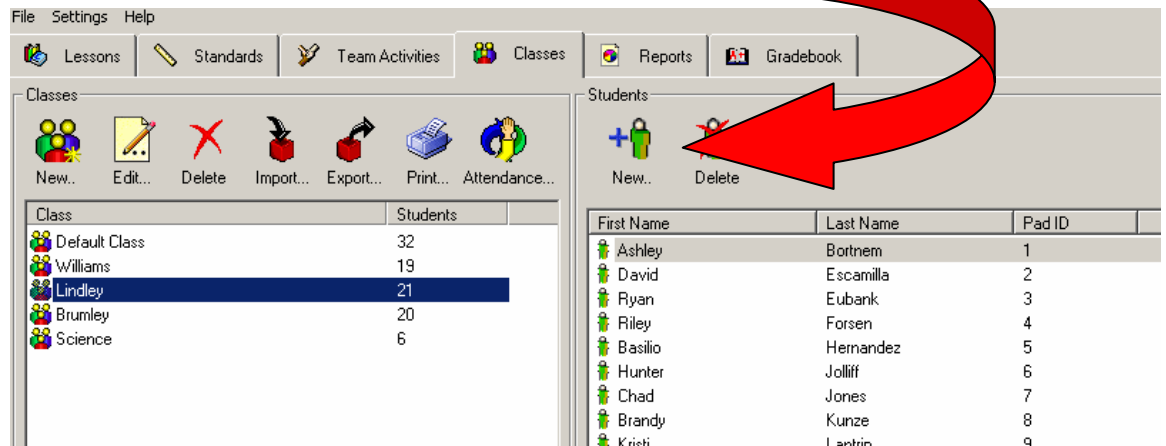


Setting Up the CPS Class Roster

1. Go to Start, Programs, CPS, and CPS.
2. Click on the Classes tab and then click the “New” icon
3. Type in the
 - a. class Title (i.e. Science)
 - b. Use the pull-down menu to select the grade
 - c. Use the pull-down menu to select the teacher name
 - i. If the teacher name does not appear – scroll to the bottom and select “Add/Edit Teacher”
 - ii. Click the “New” icon & add the teacher’s First & Last (you can ignore the teacher code)
 - iii. Click “OK” and the teacher’s name will be added to the list
 - iv. Click “Save” and “Done” on the next screen
 - d. Highlight the teacher’s name found on the left side of the screen



- e. Click the “New” students icon
- f. Type in the first name & hit tab, type the last name & hit tab, student ID (if you wish) & tab, then hit “Enter.” This will give you a new field to add the next name. Repeat step f until all names have been added.

The screenshot shows the Student Information form. The 'First Name' field contains 'Student', the 'Last Name' field contains '1', and the 'Pad ID' field contains '1'. The 'Gender' and 'Ethnicity' fields are set to 'N/A'. There are 'Save' and 'Cancel' buttons.

First Name:	<input type="text" value="Student"/>	Gender:	<input type="text" value="N/A"/>	Student ID:	<input type="text"/>	<input type="button" value="Save"/>
Last Name:	<input type="text" value="1"/>	Ethnicity:	<input type="text" value="N/A"/>	Pad ID:	<input type="text" value="1"/>	<input type="button" value="Cancel"/>