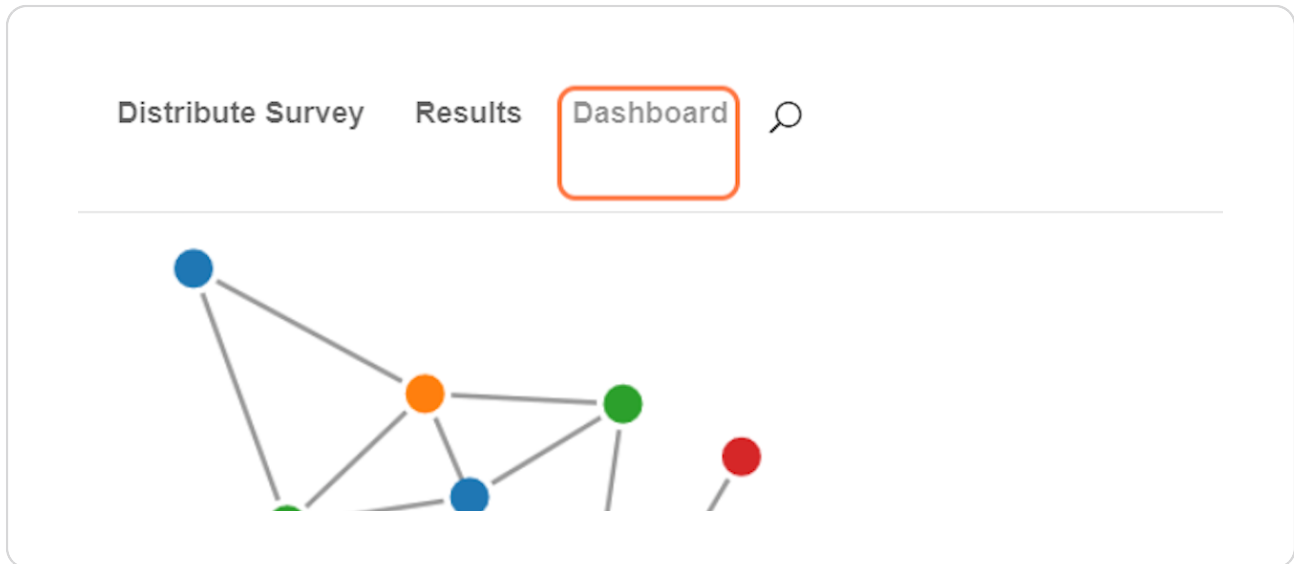


STEP 1

Login to Socionomy | SNA Toolkit

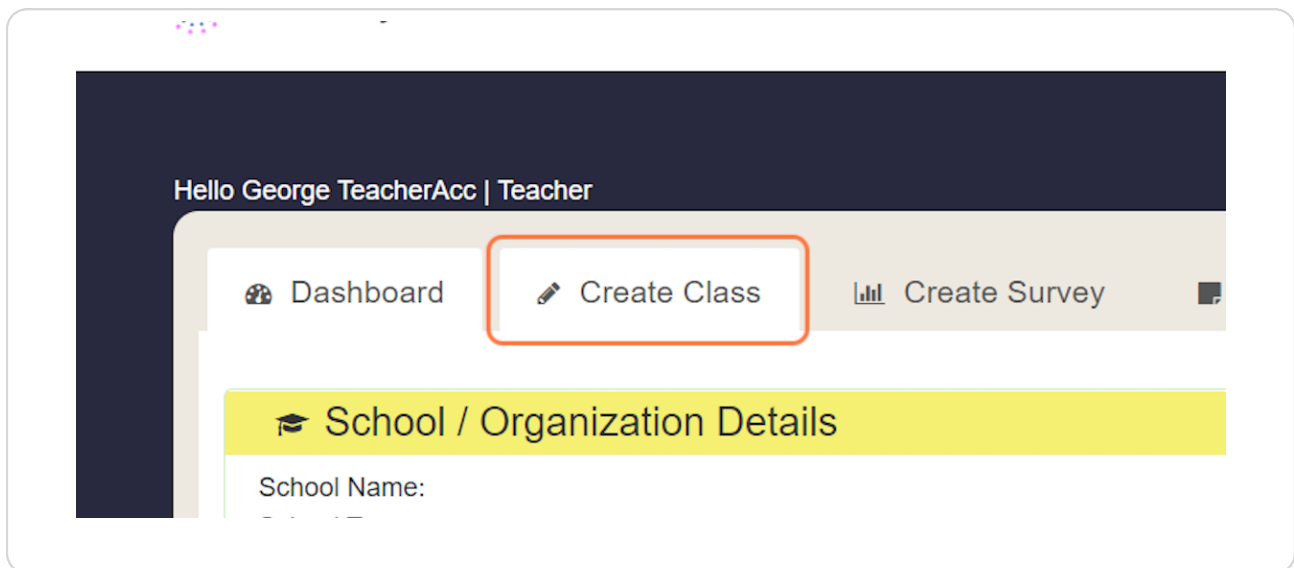
STEP 2

Click on Dashboard



STEP 3

Click on Create Class



STEP 4

Give a name to your class

The screenshot shows the 'Create New Class' form on the Socionomy website. The page has a dark blue sidebar on the left and a light green header with the Socionomy logo and navigation links for 'Home' and 'DISTRIB'. The main content area is titled 'Class Information'. There are two input fields: 'Class Name (please give your class a nickname):' with the text 'Name of my class' and 'Age Range of Students in this Class:' with a dropdown menu showing 'Choose An Option'. Below