

# LiveGrades Class Setup (No SIS Integration)

## LiveGrades Quick-Start Guide

Teachers can set up their classes and customize the details of how the assignments will be graded.

From the Home View screen, click on the “System” tab, and select “Class Management”



Click on the “Create Class” tab. The form below will indicate what options must be selected.

### Add Class

**Class Name:**  ✓  
*Public – Parents, students, and administrators will be able to see this value.*

**Class Nickname:**   
*Private – Only you see this name.*

**Grading Scale:**  ✓

**Scoring Method:**  ✓

**Given Grade Only:**  ?

**School:**  ✓

**School Term:**  ✓

**Reporting Interval:**  ✓

**School Period:**  ✓

**Teacher(s):**  Morris, Stephanie ✓

**Description:**

sample class setup

*Public – Parents, students, and administrators will be able to see this value.*

**Objective Sets:**   
[Add Objective Set](#)

**Title Text Color:**   
 Click on the box to select the color.

**Title Background:**   
 Click on the box to select the color.

On this screen, teachers will have the options to choose specific information about each of their classes. This setup is only done when new classes are assigned, such as the beginning of a new school year, semester, or grading period - depending on the class schedule.

The options that are labeled “**Public**” are those which are visible to students/parents on **LiveGrades.com**. Those that are labeled “**Private**” are only seen by the teacher on her webtools. Any option that is followed by a **RED X** must be completed. All options must show a **GREEN ✓** before the class is created.

Follow the same procedure to create all classes.

**TO ADD STUDENTS TO A CLASS AFTER IT IS CREATED**

Under the “**System**” tab, select “**Class Management**”.

From this screen, select “**Edit Roster**” to start building your class roster.

You can search for students that are in the **Personnel Directory** by name or ID number.

**Add Students**

If many of your classes have the same student roster, you have the option to copy a class roster to other classes.

After all classes have been created, and students assigned to those class rosters, the “**Home**” tab will list all of the teacher’s available classes.

**LiveGrades** is now ready for use!