

How to Create Classrooms and Student Accounts

Log into your Studies Weekly Online account at studiesweekly.com/online.

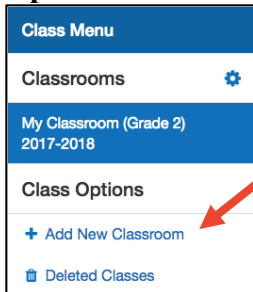
Click on the **Classes** tab.



Adding and Editing Classes

To Add A Class

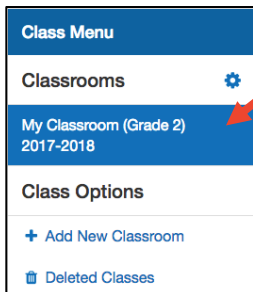
- Click on **Add New Classroom** from the **Class Options** section of the **Class Menu**.




- Enter in the class details, then select **Add Classroom**.

To Edit Class Details

- Select the class you would like to edit from the **Class Menu**.





- Click on the  pencil icon in the right-hand corner of the classroom name bar.
- Type in a new class name, select a grade and select a school year.

Name	My Classroom	Grade	2	Year	2017-2018	Save	Cancel
------	--------------	-------	---	------	-----------	------	--------



Creating Student Accounts

Student accounts can be created in three ways:



Create Student Accounts Manually

- Select the classroom the student is in.
- Click **Add Student**. 
- Fill out the student's account information (the student username must be unique).
- Click **Add Student**. 


Generate Student Registration Codes

- Click on the gear  icon.
- Select **Generate Student Registration Codes**.
- Enter the number of registration codes needed.
- Click **Generate**. 
- Print, cut out and give codes to students.

Import A List of Students.

- Create a spreadsheet file with six columns: student first name, student last name, username, password, parent name and parent email.
- Click on the gear  icon.
- Select **Import Students to this Class**.
- Select your excel file & the classroom.
- Click **Upload File**. 
- Match columns with the file.

Exclude	First Name	Last Name	Username	Password	First Name	Last Name	Username	Password	Email
<input checked="" type="checkbox"/>	Jane	Doe	JaneDoe1234	2468					jane.doe@studiesweekly.com
<input type="checkbox"/>	John	Doe	JohnDoe1234	2468					

- Use exclude boxes to remove data that does not need to be imported.
- Click **Import**. 

Need Help?

If you have any questions, click on your initial in the upper right-hand corner and select **Need Help** from the drop-down menu to access tutorials, guides, and contact customer service.