



Creating Classes In Methodize

Classes are the keystone of Methodize's organizational tracking tools. Creating a class in Methodize allows teachers to keep track of students' progress through the program. Classes don't have to just be for traditional instructional groups, but they can be for any collection of students that a teacher needs to supervise.

The classes you create will appear on your Methodize dashboard when you log into the program. From there, you can click on each class and see the students who are enrolled.

To get started, click *+ Add Class* on the left of your dashboard.

Please note that teachers can create classes any time, but they cannot add students to the classes until the students have an account.

Add Class

Name

End Date

Associated Course ?

Select Course

ACT ⊗

SAT ⊗

| Dashboard | Courses | School | Classes |
|--------------------------------------|-------------|----------------|---------|
| Classes | | | |
| Search students <input type="text"/> | | | |
| 3rd Period | 9 Students | + Add Students | |
| Test Prep Class | 15 Students | + Add Students | |
| + Add Class | | | |

On the screen that appears you can give your class a name and select which course(s) apply to your students. The default is to select both ACT and SAT, but if you only want to see student usage data for one course, you can de-select the one you don't want to see by clicking the x.

You will also need to select the class's end date, which will be the last possible day you will need to view classroom data (most likely the end of the semester or the end of the school year). But note that the class will disappear from view after that date, so ***you might want to build in extra time*** if you need to retrieve grades at the end of the marking period.