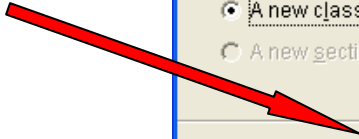


Step #4: Click on OK

The 'Class Management' dialog box has a blue title bar. The main area contains the text 'What would you like to create?' followed by two radio button options: 'A new class for "administrator"' (which is selected) and 'A new section'. At the bottom, there are three buttons: 'OK' with a green checkmark icon, 'Cancel' with a red X icon, and 'Help' with a blue question mark icon.

Step #5: Give your new class a Name

The 'Create class - Enter class name' dialog box has a blue title bar. The main area contains the text 'Enter a name for the new class:' followed by an empty text input field. At the bottom, there are five buttons: 'Previous' with a left arrow, 'Next' with a right arrow, 'Finish' with a checkmark icon, 'Cancel' with a red X icon, and 'Help' with a blue question mark icon.

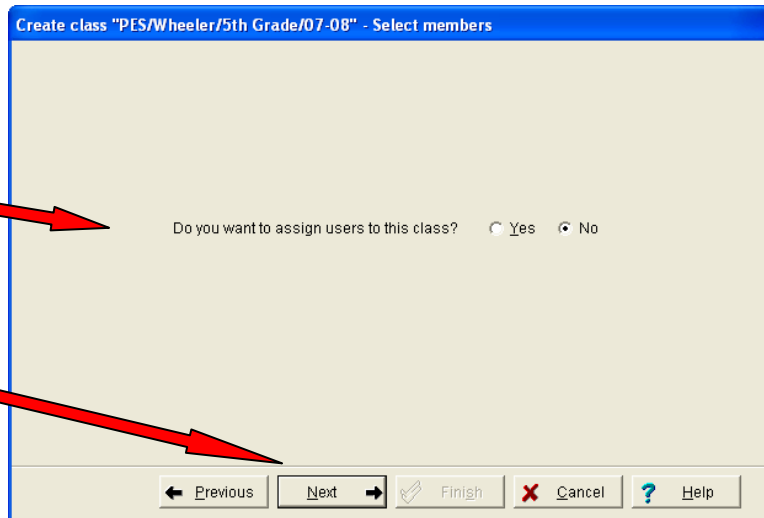
Step #6: It is always best to follow this naming convention when creating classes: Initials of your School/Your Last name/Subject you Teach/School Year

The 'Create class - Enter class name' dialog box is shown with the text 'PESWheeler/5th Grade/07-08' entered into the text input field. The rest of the dialog box, including the title bar and buttons, is identical to the previous screenshot.

