

## STUDY ISLAND

### Naming Conventions for Classes

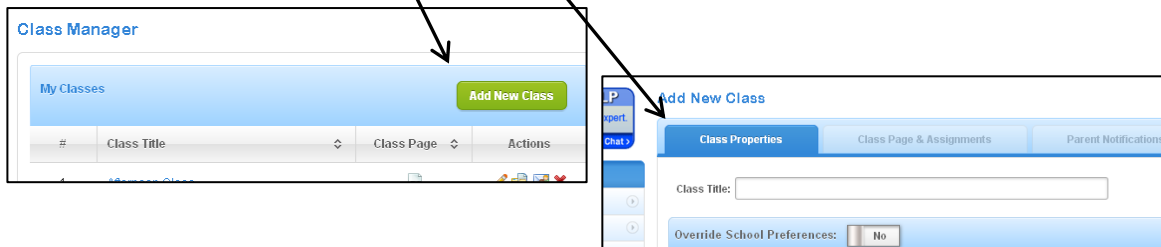
School Year\* \_Semester\*\* \_Grade Level \_Teacher LName \_Course/Subject Name \_Period

\* please use *12/13* for this school year

\*\* semester is only required for classes impacted by a semester-length schedule

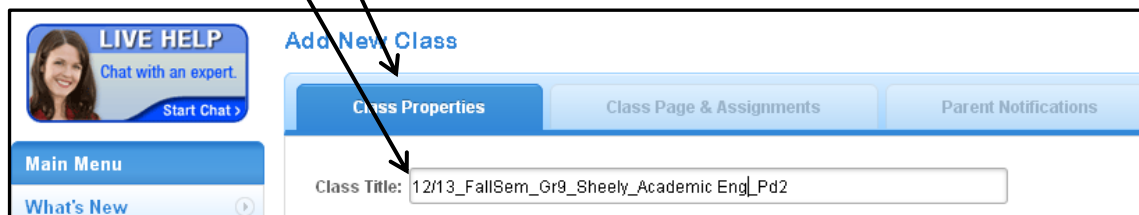
### Creating a Class

1. Log into Study Island
2. Choose **Class Manager** from the Main Menu
3. Click on the **Add New Class** button
4. At the **Class Properties** tab, key in the title (*use the naming conventions above*)
  - a. This is the official class title that is used to identify your class throughout the program
  - b. Establish preferences – for most situations we recommend building-wide and/or grade-level consistency for valid data
5. Click on **Save** at the bottom of the page
6. At the **Class Page & Assignments** tab, you may specify a different class name to show up on the students' screen—see below Alternate Class Name below for details



### Renaming a Class

1. Choose **Class Manager** from the Main Menu (*if more than one class exists, choose the class*)
2. Click on the **Class Properties** tab
3. Key in **Class Title**
4. Click on **Save** at the bottom of the page



Using an Alternate Class Name (*this Class Name is visible only to students on their class page*)

1. Choose **Class Manager** from the Main Menu (*if more than one class exists, choose the class*)
2. Click on the **Class Page & Assignments** tab
3. Key the **Alternate Class Title** in the Class Page Header field
4. Click on **Update** to the right of the Class Page Header field

