

Edit an Existing Class or Group

1. Log into the mCLASS webpage

2. Click the Enter button next to “Create and Update Classes and Groups”



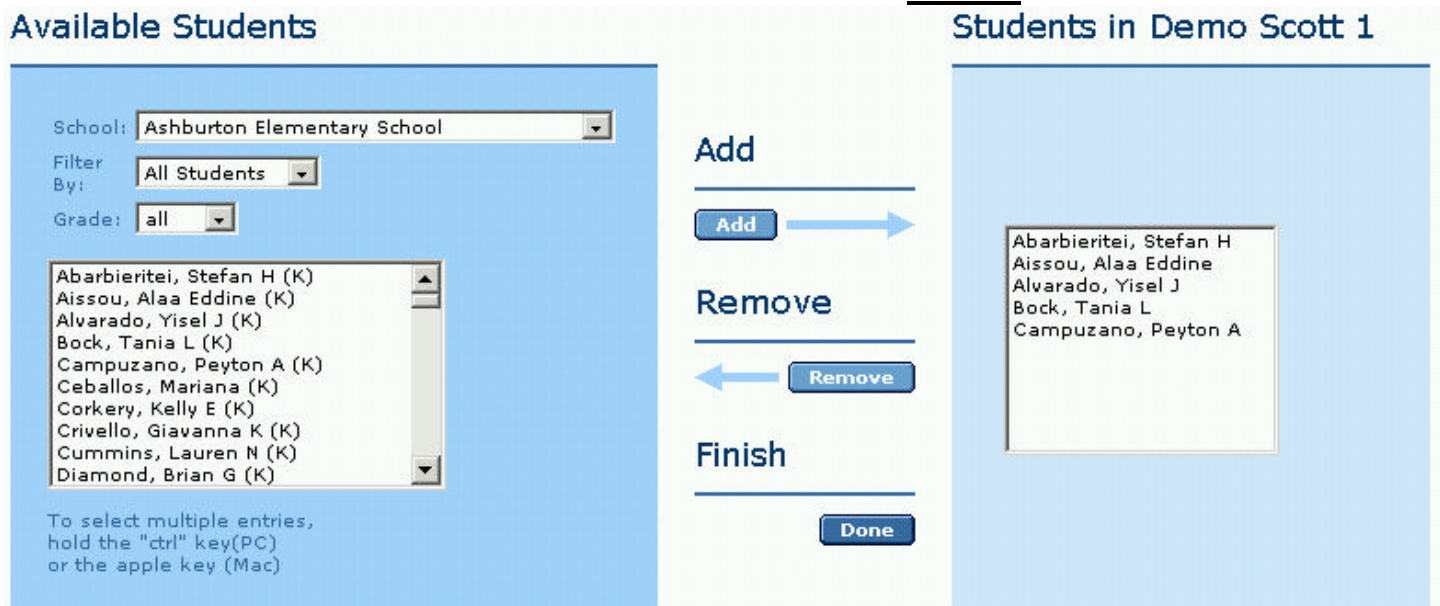
3. Click on the name of the class you wish to edit (Note: To the left of the names of your classes is a column entitled Use on PDA. Place a check in the boxes for classes/groups that you would like to sync to your Palm)

Use on PDA	Name	Type	Students
<input checked="" type="checkbox"/>	Demo Scott	Class	10
<input checked="" type="checkbox"/>	Demo Scott 1	Group	5

4. Click the edit button above the students listed to add or remove a student.



5. Select Students from the box on the left and click “Add” to place them in the Students in Group list. Select any Student in the Students in Group list and click “Remove” to remove the Student. Click “Done” when finished.



6. Synchronize your Palm to refresh the classes and students.