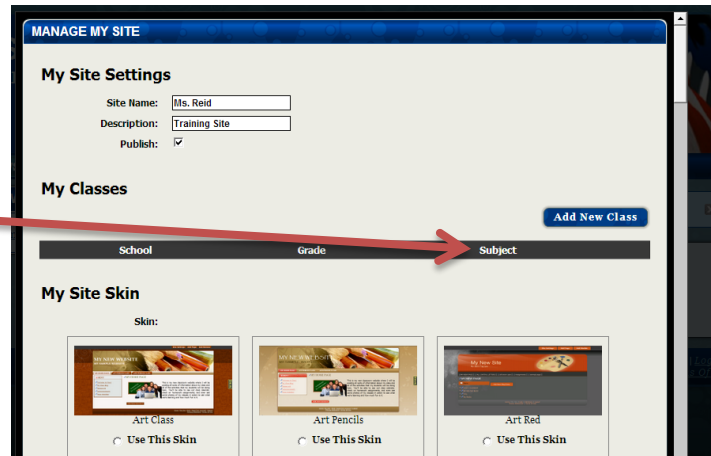


Setting up Classes and Theme

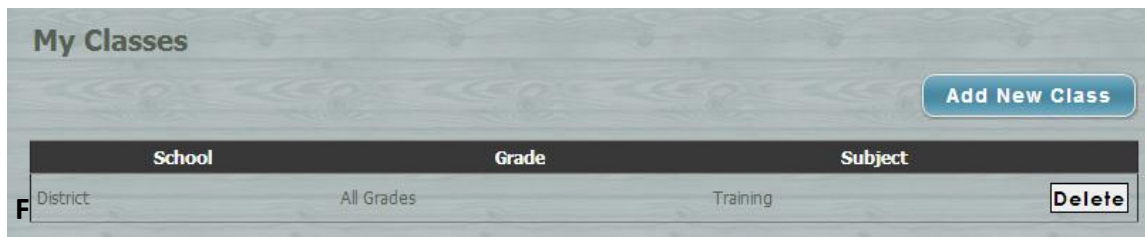
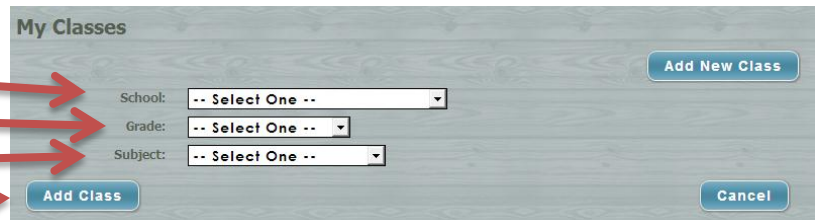
1. Login to your SchoolDesk Site
2. Click on Site Settings



3. Site Settings
 - a. Type your Site Name (Heading)
 - b. Description (Sub Heading)
 - c. Check box to publish
 - d. Click Add New Class



- i. Choose school
 - ii. Grade
 - iii. Subject
 - iv. Add Class
 - v. You must select each category, **cannot** leave it blank!!
 - vi. You can add as many classes as you need by simply repeating the process.
- e. If you did it correctly, the class(es) you added will appear on the screen



- f. Choose a Skin for your site

4. Scroll to the bottom of the page and click Save