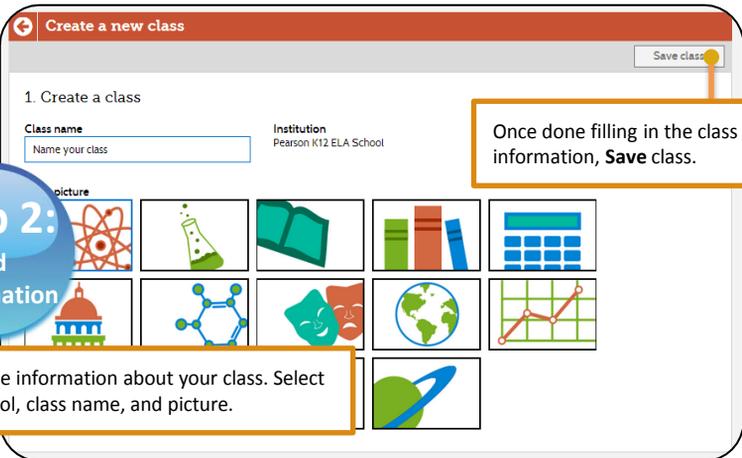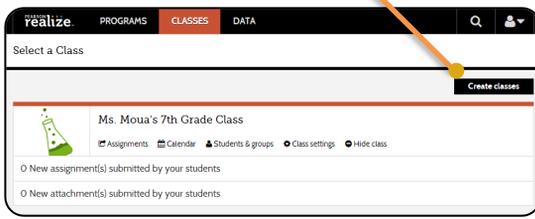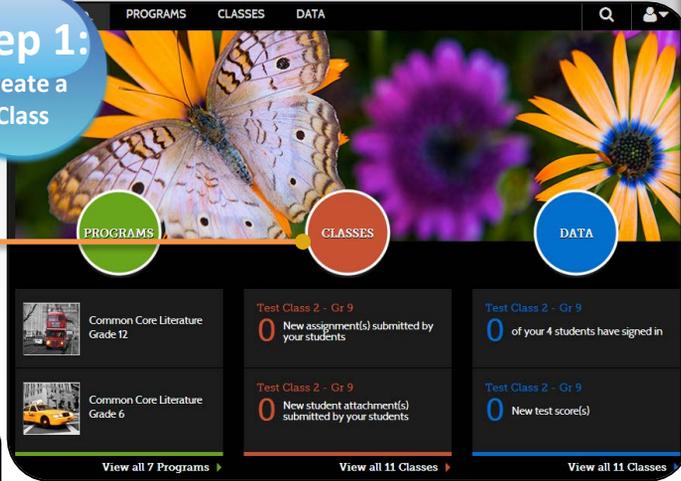# Creating Classes in Realize

Now that you've uploaded your students into the Realize system, you can begin creating classes. Teachers should follow the steps here to create classes and enroll students.

Step 1: Create a Class

From the Realize home screen, select **Classes.**

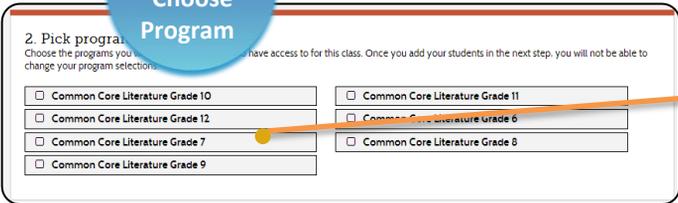From the Classes screen, select **Create Classes.**

Step 2: Add Information

Once done filling in the class information, **Save** class.

1. Create a class

Class name
Name your class

Institution
Pearson K12 ELA School

Provide information about your class. Select a school, class name, and picture.

Step 3: Choose Program

2. Pick program

Choose the programs you and your students will have access to for this class. Once you add your students in the next step, you will not be able to change your program selections.

