

Setting up your class(es) in Achieve3000

Your username is setup as your *first.lastname* (e.g. *chris.bass*)

You get your password by contacting me at chris.bass@nsbsd.org

1. Log in to your Achieve3000 Teacher's Edition at <http://www.teenbiz3000.com>
3. Click *Admin* at the top of the screen.
4. Click on *User Administration* to expand the section.
5. Click *Create New Class* to launch the Setup Wizard.
7. Fill in the information for each field that appears and click *Next*. (All fields with * are required.)
 - a. **Please use this naming convention for your class name: *SchoolSiteAbbreviation-TeacherName-Period* (if needed). For example, *HMS-Bass-1st* or *KAK-Bass*.**
 - b. Default Homeroom – Students are now required to select the class they want to work in when they first log into the program. You can check the Homeroom box if you would like this class to be the default class that appears first on the student's class list.
 - c. Dual Language Classes – This is for English/Spanish classes, so you should probably leave as *n/a*
8. Click the *Add* button to begin adding students to your class.
10. There are two ways to add users to your class:
 - a. Use the Browse utility on the left-hand side of the screen. Choose your school from the dropdown list. Then, select your student and click *Add to Class*. (Hint: You can hold the command button while selecting multiple students at once.)
 - b. Or, If the student is not in the list, try searching for them on the right side, if you still can't find them, contact me at chris.bass@nsbsd.org
11. When you are finished adding students, click the red ***Return to Class List*** in the corner.
(Note: All changes will be lost if this link is not clicked.)
12. Then click *Next*.
13. Review the list (*Class Members' Information*), and make corrections if needed. Make sure that the **grade level** of each student matches the grade level of the class you created.
14. Click *Finish* when you're done. **This step is critical for saving the information you've entered.**
15. Click **Print your class list**. This will create a report of user names and passwords for your students. To set up additional classes, click *Set Up Another Class*. Otherwise, click *Close*.