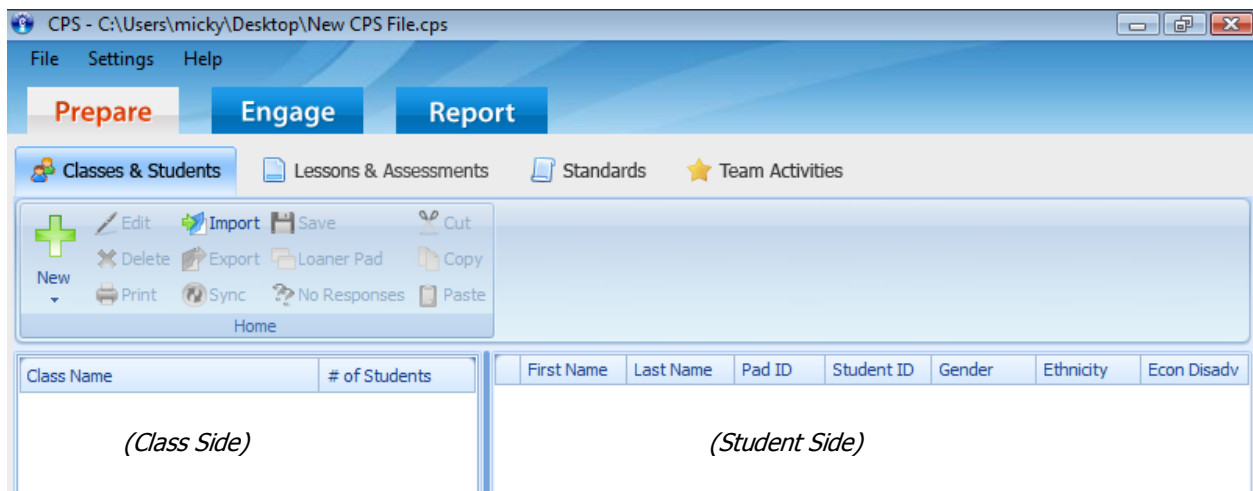## Create a Class Roster

The ***Prepare>Classes and Students*** tab is split into two panes. The left pane gives a view of all classes in this open database. We refer to this as the **class side**.

The right pane displays all of the students from any highlighted class name. We refer to this as the **student side**. When you highlight a class name from the left pane, all of the students' names in that class display on the student side.
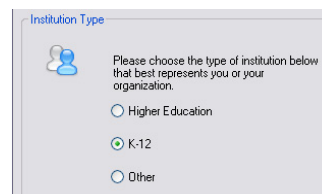

Create a Class Roster

1. Click the ***Prepare>Classes and Students*** tab.

2. Select **Class** from the **New** drop-down button.

3. The **New Class Wizard** appears.

4. Choose **K-12** as your Institution Type.

5. Click **Next** to continue.

Note: If this is your first time creating a CPS class, enter your Contact Information and click **Next** to continue. If you have previously created a CPS class, CPS stored your contact information. You will automatically move to the Class Information page.

6. Enter your Class Information:

Optional Fields

- **Class Name:** This is the only required information for a class. It will help you differentiate your classes so choose a descriptive name.
- **Course Number:** Course number assigned by your school.
- **Section:** Section number for your class.
- **Period:** Period in which you hold your class.
- **Semester:** Semester during which you teach your class.
- **Campus:** Building or campus where you teach your class.
- **Classroom Number:** Room number for your class.
- **Make this a CPSOnline class (An instructor Setup Code is required):** Leave the box in front of this option blank.
- **Attendance Options:** This is the location where you store your attendance records in CPS. You can choose to view the attendance as a grade in the Assessments area of the **Report>Gradebook** tab or choose to view the attendance as Absent/Present in the Class Info area of the **Report>Gradebook** tab.

7. Click **Next** to continue.

8. Click **Next** to create your class or click **Back** to review your information.

9. Click **Done** to close the New Class Wizard and return to the *Prepare>Classes and Students* tab, or create another class by clicking the box in front of the **I want to make another class** option.