

Creating a Class Account

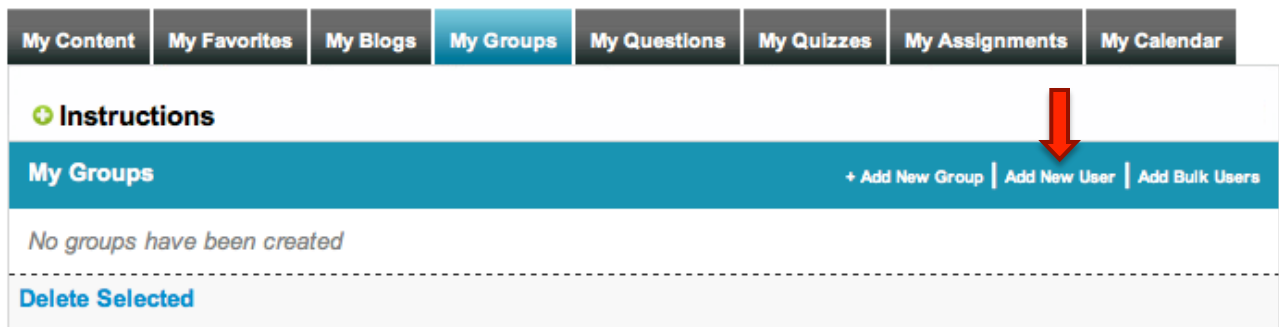
(How to create a class account for students to login to)

Creating a Class Account is the easiest and fastest way to give all of your student access to Learn360. You can easily create 1 class account for all students to access. Once you create a class account for students, you can assign assignments and quizzes to students.

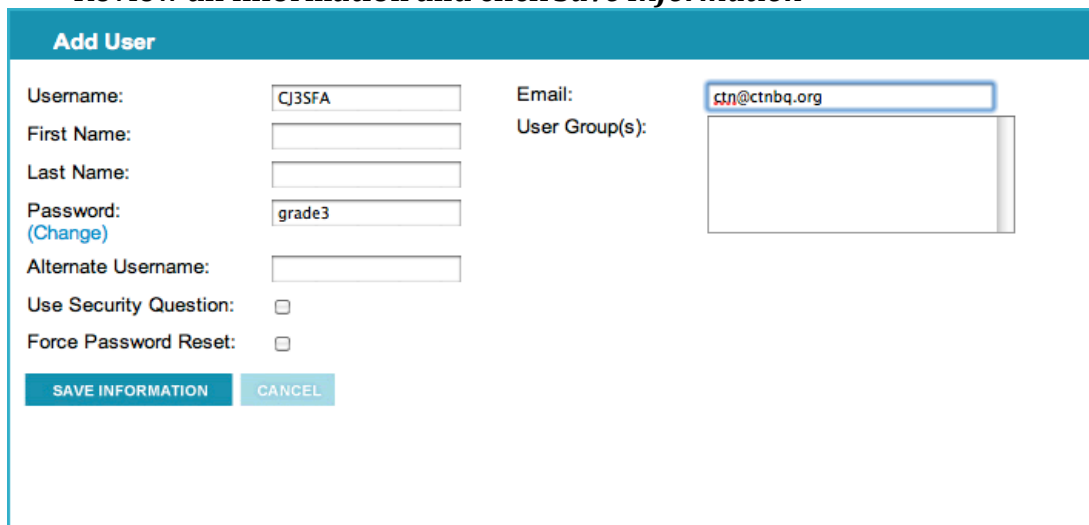
Create a Class Account

1. Login to your Learn360 account
2. Click the *My Learn360* orange button in the upper right-hand side of the screen
3. Click the *My Groups* tab
4. Click *Add New User*

[Home](#) > [My Learn360](#)



5. The *Add User* box will appear. ONLY fill in the following information:
 - Create a unique *Username* for your class to use i.e.) Your first and last initial, grade level, and school initials. *Example: CJ3SFA*
 - Keep *First Name* and *Last Name* fields BLANK
 - Create a *Password* for students to use. DO NOT use your Learn360 password or any other private passwords.
 - Keep *Alternate Username* field BLANK
 - Uncheck *Use Security Question* and uncheck *Force Password Reset*
 - Type in your (teacher) email in the *Email* field.
 - Leave the *User Group(s)* box empty
 - Review all information and click *Save Information*




****Note:** When you assign assignments to students using 1 shared class account you **MUST** check this box below! If you do not check this box when assigning assignments, the first student to login and view the assignment will be the **ONLY** student who can complete the assignment. Checking the box below will allow all students to login to the same account, type in their name, view and complete the assignment, and submit the assignment.

Create a New Distribution for Assignment

life cycles

Start Date: 

Expiration Date: 

 Allow multiple users to use a single username on Learn 360 and complete this assignment. Each person will be prompted to enter their first and last name before starting the assignment

(Check this box to assign your assignment to a single username as described above.)

User Name

<input type="checkbox"/>	Diocese of Brooklyn (CTN)	CJ3sfa
<input type="checkbox"/>	Christy Johnson Diocese of Brooklyn (CTN)	cjohnson18

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<input type="checkbox"/>	Diocese of Brooklyn (CTN)	CJ3sfa
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If you have any questions, contact CTN at ctn@desalesmedia.org
or call 718-499-9705 

Learn360 Tech Support: 866-279-4090
Support Hours: 8:00 a.m. – 6:00 p.m. EST
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