Managing Students: Creating Classes & Adding Student Accounts

Teachers can manually create Discovery Education student accounts so that students can research, explore, complete assignments, and create their own content with Discovery Education.

Note: *Many schools and districts prefer to manage Discovery Education student accounts through a* ***single sign on (SSO)*** *integration or by importing students accounts via spreadsheet.*

We recommend these options because they save teachers time and ensure consistency in student accounts. To find out more about Discovery Education student management options, please contact Customer Support.

Students and Classes

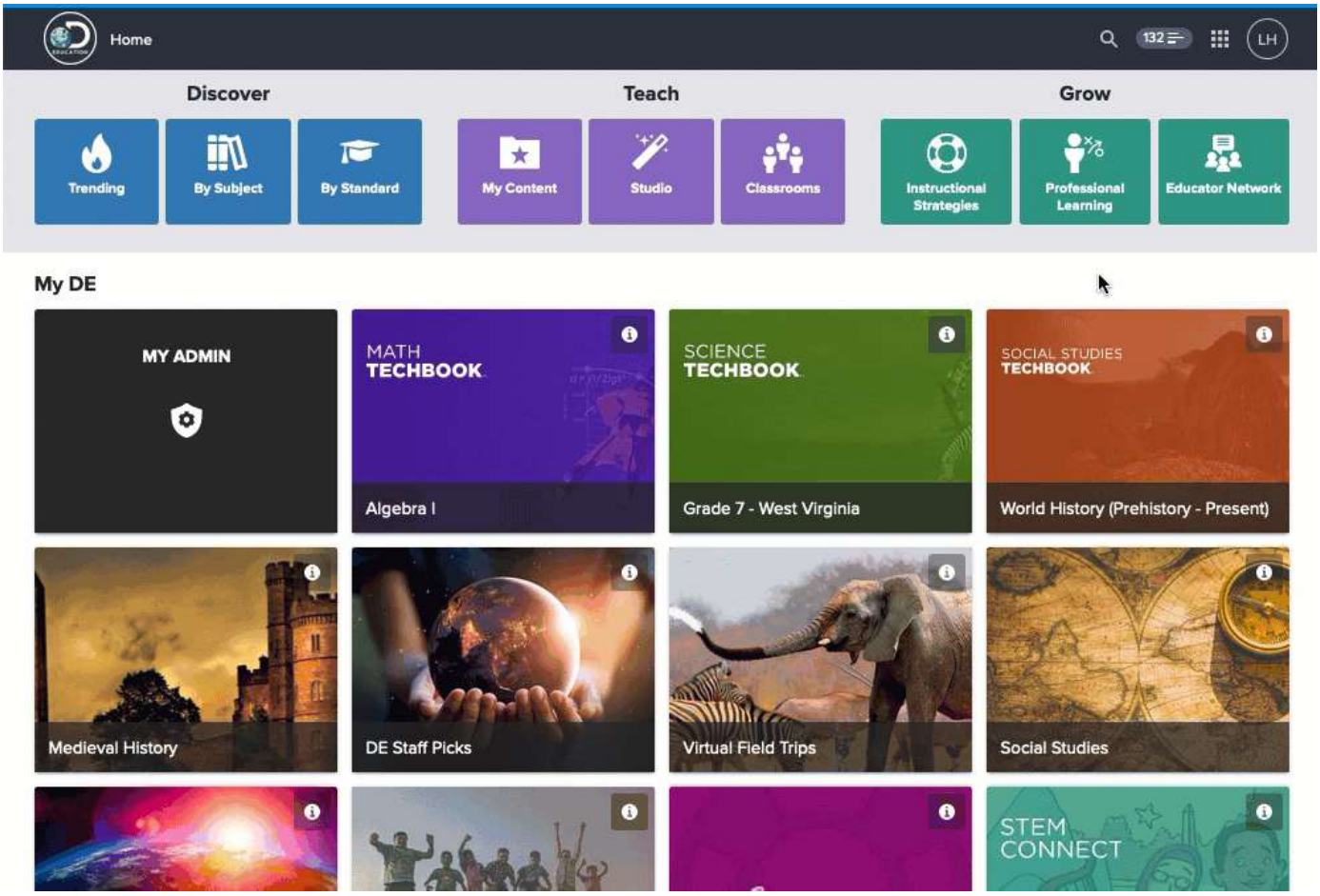
Classes are teacher-level groupings of students. When created manually, **student accounts** must be associated with at least one **class**. Once student accounts are created, all educators at that school can **add students to their classes**.

