
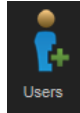


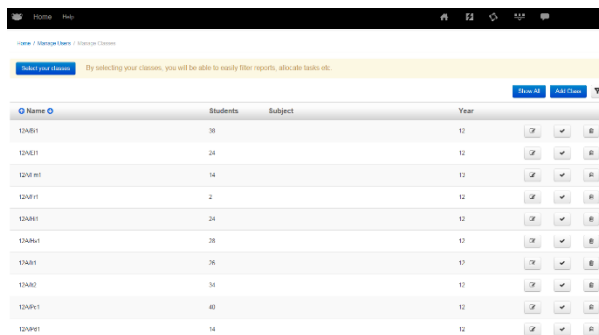
Generally 'Classes' will be pre-setup when you come to use Frog Play. If we haven't discussed it already, call the support team to ask us about our data extractor.

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




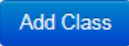

Now Click on Manage Classes

Name	Students	Subject	Year
12AB1	30		12
12AD1	24		12
12AE1	14		12
12AH1	2		12
12AR1	24		12
12AW1	38		12
12AY1	36		12
12AZ1	34		12
12BA1	40		12
12BB1	14		12

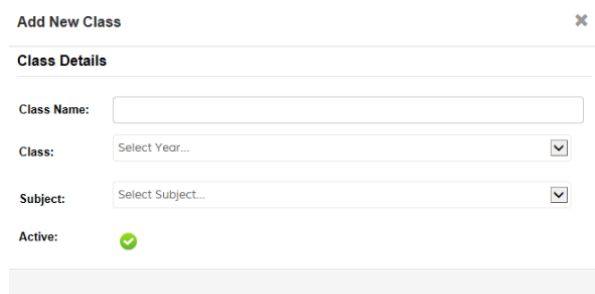
This is your schools class list. From here you can add new classes, edit the details of existing classes or choose the classes you teach.

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  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



**Add New Class** [Close]


**Class Details**


Class Name:

Class:

Subject:

Active:

- Name the class
- Select the year and subject
- When you have entered all of the details, click  to go to the next stage.

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

## Stage 2: Who is in the class?

**Add New Class** ✕

**Users**

Group  Form  Class  Year 9

Search...  Add all  Remove all

Ward, Rebecca	Allen, Drew
Ward, Tiffany	Allen, Jacob
Watson, Ella	Baker, Abbie
Watson, Jack	Johnson, Ashleigh
Watson, Joseph	James, Ellie
Watson, Kate	James, Chloe
Watson, Kennedy	Watson, Holly
Watson, Megan	Watson, Abby

Back  Finish

- 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  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