these fields is a section for 'Students Demographic Information' with an 'Add Custom Demog' button.

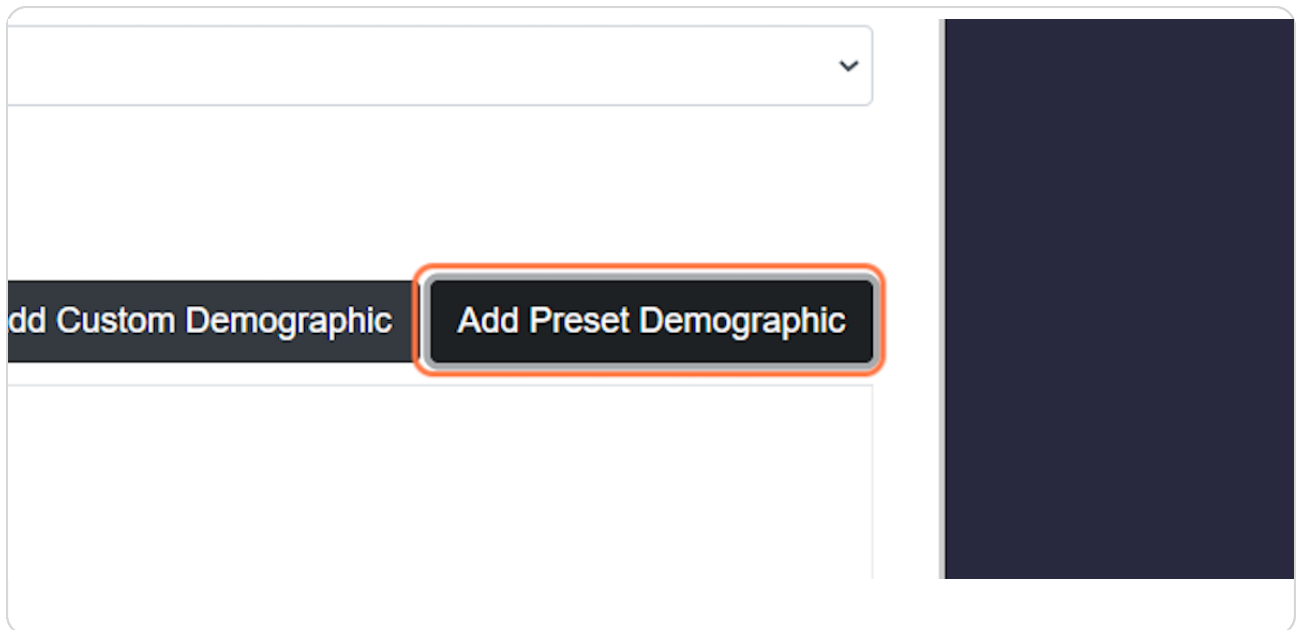
STEP 5

Select Age Range of Students in this Class:

The screenshot shows the 'Create New Class' form on the Socionomy website. The page has a dark blue sidebar on the left and a light green header with the Socionomy logo and navigation links for 'Home', 'Distribute Survey', 'Results', and 'Dashboard'. The main content area is titled 'Class Information'. There are two input fields: 'Class Name (please give your class a nickname):' with the text 'Name of my class' and 'Age Range of Students in this Class:' with a dropdown menu showing '10-11'.

