Create a Parent Student Set

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To create a "parent" Student Set, begin by creating a new Student Set from scratch. On the "Create a New Student Set" window, select option 1. and click the "Next" button.

1. Enter a title for your student set.
2. Enter your school's internet domain name (the information to the right of the "@" symbol in your school email address). After you fill in this information the first time, this field should automatically filled-in the next time you create a new Student Set.
3. Click on the "Start date:" field and a calendar will appear. Select the start date for the Student Set you are creating. You can also enter the start date manually by using this format: MM/DD/YYYY.
4. Click on the "End date:" field and select an end date for the Student Set.
5. Click on the "Cancel" button to close this window and return to the "Manage Student Sets" window without creating a new Student Set.
6. Click on the "Back" button to return to the previous screen to select a different method for initializing your Student Set.
7. Click on the "Create Student Set" button to create a Student Set using the information you provided.

You will then receive the Student Set ID number for the Student Set you just created. Do not give the Student Set ID out to any students since "parent" Student Sets cannot have students enrolled in them to function properly. Click on the "OK" button to close the message window and return to the "Manage Student Sets" window.

On the "Manage Student Sets" window, click on the "Update" button to the right of the Student Set you just created.

Click the checkbox next to "Designate this Student Set as a "Parent" Student Set" and click the "Update" button.

You will then receive confirmation that the Student Set has been designated as a "parent." Click on the "OK" button to close the message window. Remember, do not give your students the Student Set ID number for the "parent" Student Set you just created! When you are finished editing your new "parent" Student Set, click the "Done" button to return to the "Manage Student Sets" window.