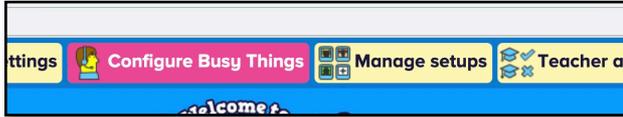
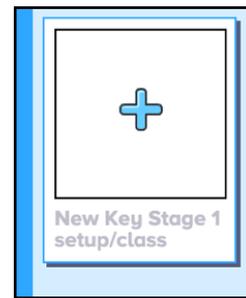
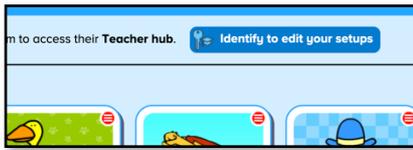


How to create a class setup and add your pupils.

1. Log in to **Teacher Mode** (Teacher login).
2. On the **Welcome screen** go to **Manage setups**.



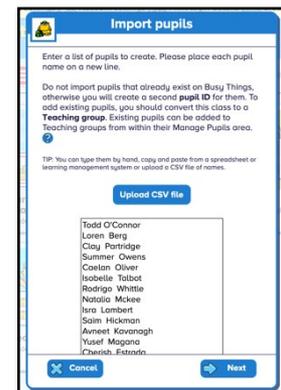
3. If you are not logged in with your **Teacher ID** click **Identify to edit your setup** and log in.



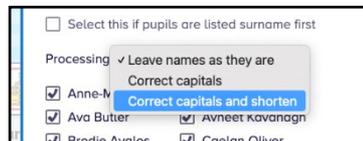
4. Click the empty setup in the age band you class falls within. (Early Years, KS1 or K2)

5. Choose between a **Secure** and a **Basic** class. We recommend Secure as default.
6. Select **Registration group**, if you are setting up a class for pupils not yet registered on Busy Things. Select **Teaching group** if you want to create a setup for group of children that already belong to a class on Busy Things and have a Pupil ID.
7. Select **Manage owners** to allow other teachers configure and set work for your pupils. Select **Next**.
8. Give your class a name. Select **Next**.
9. Select the content level – this can still be customised later. Select **Next**.
10. Select and icon and background. Select **Next**.
11. Only change the landing page if you want your class to access a single subject area. For new users we would recommend taking the default settings and clicking **Save**.

12. Select **Add the pupils myself**.
13. Select **Upload CSV file**. You will be asked to select which columns of your CSV to import. Select **Next**.



14. Select **Correct capitals and shorten**. Select **Save**.



15. Your Pupils have all been given a **Pupil ID**. They will use this to enter the class and access the work you have set them.
16. Your class is ready. Pupils and teachers will find it in their **My Busy Things** area on the **Welcome screen**.

