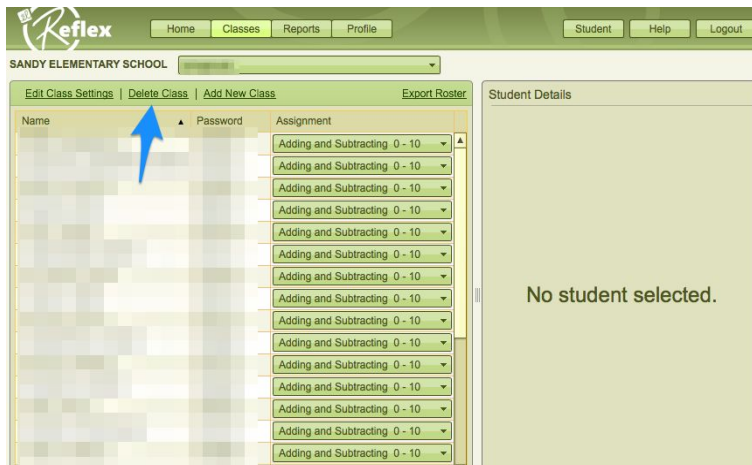


## Reflex Math- Teachers with Existing Classes

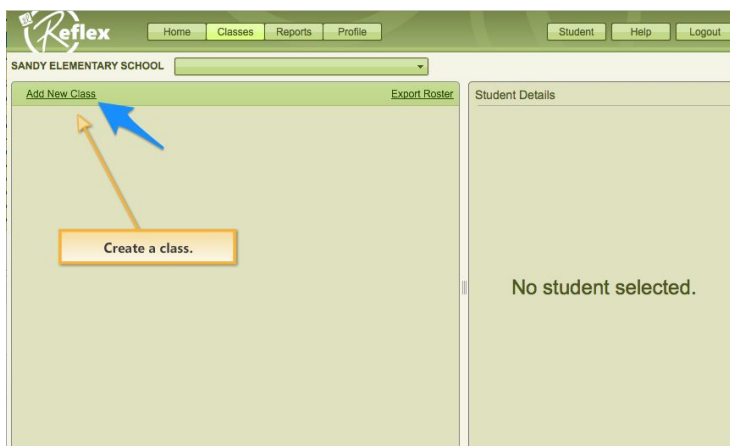
1. Go to reflexmath.com and log in using Reflex username and password
2. Click on Classes tab at top.



3. Click on Delete Class and click Yes.



4. Click on Add New Class



5. Create a class name and click create.

The screenshot shows a dialog box titled "Add New Class". It has a close button (X) in the top right corner. The form contains the following fields and controls:

- Class Name:** A text input field with a red asterisk (\*) on the left, containing the text "class name".
- Default Assignment:** A dropdown menu with "Not Provided" selected and a question mark icon to its right.
- Teacher(s):** A text input field with a red asterisk (\*) on the left, which is currently empty.
- Add / Remove Teachers:** A link text located below the teacher field.
- Buttons:** "Create" and "Cancel" buttons are located at the bottom right. A blue arrow points to the "Create" button.

6. Add student to class by clicking on Add/Remove Students.

The screenshot shows the main interface for a class. At the top, it says "SANDY ELEMENTARY SCHOOL" and "2015-2016". There are navigation tabs: "Edit Class Settings", "Delete Class", "Add New Class", and "Export Roster". Below these is a table with columns for "Name", "Password", and "Assignment". The table is currently empty. At the bottom left of the table area is a button labeled "Add/Remove Students". A blue arrow points to this button, and a callout box with the text "Add students to this class." is connected to it by a line. To the right of the table is a "Student Details" panel that displays "No student selected." At the bottom of the interface are buttons for "Print Roster", "Print Login Handouts", and "Edit".

