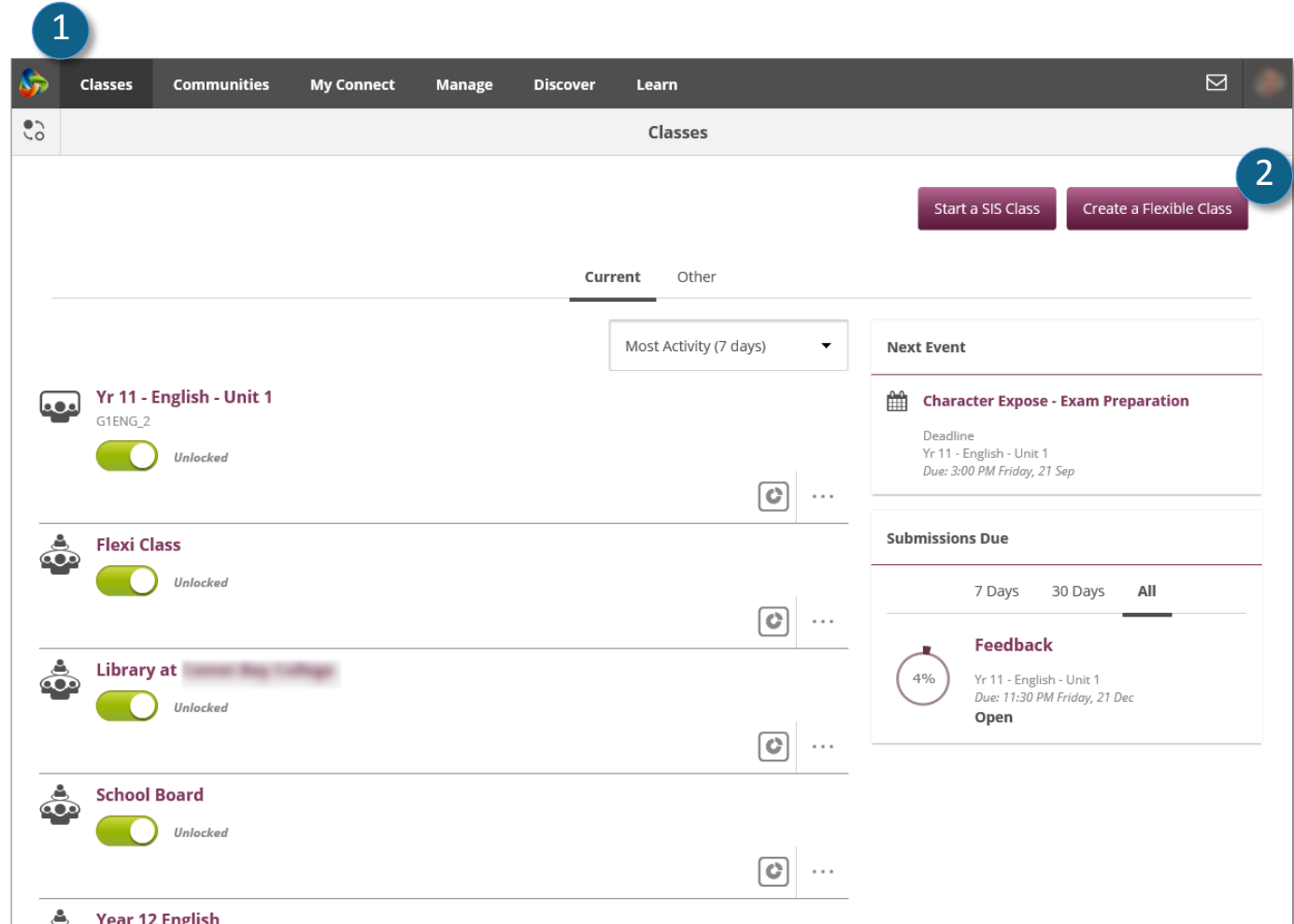# Creating a Flexible Class

When starting a class teachers can either start a SIS class (based on the information that is set up in SIS at the school) or create a Flexible Class.

1 Navigate to the **Classes**.

2 Select the **Create a Flexible Class** button.

Create a Flexible Class

This flexible class will be linked to

⬤ 3

[College ▾]

Name of flexible class

⬤ 4

[Flexi Class]

⬤ 5

[**Add**] [Cancel]

3 **Select your school** in the drop-down menu. Note: only teachers who work across more than one school will need to do this step

4 **Enter the name** of the Flexible Class.

5 Click **Add.**

6 A message appears informing you that the Flexible Class is being created.

7 The message will give the option to **Unlock** (All members can contribute to the class) or **Lock** (Students and parents may view the class but cannot contribute to the class).

8 Click **OK** to close the message box. Once the Class has been created you will be taken to the class automatically where you can then start setting it up and add students (refer to *Adding and Removing Students to a Flexible Class* tutorial)

6

Information

The flexible class will now be created and prepared for use. This may take a few moments and once completed, you will then be taken to the class.

This class will initially be either:

7
○ **Unlocked**   - Staff may update the class, and all members may contribute to the class.

◉ **Locked**

- Staff may update the class, while students and parents may view the class but may not contribute to the class.

8

OK   Cancel