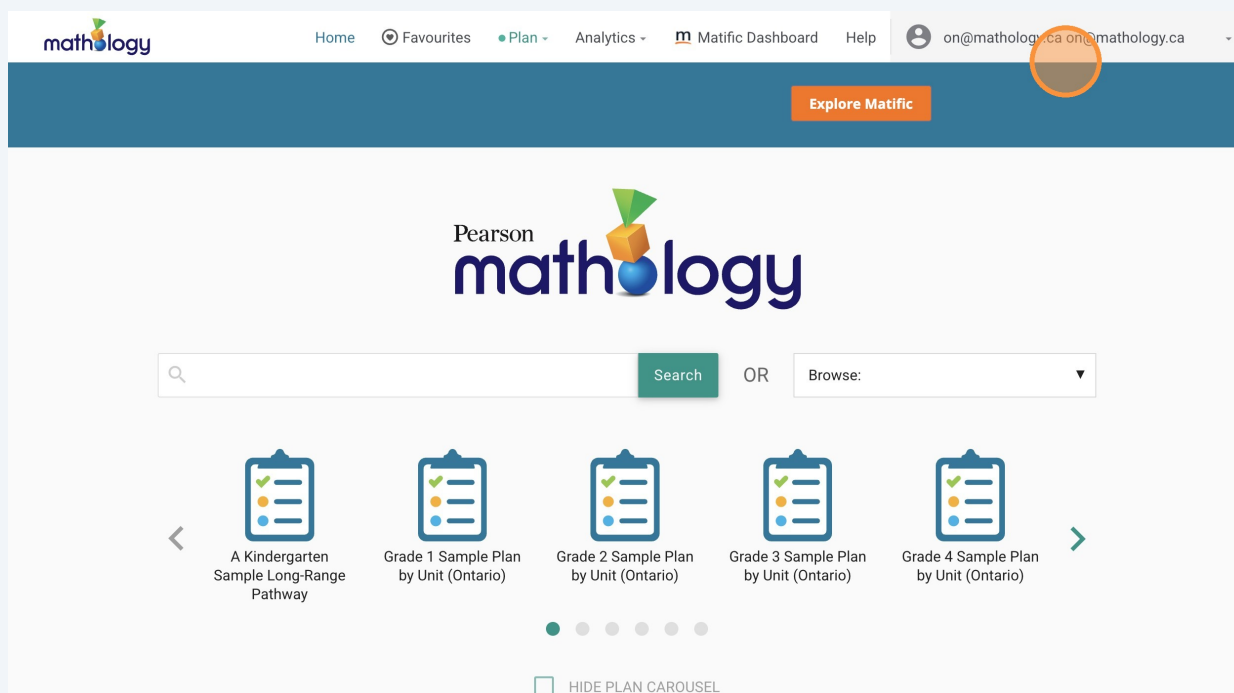


# Add student names for Teacher Observation Assessment

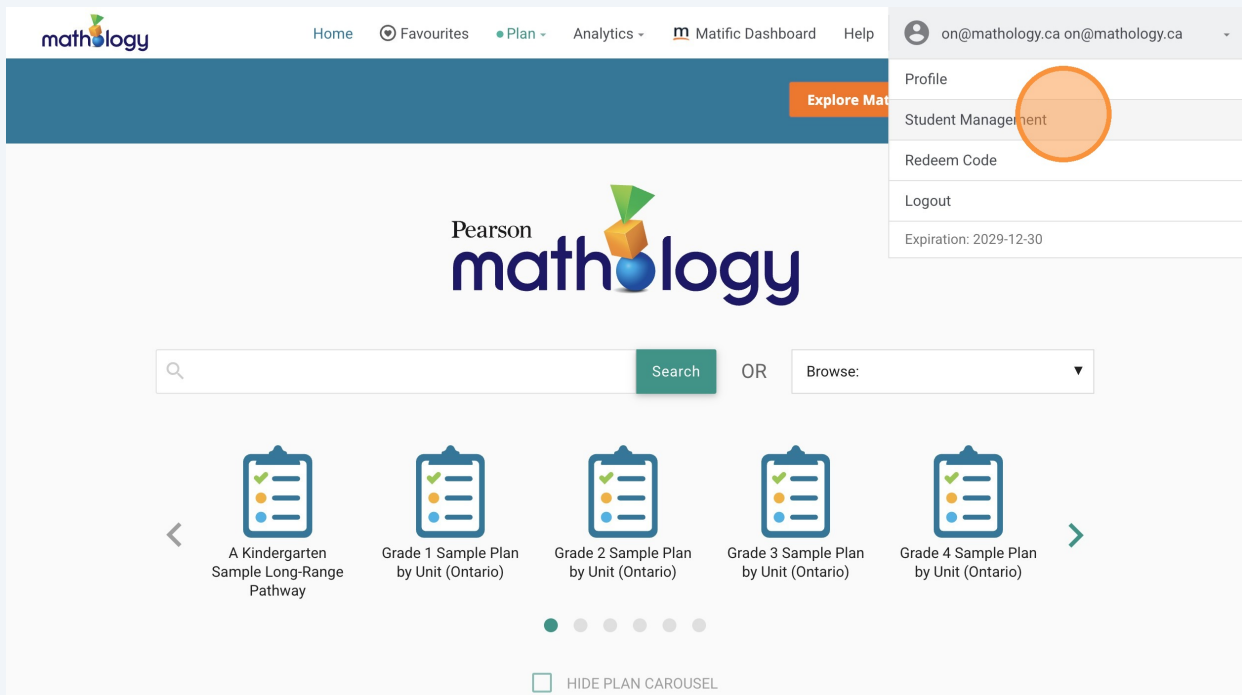
Learn how to organize your students effectively by setting up a new class within the Mathology platform to track student observation. This guide also covers the option to import your existing Google Classrooms.

1 Click your name in top right



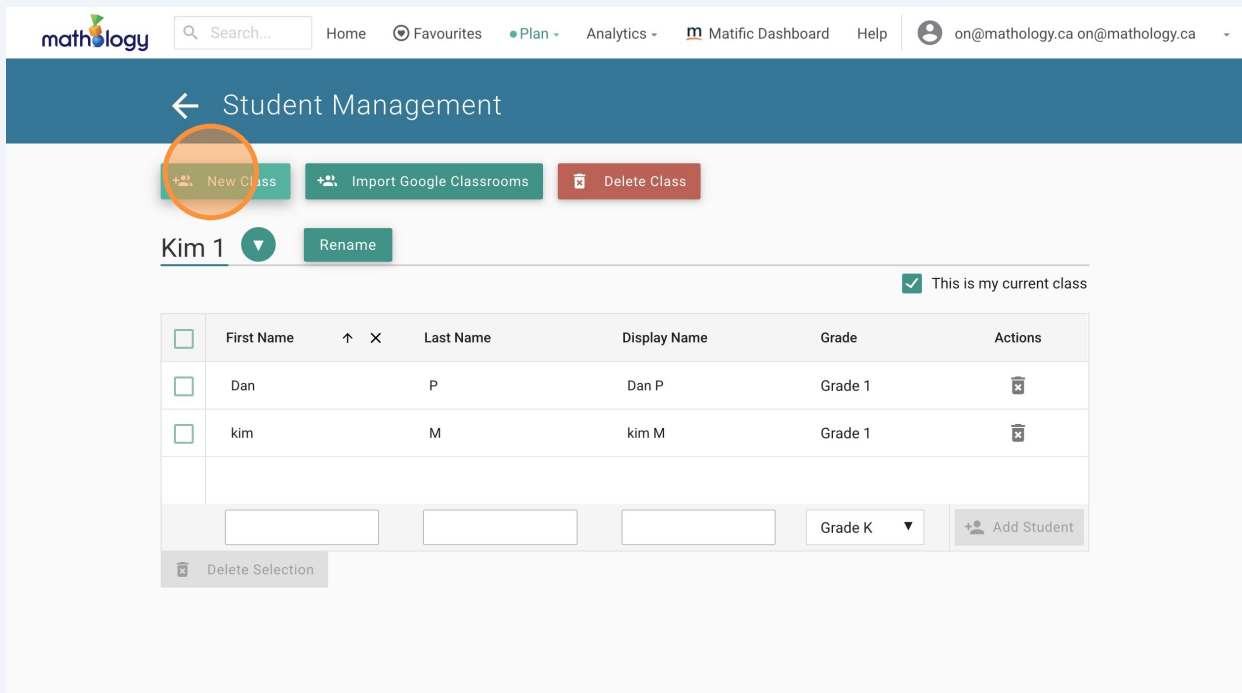
The screenshot displays the Mathology website interface. At the top left is the Mathology logo. The navigation bar includes links for Home, Favourites, Plan, Analytics, Matific Dashboard, and Help. On the right side of the navigation bar, there is a user profile icon and the email address on@mathology.ca. An orange circle highlights the user profile icon. Below the navigation bar is a dark blue banner with an orange button labeled "Explore Matific". The main content area features the Pearson Mathology logo, a search bar with a "Search" button, and a "Browse:" dropdown menu. Below these elements is a carousel of sample plans, including "A Kindergarten Sample Long-Range Pathway" and "Grade 1 Sample Plan by Unit (Ontario)". A "HIDE PLAN CAROUSEL" checkbox is located at the bottom of the carousel.

