

OAS Directions for PowerTeachers to Setup a Class

- **NOTE:** PowerTeacher designation is a task done by the building OAS administrator. Unless a teacher has been designated as a PowerTeacher, class creation as directed below cannot be completed.
- Login is with teacher login
 - Remember as of August 2008, your login is your email plus mcsd and your password is the same as your email password, as it was August 2008
- Click on the "Classes" tab
- Click on the "Create a new class" link
- In the window that opens fill in the following information
 - Make the class title and class identifier the same, your last name plus the grade level number, no spaces (for example Mitchell4; no spaces)
 - In the Subject area, use the dropdown menu to choose Homeroom (you will have to scroll down)
 - In the Grade level area use the dropdown to choose the grade level you teach
 - Now scroll down the the Students area
 - Select from the list on the left (of students at your school in your grade level) the students that are in your class (homeroom). Holding down the Control key on your keyboard will allow you to multi-select students. It might be wise to do a few students at the time
 - Once you have selected a few of your students, click the Add button (DO NOT click the Add All button because this adds all of the students in the entire list rather than only the ones you have selected)
 - Add all of your students from the list on the left to your class list on the right
 - You may have to check some names with the student because the list may have their first name and your student goes by his middle name

- If it is the same student then add him too, to your list. This will not be a problem because his or her login is their Georgia ID number (GTID)
- If you have a student that is not in your list, skip him for now. You must add him into the system, and then come back and add him to your class. See directions below.
 - After students are added to your class scroll down and select your name from the list of teachers at your school. You are assigning yourself as the teacher to the class you are creating
 - Click on the Submit button at the bottom of this window
- Log out unless you need to add a student

To add a student, do the following:

- Click on the Students tab
- Click on Create a new student
- Enter the required information, indicated by red check mark (You can go back one screen and choose to Modify a student and see how and what information was entered; this can guide you as you create the new student)
 - Note the student login ID must be his GTID number. This number can be obtained from the school SASI clerk; it is on the 3rd tab of the student record
 - The password for the system should be the OAS default, as shared with teachers during training
- Scroll to the bottom of the window and click the Submit button

Next you should follow the directions above and go back to add the student you just created to the class you just created:

- Click Classes tab
- Click Modify a class
- Click on the link that has your class name

- Once your class opens, scroll to the bottom, in the Students area and add the student you just created (that should now appear in the left panel) to your class (right panel)