Login to Socionomy | SNA Toolkit

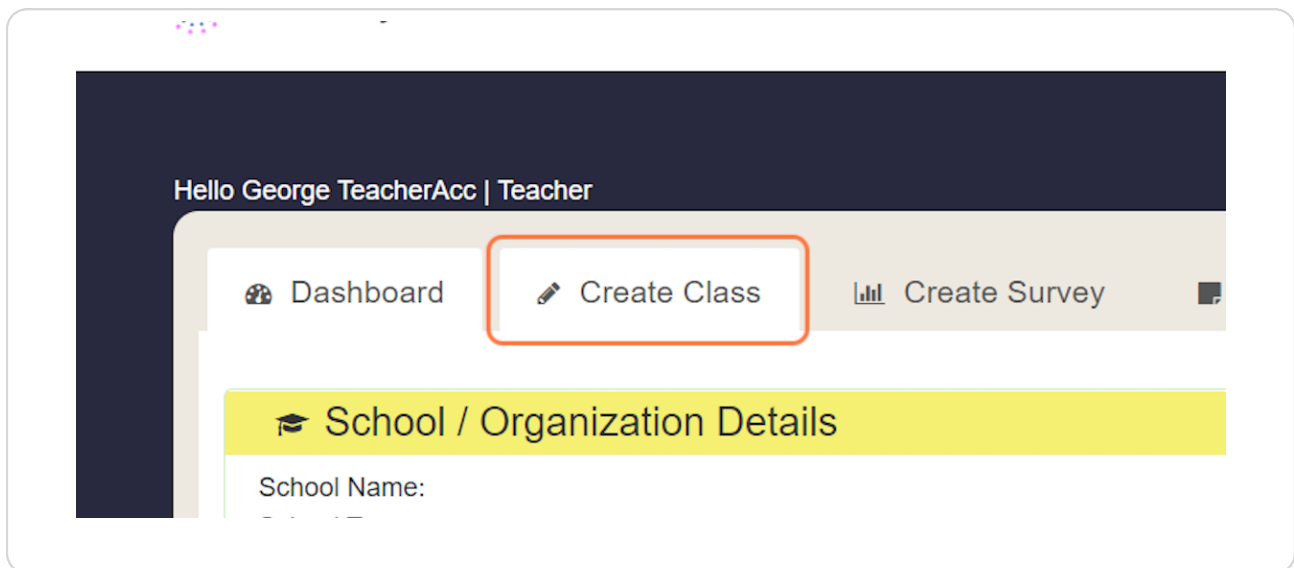**Click on Dashboard**
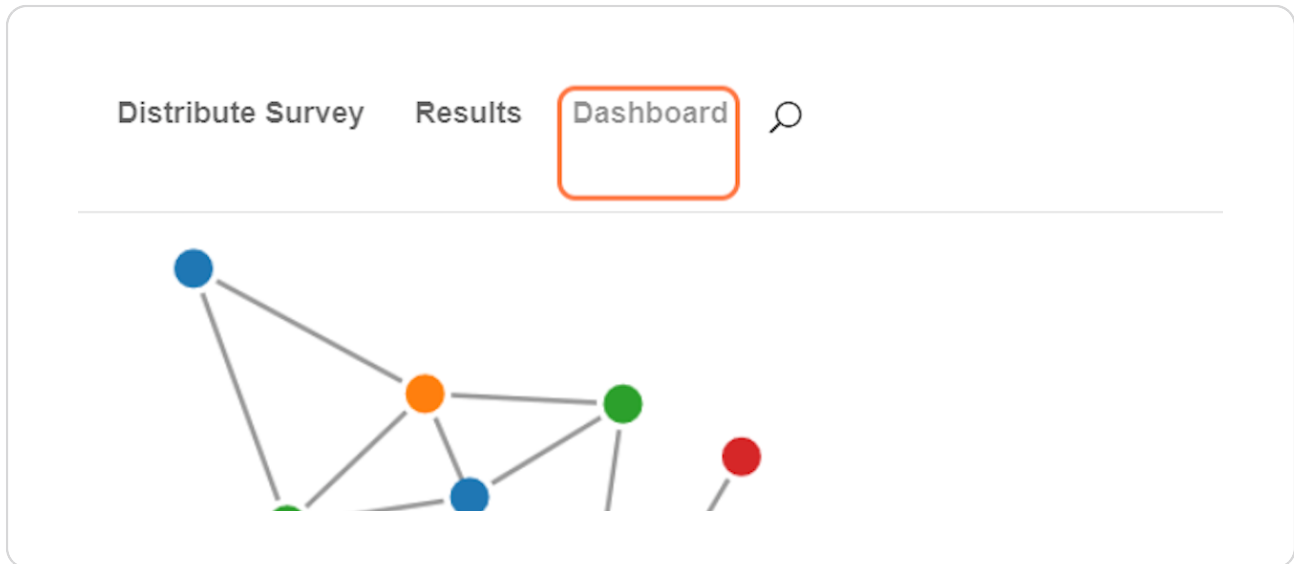
Click on Create Class

