

## HOW TO: ADD CLASSES & ROSTER STUDENTS

Follow the steps below to create additional classes in your teacher account and roster students using a direct link.

### ADDING ADDITIONAL CLASSES

Below are the steps to add additional classes to your account. Please note, if you integrated through your LMS you have to sync your classes through your LMS and will not be able to add classes manually. Refer to the "Getting Started Guide" for LMS users.

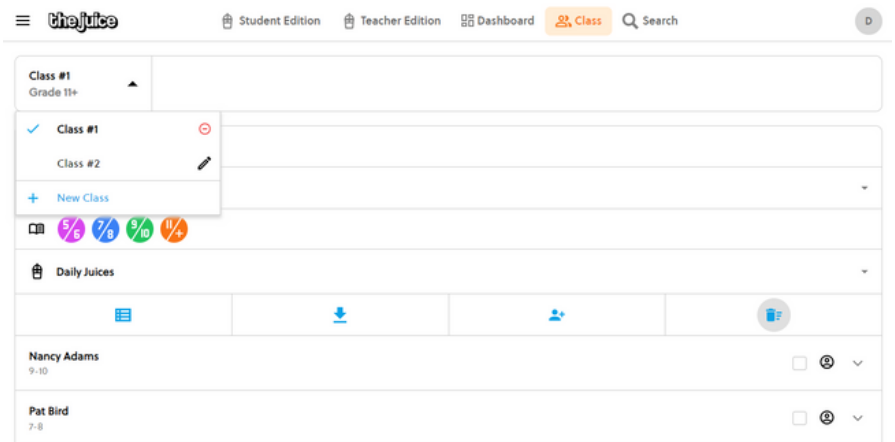
1. To add more classes to your teacher account, go to the Class page.

2. You will see a blue "+ New Class" line in the dialog box.

3. To add a new class, click on "+ New Class."

4. Enter your new class name, choose a reading level and click on "Create Class" at the bottom.

5. You can then switch between your classes by clicking on the class name and clicking on the desired class.



### ROSTERING STUDENTS

1. On the class tab, first select the class you would like to add students.

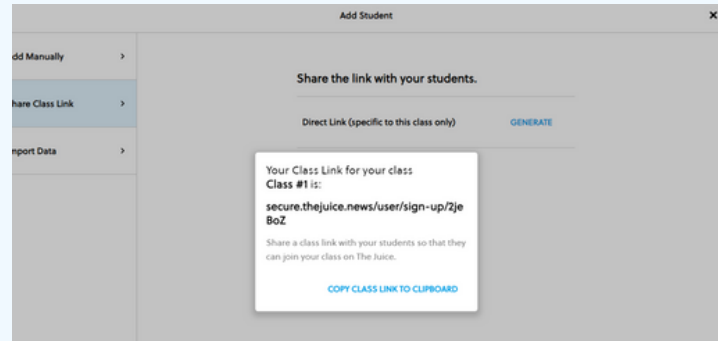
2. Next, select the blue "Add Student" icon.



3. On the next screen, click the generate direct link code button

4. Share your classes direct link code with students - see student account setup section below for more information

5. Students navigate to the direct link URL and set up their account in your class



Still have questions? Watch this [short video tutorial](#) on rostering students.

## STUDENT ACCOUNT SET UP

We have also created [a video to walk you through the student account setup process.](#) [Here is the step-by-step set of instructions](#) you can share with your class.

If a student is not able to log in to their account immediately, please wait for 10 minutes while our system updates. If after 10 minutes your student still cannot log in to their account, please reach out to support and we will help you. This slight wait time will ensure that duplicate student accounts are not created.

### Student Passwords

We want to stress the importance of helping students pick a password that is something they will be able to remember. Students do not need an email address to sign up for The Juice, but please have them sign up with it if they do have one. This way, students will be able to recover their usernames and passwords much easier.

## HOW TO RESET STUDENT PASSWORDS

### Students with an email

Please direct students with emails to navigate to <https://secure.thejuice.news/user/sign-in> and click on the "Forgot Password?" link to reset their password. Students will receive an email with a link.

## ADDITIONAL SUPPORT

Visit our [FAQs](#) or watch our [product walkthrough](#) videos. Still not finding the answer to your question? Do not hesitate to reach out via our [customer support form](#).