

# Setup: Creating Classes

## Introduction

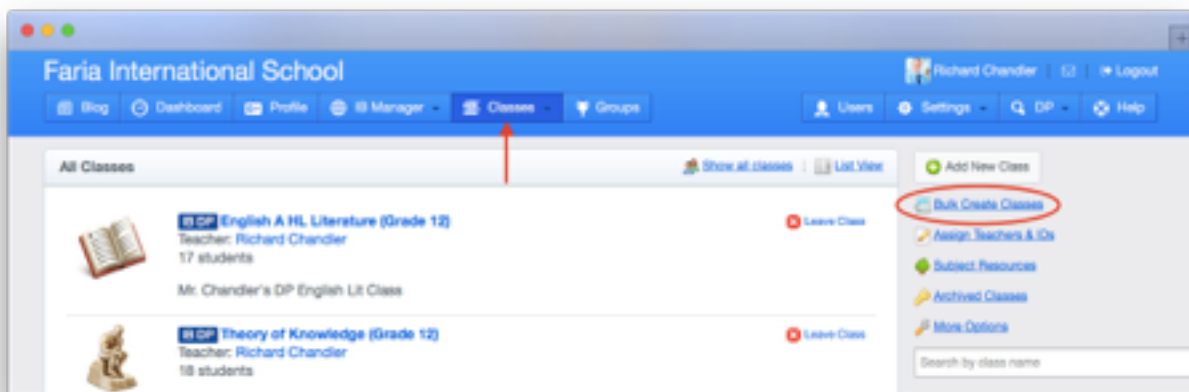
Creating classes is done in two steps: (1) creating the classes and (2) assigning students to the classes. This can be done either in bulk via CSV import or individually.

**Note:** Before creating your classes, make sure your Subjects have been set under your programme Settings. Teacher & student accounts should also be setup.

Diploma, MYP and PYP classes can be uploaded in the same CSV file.

## Creating Diploma Classes in Bulk

Click the **Classes** tab to begin. On the right menu, click **Bulk Create Classes**.



Download the CSV template. Complete the template as shown and upload the completed file. Leave the **Name** column blank, but do not delete it.

Class ID	Type	Year	Group	Subject	Name	Level	Section	Teacher E-mail
Eng1415	DP	11	1	English		HL	A	richard@eduvo.com
Mat1415	DP	12	5	Mathematics		HLSL	C	jane@eduvo.com

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

**Group:** This refers to the subject group number, e.g. Language A is Group 1.

**Subject:** The name here must precisely match the official IB DP subject name under **Settings > Diploma > Subjects**.

**Level:** HL, SL, or HLSL for mixed-level 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:** Must already exist on ManageBac. (Check under the **Users** tab.)

## Creating Middle Years Classes in Bulk

Click the **Classes** tab to begin. On the right menu, click **Bulk Create Classes**. Download the CSV template. Complete the template as shown and upload the completed file. Leave the **Level** column blank, but do not delete it.

Class ID	Type	Year	Group	Subject	Name	Level	Section	Teacher E-mail
His1415	MYP	10	3	History	US History		B	milo@eduvo.com
VA1415	MYP	9	6	Visual Arts	Painting		A	kate@eduvo.com

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

**Group:** This refers to the subject group number, e.g. Language A is Group 1.

**Subject:** The name here must precisely match the official IB MYP subject name under **Settings > Middle Years > Subjects**.

**Name:** This is a customizable label for the class.

**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:** Must already exist on ManageBac. (Check under the **Users** tab.)

## Creating Primary Years Classes in Bulk

Click the **Classes** tab to begin. On the right menu, click **Bulk Create Classes**. Download the CSV template. Complete the template as shown and upload the completed file. Leave the **Group**, **Level**, and **Section** columns blank, but do not delete them.

Class ID	Type	Year	Group	Subject	Name	Level	Section	Teacher E-mail
HRA14	PYP	3		Homeroom	Homeroom A			john@eduvo.com
VA14	PYP	3		Visual Arts	Painting			sue@eduvo.com

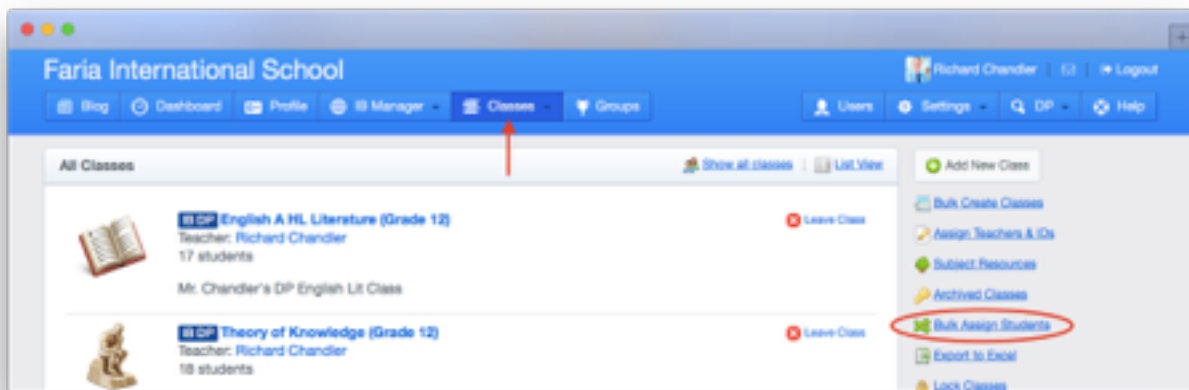
**Class ID:** This must be unique for each class, and may be any combination of numbers and letters. It must also be unique from year to year.

