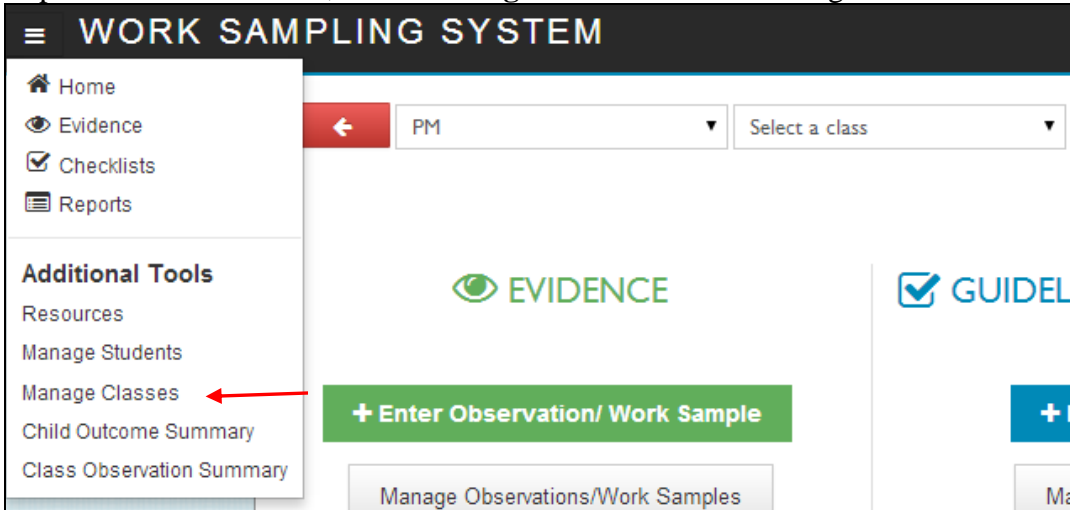
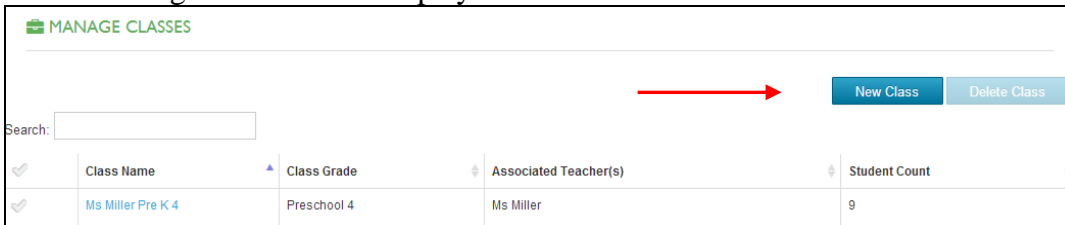


As a Teacher, how can I add my students to WSO if there is no class for me to choose from in the Class drop-down list at the top of my screen?

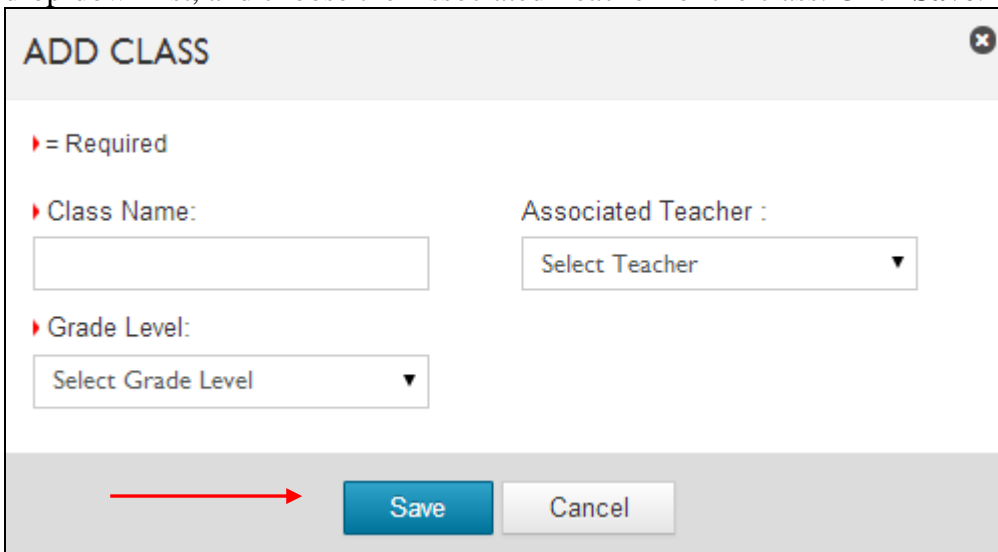
Create your Class using the PANDA Class ID found at the top of the PANDA Roster Report. To create a Class, select **Manage Classes** from the Navigation Tool Bar.



