



## Creating a New Class

1. Log on to Compass as a teacher, first initial, period, space, last name.
2. File- New – Class Ok
3. On menu bar- Class- Add Column: Click Public (Add each column separately)  
Class - Add Column - Grade Level Column  
Class – Add Column - Teacher Column  
Class – Add Column - Student ID Column
4. File>> Save
5. Name Your Class i.e.: Jones (Use your last name only)
6. Add your student's names. Also add a demo student called (Your Last Name as the student's first name, then Demo as the Last Name) Example: Jones Demo.
7. Click in the highlighted box under the Student Name Column. You may enter the student's name by first name space last name and the program will reformat it to last name, comma, no space, first name.
8. Fill in the grade level for each student. Highlight the column and type the grade in numerical format. Kindergarteners use "K".
9. Fill in the Teacher Column for each student
10. The Student ID will fill in automatically.

## General Reminders

### How to log on

**Teachers:** Use your first initial, period, space, last name. (Example: m. jones).

See Lab Assistant for password

**Students:** First name, space, last name. No password is required for students.

FYI: Compass is not case sensitive.

*If you have any questions, or need additional help, feel free to stop by the computer lab.*