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## Managing Students: Creating Classes & Adding Student Accounts

Teachers can manually create Discovery Education student accounts so that students can research, explore, complete assignments, and create their own content with Discovery Education.

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**Note:** Many schools and districts prefer to manage Discovery Education student accounts through a **single sign on (SSO)** integration or by importing students accounts via spreadsheet.

We recommend these options because they save teachers time and ensure consistency in student accounts. To find out more about Discovery Education student management options, please contact [Customer Support](#).

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### Students and Classes

**Classes** are teacher-level groupings of students. When created manually, **student accounts** must be associated with at least one **class**. Once student accounts are created, all educators at that school can **add students to their classes**.

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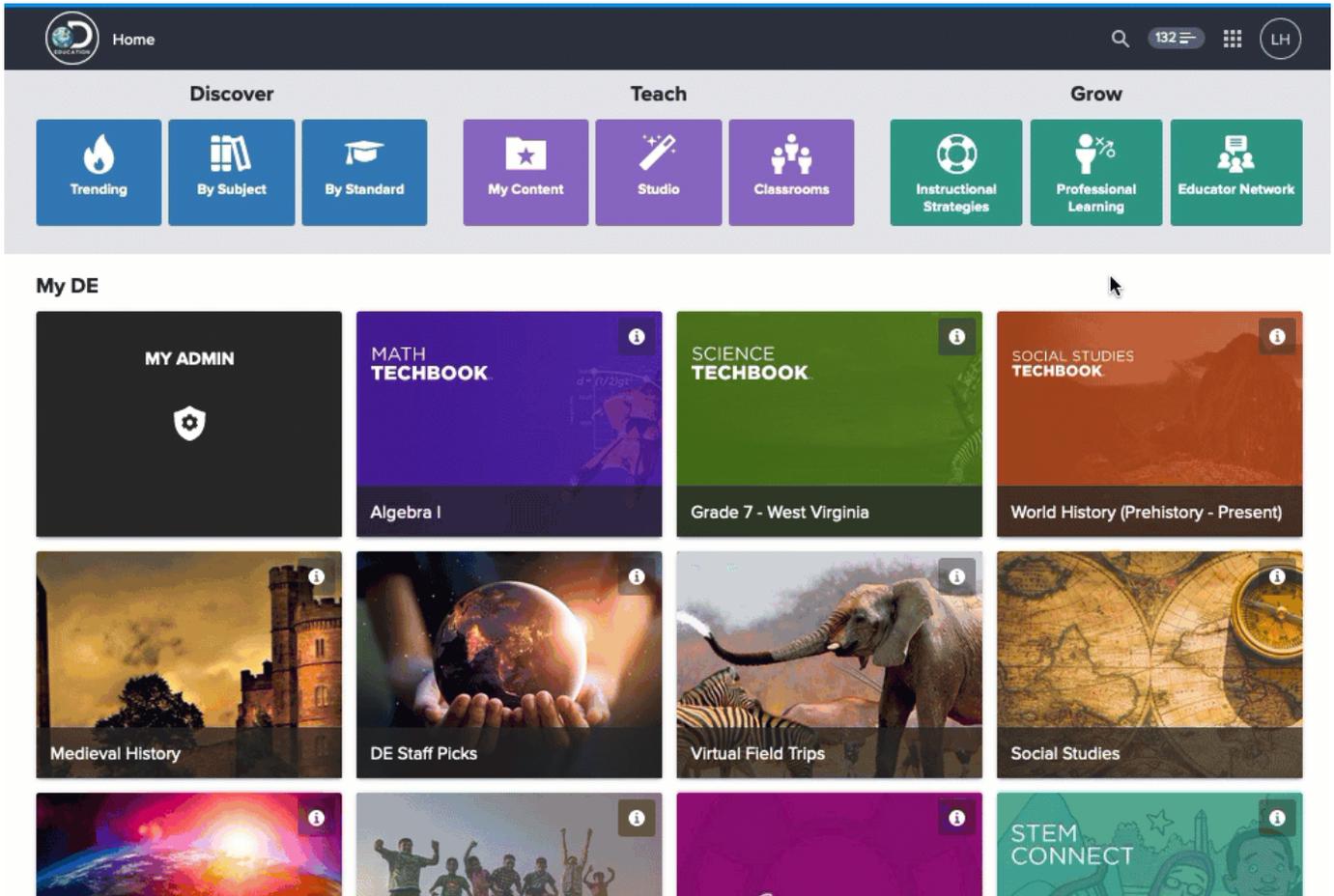
**JUMP TO:** [CREATING CLASSES](#) | [CREATING STUDENT ACCOUNTS](#) | [ADDING STUDENTS TO CLASSES](#)

