eMediaVA℠

Creating a Class

Grouping students together in Classes is an efficient way to distribute Assignments. It's very easy to create a class in eMediaVA. Here's how -
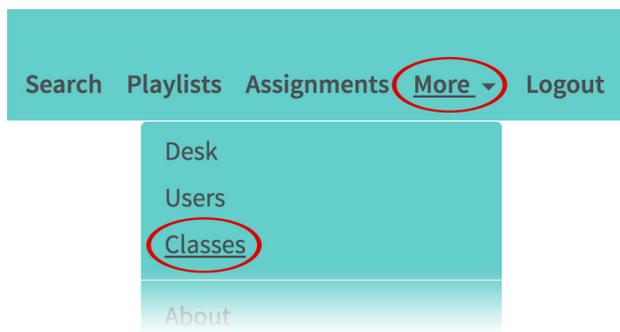
STEP ONE
Begin by pointing your browser to https://emediava.org.
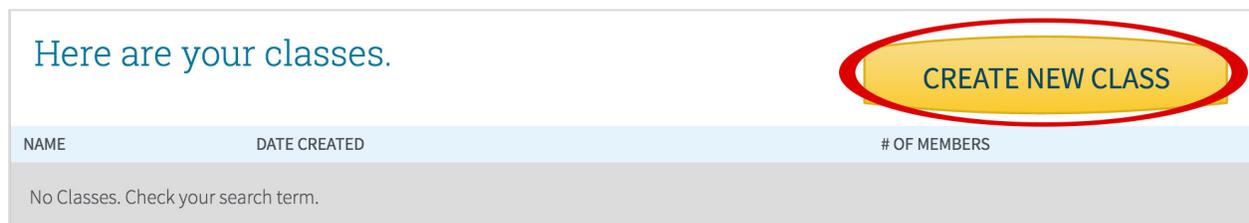Go ahead and log in. *Note: You must log in to see your classes.*

STEP TWO
Click on **More → Classes** in the main navigation menu. Your classes are always accessible via this link.

STEP THREE
Since we've never created a class before, this page looks rather bare. Let's remedy that.
Click the **Create New Class** button.

STEP FOUR

1. **Give your class a name**
   This can be anything just so long as you and your students will recognize it.

2. **Add students to your class.**
   Select as many students as you'd like from the list of names. This list is limited to students currently enrolled in your school.

   *If you're looking for a particular individual, use the **Search for a name** field.*

   Matching names and grade levels appear in the results box.

Each name is highlighted once selected. (Click the name again to deselect it.) Highlighted names are included in the class.

1. Give your class a name:

2. Add students to your class:

Select as many students as you'd like from the list below. You can also search for individuals. All of your choices appear in the confirmation box to the right.

Search for a name

Name	Grade
Sample, Joe	6
Sample, Jane	6
Sample, Alex	6
Sample, Bob	6
Sample, Mike	6
Schmoe, Jane	5

STEP FIVE
Confirm your selections. If everything appears to be in order, click **Create Class**.

eMediaVA confirms the class was created. Click on **View Classes** within the confirmation message.

Successfully Saved. View Classes   ✕

Confirm Your Selections
Any of these can be changed in the left-hand column.

Class Name:

Basic Class 101

Users:

Sample, Joe	6	x remove
Sample, Alex	6	x remove
Sample, Bob	6	x remove

Once a class is created, you can assign playlists to it for completion.

CREATE CLASS

Our new class appears! The Classes page gives you several tools to work with in order to manage your classes. This includes a **View** link to see all current enrollees within a particular class, plus **Edit** and **Delete** icons.

Here are your classes.

CREATE NEW CLASS

NAME	DATE CREATED	# OF MEMBERS	
Basic Class 101	2016, Nov 3rd	4	View

View

*See the full list of enrollees, including any teachers (indicated by a **T** symbol). If the list is not up-to-date, eMediaVA offers an **Edit This Class** button right on the page for your convenience.*

Here are all the details for Basic Class 101.

This class was created on 2016, Nov 3rd

There are 4 users:

Sample, Joe   Sample, Bob

Sample, Alex   Teacher, eMediaVA [T]

EDIT THIS CLASS

Edit

Opens the original creation page for the class. From there, you can change the name of the class or add/remove students.

Delete

Trash the class altogether.

That pretty much covers the basics! We hope you find classes to be easy to create and manage in eMediaVA!