JUMP TO: CREATING CLASSES | CREATING STUDENT ACCOUNTS | ADDING STUDENTS TO CLASSES

Creating Classes

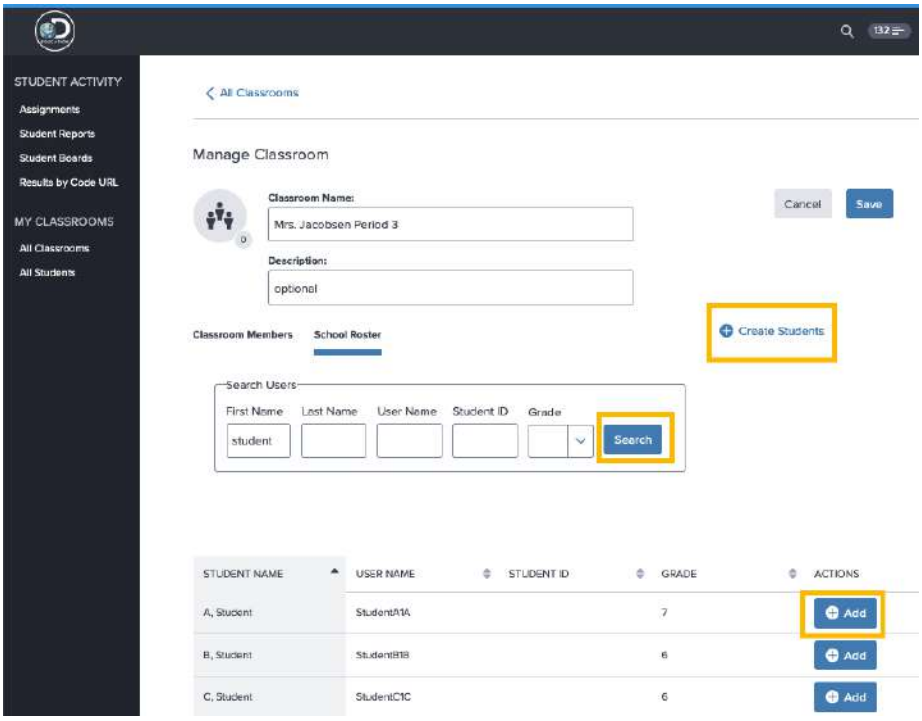
Select **Classrooms** from Discovery Education navigation and choose **All Classrooms** > **Create Class**.

Give the class a **name** and an optional **description**: class name is visible to students when content is assigned to them; the description is not.



If the student account already exists on the school roster, you can add it by searching for the student by name, user name, student ID, or filtering by grade.

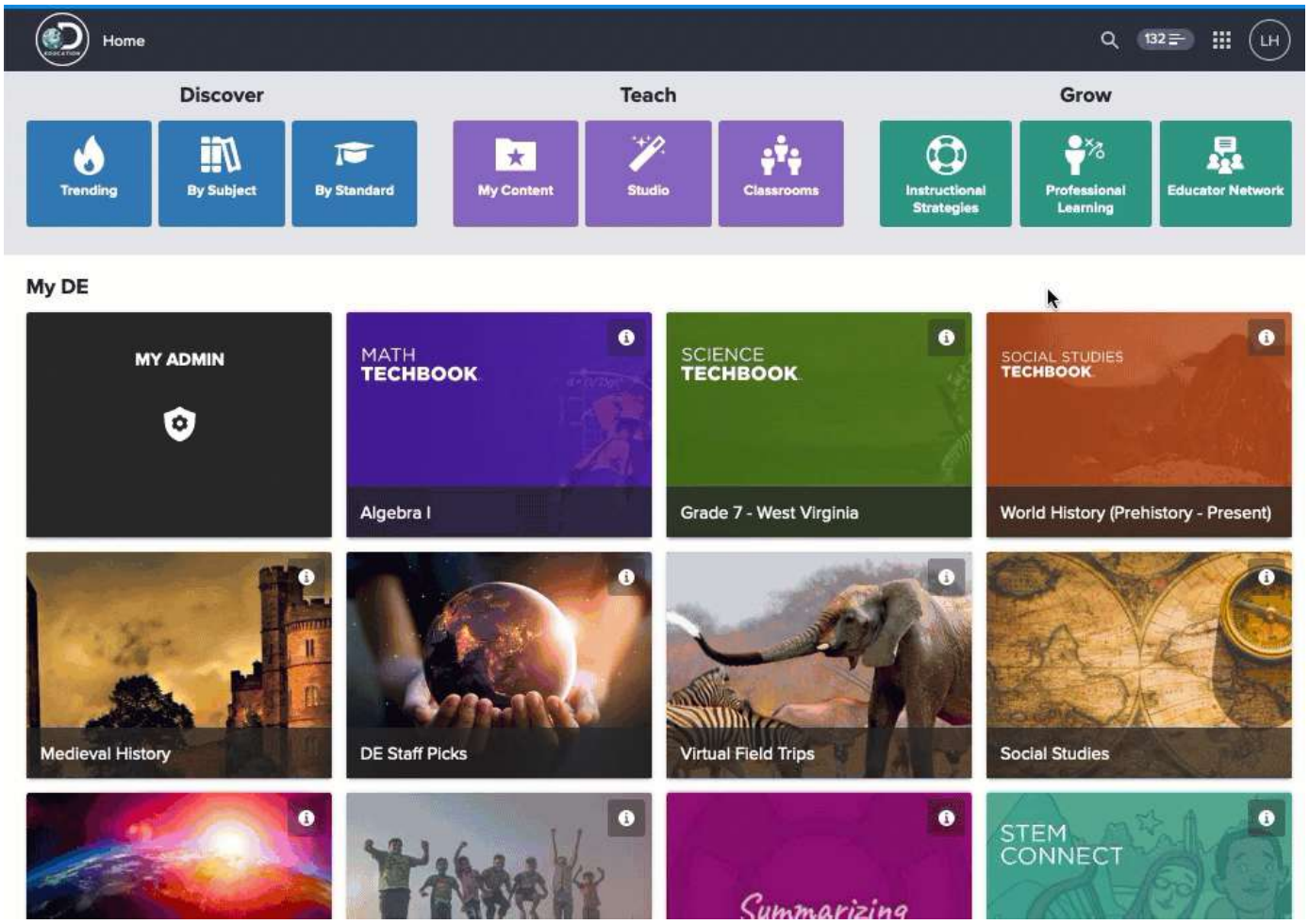
If the student account does not exist, and can be added by selecting **Create Students**.