- Common Core Literature Grade 10
- Common Core Literature Grade 11
- Common Core Literature Grade 12
- Common Core Literature Grade 6
- Common Core Literature Grade 7
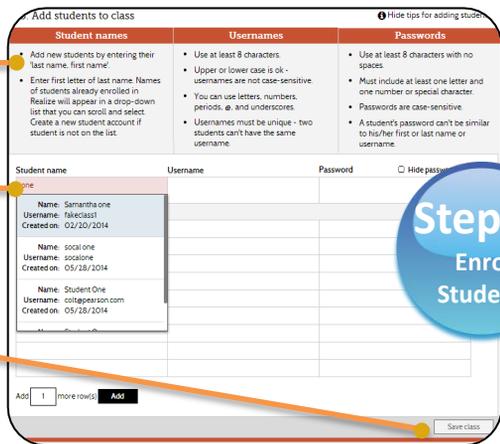- Common Core Literature Grade 8
- Common Core Literature Grade 9

The programs you selected when you first signed up appear here. Choose the **Program** your students can use for this class.

Add students to class

Be sure to type the last name first, then a comma, then the first name.

Student names	Usernames	Passwords
Add new students by entering their 'last name. first name'.	Use at least 8 characters.	Use at least 8 characters with no spaces.
Enter first letter of last name. Names of students already enrolled in Realize will appear in a drop-down list that you can scroll and select. Create a new student account if student is not on the list.	Upper or lower case is ok - usernames are not case-sensitive.	Must include at least one letter and one number or special character.
	You can use letters, numbers, periods, @, and underscores.	Passwords are case-sensitive.
	Usernames must be unique - two students can't have the same username.	A student's password can't be similar to his/her first or last name or username.

Type one or two letters in the student name column and names will appear for students already in the system.

Student name — one
- Name: Samantha one
  Username: fakeclass1
  Created on: 02/20/2014
- Name: socal one
  Username: socalone
  Created on: 05/28/2014
- Name: Student One
  Username: coltspearson.com
  Created on: 05/28/2014

Username **Password** ☐ Hide passwords

Step 4: Enroll Students

Click **Save Class** to retain student enrollment.

Add [1] more row(s) [Add]   [Save class]

Once you finish creating your classes in Realize, **it is important to duplicate these same classes and students into Dash ACTIVe-Book** in order to use the interactive tools.

Creating Classes in Dash ACTIVEe-Book →

# Creating Classes in Dash ACTIVe-Book

The Close Reading Tool, Online Writer's Notebook, and Interactive Worksheets are the interactive content that live on Dash ACTIVe-book. You must **duplicate your Realize classes and students** into Dash ACTIVe-Book in order for students to use these tools. Follow the steps to duplicate classes and enroll students.
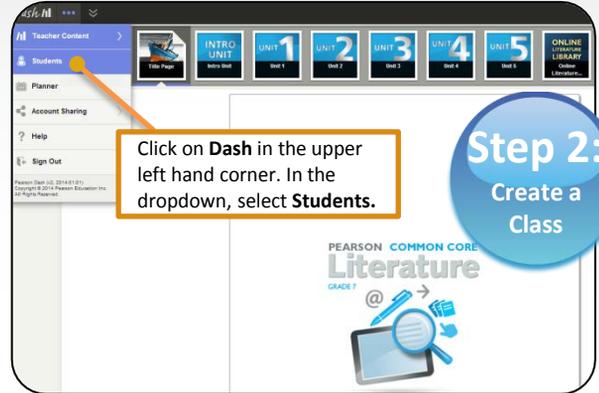
Step 1:
Access ACTIVe-Book

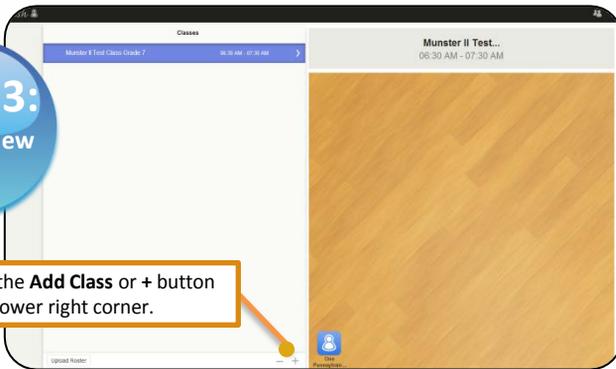Select **Tools** from the main Table of Contents page in Realize.
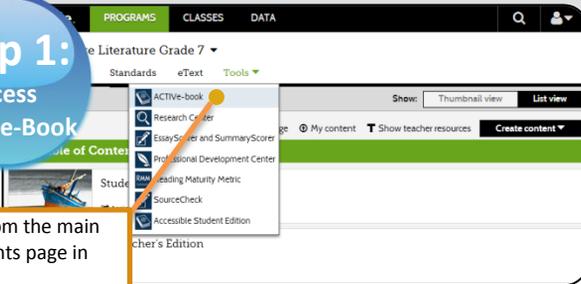
Step 2:
Create a Class