Give a name to your class

Select Age Range of Students in this Class:
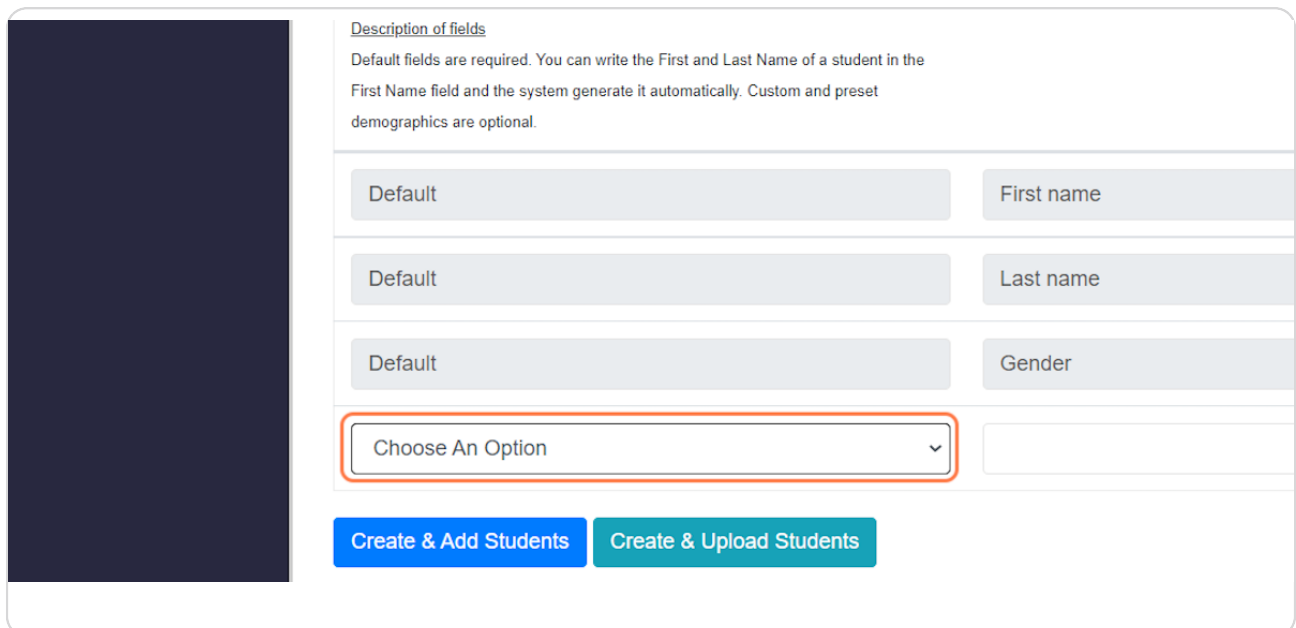
Optionally you can add some demographics
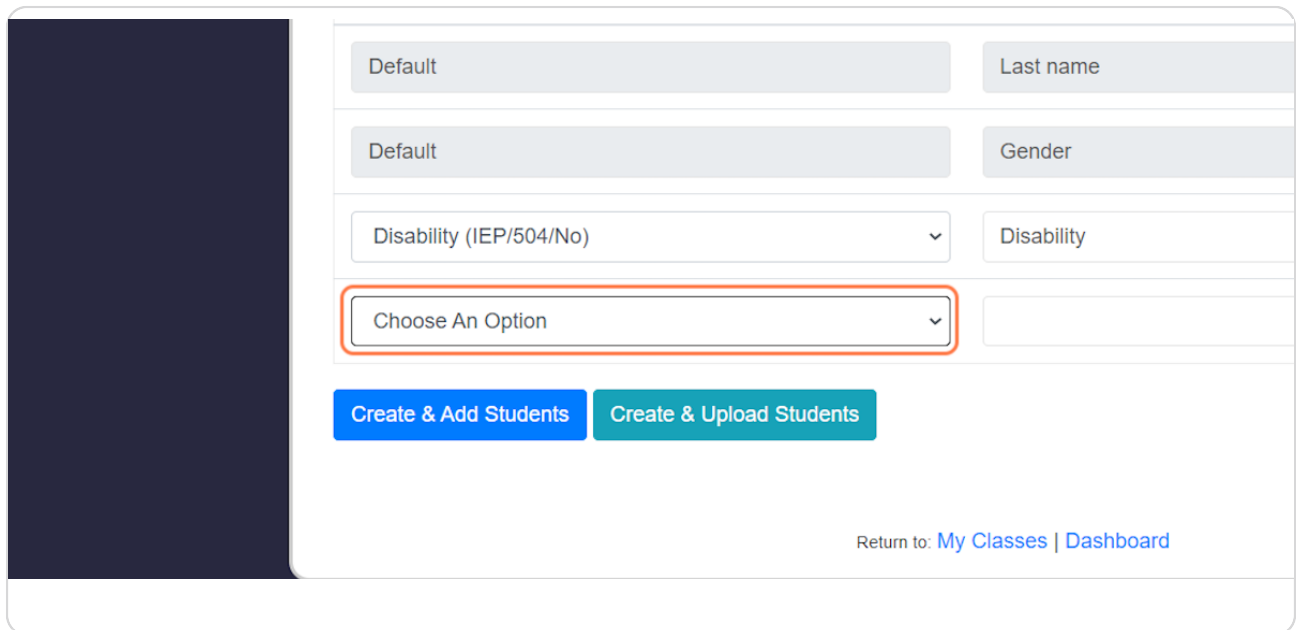
dd Custom Demographic | Add Preset Demographic

