

Teacher Class Setup & Rostering Guide

A Step-by-Step Walkthrough for Back-to-School (BTS) 2026

The Back-to-School 2026 Transition

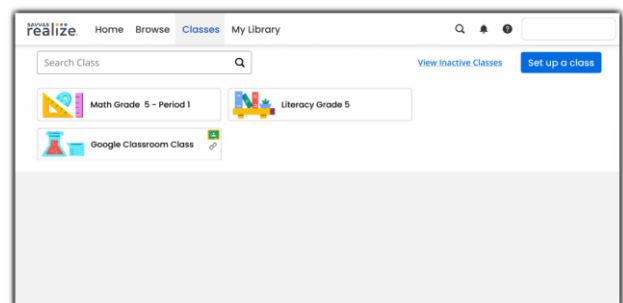
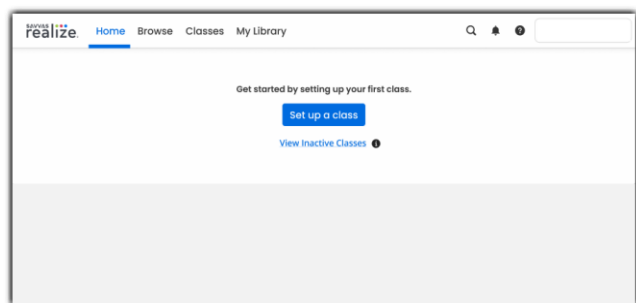
For Back-to-School (BTS) 2026, Savvas Learning Company is moving class management and rostering **directly into Savvas Realize**. This shift streamlines the login experience, meaning that teachers and students who previously logged into Savvas EasyBridge will now go directly to Savvas Realize for all of their class setup and roster management needs. *Note: This transition does not affect users who roster classes using an external Learning Management System (LMS) such as Canvas or Schoology.*

KEY CHANGE SUMMARY

Logging in is now simpler than ever. Instead of accessing EasyBridge, simply navigate directly to Savvas Realize. All of your core class setup and product assignment utilities are consolidated into one unified interface. **For those teachers and students who try to access Savvas, you will be automatically redirected to Savvas Realize.**

Step 1: Accessing the Setup Hub

When you first log into Savvas Realize, you will land on either the Home page or the Classes page. From either page, click the prominent blue **Set up a class** button to launch the setup wizard.



Step 2: Exploring Your Class Setup Options

After clicking Set up a class, you will be presented with a list of setup options. What you see depends on your school district's specific integration and rostering settings. Take a moment to review the four primary pathways:

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.

Setup Option Quick Reference Table

Setup Option	Best For...	Roster Source	Google Classroom Integration
Select auto-rostered class	Teachers that get their classes from a nightly Auto-Rostering process (former EasyBridge users).	School / District Admin Server	No (Rosters sync automatically from server)
Select auto-rostered & link Google	Auto-rostered classes where teachers want Google Classroom connection.	School Server + Google	Yes (Links existing server class to Google)
Import from Google Classroom	Teachers actively managing rosters and assignments inside Google Classroom.	Google Classroom	Yes (Directly imports students from Google)
Create class manually	Custom groups, after-school clubs, or districts without auto-rostering.	Manual Teacher Entry	No (Students added individually in Realize)

ROSTERING TIP

To link an active Google Class to an existing, established Realize class later, you can always visit the settings menu under your class listing link at the top of the Setup page.

Step 3: Pathway A & B — Auto-Rostered Setup

If your school uses automated IT server rostering, select one of the top two options. This is the primary pathway for former EasyBridge Auto/Plus users.

Pathway A Walkthrough (Standard Auto-Roster)

1. Select *Select a class auto-rostered by your administrator* and click **Next**.
 2. On the next screen, **Choose a Realize class** from the dropdown to select your auto-rostered class and click **Next**.
 3. **Choose a Class Picture** from the available 14 illustrative icons (such as the atom, books, easel, or globe).
 4. **Pick Programs**: Check the boxes for the curriculum programs you want this class to access.
- Note:** For iLit classes and Outlier, only one program can be selected per class
5. Click the blue **Done** button at the bottom right to activate the class.

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.

Next

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.

