

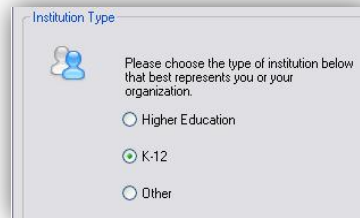
## Create a Class in CPS

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.



Institution Type

Please choose the type of institution below that best represents you or your organization.

Higher Education

K-12

Other

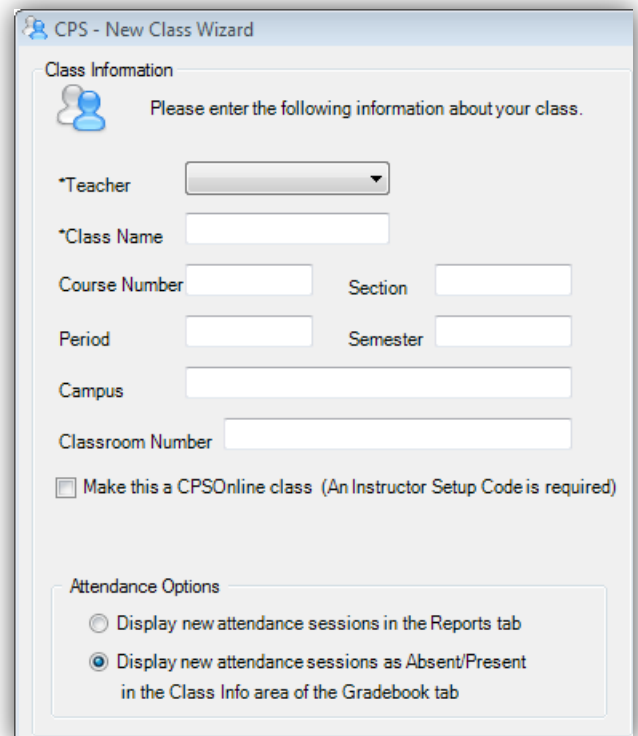
5. Click **Next** to continue.

**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:

- **Class Name:** This is the only required information for a class. It will help you differentiate your classes, so choose a unique 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* tab or choose to view the attendance as Absent/Present in the Class Info area of the *Report>Gradebook* tab.

Optional Fields



CPS - New Class Wizard

**Class Information**

Please enter the following information about your class.

\*Teacher

\*Class Name

Course Number  Section

Period  Semester

Campus

Classroom Number

Make this a CPSOnline class (An Instructor Setup Code is required)

**Attendance Options**

Display new attendance sessions in the Reports tab

Display new attendance sessions as Absent/Present in the Class Info area of the Gradebook tab

7. Click **Next** to continue.

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

**Create a Class**

For more information on training and professional development, please contact us at [training@einstruction.com](mailto:training@einstruction.com)

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

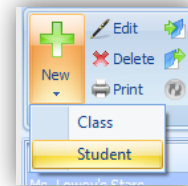
### Add Students to a Class

Once you have created a class in the database, you can add students to that class.

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



- Click the **New** drop-down button and select **Student**.



- CPS displays the default student information. CPS automatically saves the default student data row.

Bruce	Willis	29
Oprah	Winfrey	30
Kate	Winslet	31
Renee	Zellweger	32
Student	33	33

**Quick Tip:** Quickly add personalized student information to a student data row by typing in the student's first name, click the **Tab** key on your keyboard, type in the student's last name, click **Enter**

on your keyboard. Clicking Enter saves the student's information and automatically moves you to the next student data row. CPS automatically assigns the next student a pad ID number in numeric order. You may change the student's pad ID number by clicking on the Pad ID data field and entering in a new pad ID. Data fields include the following fields:

- First name (required)
- Last name (required)
- Pad ID (required)
- Student ID (required for REAP)
- Gender (required for REAP)
- Ethnicity (required for REAP)
- Economically disadvantaged (not required)

**Note:** If you are using REAP, each student must have a unique student ID. If you know your students' district IDs, please use them. The IDs may be alpha-numeric, but must have at least 5 total characters and/or numbers.

- Click **Save** when you have added all information for each student. CPS will automatically display the student information on the student side of the window.  
**Note:** You can use any class you create in this database in conjunction with any session delivery. Click the column headers, First Name, Last Name, or Pad ID, on the student side to sort the view of the students in a class.

### Create a Class

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