Step #7: Click Next



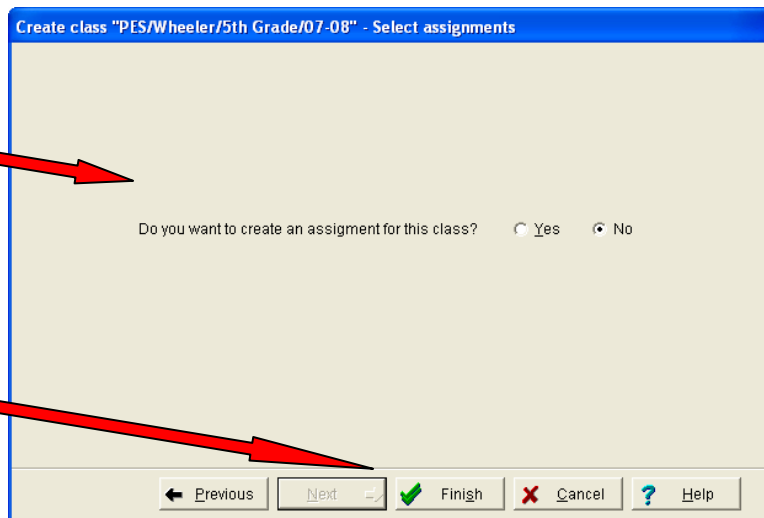
Step #8: Assign Users or leave as NO



Step #9: Click Next



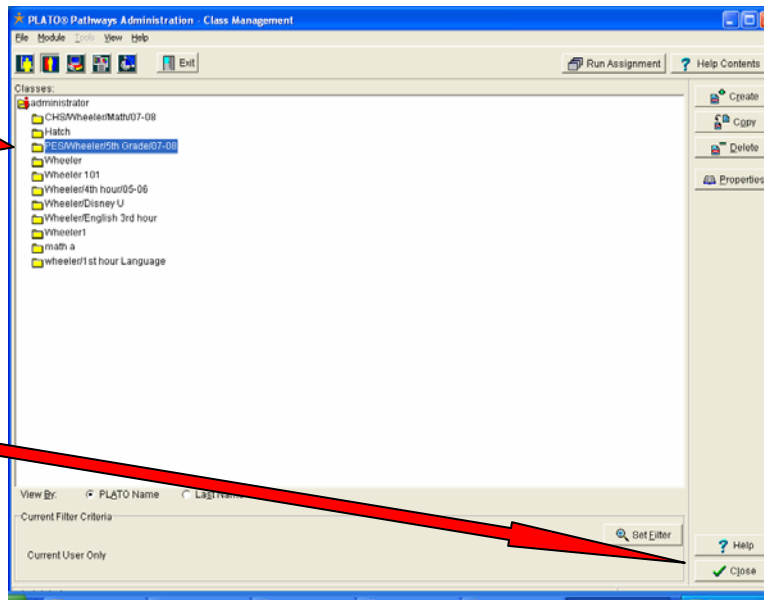
Step #10: Create a Class Assignment or Leave as NO



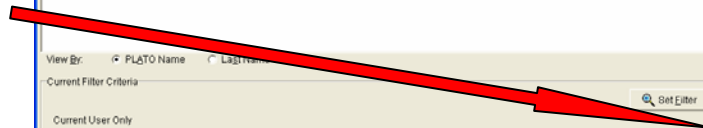
Step #11: Click Finish



Step #12: Your New Class will now appear on the Class Management Screen

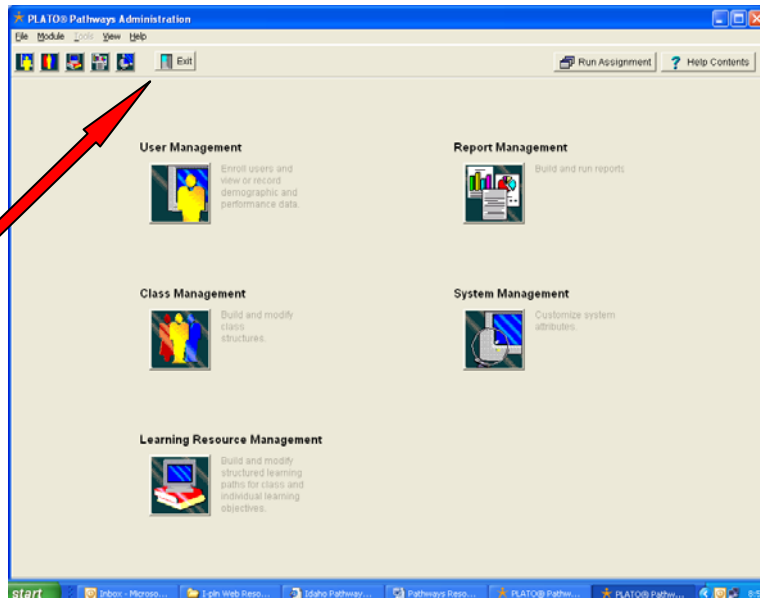


Step #13: Repeat the process for creating another class or click close for more options



Step #14: Choose another option if you want to continue working with in PLATO

Step #15: Click the Aqua Exit door if you are finished



Step #16: Click Exit to completely leave the PLATO program

