

## **Setting Up Your New Classes in Renaissance Place**

(Addition to Renaissance Learning Knowledge Base article #4849610)

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. This is important because classes must be added separately for each school year.

### **To manually create new classes:**

- 1) View the course you want to add a class for.
- 2) Click "Add Class" on the View Course page.
- 3) Enter the information for the new class. Be sure to use a unique class name and choose the marking period during which the class takes place.
- 4) Click [Save]. You will go to the View Class page, where you can assign a teacher and enroll students. If you want to do this now, return to the KB article and go to Step 8. To continue adding classes at this school, click the "View Course" link at the top of the page.