STEP 6

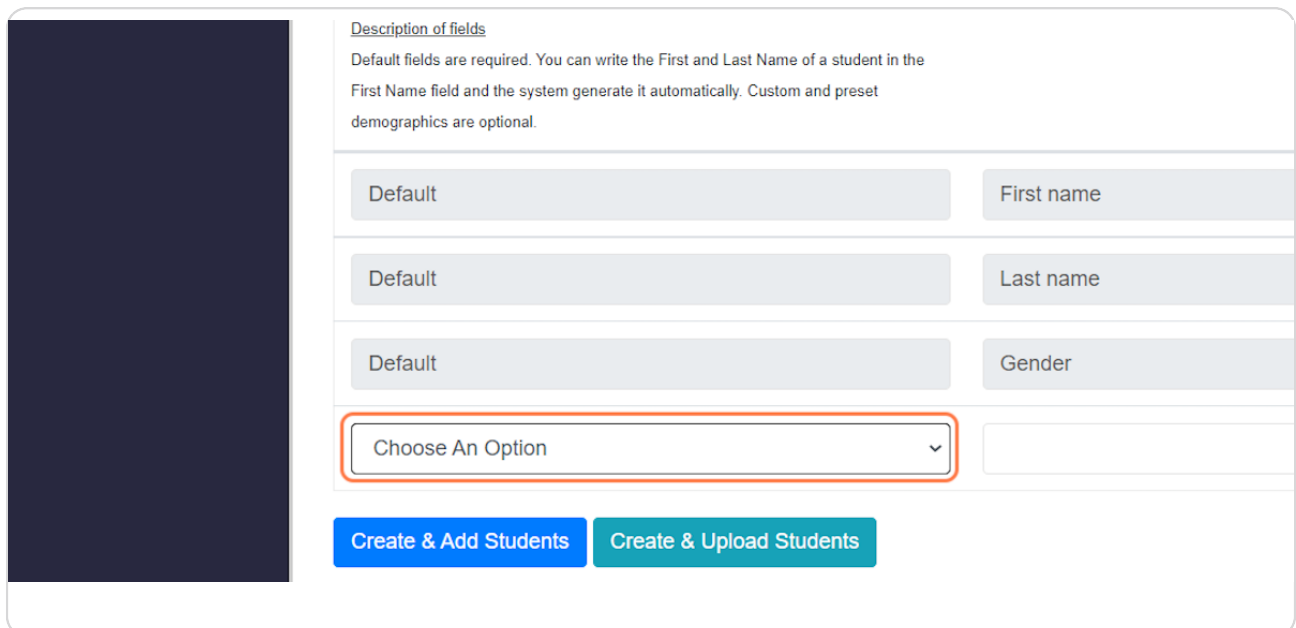
Optionally you can add some demographics



A screenshot of a web interface showing a form. At the top, there is a dropdown menu with a downward arrow. Below it, there are two buttons: 'Add Custom Demographic' and 'Add Preset Demographic'. The 'Add Preset Demographic' button is highlighted with an orange border. To the right of the buttons is a dark blue vertical bar. Below the buttons is a large empty white rectangular area.

STEP 7

Click on Disability (IEP/504/No)



A screenshot of a web interface showing a form. On the left is a dark blue vertical bar. The main area contains a 'Description of fields' section with the text: '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.' Below this are three rows of input fields. The first row has a 'Default' field and a 'First name' field. The second row has a 'Default' field and a 'Last name' field. The third row has a 'Default' field and a 'Gender' field. Below these is a dropdown menu with 'Choose An Option' and a downward arrow, which is highlighted with an orange border. At the bottom are two buttons: 'Create & Add Students' (blue) and 'Create & Upload Students' (teal).

