



Getting set up for the new academic year

HOW TO ADD NEW CLASSES

VERSION 1.1

EMMA BILLBROUGH

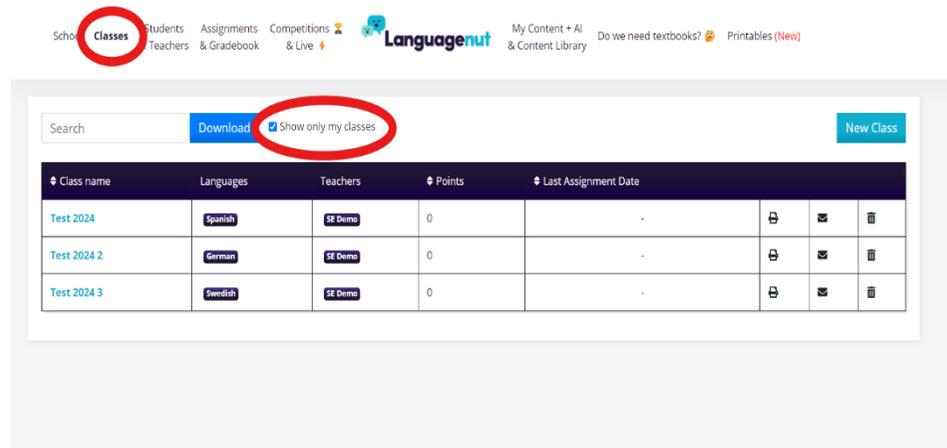
Step 1:

Head to the admin area.



Step 2:

Select the “Classes” tab at the top. You can choose to view all the classes in your school, or just the ones assigned to you.



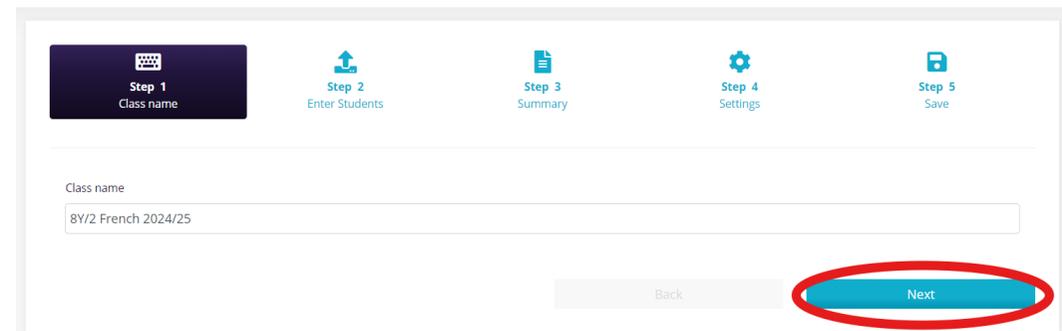
Step 3:

Click the “New Class” button on the right-hand side.



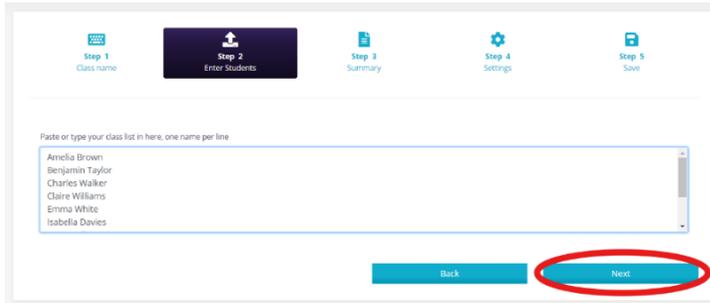
Step 4:

Copy and paste (or type) in the name of your class. Add the academic year at the end of the class name to differentiate old and new classes. Click “Next”.



Step 5:

Copy and paste (or type) the names of your students into the text box. Click “Next”.

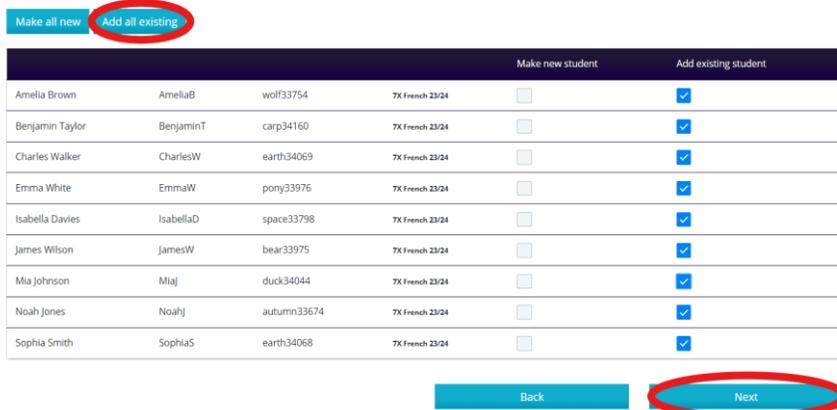


Step 6:

The platform will highlight where it identifies existing profiles already on the account.

Use the **add existing student** function, as this will allow students to carry over their previous username and password, as well as their scores and assignment history. You can choose to **make new student**, but this will generate new log in details for those students.

