Assigning Students to a Class in HMH
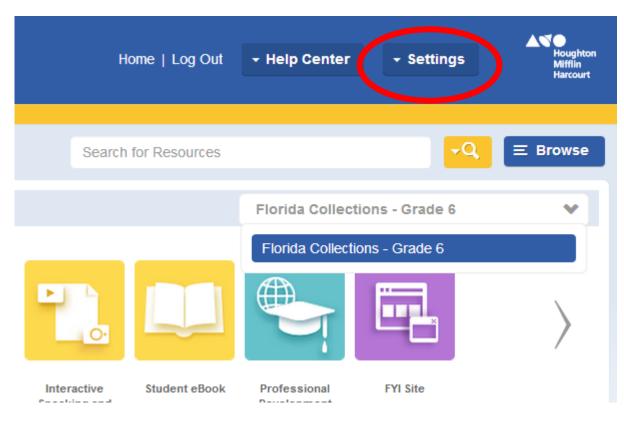
Step 1: Log into your HMH account. Click on the "Settings" tab.

Step 2: Select "Manage Classes" in the drop down box.

Step 3: If you do not have any classes set up you will have to create a class.

Add a Class ⑦

To add a new class, enter your class name. Use only letters, numbers, and spaces as other characters will produce errors. Items marked with an * are required.

*Class Name: [   ]

*Period: [   ]

*Grade Level: [Select a Grade ▾]

Description: [   ]

Please check the program or product that you would like to associate with the class you are creating:

☐ Florida Collections - Grade 6

[Add]   [Cancel]

Step 4: Fill in the information for your class. Make sure that you select the product that you want associated with the class that you are creating. Click on "Add" at the bottom.

Add a Class ⑦

To add a new class, enter your class name. Use only letters, numbers, and spaces as other characters will produce errors. Items marked with an * are required.

*Class Name: [Test Class]

*Period: [3]

*Grade Level: [Grade 6 ▾]

Description: [   ]

Please check the program or product that you would like to associate with the class you are creating:

☑ Florida Collections - Grade 6

[Add]   [Cancel]

Step 5: Click on "One Log in/Password" button.

Add Students ⓘ

To allow students to have the same User Name and Password for all Holt programs, click the **One Log In/Password** button below.

One Log in/Password ⓘ

Otherwise, select the number of students that you wish to add to your class from the drop-down menu.

*Number of Students: [1 ▼]

Optional No Child Left Behind (NCLB) Subgroup Settings: If you would like to add optional NCLB Settings as you add students to your class, click the **Add NCLB Settings Now** button below. Learn More

You can also add these settings one student at a time by clicking **Edit a Student Record** at a later date.

Add NCLB Settings Now

Fields with an * are required.

Class:3 - Test Class2

*First Name	M.I.	Last Name	Student ID

Add   **Cancel**

Step 6: Click on the students that you would like to add to that particular class. To select more than one student you can hold down the Ctrl Key while you are selecting names. Click on "Add" in the middle of the screen. (I left out the student names on this screen shot on purpose). When you are don click "Done" at the bottom of the page.

Holt Online Learning

Add Students

If other teachers at your school have already registered students for other Holt Online programs, you can quickly add them to your class by using this screen. This will be most advantageous for your students as it will allow them to work with various Holt Programs or Courses with just one **User Name** and **Password**.

You can quickly build your class roster by selecting student names in the left box and clicking the **Add** button. To remove a student name, select the student name in the right box and click the **Remove** button. Once you've added all currently registered students to your class, you can add additional students (i.e., those who have not been registered by another teacher) by clicking **Add New Students** or select **Done**.
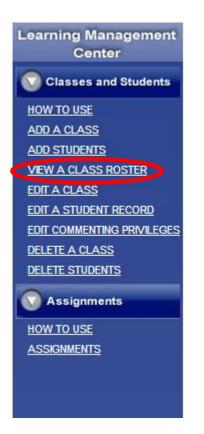
Class:3 - Test Class2

My School	My Class
ADAMO, AIDEN -1	

Step 7: Click on "VIEW A CLASS ROSTER" to see your student's names and passwords. You can select printable version. Please remember to keep information secure if it includes both the student name and student ID number.

HELP! Or "HOW TO USE" will take you to helpful information to successfully use HMH online products. (or call me)