Create and Roster Individual Classes

Overview

This article is for administrators who only need to add or modify a small number of classes, and describes how you can create and/or roster classes one at a time in myLexia.

> **⚠ CLASS NAMES**
> Classes must include the code "VATUTOR24" in the class name.

Staff with different access levels will have different permissions:

- Staff with District Administrator access in myLexia® can create and roster classes at any school in the district. This may be needed if you have tutors who are monitoring classes in multiple schools within the District.
- Staff with School Administrator access in myLexia can create and roster classes for their assigned school.
- Teachers can create and roster their own classes in myLexia. Also see For Teachers: How do I Create a Class?

Admins who would like to create multiple classes at once may upload a spreadsheet of students and staff using the manual import option. The optional class column in the manual import spreadsheet will allow you to create and/or roster existing classes in myLexia.

Applies to: Educators and administrators who have Teacher, School Admin, or District Admin access to myLexia®.

Does not apply to: Educators and administrators who have Read-Only access in myLexia®, and some educators in myLexia sites that use an automated rostering method.

How do I create and roster a class in myLexia?

1. Select the **Manage** tab, then select **Classes**.
2. Select the **Create Class** button (the blue square with a plus sign).
3. From the **Create Class** window, enter the class information:
   - Enter the class name. Classes **need** to include the code ""VATUTOR24"" in their name
   - For staff with district administrator access, select the school.
   - Select the grade.

> **📝 NOTE**
> If the class contains students from multiple grades, you can choose the grade "Other."

Add Students

1. From the **Create Class** (or **Edit Class**) window, select the **Add Students** button. (If the class already has at least one student, the button will read **Modify Students**.)
2. Select the boxes next to the names of the student(s) you want to add to the class.

> **NOTE**
> If you can't see all of the students you want to add, you can try selecting "**All**" from the "**Grade**" dropdown menu .)

3. Once you have selected the student(s) you want to add, select **Add to Selected Students**. The students' names will then appear in the Selected Students list on the right.
4. When you see all of the correct students in the Selected Students list, select the **Done** button.

Add Staff

1. From the **Create Class** (or **Edit Class**) window, select the **Add Staff** button. (If the class already has at least one staff member, the button will read **Modify Staff**.)
2. Select the staff you want to add to the class.
3. Select **Add to Selected Staff**. The staff members will then appear in the Selected Staff list.
4. When you see all of the correct staff in the **Selected Staff** list, select **Done**.

Save Class

1. Check to make sure the code ""**VATUTOR24**"" is in the class name, and that you successfully added students and staff.
2. Select **Save**.

> **WE'RE HERE TO HELP!**
> Email VAtutoring@lexialearning.com.

> **MONITORING CLASSES**
> Want to learn how to monitor progress for specific groups of students, such as the ALL In Tutoring students? Email VAtutoring@lexialearning.com.