



## Class Server New School Year Setup

### Archive Class Information from Previous Year

	From the administrator screen, click on the class tab: <ul style="list-style-type: none"><li>▪ click on a class to select it</li><li>▪ click on the Archive button on the right</li></ul>
	Repeat for each class

### Updating Active Directory & Class Server

	Using a current class list, update schools in AD: <ul style="list-style-type: none"><li>▪ move students that have changed buildings (e.g. moved from MS to HS)</li><li>▪ place students who have moved into the correct group (add them to the new school group and remove them from their original school group)</li><li>▪ add new students to their appropriate building and group</li><li>▪ add new staff members to AD and correct group</li><li>▪ Import AD list into Class Server</li></ul>
	Using a current class list, update classes in Class Server: <ul style="list-style-type: none"><li>▪ create classes using correct naming convention (School Abbreviation, Grade Level, Teacher Last Name, Hour where appropriate – PRMS G6 Holmes H1)</li><li>▪ place students in classes</li></ul>
	Administrators are able to adjust both teacher and student passwords
	When giving ISD assessments – Please list students by classroom teacher not test proctor

### Considerations

	Teachers will want to use Class Server for daily instruction. Time for Class Server updating should be scheduled before school starts in the fall.

### Scheduling Professional Development

	The ISD can provide training. Please see the <a href="#">"classserver training checklist"</a> for information on setting up PD.