Click on **Dash** in the upper left hand corner. In the dropdown, select **Students.**
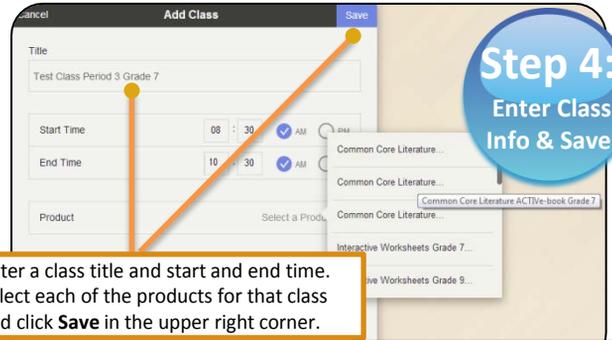
Step 3:
Add a New Class

Select the **Add Class** or **+** button in the lower right corner.

Step 4:
Enter Class Info & Save

Enter a class title and start and end time. Select each of the products for that class and click **Save** in the upper right corner.
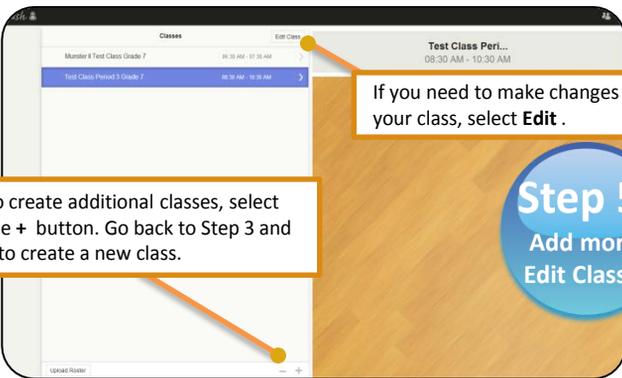
NOTE: It is important that you select the two products for the class – 1) **Interactive Worksheets** and 2) **ActiveBook** otherwise your students will not be able to access these products in Dash.

If you need to make changes to your class, select **Edit** .

To create additional classes, select the **+** button. Go back to Step 3 and 4 to create a new class.

Step 5:
Add more/ Edit Classes

Begin typing the student's first name. The system will display accounts that match the entry. Select the appropriate account.

Select the class you want to enroll students into.

Click **Save** in the bottom right. The student is now enrolled in the class.

Matching students can also be done via a bulking tool with the **Roster** button on the **All Classes** page.

Step 6:
Enroll & Save Students

Click **Add Student** or the **+** button in the lower right corner of the class page.
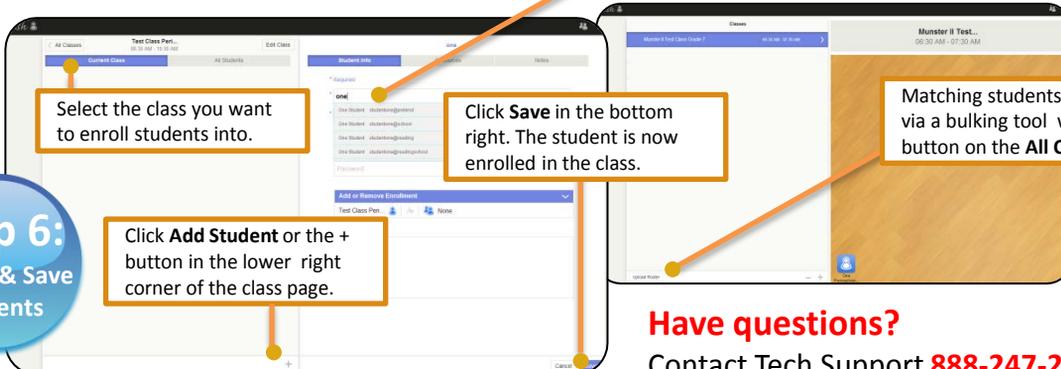
Have questions?
Contact Tech Support **888-247-2099** or for more documentation, go to **support.pearsonschool.com**

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