

# TAX, SUPER AND YOU

## HOW TO CREATE A CLASS - CHEAT SHEET

Follow these steps to create a new class for your students:

1. Log-in to your *Tax, Super + You* account.
2. Scroll down to the **ADMIN QUICKLINKS** block on the right-hand side and select **Create a new class**.
3. Enter a name for your new class in the **Title** field.
4. Scroll down the page to select which content to include in your class. You can select which content your students will see by checking and unchecking the course content items (all items are selected by default).
5. Click on the green **SAVE** button at the bottom of the page to finish creating your class (you do not need to enter an expiration date or time).

### ADMIN QUICKLINKS

- [What is Tax, Super + You?](#)
- [Create a new class](#)
- [Manage classes](#)
- [My class student results](#)
- [Notify students](#)


The following confirmation will appear once your new class has been created:

✓ *Class Grade 9 Economics has been created.*

You will now receive an email that contains a link to your new class, as well as instructions on how to manage your class and to help your students to enrol into your class.

6. Forward this email to your students and instruct them to use the link to enrol in your class.

**After your students have requested enrolment into your class:**

7. Select **Manage classes** from the **ADMIN QUICKLINKS** block, and then click on the title of your class.
8. Select the **Manage users** link or click on the **Users** icon . Both options will take you to the next screen where you will see a list of students who have requested enrolment in your class.
9. Click on the **edit** link for first 'Pending' student you want to enrol.
10. Change the student's **State** to 'Active' and **Role** to 'Student', then click **UPDATE MEMBERSHIP**.

The following confirmation will appear once their enrolment is complete:

✓ *The membership has been updated.*

11. Repeat steps 7 to 10 for each subsequent student you want to enrol in your class.



Your students will now be enrolled in your class and will have access to the *Tax, Super + You* course content.