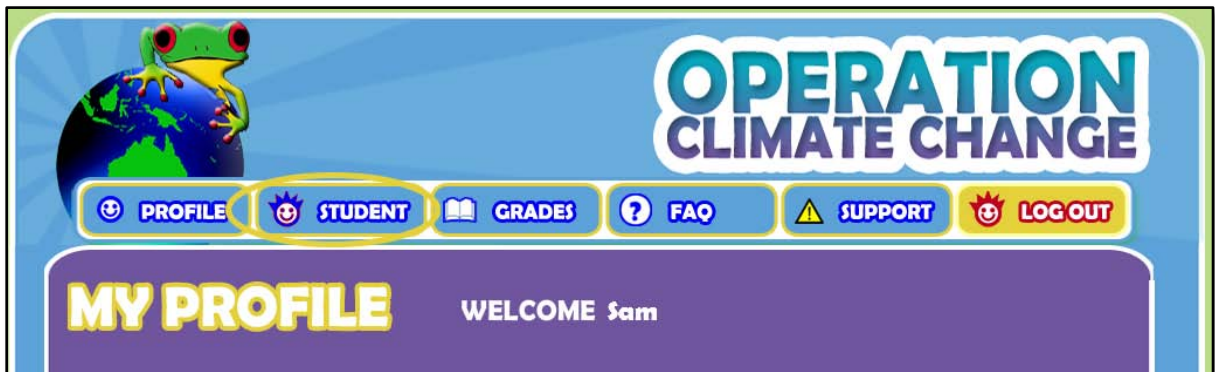


## How Do I assign a Class Name to a Student?

Once a Class Name has been created, a teacher is able to assign their students to a particular class. Below are instructions of how to assign students to a particular class name within the OCC LMS.

1. Log in using your teacher login details.
2. Navigate to the Student page by clicking on the "student" button in the menu.



3. Add a new student by filling out the "Add a Student" form.

The screenshot shows the "STUDENTS" page in the OCC LMS. The page has a purple header with the word "STUDENTS" in large, bold, yellow letters. Below the header, there is a search bar with the text "new class" and a dropdown menu set to "Live Student". A "Search" button is located to the right of the search bar. Below the search bar, there are search results for "New Class Sam Cross (Alinjorra Primary School) [inspect]" and "new class Sam Cross (Alinjorra Primary School) [inspect]". The main content area is green and contains the "Add a Student" form, which is highlighted with a yellow border. The form has the following fields:

|             |                                            |            |                                        |
|-------------|--------------------------------------------|------------|----------------------------------------|
| First Name: | <input type="text" value="first name"/>    | Last Name: | <input type="text" value="last name"/> |
| Username:   | <input type="text" value="username"/>      | Password:  | <input type="password" value="....."/> |
| Email:      | <input type="text" value="Email Address"/> | Class :    | <input type="text" value="class 1"/>   |
|             |                                            |            | <input type="button" value="ADD"/>     |

Below the "Add a Student" form, there is a section titled "Add a New Class Name" with the following fields:

|                                    |                                                       |
|------------------------------------|-------------------------------------------------------|
| Class Name:                        | <input type="text" value="class name"/>               |
| School:                            | <input type="text" value="Alinjorra Primary School"/> |
| <input type="button" value="ADD"/> |                                                       |

At the bottom of the page, there is a section titled "My Latest Students".

4. Select the Class Name within the Class Dropdown Menu

**STUDENTS**

new class  Live Student

Search results:  
New Class Sam Cross (Alinjarra Primary School) [inspect]  
new class Sam Cross (Alinjarra Primary School) [inspect]

### Add a Student

|             |                                            |                                    |                                        |
|-------------|--------------------------------------------|------------------------------------|----------------------------------------|
| First Name: | <input type="text" value="first name"/>    | Last Name:                         | <input type="text" value="last name"/> |
| Username:   | <input type="text" value="username"/>      | Password:                          | <input type="password" value="....."/> |
| Email:      | <input type="text" value="Email Address"/> | Class :                            | <input type="text" value="class 1"/>   |
|             |                                            | <input type="button" value="ADD"/> |                                        |

### Add a New Class Name

|                                    |                                         |
|------------------------------------|-----------------------------------------|
| Class Name:                        | <input type="text" value="class name"/> |
| School:                            | Alinjarra Primary School                |
| <input type="button" value="ADD"/> |                                         |

### My Latest Students

5. Click "Add".

A new student has now been created and assigned to a class.

You can check that the student has been created correctly by refreshing the page [press F5] and viewing the student table under the "My Latest Students" heading further down the page.

### Add a New Class Name

|                                    |                                         |
|------------------------------------|-----------------------------------------|
| Class Name:                        | <input type="text" value="class name"/> |
| School:                            | Alinjarra Primary School                |
| <input type="button" value="ADD"/> |                                         |

### My Latest Students

| Name                    | Class                                 |
|-------------------------|---------------------------------------|
| new 1, new student 1 ⓘ  | New Class, Alinjarra Primary School ⓘ |
| last name, first name ⓘ | class 1, Alinjarra Primary School ⓘ   |
| somebody, peter ⓘ       | oscar, Alinjarra Primary School ⓘ     |
| Chase, Cordelia ⓘ       | oscar, Alinjarra Primary School ⓘ     |
| harris, xander ⓘ        | oscar, Alinjarra Primary School ⓘ     |
| something, Willow ⓘ     | oscar, Alinjarra Primary School ⓘ     |
| Summers, Buffy ⓘ        | oscar, Alinjarra Primary School ⓘ     |
| Cross, Oscar ⓘ          | class 1, Alinjarra Primary School ⓘ   |