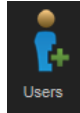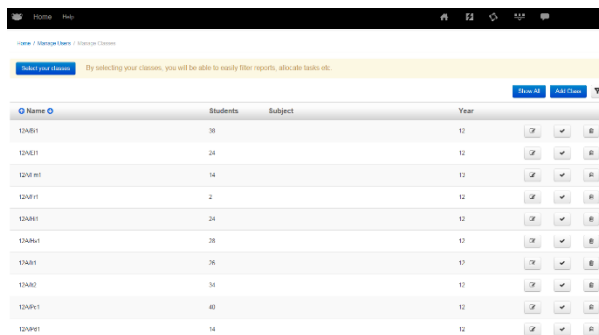Generally 'Classes' will be pre-setup when you come to use Frog Play. If we haven't discussed it already, call the support team to ask us about our data extractor.

However if you would like to create or edit classes, this section will provide you with the tools.

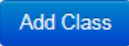From the navigation bar, click on [⚡] and then [👤 Users]

Now Click on Manage Classes

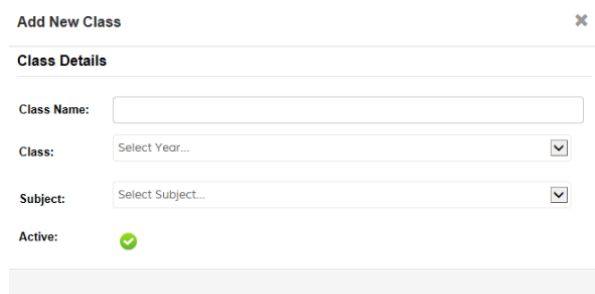| Manage Parents | Manage Forms | **Manage Classes** | Manage Groups |

This is your schools class list. From here you can add new classes, edit the details of existing classes or choose the classes you teach.

You can search for a class by clicking on filter [▼] And then typing the class name in the search box, or change the drop down lists to help refine your search.

To start adding a new class, click [Add Class] OR click [✎] to edit a class.

NOTE: if you are editing, the class will show the existing details which you can overwrite.

Stage 1: Class details

a) Name the class

b) Select the year and subject

c) When you have entered all of the details, click [Next] to go to the next stage.

NOTE: if you are just changing the details of the class, once finished editing click [Finish] to save the changes.

Stage 2: Who is in the class?

a) Use the drop down filters to narrow down the learners in the list.

 e.g. you could choose year, an existing class, a form, a user defined group or type the individuals name in the search bar.

b) To select all learners click **Add all** or choose individuals by clicking on their names in the left hand box.

 You can also search for an individual using the text search.

 Once selected the learners will be shown in the right hand box. To remove them from the right hand box, click on their name.

c) When you have finished selecting users, click **Finish**