

What does the message No classes mean

There are currently no classes setup that are available to you. If you are not logged in as a WELLA administrator, please contact your administrator to setup your class for you.

To setup a class:

1. Select ""Create Class"" from the Account Administration page.
2. Start from the highest level in the account hierarchy and work down. For example, if you want to create a new class in a new school for a district that is already created, select the appropriate Region and District from the pull down lists and select Create School. Once the school has been created select the class' user from the pull down list.

Region - If the region for this class already exists, select it from the pull down list. If it is a new region, select Create Region to open the Create Region page. From there enter the region name and click on Save to return to the Create Class page.

District - If the district for this class already exists, select it from the pull down list. If it is a new district, select Create District to open the Create District page. From there enter the district name and click on Save to return to the Create Class page.

School - If the school for this class already exists, select it from the pull down list. If it is a new school, select Create School to open the Create School page. From there enter the district name and click on Save to return to the Create Class page.

User - If the user for this class already exists, select it from the pull down list. If it is a new school, select Create User to open the Create User page. From there enter the user information as instructed in Option 2 below and click on Save to return to the Create Class page.

3. Enter the Class Name
4. Select the class Grade
5. When done, click on Save.

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