

SAVVAS REALIZE CLASS SETUP OPTIONS

A TECHNICAL INTEGRATION & CONTROLS GUIDE FOR CUSTOMER ADMINISTRATORS

In Savvas Realize, teachers are presented with new "Set up a class" options to establish their student rosters. Depending on your school district's configuration, up to four distinct setup paths can be displayed to teachers on their setup dashboard. As a Customer Administrator, you possess complete administrative authority over which setup buttons are Active or Inactive. Controlling these paths allows you to prevent roster duplication, enforce strict compliance with your Student Information System (SIS), and manage Google Classroom integrations across your entire institution.

Set up a class

To link a Google Class to an existing class, please visit the settings menu under your [class listing](#).

Select a class auto-rostered by your administrator

Auto-rostered classes sync directly from your school's server. Note: This may create duplicates if you already use an LMS.

Select a class auto-rostered by your administrator and link a Google class

Auto-rostered classes sync directly from your school's server. Note: This may create duplicates if you already use an LMS.

Import a class from Google Classroom

A teacher can import their Google Classroom™ roster into Realize.

Create a class manually

A manually rostered class is created and managed by teachers or administrators directly on Realize.

ROSTER INTEGRITY RULE:

Disabling unnecessary setup buttons prevents teachers from creating manual, non-synced classes or importing unauthorized Google Classroom rosters. It is highly recommended to configure these settings prior to Back-to-School (BTS) setup to ensure absolute data consistency and prevent duplicate teacher/student records across active curricula.

ADMINISTRATIVE WALKTHROUGH OF CLASS SETUP PATHWAYS

1. Select a class auto-rostered by your administrator

System Description: This option allows teachers to automatically select pre-populated Auto-Rostered classes synced directly from your school district's server or Student Information System (SIS) nightly synchronization. These syncs occur via integrations such as Savvas Auto Rostering, Clever, or ClassLink OneRoster. **Teacher Impact:** Automatically imports exact rosters managed by your district's SIS, ensuring teachers do not have to build classes or input student lists manually. *Note: This option may create duplicate classes if teachers already utilize external LMS integrations to create classes.*

Administrative Actions to Control:

- **To Make Active:** This option will automatically be enabled for teachers whose account was created through the nightly ingestion process. There is no switch an admin can turn on/off to disable this feature. If a teacher account was created outside of the nightly rostering process, they will not see this option.
- **To Make Inactive:** If your district does not utilize automated nightly roster syncs (e.g., you rely on Google Classroom or manual setup exclusively), teachers will not see this option. If a district would like the option completely removed, they must contact Savvas Support and schedule an integration review.

2. Select a class auto-rostered and link a Google class

System Description: This hybrid option enables teachers to select an Auto-Rostered class (Option 1) and immediately link it to an existing Google Classroom roster. This allows assignments and grades to sync back and forth to Google while keeping the core student list locked strictly to the official district-provided SIS roster.

Teacher Impact: Ideal for schools that utilize automated night-sync data but permit teachers to use Google Classroom for day-to-day student-facing LMS interaction. It effectively prevents duplicate class listings by merging the two databases.

Administrative Actions to Control:

- **To Make Active:** This pathway is only active when (1) an SIS Auto-Rostered integration is in place and (2) the school-level Google Class Linking toggle is enabled in the Savvas Admin Settings. Log into the Savvas Administrator Portal, navigate to *the School tab*, and slide the Google Class Linking toggle to the "ON" position at the school level.
- **To Make Inactive:** Turn OFF the Google Class Linking toggle in your Admin Portal. Disabling the Google Class Linking toggle removes the Google link button, keeping this path inactive.

3. Import a class from Google Classroom

System Description: This pathway allows teachers to completely bypass SIS/district-managed rosters and directly import their active Google Classroom rosters into Savvas Realize. Savvas Realize connects securely to the teacher's Google account, reads the enrolled student list, and establishes identical class structures inside Realize.

Teacher Impact: Highly convenient for classrooms where Google Classroom is the primary system of record. Student accounts are automatically mapped using their district Google email addresses.

Administrative Actions to Control:

- **To Make Active:** Log into the Savvas Administrator Portal, navigate to *the School tab*, and slide the Google Class Import toggle to the "ON" position at the school level.
- **To Make Inactive:** Slide the Google Class Import toggle to the "OFF" position in the School tab. This will completely remove this import button from the teacher's dashboard, ensuring they rely strictly on manual or SIS-rostered classes.

4. Create a class manually

System Description: This manual option gives teachers the ability to custom-build their classes from scratch inside Savvas Realize, naming the class, choosing their school, assigning curriculum materials, and adding student accounts one-by-one or via self-registration codes.

Teacher Impact: Provides full classroom independence, which is useful for custom tutoring groups, after-school clubs, or situations where official SIS and Google Classroom rosters are unavailable.

Administrative Actions to Control:

- **To Make Active:** Log into the Savvas Administrator Portal, navigate to *the School tab*, and slide the "Allow Manual Class Creation" toggle to the "ON" position at the school level.
- **To Make Inactive:** To enforce strict SIS/EasyBridge roster compliance and prevent teachers from building unauthorized, non-synced manual classes, go to your Realize Admin Settings and toggle "Allow Manual Class Creation" to "OFF". This hides the manual option on the teacher's screen.

ROSTERING CONTROLS QUICK-REFERENCE MATRIX

Setup Button / Option	Data Source	Managed By	How to Make ACTIVE	How to Make INACTIVE
Select a class auto-rostered by your administrator	SIS Sync (Infinite Campus, ClassLink, OneRoster)	District Nightly Data Uploads	Establish/run nightly SIS data imports to Savvas (Requires intervention from Savvas to enable).	Disable nightly SIS data imports to Savvas (Requires intervention from Savvas to disable)
Select a class auto-rostered and link a Google class	SIS Sync + Google Classroom Sync	SIS Sync & Teacher Google Account Link	Ensure SIS nightly sync is active AND toggle Google Class Linking to 'ON' in Admin Portal.	Toggle Google Class Linking to 'OFF' in Admin Portal.
Import a class from Google Classroom	Direct Google Classroom API	Teacher Google Account	Toggle Google Classroom Import to 'ON' under the School tab in the Admin Portal.	Toggle Google Classroom Import to 'OFF' under the School tab in the Admin Portal.
Create a class manually	Direct Input / Self-Registration	Teacher-managed in Realize	Toggle Allow Manual Class Creation to 'ON' under the School tab in the Admin Portal.	Toggle Allow Manual Class Creation to 'OFF' under the School tab in the Admin Portal.