

Type to Learn 4: Class Management

Individual student or teacher accounts may be added through the Type to Learn 4 application or through the Teacher Management Portal, teacher.ttl4.com (only available with a Web-Enabled Account).

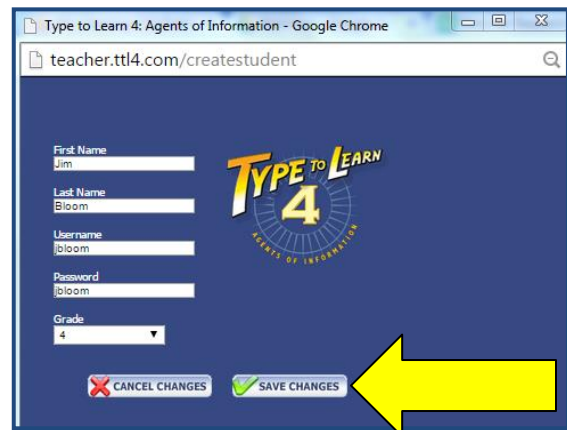
Organizing students into classes enables teachers to easily manage Student User Options and Student Reports.

****To organize students into classes, both teachers and students must have accounts.****

Creating a Student or Teacher Account:

On the Management page, select **User Management**.

- Use the dropdown menu to choose “All Students” or “All Teachers”
- Choose “CREATE STUDENT” or “CREATE TEACHER”
 - A box will appear and you will be able to input student or teacher information.
- Enter information and select “SAVE CHANGES”
 - First Name
 - Last Name
 - Username (must be unique)
 - Password
 - Grade (for students only)



Creating a Class and Organizing Students into the Class:

****To organize students into classes, both teachers and students must have accounts.****

On the **Management** page, select **Class Management**.

- Highlight teacher name and Select “CREATE NEW CLASS”
 - A box will appear and you will be able to input class information.



- Enter information and select “SAVE CHANGES”



- Highlight the class on the left side
- Select one or more students on the right side
 - Students may be filtered by grade level
- Select “ADD TO CLASS”
- Select “SAVE CHANGES”