Creating Student Accounts

Select **Classrooms** from Discovery Education navigation and choose **All Students** > **Create Students**.

Note: *In order to manually add a student account, that student must be added to an existing "**class**". If you have not already created a class, create one now (see above).*



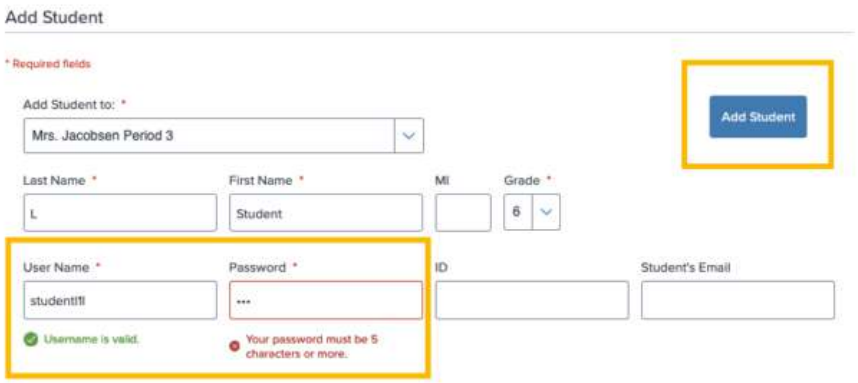
Enter the student account information. The following fields are required:

- Class
- Last Name
- First Name
- Username
- Password
- Grade

A **username** must be unique in the entire Discovery Education database. The system will alert you if a username is already taken.

Passwords must be at least five characters long.