STEP 8

You need to give a name to the Demographic

atically. Custom and preset

	First name	
	Last name	
	Gender	
▼	Disability	Delete

Upload Students

STEP 9

You can select any of the preset demographic or make your own demographic

e):

Age Range of Students in this Class:

10-11 ▼

tion

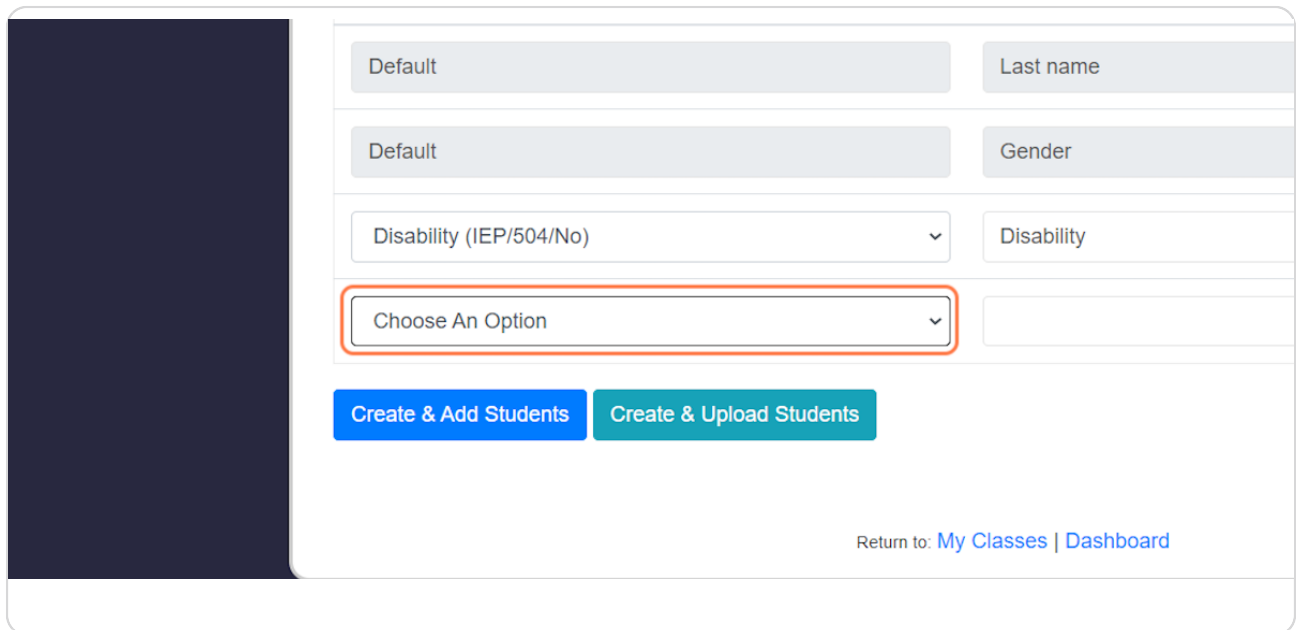
Add Custom Demographic **Add Preset Demographic**

Field Name

ne of a student in the
om and preset

STEP 10

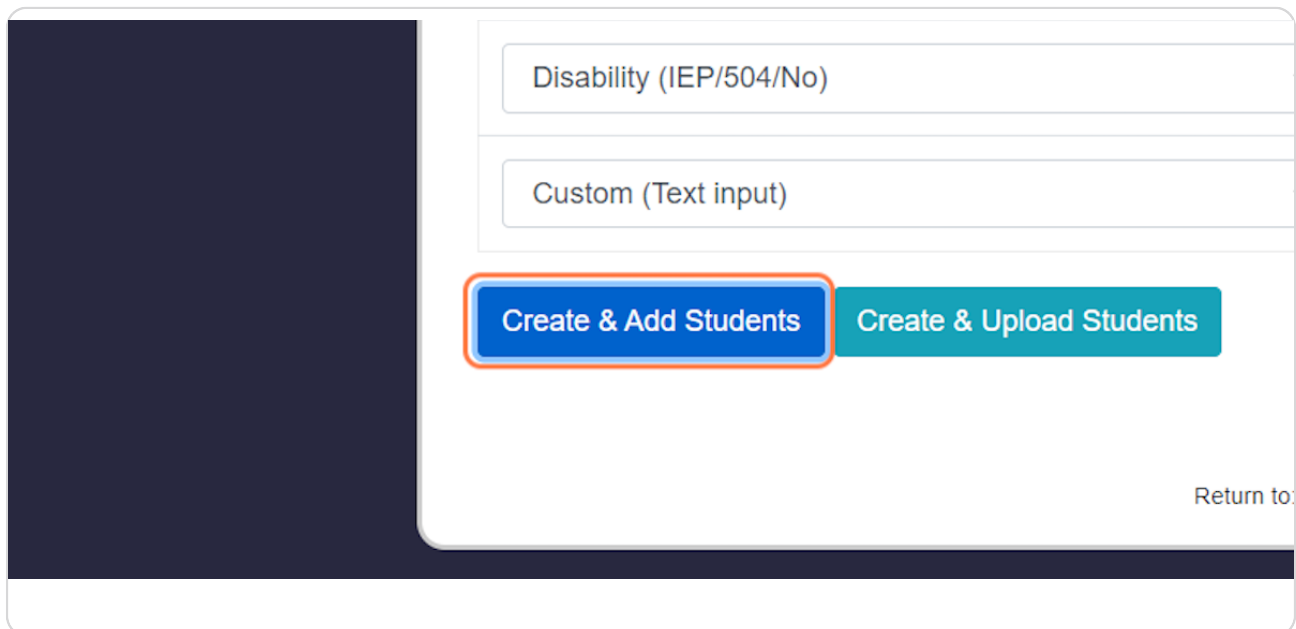
Custom demographic can be a textbox or a drop down list