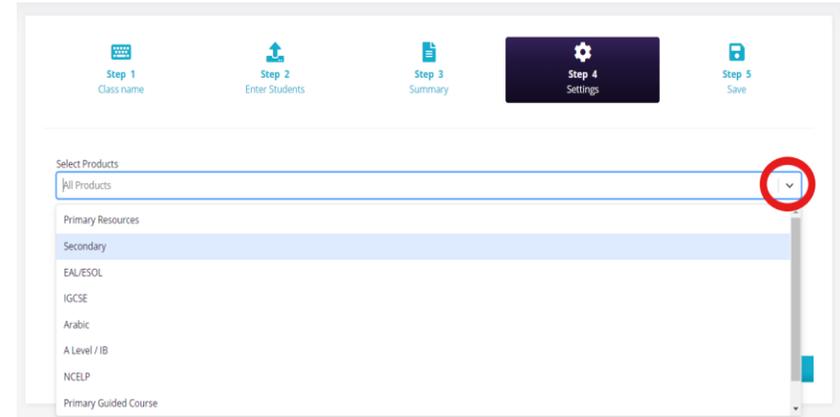
The following students' names have already been found within your account. If these are new students, please tick "Make new student" to generate a new login. If these students already have Languagenut accounts, please tick "Add existing student" to give them access to this class with the same login.



				Make new student	Add existing student
Amelia Brown	AmeliaB	wolf33754	7X French 23/24	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Benjamin Taylor	BenjaminT	carp34160	7X French 23/24	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Charles Walker	CharlesW	earth34069	7X French 23/24	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emma White	EmmaW	pony33976	7X French 23/24	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Isabella Davies	IsabellaD	space33798	7X French 23/24	<input type="checkbox"/>	<input checked="" type="checkbox"/>
James Wilson	JamesW	bear33975	7X French 23/24	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mia Johnson	MiaJ	duck34044	7X French 23/24	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noah Jones	NoahJ	autumn33674	7X French 23/24	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sophia Smith	SophiaS	earth34068	7X French 23/24	<input type="checkbox"/>	<input checked="" type="checkbox"/>

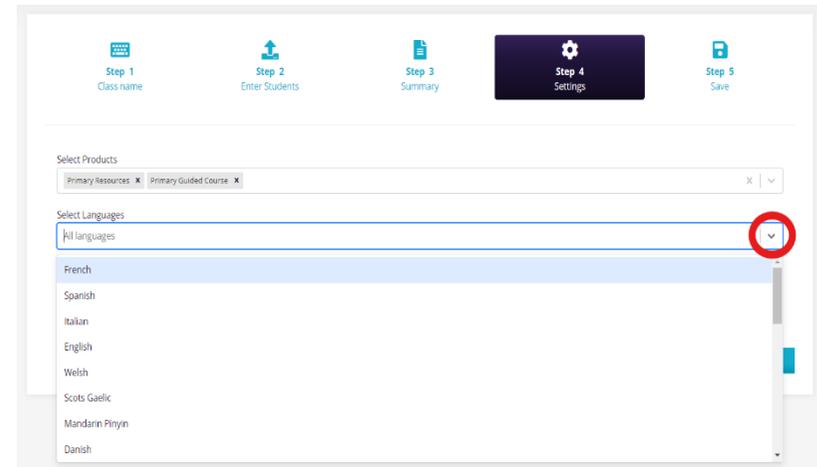
Step 7:

Use the drop-down button to select the resources you would like students to have access to (e.g. Secondary, Primary, A-level etc).



Step 8:

Use the drop-down button to assign languages to your class. You can select multiple languages or leave this open to “All Languages” if you prefer.



Step 9:

Use the drop-down button to choose teachers to assign to the class. You can assign more than one teacher per class. All teachers assigned to that class will be able to set assignments and view progress.

Step 1 Class name | Step 2 Enter Students | Step 3 Summary | **Step 4 Settings** | Step 5 Save

Select Products: Primary Resources | Primary Guided Course

Select Languages: French | Italian | Spanish

Select teachers: [Search] [v] (circled in red)

- Emma B
- Barbara Cifer
- Daniel Atkins

Step 10:

Click “Next” to finish creating your class.

Step 1 Class name | Step 2 Enter Students | Step 3 Summary | **Step 4 Settings** | Step 5 Save

Select Products: Primary Resources | Primary Guided Course

Select Languages: French | Italian | Spanish

Select teachers: Emma B

Back | **Next** (circled in red)

Step 11:

Your class has now been created! You will see a pop-up asking you to download student logins. Click “Yes” for a handy, PDF printout.

Would you like to download your student logins now?

No | **Yes** (circled in red)

Languagenut

Name: Isabella Davies
Class: 7X French 23/24
Username: IsabellaD
Password: space33798

Step 12:

To delete old classes, go back to the “Classes” tab in the admin area and click the bin icon to delete a class. **Deleting a class will not delete the student profiles, assignments, or teachers assigned to that class. Please be aware that deleted classes cannot be restored.**

School **Classes** (circled in red) | Students | Assignments & Gradebook | Competitions | Languagenut | Teachers | My Content + AI (New) | Content Library | Printables | Do we need textbooks?

Search | Download | Show only my classes | New Class

Class name	Amended	Languages	Teachers	Assignments	Date		
Ark Demo Class	16/04/2024	Spanish French	Emma B	11	22/04/2024	📧	🗑️ (circled in red)
Clayton Demo Class	17/04/2024	Spanish	Emma B	4	30/04/2024	📧	🗑️
Manara Test Class	30/04/2024	French	Emma B	3	30/04/2024	📧	🗑️
7X French 23/24	-	French	Emma B	0	-	📧	🗑️
8Y/2 French 2024/25	-	French Italian Spanish	Emma B	0	-	📧	🗑️