Click on Disability (IEP/504/No)

Description of fields

Default fields are required. You can write the First and Last Name of a student in the First Name field and the system generate it automatically. Custom and preset demographics are optional.

Default	First name
Default	Last name
Default	Gender
Choose An Option	

Create & Add Students   Create & Upload Students

You need to give a name to the Demographic

You can select any of the preset demographic or make your own demographic
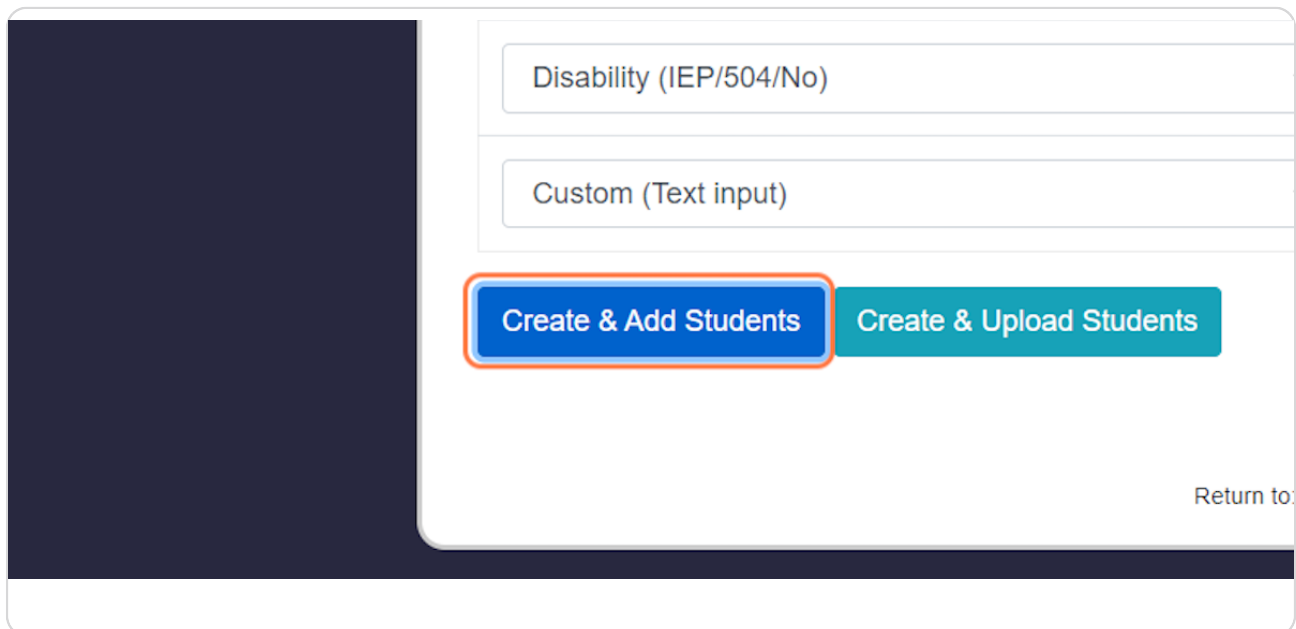
Custom demographic can be a textbox or a drop down list

When you're ready press "Create" and Add students – One by one (First button) or Upload Students from CSV or Excel (Second button)