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### Creating Classes

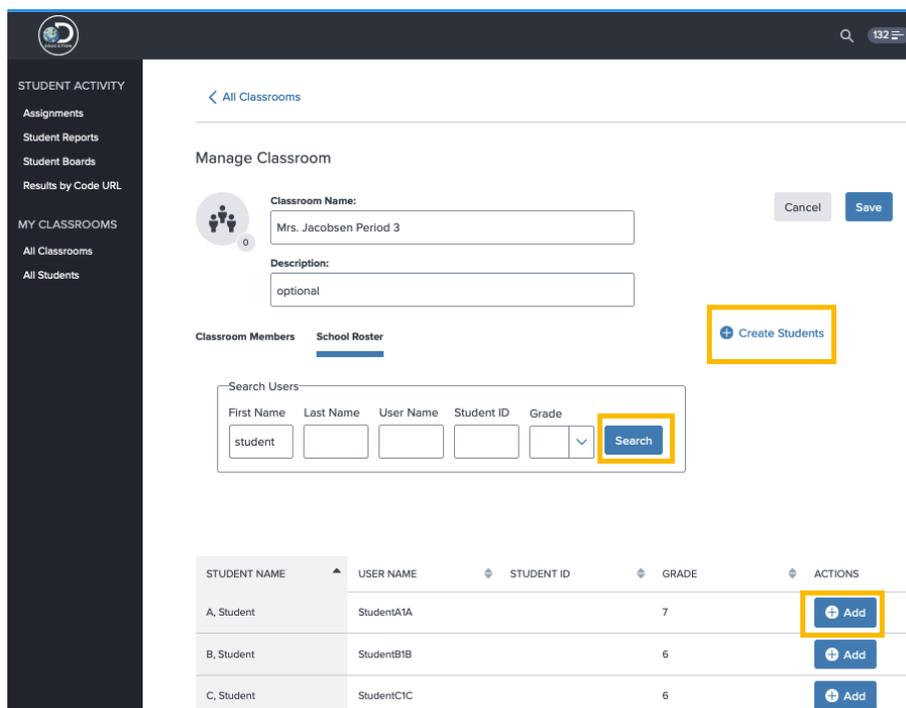
Select **Classrooms** from Discovery Education navigation and choose **All Classrooms** > **Create Class**.

Give the class a **name** and an optional **description**: class name is visible to students when content is assigned to them; the description is not.



If the student account already exists on the school roster, you can add it by searching for the student by name, user name, student ID, or filtering by grade.

If the student account does not exist, and can be added by selecting **Create Students**.



## Creating Student Accounts

Select **Classrooms** from Discovery Education navigation and choose **All Students > Create Students**.

**Note:** In order to manually add a student account, that student must be added to an existing “class”. If you have not already created a class, create one now (see above).

The screenshot shows the Discovery Education dashboard. At the top, there is a navigation bar with 'Home', a search icon, a user profile icon labeled 'LH', and a notification icon with '132'. Below the navigation bar are three main sections: 'Discover', 'Teach', and 'Grow'. Each section contains several icons representing different features: 'Discover' has Trending, By Subject, and By Standard; 'Teach' has My Content, Studio, and Classrooms; 'Grow' has Instructional Strategies, Professional Learning, and Educator Network. Below these sections is a 'My DE' section containing a grid of content tiles. The tiles include: MY ADMIN, MATH TECHBOOK (Algebra I), SCIENCE TECHBOOK (Grade 7 - West Virginia), SOCIAL STUDIES TECHBOOK (World History (Prehistory - Present)), Medieval History, DE Staff Picks, Virtual Field Trips, Social Studies, a tile with a sun and globe, a tile with people celebrating, a tile with the word 'Summarizing', and a STEM CONNECT tile.

Enter the student account information. The following fields are required:

Class

Last Name

First Name

Username

Password

Grade

A **username** must be unique in the entire Discovery Education database. The system will alert you if a username is already taken.

**Passwords** must be at least five characters long.

Once a student account has been created and added to a class, that student account is visible to all teachers at the school so that it can be associated with additional classes.

**Add Student**

\* Required fields

Add Student to: \*  
Mrs. Jacobsen Period 3

Last Name \* First Name \* MI Grade \*  
L Student [ ] 6

User Name \* Password \* ID Student's Email  
student1@l Password must be 5 characters or more.

Username is valid.

Your password must be 5 characters or more.

Add Student

## Adding Students to Classes

Once student accounts have been created, they can be associated with multiple classes.

Select **Classrooms** from Discovery Education navigation and choose **All Classrooms**. Find the class you wish to add students to and select **View Details**. Choose **Student Roster** to add an existing student account from the school roster.

The screenshot shows the Discovery Education dashboard. At the top, there is a navigation bar with 'Home', a search icon, '132', a grid icon, and 'LH'. Below this are three main sections: 'Discover', 'Teach', and 'Grow'. 'Discover' includes 'Trending', 'By Subject', and 'By Standard'. 'Teach' includes 'My Content', 'Studio', and 'Classrooms'. 'Grow' includes 'Instructional Strategies', 'Professional Learning', and 'Educator Network'. Below the navigation bar is a 'My DE' section with a grid of 12 resource cards. The cards are: MY ADMIN (shield icon), MATH TECHBOOK (Algebra I), SCIENCE TECHBOOK (Grade 7 - West Virginia), SOCIAL STUDIES TECHBOOK (World History (Prehistory - Present)), Medieval History, DE Staff Picks, Virtual Field Trips, Social Studies, a colorful abstract card, a group of students celebrating, Summarizing, and STEM CONNECT.

Searching for students by name, user name, student ID, or filtering by grade.

Select **add** next to the student to add the account to the class. Use **remove** to remove the account from the class.

### Manage Classroom



Classroom Name:

Mrs. Jacobsen Period 2

Cancel

Save

Description:

Classroom Members

School Roster

+ Create Students

Search Users

First Name	Last Name	User Name	Student ID	Grade	
s	j			6	<input type="button" value="Search"/>

STUDENT NAME	USER NAME	STUDENT ID	GRADE	ACTIONS
J, Student	StudentLJJ		6	<input type="button" value="Remove"/>
Javion, Shark	jshark		6	<input type="button" value="Add"/>

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