**Subject:** The name here must precisely match the subject name under **Settings > Primary Years > Subjects**.

**Teacher E-mail:** Must already exist on ManageBac. (Check under the **Users** tab.)

## Assigning Students via CSV

Click on the **Classes** tab. Under **More Options**, click **Bulk Assign Students**. Download the CSV template.



Student ID	Student E-mail	Class ID
EPE2534		Eng1415
	chloe@eduvo.com	Mat1415

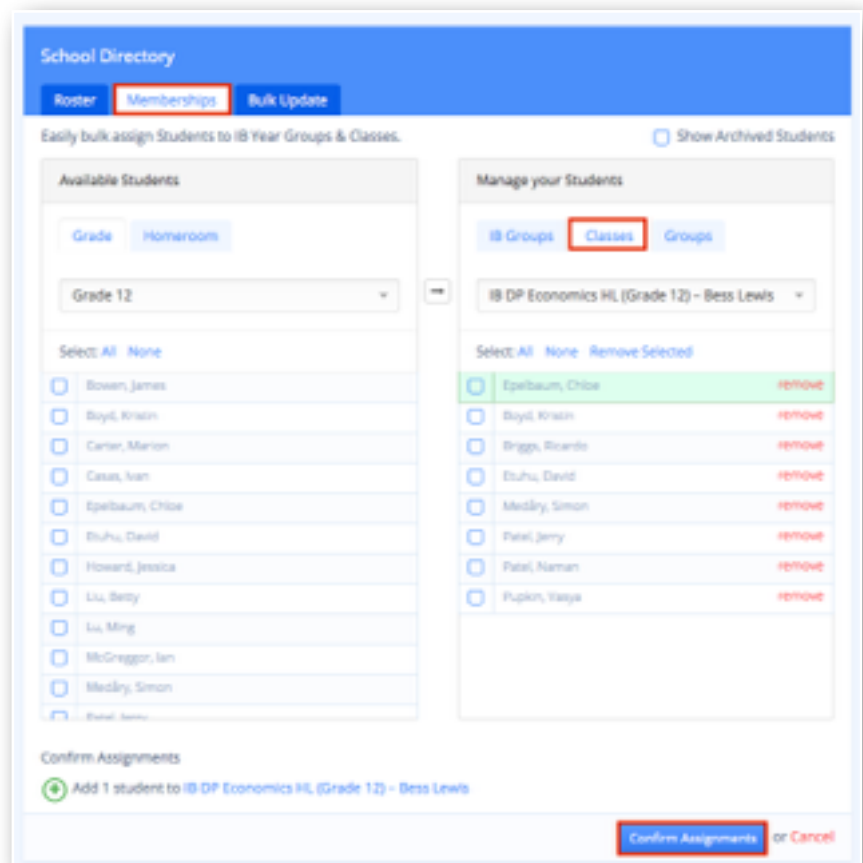
**Note:** Only Student ID or Student E-mail is required, not both. The completed CSV should have two columns only.

## Assigning Students via Settings > School Directory > Memberships

To easily transfer students between groups or classes, navigate to the **Settings > School Directory > Memberships**.

From here you can review student group memberships and transfer students in bulk from one class to another.

Make sure to click **Confirm Assignments** when complete.



## Creating Classes Individually

To add classes individually, click on the **Classes** tab, and then **Add New Class**.

Select your class **Programme**.

The **Subject** options will be pre-populated based on your programme settings.

Note that once a class Programme or Subject has been set, it cannot be changed.

If you are planning to create non-IB classes on your account (e.g. High School, Middle School, or Primary School classes), please first make sure to enable correct Term dates under **Settings > Non-IB**.

The 'Add New Class' form contains the following fields and options:

- Grade: Grade 12
- Subject: Biology
- Select Applicable Levels:  Standard Level,  Higher Level
- Section: B
- Class ID: Bio124
- Teacher: Richard Chandler
- Description: Mr. Chandler's Biology HL class. We meet on Mondays, Wednesdays, and Fridays in Room 256
- Announcement: Field trip to the swamp October 12!
- Lock class:  Do not allow students to join or leave this class.
- Choose File: no file selected. Select a GIF, JPG, or PNG file for this class's image.

## Adding Students

Once the class is created, individual students can be added or removed via the **Students** tab.

The 'Students' tab shows the following table:

Name	Joined at	Last Login	
Bower, James	October 06, 2015	Jun 19 2014	Remove from Class
Cesa, Ivan	October 06, 2015	Never	Remove from Class
Epelbaum, Chloe	October 06, 2015	Oct 6 2015	Remove from Class

## Support

Having trouble creating your classes? Send your files to [support@managebac.com](mailto:support@managebac.com) and we will create the classes for you within 24 hours.