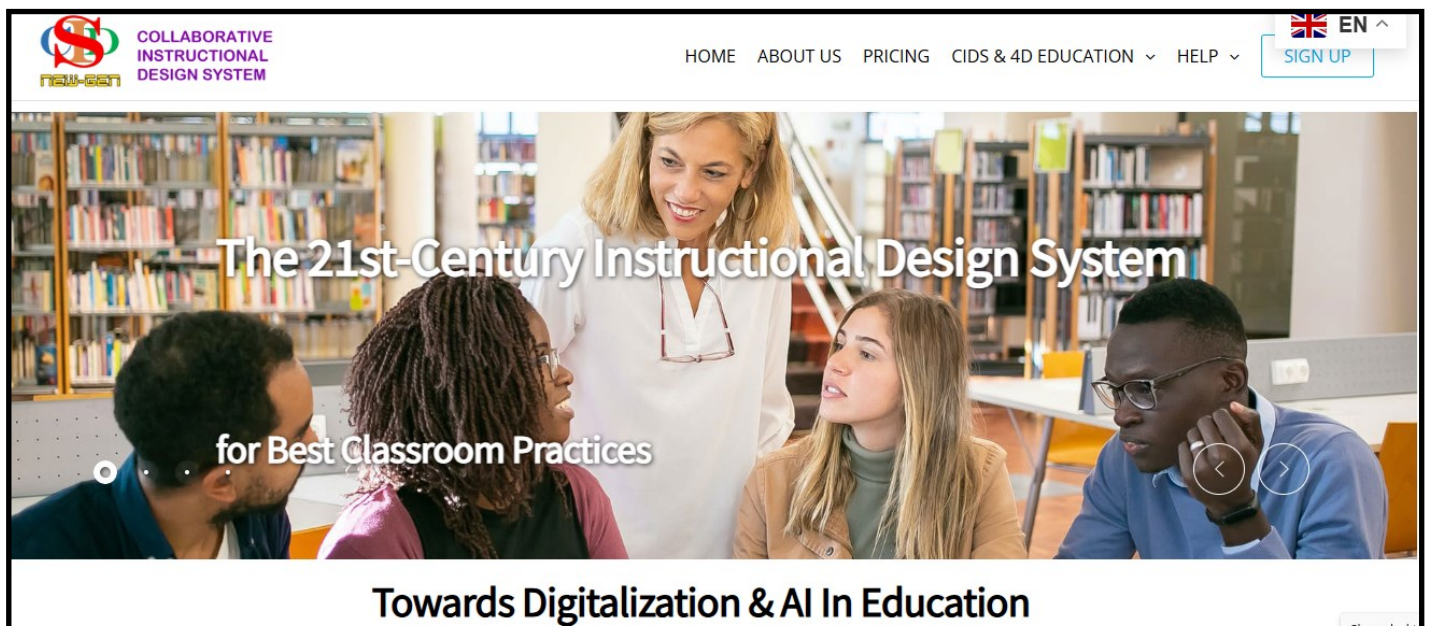




THE COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM (CIDS New-Gen)



TRAINING MODULE CREATE CLASS

Transforming teachers.....inspiring learners

CREATE CLASS

School Name		Boston Test School	What should I do?
Class Category	High School	Click and select class category	
Class Level	Choose Class Level	Click and select class level	
Class Name		Fill in class name (ex: Year 4 Alpha)	
No. of Students	1	Press and select, or fill in number of student	
Save Cancel			

Exercise 1: Create your school classes

- At the Main menu—Press **Settings - Create New Class**
- Choose **Class Category, Class Level**
- Write **Class Name**
- Select **No. of Students**
- Press **Save**

Repeat the procedure for the rest of the classes

Edit Class

Edit Class					
List of class information for editing					
What should I do?					
No.	Class	Level	Number of Students	Type of Class	Action
1	1 Alpha	1st Grade	10	Normal	Edit Set Learners' Profile Hide/Archive
2	1 Beta	1st Grade	15	Normal	Edit Set Learners' Profile Hide/Archive
3	2 Alpha	2nd Grade	10	Normal	Edit Set Learners' Profile Hide/Archive
4	2 Beta	2nd Grade	12	Normal	Edit Set Learners' Profile Hide/Archive

Press **Edit Class** at the Main Menu

- Press **Edit—Choose Class**
- Press **Hide/Archive— choose class**

Create Class means -

Creating classes involved in teaching and learning. It has a name and the number of students in each level.

Read the information and watch the video clip before you begin to do the exercise.

You may also refer to the **Help Menu**.

⇒ If you are the first user in your institution, you need to **create classes** (all classes in the same institution).

Edit Class: Purpose

- ⇒ To edit number of students
- ⇒ To correct spelling of the class name

Hide/Archive: Purpose

- ⇒ It has not been used for the current school session.

To Retrieve:

- ⇒ Press “List Archived Class” button
- ⇒ Press **Show** at the specific class

Congratulations ! you have completed this Module.

Now you are ready to move to the next module.