## 2 Click "Student Management"



The screenshot shows the Mathology dashboard. At the top, there is a navigation bar with links for Home, Favourites, Plan, Analytics, Matific Dashboard, and Help. The user's profile is logged in as 'on@mathology.ca'. A dropdown menu is open, showing options: Profile, Student Management (highlighted with an orange circle), Redeem Code, Logout, and Expiration: 2029-12-30. Below the navigation bar is the Pearson Mathology logo. A search bar is present with a 'Search' button and a 'Browse:' dropdown. Below the search bar is a carousel of sample plans: 'A Kindergarten Sample Long-Range Pathway', 'Grade 1 Sample Plan by Unit (Ontario)', 'Grade 2 Sample Plan by Unit (Ontario)', 'Grade 3 Sample Plan by Unit (Ontario)', and 'Grade 4 Sample Plan by Unit (Ontario)'. A 'HIDE PLAN CAROUSEL' checkbox is at the bottom.

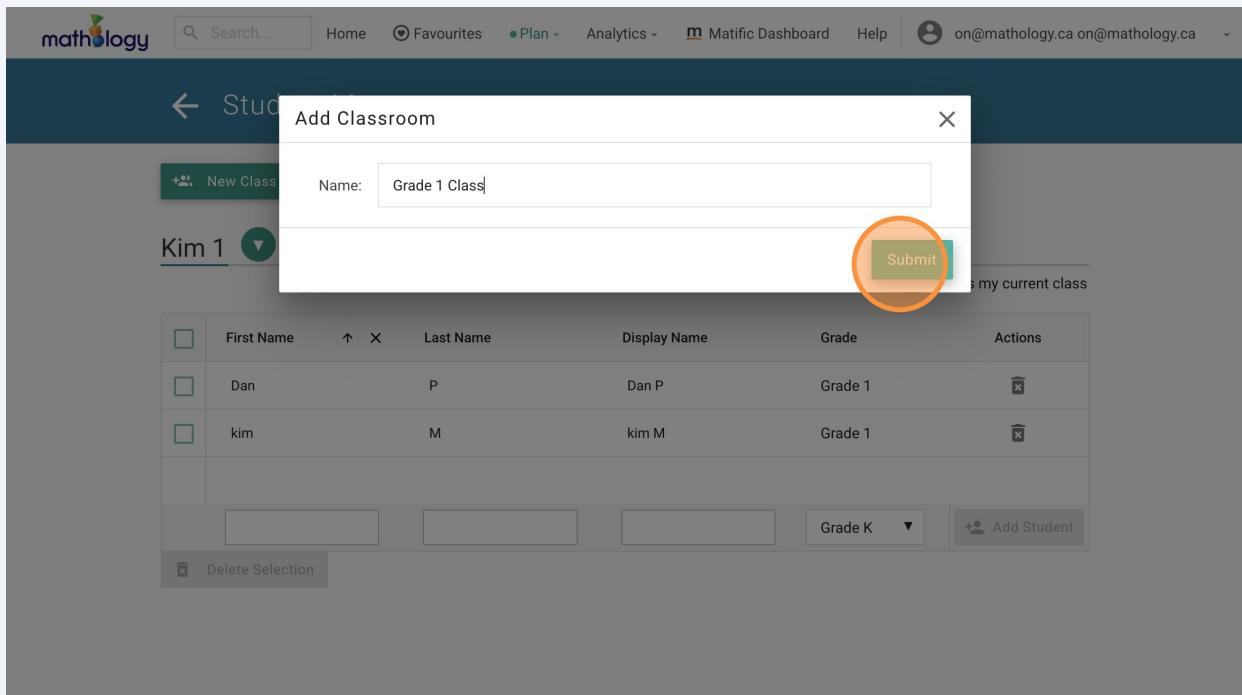
## 3 Click New Class



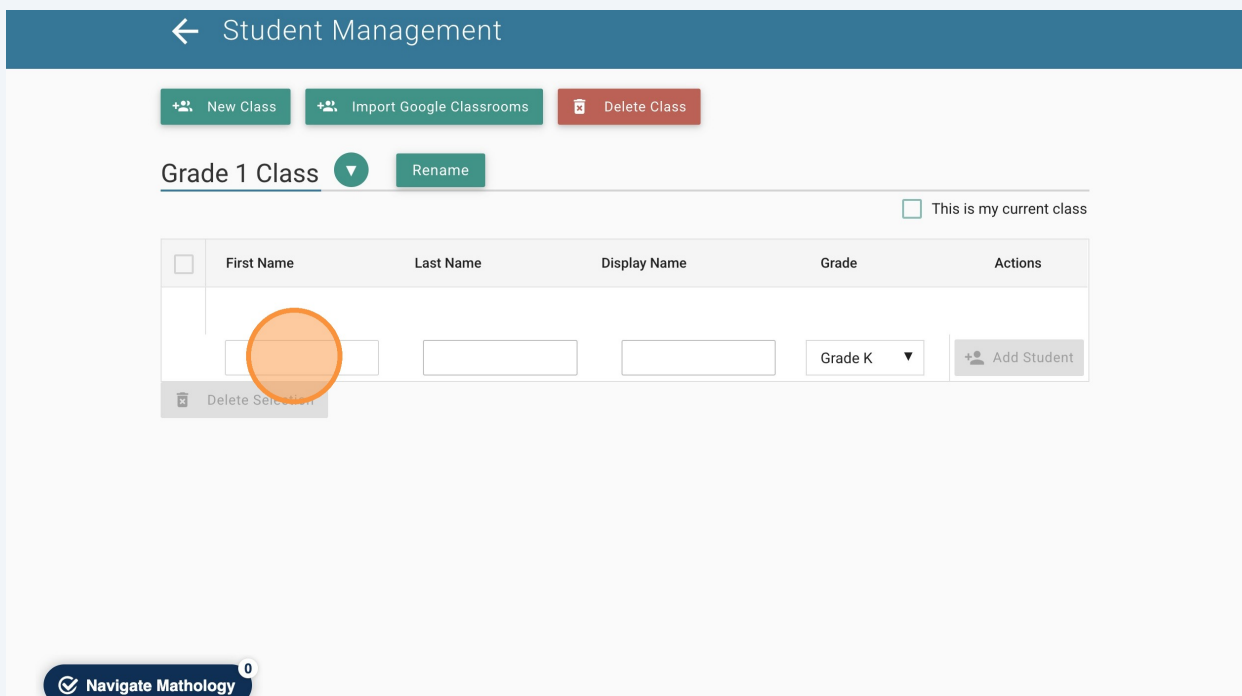
The screenshot shows the 'Student Management' page. At the top, there is a navigation bar with links for Home, Favourites, Plan, Analytics, Matific Dashboard, and Help. The user's profile is logged in as 'on@mathology.ca'. Below the navigation bar is a header with a back arrow and the text 'Student Management'. Below the header are three buttons: 'New Class' (highlighted with an orange circle), 'Import Google Classrooms', and 'Delete Class'. Below the buttons is a section for 'Kim 1' with a dropdown arrow and a 'Rename' button. To the right of this section is a checkbox labeled 'This is my current class' which is checked. Below this is a table with columns: First Name, Last Name, Display Name, Grade, and Actions. The table contains two rows of student data. Below the table are input fields for adding a new student, a 'Grade K' dropdown, and an 'Add Student' button. At the bottom left, there is a 'Delete Selection' button.