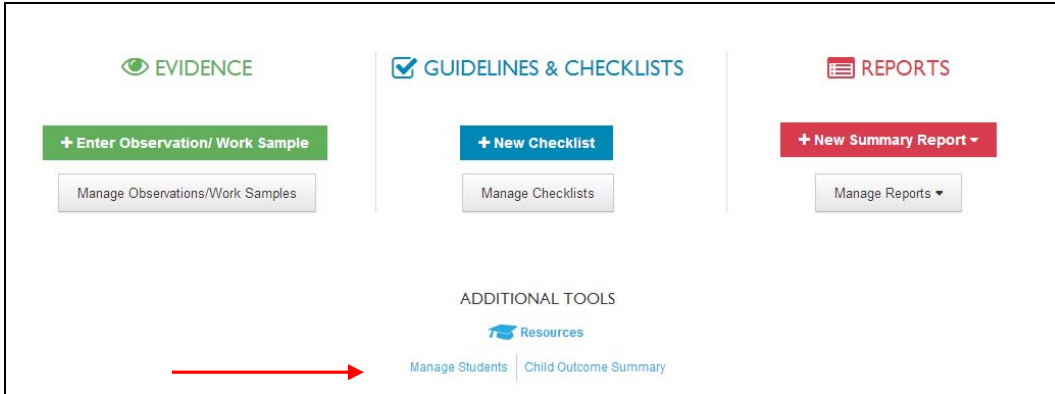
The following screen will be displayed.



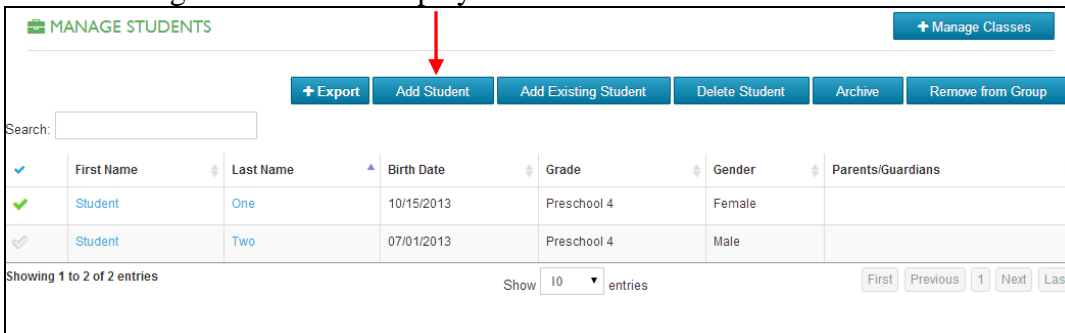
Select **New Class**. Enter the Class Name, select the Grade Level from the Class Grade drop-down list, and choose the Associated Teacher for the class. Click **Save**.



Once the Class is created, select the Class from the drop-down list and select **Manage Students**.



The following screen will be displayed:



Select **Add Student**. Complete the entries and click **Save**.