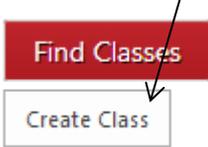# Quick and Easy:
Enter Your Class in Scholantis

1. Go to **My Site**
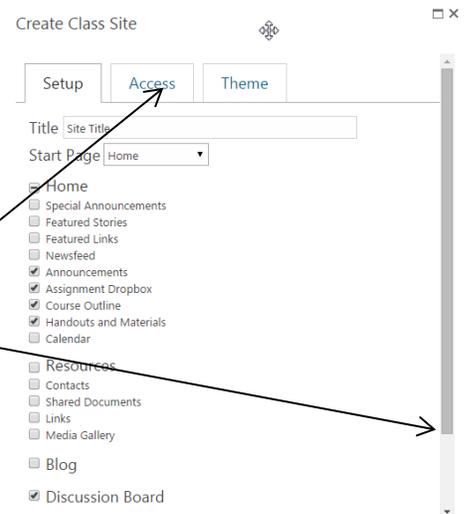
Click the **Create Class** button to create a class site.

Find Classes

Create Class

A wizard will pop up with three tabs: **Setup**, **Access**, and **Theme**. Use this wizard to create your site. Tip: you can access this wizard again from within your new site by clicking the **Manage Site** link.

2. Set up your class

You need to give your class a title. Then choose the options that you would like to see on your class web site. If you would like portfolios for your students, make sure that you choose it-you will need to scroll down farther on the screen.

Create Class Site

| Setup | Access | Theme |

Title Site Title
Start Page Home

☐ Home
☐ Special Announcements
☐ Featured Stories
☐ Featured Links
☐ Newsfeed
☑ Announcements
☑ Assignment Dropbox
☑ Course Outline
☑ Handouts and Materials
☐ Calendar

☐ Resources
☐ Contacts
☐ Shared Documents
☐ Links
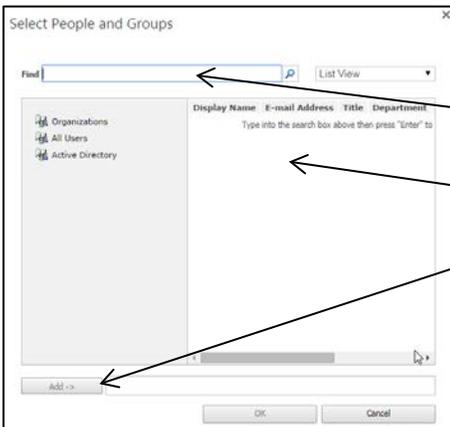☐ Media Gallery

☐ Blog

☑ Discussion Board

3. Give students Access

Now click **Next** at the bottom or on **Access** at the top. You will need to add people to each section:

- **Readers** have read-only access, meaning they can view the page if they have the URL to see it. Click on All Students so your class can read the page. If you would like to share this page with your parents by sending them the address (they won't be able to see portfolios) make it public.
- **Students or Contributors** can add content to the site, submit assignments, blogs, wiki articles (if applicable), or participate in discussions. You can add your class here. Click on **Add**, then click on the tiny little book at the bottom, right corner:

Select People and Groups

You can enter user names, group names or e-mail addresses. Separate them with semicolons.

People Picker

OK   Cancel

Select People and Groups

Find

List View

Display Name E-mail Address Title Department
Type into the search box above then press "Enter" to

☐ Organizations
☐ All Users
☐ Active Directory

Add ->

OK   Cancel

Type in student name here and press enter, Then name will appear.

Click on the correct name here, then click on **Add.** When your whole class is selected, click on **OK** down at the bottom of box. After that, click on OK on the next screen.

- **Teachers or Owners** have full editing ability for the site. Not only can they contribute content, but they can also format the site, add web parts, or create new sections. This is useful for substitute teachers, or co-taught classes.

At the bottom of this box, click on **Update** in order to save all of your changes.

4. Themes

You can choose your theme colour and select a picture here to show on your webpage.

5. When you are done make sure you hit **Create**! If you forgot the title and need to add it at the end, make sure you hit create-not enter on your keyboard.