Creating a New Class

One of your first tasks will be to create a class. You have three options. (1) You can create a blank class with no assignments and then add assignments as you go. (2) You can create a class by cloning a Pre-Built Course that The Physics Classroom has created. Pre-Built Courses contain a package of assignments that you might wish to use. (3) You can create a class by cloning a class that you have previously taught . If you are in a Group subscription, you can also clone a class of another teacher who is in your subscription. This places all assignments from that class in your newly created class.

This document will discuss how to create your own class as opposed to cloning a previously taught or pre-built class. The class will have no assignments. You will add assignments as you go.

On your **Account** page, tap on the **Classes** link. You will see a list of Active Classes and Previous Year's Classes organized into tables. Tap on the **Add New Class** button.
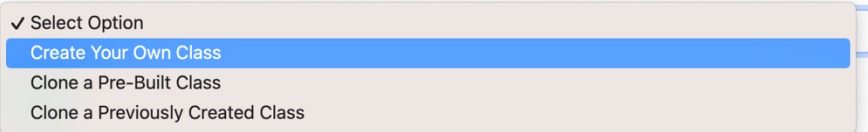
From the **Add Class** pull-down menu, select **Creat Your Own Class**.

Add Class

You can:
- Create your own class
- Clone a pre-built class made by The Physics Classroom
- Clone a previously created class

If you clone a previously created class, all items will be copied except Students, and all dates will be moved forward in time by an amount you can control.

✓ Select Option
Create Your Own Class
Clone a Pre-Built Class
Clone a Previously Created Class

The page expands and a form appears that you will have to complete before the class is created. Provide a **Class Name** and a **Class Description**. These will appear to students in Task Tracker. You can change these later if you change your mind.

Class Name:

Period 1 Physics

Students see these. Make them informative.

Class Description:

Assigned tasks from The Physics Classroom will appear on your Assignment Board inside your Physics Classroom account. Tap the Start This Task link to begin a task.

The remainder of the form will also have to be completed. See screenshot below. The number of selected **Features** you use determines the cost. The default features will be determined by the number of features used in the previously created class. If you need to change the number of selected features, then do it now by unchecking or checking boxes. **Once you save the settings you can no longer uncheck features.** If you enable **Receive Student Emails**, then every email we send (invitations to the class, password reset, etc.) will be CC-ed to you. If you enable **Receive Student Late Submission Emails**, then you will receive an email if an assignment is completed after a due date; it's a maximum of one email

a day that informs you that a specific student (or more) has completed specific assignments. We recommend having a random **Class Signup Code** generated by our system. A code like Physics1 is not secure and can easily be guessed by others whom you do not know who might want to join your class in order to have Task Tracking enabled. Keep your code private between you and your students; this prevents unusual names from showing up on your roster and consuming your seats. Once the form is completed, tap on the **Save** button and Task Tracker will create your class and populate it with the assignments used in the previously created class.

Class settings can be changed at any time. There is a Pencil next to the class on the **Classes** page. A tap on the pencil allows you to edit your class settings.

Features
Features increase your cost per student and cannot be removed once added, but you may add features later if needed.

Seats Per Student: 2
☑ Concept Builder
☑ Minds on Physics
☑ Physics Interactives
☑ CalcPad
☑ Science Reasoning

This determines how many seats each student uses. If you pick all five, then you can't remove any later. Seats cost money. If you paid for five, then select all five. If you paid for only one seat per student, then select only one feature.

☐ Receive Student Emails ← Not recommended (lots of emails)
☑ Receive Student Late Submission Emails ← Recommended (get notified when students complete a task after a due date)

☐ Ad Free Only without Task Tracker ← Not likely

Class Signup Code:

(Generate Random) ← Recommended

Select the Class's School

Start typing in field and your school should auto-fill (unless your new to our system ... then select New School)

No School

Save ← Save and you're done. Your class is created with assignments.