

Setting Up Your New Classes in Renaissance Place

(Addition to Renaissance Learning Knowledge Base article #10150563)

Before you continue, check the school year you are working in. This information appears behind your name in the upper-right corner of any page in the program (other than the Home page). This is important because classes must be added separately for each school year.

TIP: If you added the new school year in Step 1 but it has not started yet, you can still create your new classes. Click the School Years tile on the Home page, then click “Work in a Different School Year”, and select the new year. You will be working in the new year until you switch to a different school year or log out of Renaissance Place, and this will not affect any other users.

To manually create new classes:

- 1) Click the Courses and Classes tile your home page.
- 2) If you see a School drop-down list on the Courses and Classes page, choose the school you want to work with.
- 3) Click “Add Class” in the Actions column for the course you want to add a class for.
- 4) Enter the information for the new class: unique class name, primary teacher, marking period during which the class takes place, and products that this class will use.
- 5) If you would like to enroll students at this time, click “Add Students.” Search for students and add them to the class. Click [Save] when you are finished enrolling students for this class.
- 6) Click [Save] again to save your new class. To continue adding classes to the same course, click “Add Class”. To setup classes in a different course, click the “Courses and Classes” link at the top of the page.

Note: Incomplete classes are missing one or more of the following: a primary teacher, product assignments or student enrollments. Incomplete classes cannot be accessed by teachers or students.