2 Setting up and managing classes
Chapter 2: Setting up and managing classes

Setting up classes

This section covers the steps to create a new class in the Web Registration Utility.

Step by Step Instructions

1. From the main teacher page, click Setup Classes.
2. Enter the class name.

3. Click Add. The class will now appear in the Current Classes list to the right.

Repeat steps 2 and 3 above to add additional classes.
Reset a Roster

Resetting a roster will remove all students registered for the specified class. This feature is useful if you are teaching a new group of students at the beginning of a new term, but do not want to remove or recreate the class settings.

**Step by Step Instructions**

1. Select the **class roster** to be reset.
2 Click **Reset Roster**.

Repeat steps 1 & 2 above to reset additional class rosters.
Remove a Class

Removing a class will prevent students from being able to register for the class. It also deletes the online roster. If you are no longer offering the class in a new term, it is recommended you remove this class.

**Step by Step Instructions**

1. Select the **class** to be removed.
2. Click **Remove Class**.

Repeat steps 1 & 2 above to remove additional classes.