

Creating Classes

Teacher Directions

Procedure

1. Begin by logging into your account. This always lands you on your *Account screen*.
2. Tap on the **Courses** option. This will take you to a page that lists all classes associated with your account. Classes from previous years will be listed but displayed as inactive classes. You will only be able to view such classes.
3. Tap on the **Add New Class** button. This will pop up a form that you will have to fill out. You have the option of cloning classes from previous years or making a new class altogether. Cloning a class only clones the assignments ... not the students. Select **New Course** from the pull-down menu.
4. When selecting a **New Course**, the pull-down menu expands. Fill in the form, keeping all things simple. The **Class Sign-Up Code** will be used by students to sign up for your class; you can generate a random code or use your own (keep it simple). Enter today as the **Class Start Date**. It's the date that Task Tracker can begin tracking progress for any enrolled students. Type into the School pull-down to select your school or enter your own school name. Tap on the **Create Course** button and you are done!

You can repeat this process for as many classes as you wish.

If you ever need to disable a class, then tap on the red **X** displayed to the left of the name of the class. Disabled classes cannot be re-enabled. So be thoughtful before using this option.

Courses

Manage your Courses, create and assign tasks and track student progress.

[Edit Profile / Change Password](#)

[Subscriptions](#)

[Sign Out](#)

Classes

Here are your classes.

Add New Class

No classes were found that were assigned to you.

Select a Course to clone, or "New Course" to not clone.

If you clone a course, all items will be copied except Students, and all dates will be incremented to the subscription's year.

Select Option

Create Course

Class Name*:

Class Description:

Class Sign Up Code*:

[\(Generate Random\)](#)

Class Start Date:

Select the Course's School



Select School

Create Course

Classes

Here are your classes.

Add New Class

Actions	Name	Status
 	Physics, Period 1	Active