

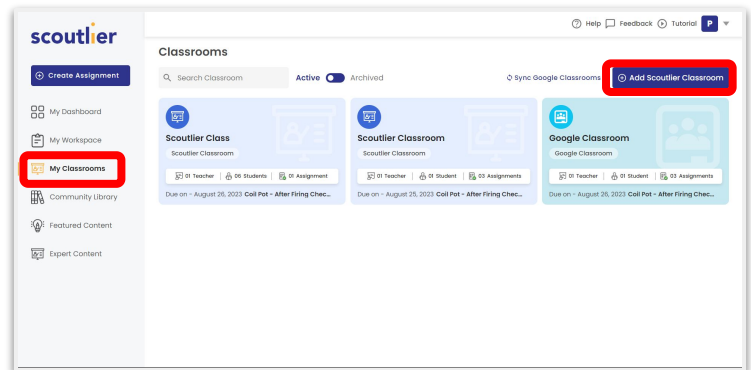


Creating Scoutlier Classrooms

Scoutlier has created Scoutlier classrooms to help you organize your students and provides your students with easy access to all their assignments. It is easy to create a Scoutlier classroom.

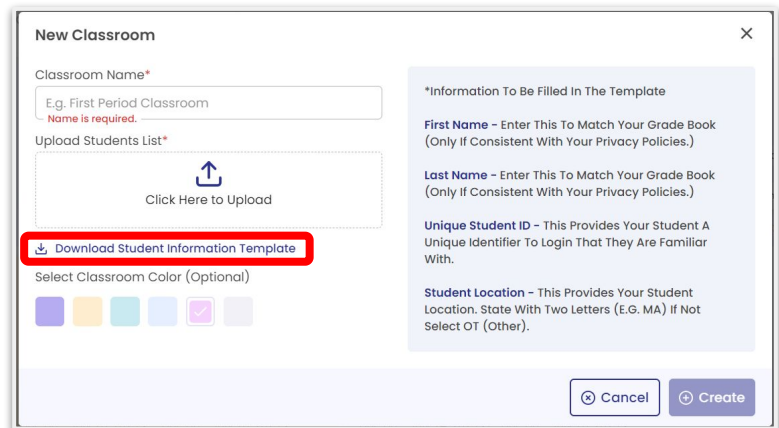
Select My Classrooms on the left panel of the dashboard.

Select Add Scoutlier Classrooms one the right.



A new window will open.

Start by downloading the student information template.



You will need your students name and unique ID, please use your school or district student provided ID number.

	A	B	C	D	E	F
1	First Name	Last Name	Unique Student ID	Student location (2 letters)		
2	A	Student	123	NC		
3	B	Student	234	NC		
4	C	Student	345	NC		
5	D	Student	456	NC		
6	E	Student	567	NC		
7	F	Student	678	NC		



Once your data is entered on the CSV file, return to the new classroom window.

Add a class name, upload the file, and click Create.

New Classroom

Classroom Name **Enter a class name**
 E.g. First Period Classroom
 Name is required.

Upload Students List* **Upload the file**
 Click Here to Upload

Download Student Information Template

Select Classroom Color (Optional)

*Information To Be Filled In The Template

First Name - Enter This To Match Your Grade Book (Only If Consistent With Your Privacy Policies.)

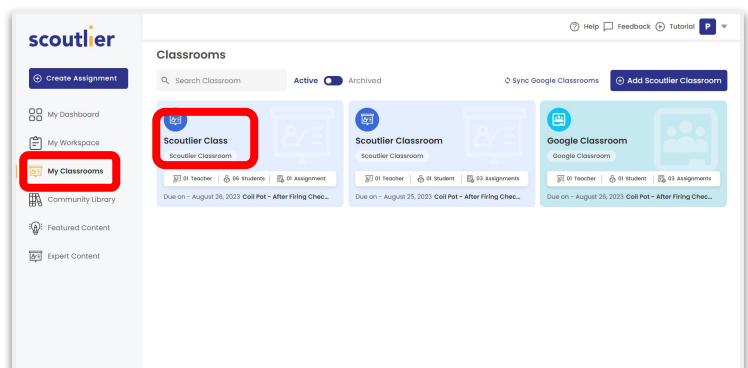
Last Name - Enter This To Match Your Grade Book (Only If Consistent With Your Privacy Policies.)

Unique Student ID - This Provides Your Student A Unique Identifier To Login That They Are Familiar With.

Student Location - This Provides Your Student Location. State With Two Letters (E.G. MA) If Not Select OT (Other).

Cancel Create

To find your class, select My Classrooms on the left panel of the dashboard. Click on your classroom.



Here you can find the class code, add students, and edit student accounts.

To learn more visit [Scoutlier Support](#).

