Hi, teachers! Today we'll go over how to create and manage your classes on Savvas Realize™.

Over the next few minutes, I'll show you the steps for creating a class, managing your student roster, and editing class settings.

Let’s get started!
Easy Bridge Basic Customers

**Please note:** These instructions are for teachers who are enrolled in EasyBridge Basic and who manually enter the roster for their classes. If your administrator manages your classes through auto-rostering, you’ll need to contact your admin with any questions regarding your class set-up.

Before we begin, it’s important to note that these instructions are for teachers who are enrolled in EasyBridge Basic and who manually enter the roster for their classes. If your administrator manages your classes through auto-rostering, you’ll need to contact your admin with any questions regarding your class set-up.
Creating a class is a quick and easy process, with four main steps. To get started, click **Classes** on the Savvas Realize home page. Then click **Create classes**. The **Create a new class** screen will appear.
Step 1: Enter Class Name

In Step 1, enter your class name and select an icon to represent your class.

I have two quick notes about this step:

First, check with your administrator to see if there is a naming convention policy in place for class names.

And second, remember that students will see the class name and icon, so make sure they are easily recognizable by students.
In Step 2, select the programs you will use with this class. If you don’t see your program listed, click **Show all programs**.

**Please note:** It’s important that you only add the programs that apply to this class. Avoid adding extra programs that you don’t need. If you have any questions about which programs you can use, ask your administrator.
Step 3: Add Your Students

Just a quick reminder: Before moving on to the next step—adding students—check with your administrator to see who is responsible for adding them to the system.

When you’re ready to add students to your new class, click in the Student name row and begin typing the student’s last name.

If the student is already in the system, his or her name will appear after you type the first three letters.

Once your student’s name appears, select it and the rest of the fields will automatically populate.

If you accidentally click the wrong student’s name, don’t worry; just click the X at the end of the row to remove the name.

If the student’s name doesn’t appear, you’ll need to manually add the information. Also contact your administrator if you don’t see your student’s name.

If you run out of rows and need to add more students, enter the number of rows you need and click Add at the bottom of the section.

Next, choose a student theme for your class. You have two theme options; Default and Early Learning. The Early Learning Theme has bigger buttons, less text, and easier navigation for younger students. Select the option that is most appropriate for your students.
**Step 4: Save the Class**

Once you have made all of your selections for the class, click **Save**. The system will create your class. This may take a few moments.

Once your class has been created, you’ll return to the Classes page. Click **Students and groups** under the new class name to see the student roster.
Adding a New Student

During the school year, you may have a new student join your class. You can add new students to the class from the **Classes** page. Select **Students and Groups** under the class name. Then click **Add a student to class**. Just like before, the student’s name will appear when you begin typing his or her last name.

Select the student’s name from the list and the rest of the fields will populate.

If the student’s name doesn’t appear, you'll need to manually add the information. Also contact your administrator if you don’t see your student’s name.

Then click **Done**. Your new student has been added to the class.
### Removing a Student

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Username</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borah, Jill</td>
<td>borah186</td>
<td></td>
</tr>
<tr>
<td>david, karp</td>
<td>iroquois123</td>
<td></td>
</tr>
<tr>
<td>Frank, Emily</td>
<td>efrank@nc</td>
<td></td>
</tr>
<tr>
<td>Franklin, Tim</td>
<td>tim.franklin@k12mathschool</td>
<td></td>
</tr>
</tbody>
</table>

If you need to remove a student from your class, click **Remove** under the student’s name. This step only removes the student from your class, not the system. If you accidently remove a student, select **Undo before** you navigate away from this page to restore that student.
It’s guaranteed to happen; one of your students will forget his or her password. That’s OK. You can reset the student’s password in one easy step.

Under the student's name, select **Reset password**. Enter your password first. Then enter the student’s new password and confirm the password.

When creating new student passwords, keep in mind that passwords are case sensitive. Passwords need to be eight or more characters in length, have at least one letter, and have at least one number or special character. Also remember the new password should not be similar to the student’s first or last name or username.

Check with your administrator to see if there are password guidelines in place at your school.

Once you’re done, click **Reset password**.
You’ll see a message that the student’s password was successfully created.
At some point you may decide to make changes to your class, such as selecting a different class icon or adding a new program to your class. To get started, click Class Settings in the top toolbar. Make your desired changes to the class and then click **Save**.
**Hiding a Class**

Are you finished with some of your classes, or do you just need to clean up your Classes page? To remove a class from the page, select **Hide class** under the desired class name. If you want to see all of your hidden classes, select **Hidden** at the top of the page. If you want to unhide a class, select **Unhide**.
Thanks for Watching!

Savvas Realize makes it easy to create and manage your classes. Now you have the information you need to get started.

Thanks for watching this tutorial and be sure to check MySavvasTraining.com to find more training on Savvas Realize.