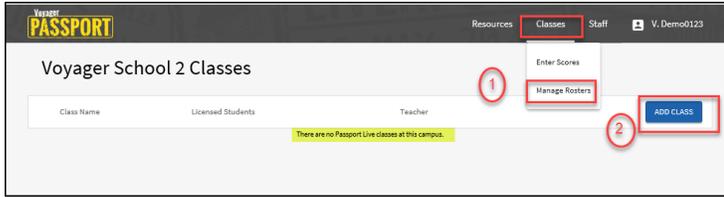
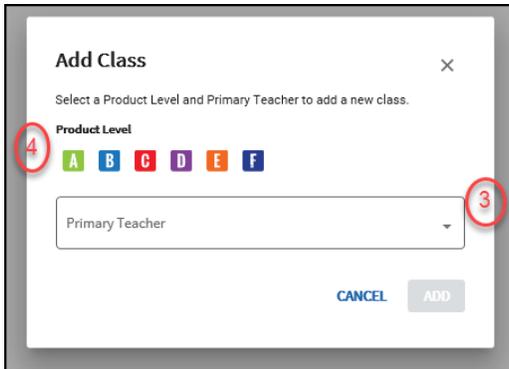


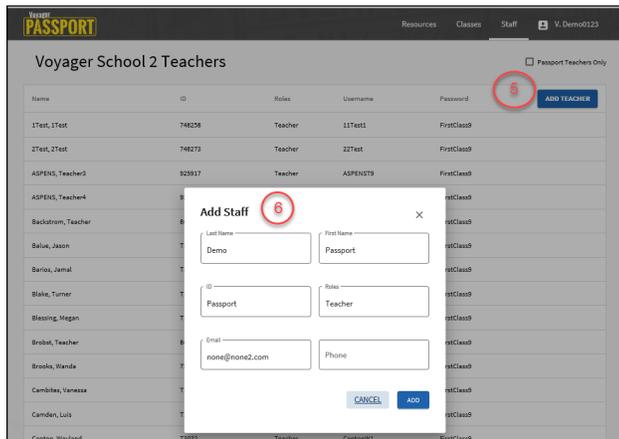
HOW TO ADD TEACHERS AND CLASSES



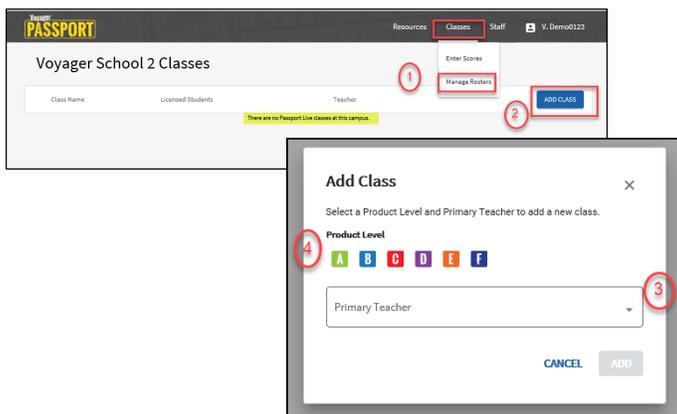
1. Select Manage Rosters
2. Click **Add Class** button to add returning teachers.



3. Select returning teacher in **Primary Teacher** dropdown
4. Select **Product Level** and click **ADD**



5. To add new teachers select **Staff** click **ADD TEACHER**
6. Enter teacher last name, first name, ID and email address and click **ADD**



Return to **Classes** tab and repeat steps 2-4 to add teacher classes.