<input type="checkbox"/>	First Name	Last Name	Display Name	Grade	Actions
<input type="checkbox"/>	Dan	P	Dan P	Grade 1	
<input type="checkbox"/>	kim	M	kim M	Grade 1	

4 Type in a name for your class and click submit



5 Click the "First Name" field.



6 Type last name. You can use initials or other ways for student names.

← Student Management

[+ New Class](#) [+ Import Google Classrooms](#) [Delete Class](#)

Grade 1 Class [Rename](#)  This is my current class

<input type="checkbox"/>	First Name	Last Name	Display Name	Grade	Actions
<input type="checkbox"/>	<input type="text" value="Kim"/>	<input type="text"/>	<input type="text" value="Kim"/>	Grade K <input type="text"/>	<a href="#">+ Add Student</a>

[Delete Selection](#)

[Navigate Mathology](#)<sup>0</sup>

7 Click to choose grade (You only have to do this once)

← Student Management

[+ New Class](#) [+ Import Google Classrooms](#) [Delete Class](#)

Grade 1 Class [Rename](#)  This is my current class

<input type="checkbox"/>	First Name	Last Name	Display Name	Grade	Actions
<input type="checkbox"/>	<input type="text" value="Kim"/>	<input type="text" value="M"/>	<input type="text" value="Kim M"/>	Grade K <input type="text"/>	<a href="#">+ Add Student</a>

[Delete Selection](#)

[Navigate Mathology](#)<sup>0</sup>

8 Click "Add Student"

← Student Management

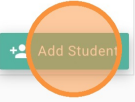
+ New Class   + Import Google Classrooms   Delete Class


Grade 1 Class   Rename

This is my current class

<input type="checkbox"/>	First Name	Last Name	Display Name	Grade	Actions
<input type="checkbox"/>	Kim	M	Kim M	Grade 1	+ Add Student

Delete Selection





9 A new line appears. Continue to add student names

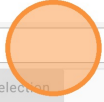
+ New Class   + Import Google Classrooms   Delete Class


Grade 1 Class   Rename

This is my current class

<input type="checkbox"/>	First Name	Last Name	Display Name	Grade	Actions
<input type="checkbox"/>	Kim	M	Kim M	Grade 1	Delete
<input type="checkbox"/>				Grade 1	+ Add Student

Delete Selection





## 10 Click "This is my current class"

The screenshot shows the Mathology Student Management interface. At the top, there is a navigation bar with the Mathology logo, a search bar, and links for Home, Favourites, Plan, Analytics, Matific Dashboard, and Help. Below this is a dark blue header with a back arrow and the text "Student Management".

Below the header, there are three buttons: "New Class", "Import Google Classrooms", and "Delete Class". Underneath these is a section for "Grade 1 Class" with a dropdown arrow and a "Rename" button.

The main content area features a table with the following columns: First Name, Last Name, Display Name, Grade, and Actions. A single row is visible with the name "Kim M" and "Grade 1". To the right of the table, there is a checkbox labeled "This is my current class", which is circled in orange. Below the table, there are input fields for adding a student, a "Grade 1" dropdown, and an "Add Student" button. At the bottom left, there is a "Delete Selection" button.

## 11 Option to click "Import Google Classrooms"

This screenshot is identical to the one above, showing the Mathology Student Management interface. However, in this version, the "Import Google Classrooms" button is circled in orange. Additionally, the checkbox labeled "This is my current class" is now checked, indicating that the current class has been selected.