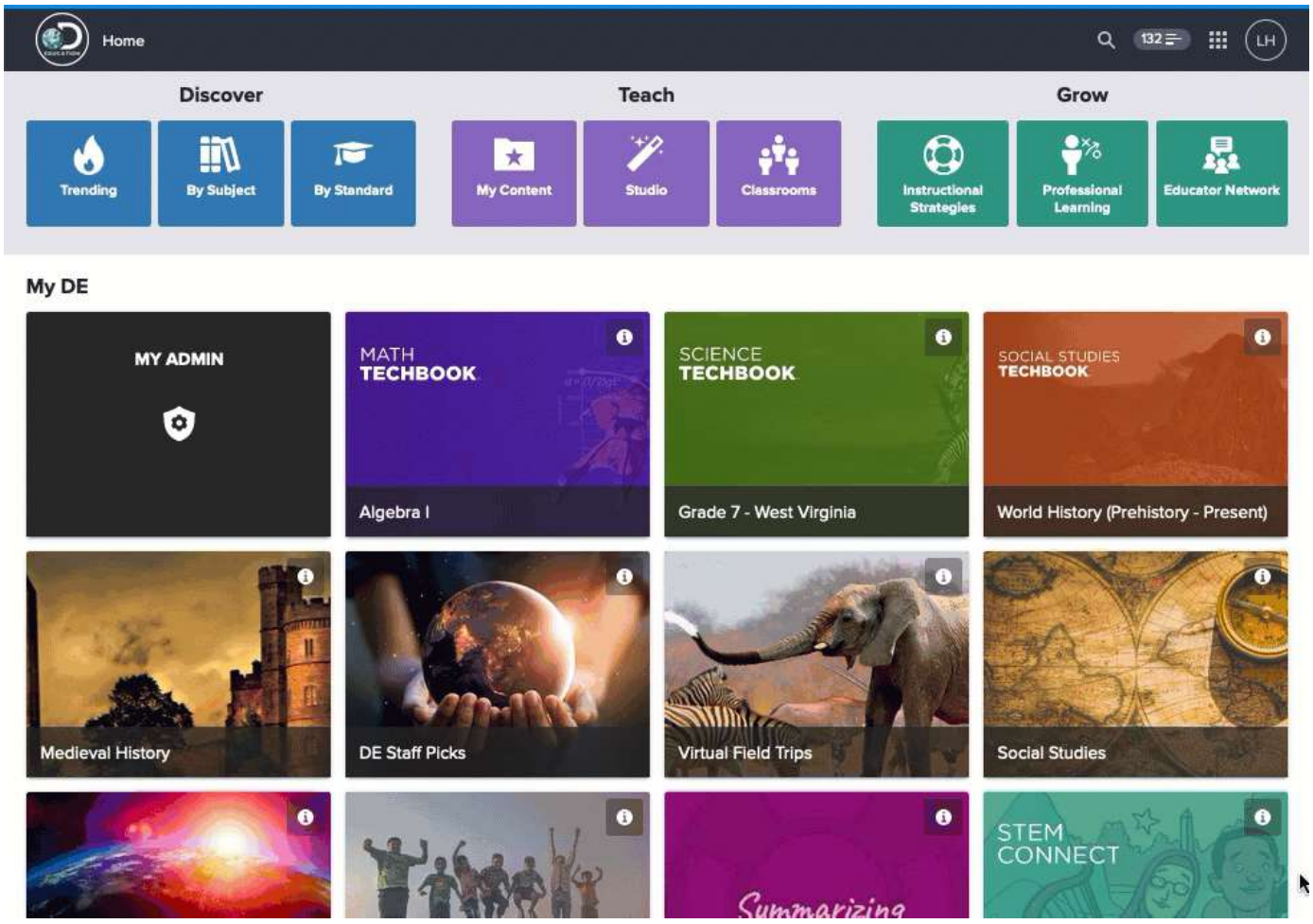
Once a student account has been created and added to a class, that student account is visible to all teachers at the school so that it can be associated with additional classes.



Adding Students to Classes

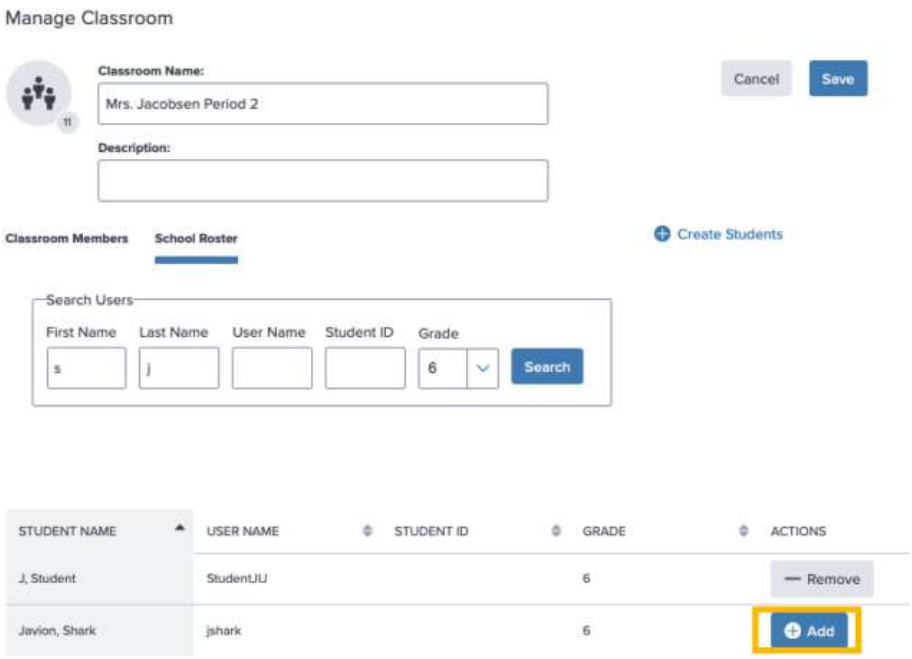
Once student accounts have been created, they can be associated with multiple classes.

Select **Classrooms** from Discovery Education navigation and choose **All Classrooms**. Find the class you wish to add students to and select **View Details**. Choose **Student Roster** to add an existing student account from the school roster.



Searching for students by name, user name, student ID, or filtering by grade.

Select **add** next to the student to add the account to the class. Use **remove** to remove the account from the class.



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