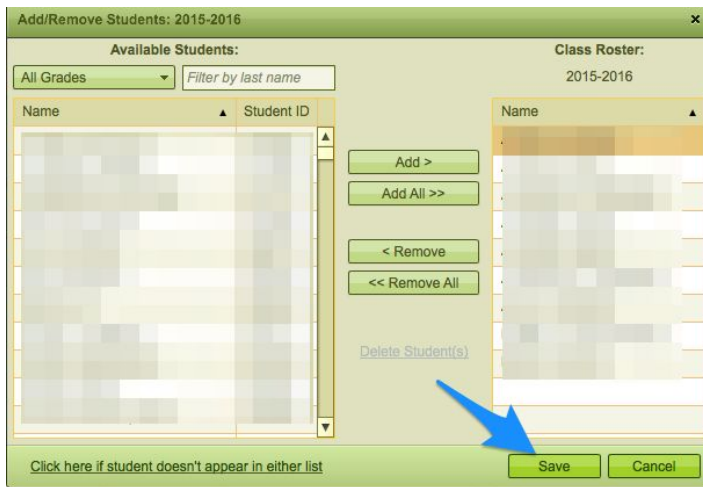
7. Select the students you want to add to your class and click Add. *If you would like to add more than one student at a time, hold the command key down as you select the students. Then, click Add.*

The screenshot shows the "Add/Remove Students: 2015-2016" dialog box. It has a close button (X) in the top right corner. The dialog is divided into two main sections:

- Available Students:** A list of students with columns for "Name" and "Student ID". A blue arrow points to the "Add >" button next to the list.
- Class Roster:** A list of students currently in the class, which is currently empty.

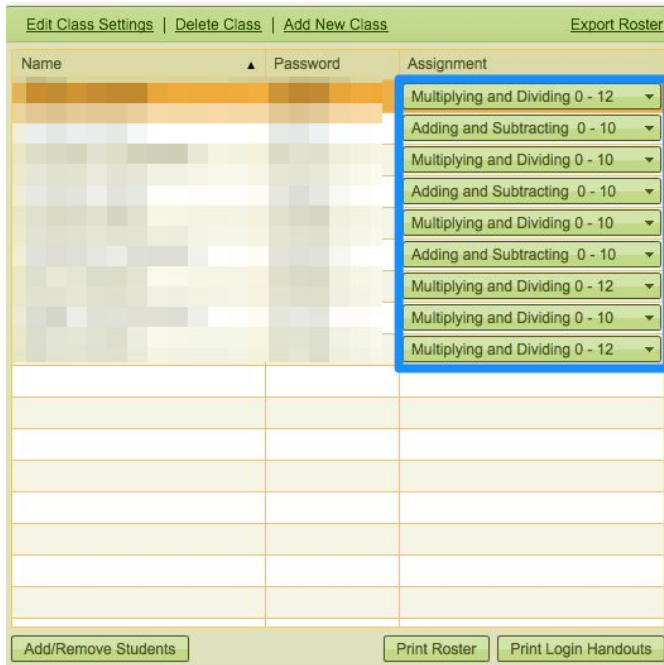
Between the two lists are several control buttons: "Add >", "Add All >>", "< Remove", and "<< Remove All". There is also a "Delete Student(s)" link. At the bottom of the dialog are "Save" and "Cancel" buttons. A note at the bottom left says "Click here if student doesn't appear in either list".

8. Once all students are added to your class, click Save.



9. Be sure the students have the correct assignments for your grade level.

2 <sup>nd</sup> Grade	Adding and Subtracting 0-12
3 <sup>rd</sup> Grade	Adding and Subtracting 0-12 until January 1, 2016 Multiplying and Dividing 0-10 after January 1, 2016
4 <sup>th</sup> Grade & Above	Multiplying and Dividing 0-12



## 10. Print Student Login Handouts

Name	Password	Assignment
		Multiplying and Dividing 0 - 12
		Adding and Subtracting 0 - 10
		Multiplying and Dividing 0 - 10
		Adding and Subtracting 0 - 10
		Multiplying and Dividing 0 - 10
		Adding and Subtracting 0 - 10
		Multiplying and Dividing 0 - 12
		Multiplying and Dividing 0 - 10
		Multiplying and Dividing 0 - 12

[Add/Remove Students](#) [Print Roster](#) [Print Login Handouts](#)