Choose a Realize class

Select class name

English Pd 1 SM1
English Pd 3 SM1
English Honors Pd 4 SM1

Next

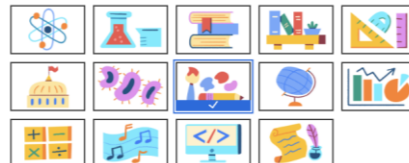
Select a class auto-rostered by your administrator

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

Rostering source: Auto-rostered

Realize class name: class-title-10000000000003, EB22616AutoDistrictD003School001

Class Picture *



Class Grade Level ¹

01

Dates ¹

Class Start Date
07/20/2020

Class End Date
07/13/2021

Pick Programs *

Choose the programs you would like your students to have access to for this class.

- ☐ Investigations 2017 SCOUT Grade 3
- ☐ Investigations 2017 SCOUT Grade 1
- ☐ ReadingSpot
- ☐ ZNEWTempProd

[Show all programs](#)

Realize Students (1)

Student Name



studentLastName, studentFirstName

Back

Done

Pathway B (Auto-Roster + Google Classroom Link)

If you select *Select a class auto-rostered by your administrator and link a Google class*, the system will guide you through picking your auto-rostered class and then logging into your Google account to pair it. This ensures that admin-managed student rosters sync effortlessly while allowing you to push assignments and updates to Google Classroom.

Step 3 (Cont.): Google Import & Manual Creation

For classrooms operating without Auto-Rostered Classes, you can import directly from Google Classroom or build your classes from scratch.

Pathway C Walkthrough (Google Classroom Import)

1. **Select** *Import a class from Google Classroom* and click **Next**.
 2. Under **Choose a Google class**, click the dropdown menu and select the active Google Class you wish to import.
 3. **Select your School** from the dropdown menu (e.g., *SouthEnd Middle School*) and click **Next**.
 4. **Choose a Class Picture** from the available 14 illustrative icons (such as the atom, books, easel, or globe).
 5. **Pick Programs**: Check the boxes for the curriculum programs you want this class to access.
- Note:** For iLit classes and Outlier, only one program can be selected per class
6. Click the blue **Done** button at the bottom right to activate the class.

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

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Next

Import a class from Google Classroom

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

Choose a Google class

Select class name

School

Southend Middle School

Next

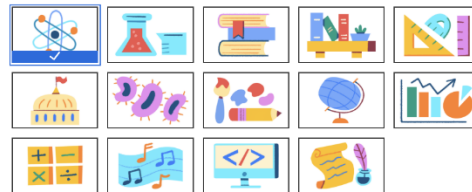
Import a class from Google Classroom

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

Rostering source Google

Class name Eng 101 GC PD1 SM1

Class Picture *



Class Grade Level (optional)

Select

Pick Programs *

Choose the programs you would like your students to have access to for this class.

- ☐ **Pick** Investigations 2017 SCOUT Grade 3
- ☐ **Pick** Investigations 2017 SCOUT Grade 1
- ☐ **Pick** ReadingSpot
- ☐ **Pick** ZNEWTempProd

[Show all programs](#)

Back

Done

Pathway D Walkthrough (Manual Class Creation)

1. Select *Create a class manually* and click **Next**.
 2. Enter **class name** and **select your School** from the dropdown menu.
 3. Choose a **Class Picture** from the grid of 14 icons.
 4. Select an optional **Class Grade Level**.
 5. Check the boxes to **Pick Programs** that you want your students to access.
- Note:** For iLit classes and Outlier, only one program can be selected per class
6. Under **Add students to class**, click the blue **Add student** button to type and assign student accounts manually.
 7. Click **Done** to save and launch.

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
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Select a class auto-rostered by your administrator and link a Google class 
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Import a class from Google Classroom 
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Create a class manually
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Next

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

Rostering source Manually-rostered

Enter class name *
Ms Smith STEM Class Pd 3

School * 
SouthEnd Middle School
Only information entered for your selected school will be saved when you create a class.

Class Picture *
















Class Grade Level (optional)
Select

Pick Programs *
Choose the programs you would like your students to have access to for this class.

☐  Investigations 2017 SCOUT Grade 3
 ☐  Investigations 2017 SCOUT Grade 1
 ☐  ReadingSpot
 ☐  ZNEWTempProd

[Show all programs](#)

Add students to class for:
EB22616AutoDistrictTD003School001
Students can be added now or after the class is created.

Add student

Back Done

Step 4: Finalizing & Launching Your Class

Regardless of the pathway selected, the final step is to click the blue **Done** button at the bottom-right corner of the setup page. Once clicked, Savvas Realize will create your class, link all selected textbook and literacy programs, and make the class active. Your students will instantly see the assigned programs when they log into Realize.