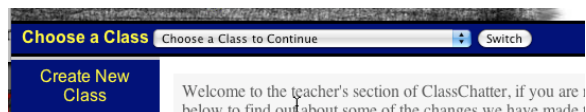# Appendix B

Add Students to a Class in ClassChatter.com

First Log into the teacher's section of the ClassChatter.com homepage using your User Name and Password. (See Appendix A) Once

you have logged in you can either choose an existing class from the list near the top of the page or you may choose to create a new class by clicking the link directly below the pull down menu.

Once you choose a class you will enter the "Class Dashboard." The dashboard gives you a quick overview of everything you need to know about a class. Click the "Students" button (shown to the right) to begin adding students to your class.

Class List For "demo86"

Student Name   **Password**   **Edit Name**   **Edit Password**   **Delete Student**

Add Students

Student Name;

○ Random Password Generator.
○ Use "4123" as a password.
○ Enter Custom Password:

[John Smith]

[Add Student]

Add students using the form shown above. Student accounts can be edited or deleted at any time. Also, it is important to remember that student names will only be shown to members of the class, or if the teacher chooses student names can even be hidden from fellow class members. (Turn on "Identity Masking" from the Customize Class menu)

There are three choices for entering student passwords.

- *Random Password Generator* – This automatically creates a simple random 4-digit password for the student.
- *Use "4123"* – This will set a default password of 4123 for the student.
- *Custom Password* – If you wish you may enter any custom password you wish for the student.

Remember, that students can change their passwords upon login.
However you, the teacher, will always have access to the students chosen password.