A screenshot of a web form for creating students. The form is divided into two columns. The left column contains a dark blue sidebar. The right column contains several input fields: 'Default' (text input), 'Last name' (text input), 'Default' (text input), 'Gender' (text input), 'Disability (IEP/504/No)' (dropdown menu), and 'Disability' (text input). The 'Disability (IEP/504/No)' dropdown menu is highlighted with an orange border and shows 'Choose An Option' with a downward arrow. Below the form are two buttons: 'Create & Add Students' (blue) and 'Create & Upload Students' (teal). At the bottom right, there is a link: 'Return to: [My Classes](#) | [Dashboard](#)'.

STEP 11

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



A screenshot of the same web form as in Step 10. The 'Disability (IEP/504/No)' dropdown menu is now a text input field containing 'Disability (IEP/504/No)'. Below it is another text input field containing 'Custom (Text input)'. The 'Create & Add Students' button (blue) is highlighted with an orange border. The 'Create & Upload Students' button (teal) is also visible. At the bottom right, there is a link: 'Return to:'.

STEP 12

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

Demographic

Add/Modify Students **Delete Selected** Add from CS

Gender	Disability	Age	Created
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Return to: [My Classes](#) | [Dashboard](#)

STEP 13

Fill the Students Details

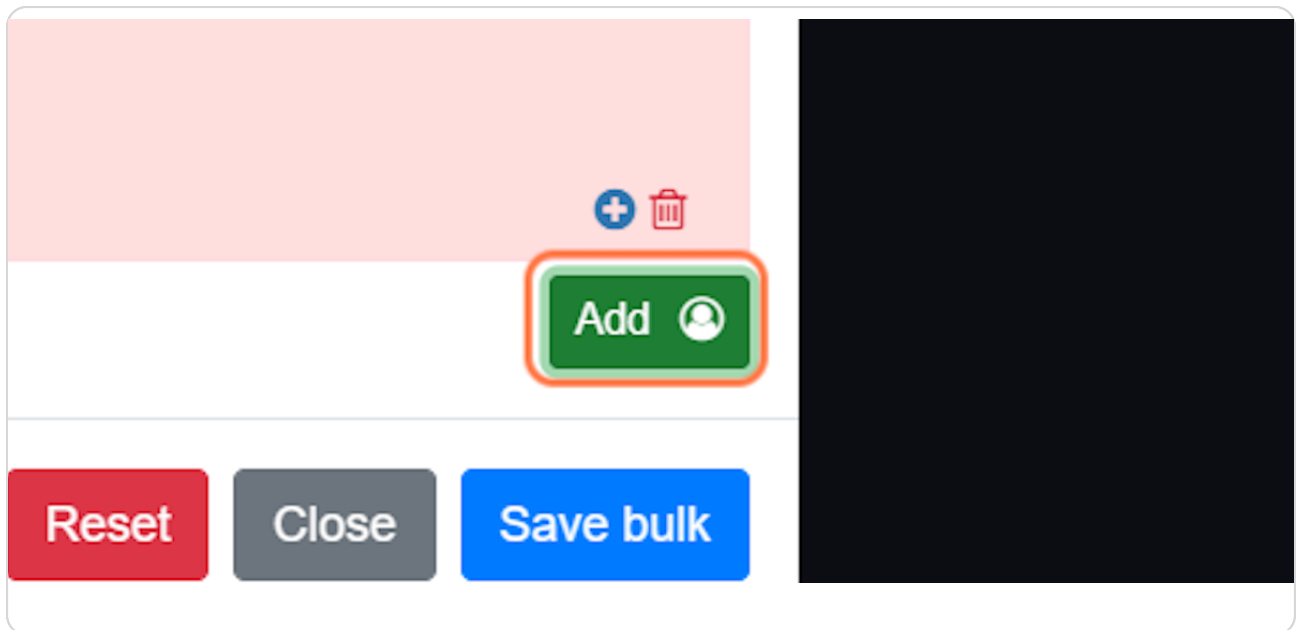
Bulk edit or reorder

Bulk edit field:

CID:	First name :	Last name :
<input type="text" value="1"/>	<input type="text" value="Sample"/>	<input type="text"/>
	Disability :	Age :
	<input type="text" value="Choose An Option"/>	<input type="text"/>

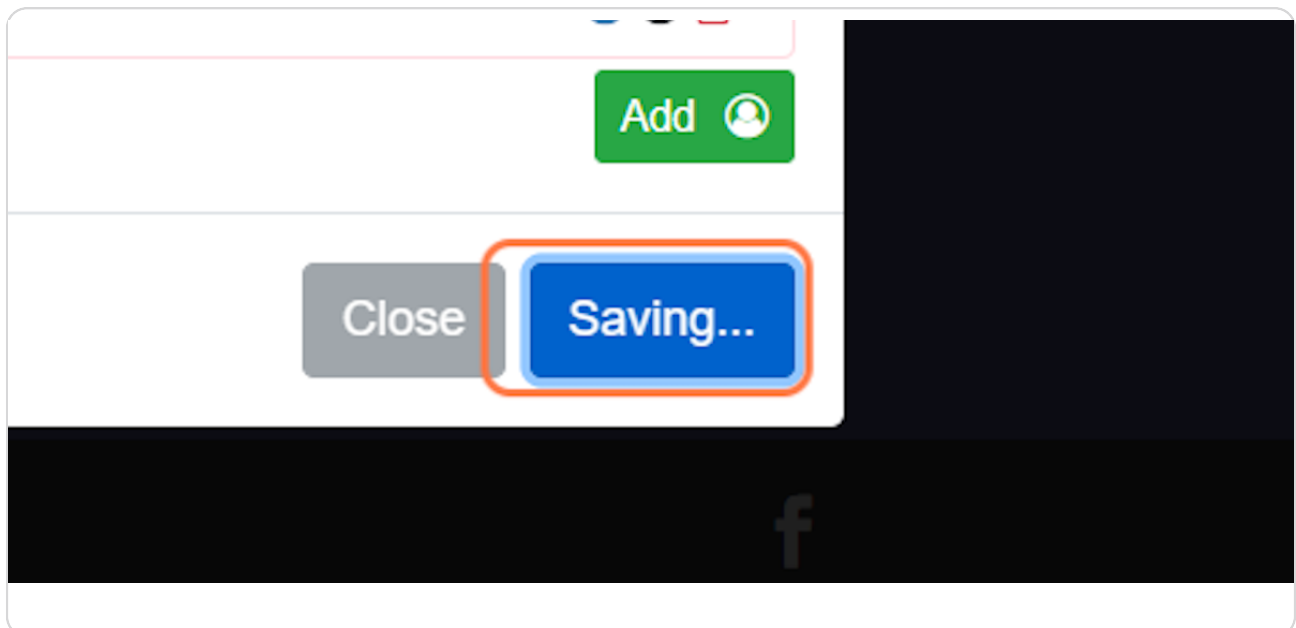
STEP 14

Add more students



STEP 15

When you're done press "Save bulk"



STEP 16

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](#)

STEP 17

You can add students using CSV or EXCEL

Students [Delete Selected](#) [Add from CSV/EXCEL](#)

Age	Created
-----	-----

STEP 18

Go to Dashboard

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

