INSTANT CLASSROOM

Getting Started

- Create a new group:

  Create/Import New Group

- Enter a group name and enter up to 100 names

  Class Nickname: Sample Class

  Name #1: Jack Shephard
  Name #2: John Locke
  Name #3: Kate Austin

- You may also use the "Bulk Upload" feature to import an older class list file or to import names separated by a comma or other special character

  Bulk Upload

- Click "Create Class List"

  Create Class List

- Your class is now added to your list for future use:

Group Name	Tools	Edit	Delete? Check to confirm
The Sample Class 30 members			☐ Delete Group

Icon Key

Seating Chart Tool -Create, modify, and print seating charts for all of your groups.	**Random Name Generator** Randomly shuffles the names on your class list to display group member names in a different order each time.	**Group Maker** Randomly create groups with 2-10 members each.	**List Editor** Add, delete, or modify the names on your group list.	**Photo Upload** Upload photos for use with Seating Charts & the Random Name tool.

You can change your password or contact email at any time by clicking "My Account"

My Account

www.instantclassroom.com