Check with your building secretary if you are not sure of this number or contact Cathy Stone at x2089.
3. Remember you must type **WWCSD** under School. This is not a pull-down menu you must physically type it in.
4. Once you log-in you will be on your teacher dashboard.
5. Click on the **My Students** tab at the top of your toolbar.

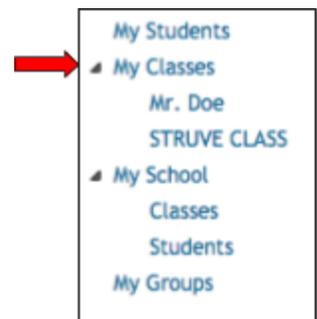


3. Click on **My School** on the left hand side of your screen.

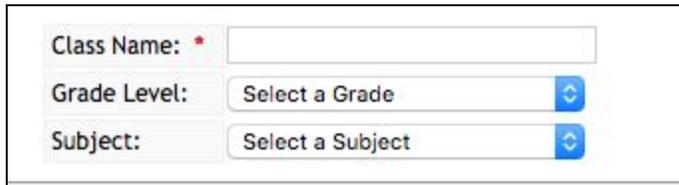


4. Click on **Classes** to make sure your name is there.

**NOTE:** If you want to edit your class name etc. click on the box next to your class name and then click on the pencil icon at the far right.



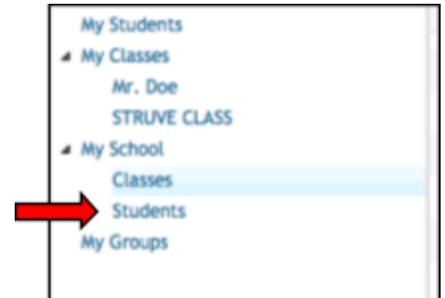
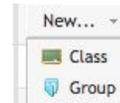
5. If for any reason you do **not** see your class go to **new...** on the menu bar at the top and select **class**. Fill in your class details and click Save.



Class Name: \*

Grade Level:

Subject:



6. On the left side of your screen click on **Students**. All the student names in your school will appear. Click on **Grade** at the top to sort the students by grade.

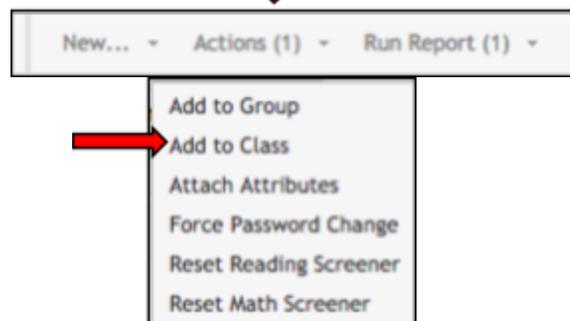


First Name	Last Name	User Name	Grade	TLW	Time	LLW	Logins
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7. Click in the boxes that appear next to your student names to select them. Once you have selected all your students click on **Actions** on the menu bar and click **Add to Class**



<input type="checkbox"/>	J0	Doe	j0doe	K
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8. Now when you click on Classes on the left hand side of your screen you should see your name and the number of students enrolled in your class.

9. If some of your students missing from the Compass Learning database contact Becky Weimer at x2083.