Click on Add/Modify Students to Add Students in the Class

Demographic

Add/Modify Students   Delete Selected   Add from CS

Gender	Disability	Age	Created

Return to: My Classes | Dashboard

Fill the Students Details

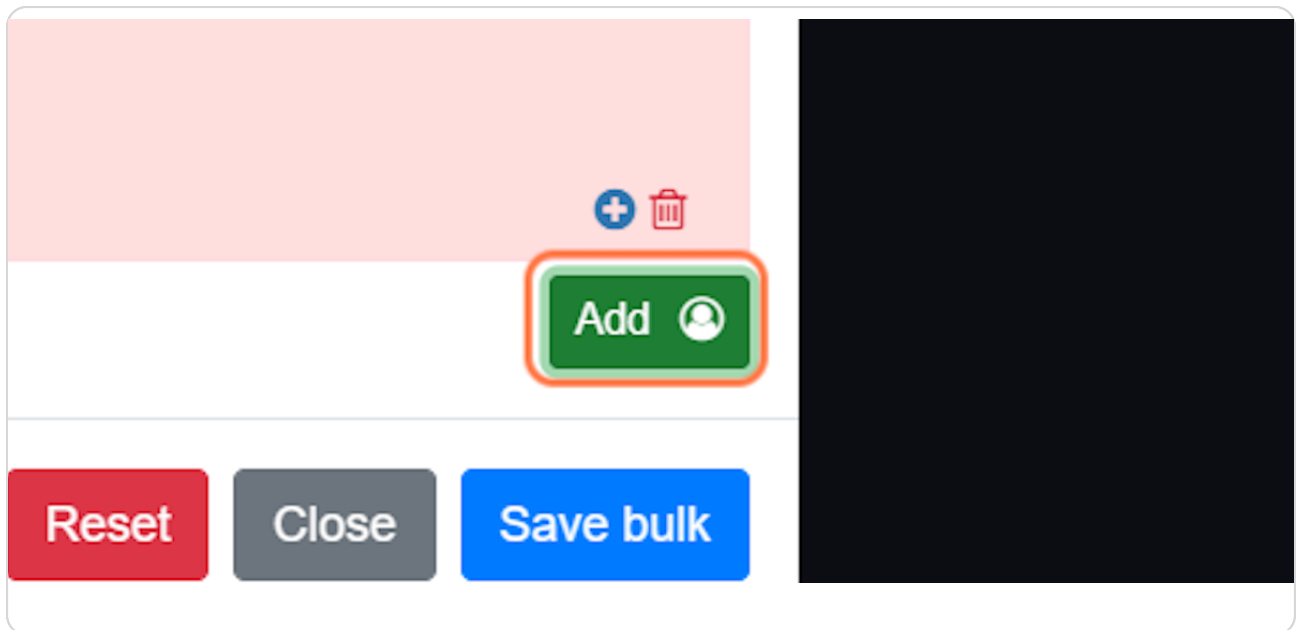Bulk edit or reorder

Bulk edit field: Select

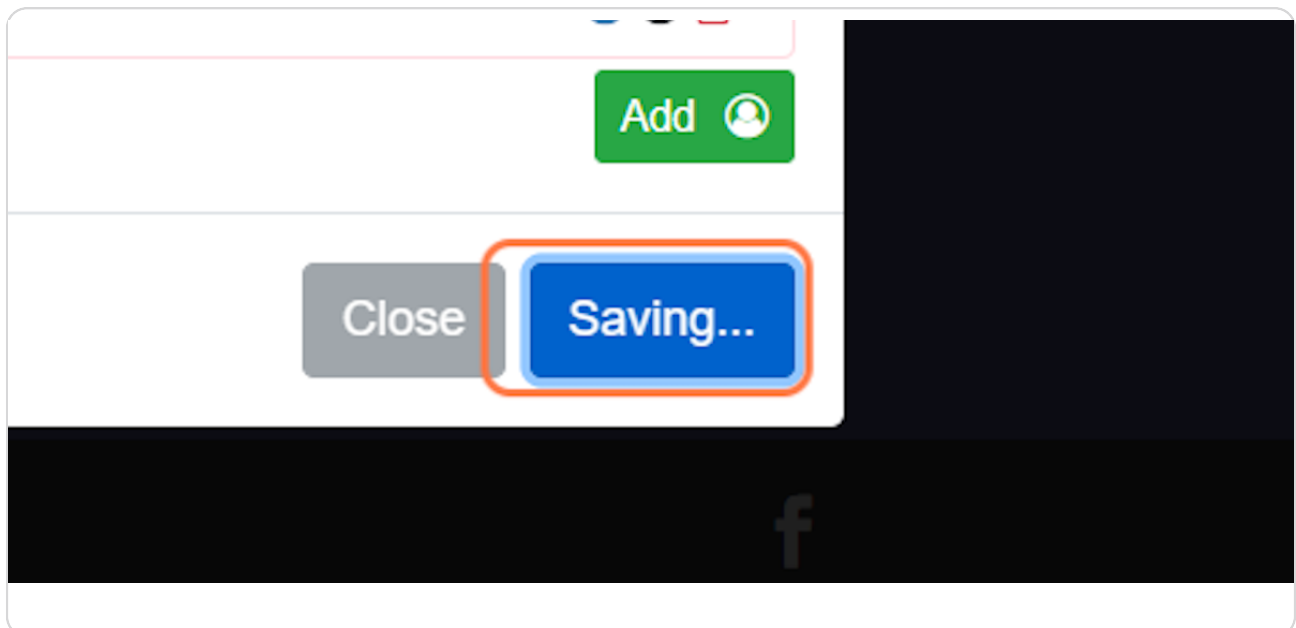| CID:	First name :	Last name :
1	Sample	
	Disability :	Age :
	Choose An Option	

Add more students

When you're done press "Save bulk"

You can go to "My Classes" to see or modify your class

	Gender	Disability	Age	Created
Student 1	Male	IEP	9	2023-01-05 17:
Student2	Female	No	10	2023-01-05 17:

Return to: My Classes | Dashboard

You can add students using CSV or EXCEL

dents   Delete Selected   Add from CSV/EXCEL

je   Created

Go to Dashboard

Here you can see the class you've creates. That's all! You've successfully created your class. Now you can proceed with creating some Surveys for your Class