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Class Builder User Guide

Secondary Products

BM BitMaths

Welcome to Class Builder for Secondary Products

Class Builder is used to set up your teachers, students and classes with access to Firefly online products.

If you are a Class Builder Administrator of a school licence, or you have purchased an individual licence, you will have access to Class Builder from your Firefly account home page.

This User Guide has been divided into two parts.

Part 1: Setting up your Class Builder is our quick-start guide to get your school (or yourself) set up in a few simple steps.

Part 2: Adjusting teachers, students and classes is our detailed section which you will only need to refer to for specific adjustments after your have completed your initial set-up.
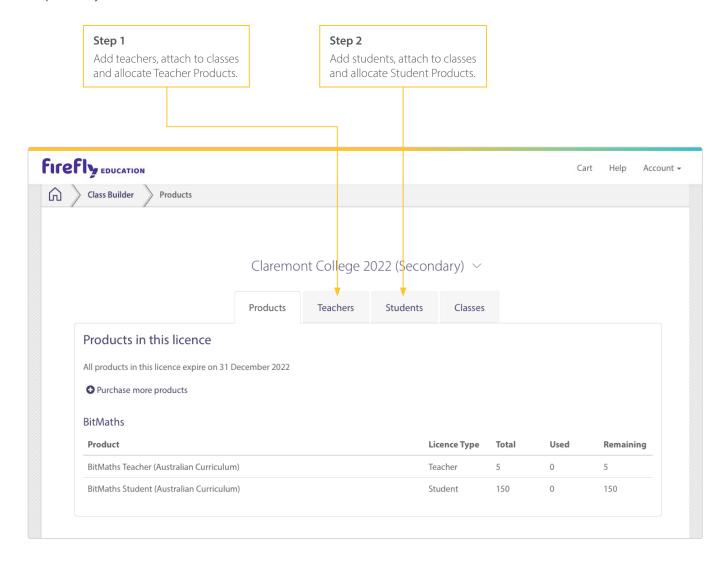
Contents

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Setting up your Class Builder

Open Class Builder from your Firefly account home page and you'll be brought to the *Products* tab which displays a summary of products in your licence. Navigate through the tabs to set up your teachers, students and classes with access to these products.

We recommend you follow these two steps when you first set up your Class Builder:

Step 1: Add your teachers
Step 2: Add your students

Step 1
Add teachers, attach to classes and allocate Teacher Products.

Step 2
Add students, attach to classes and allocate Student Products.

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Cart   Help   Account ▾

Class Builder   >   Products

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Products   Teachers   Students   Classes

Products in this licence

All products in this licence expire on 31 December 2022

⊕ Purchase more products

BitMaths

Product	Licence Type	Total	Used	Remaining
BitMaths Teacher (Australian Curriculum)	Teacher	5	0	5
BitMaths Student (Australian Curriculum)	Student	150	0	150

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Step 1: Add your teachers

In this step you will add your teachers to Class Builder, attach those teachers to classes, and allocate Teacher Products.

Select the *Teachers* tab. You will see a table of Teacher Products available in your licence. You will also see two ways to add teachers, we recommend you *Add Teachers in Bulk*.

While you can add teachers individually or in bulk, we recommend you *Add Teachers in Bulk*.

You will only see the *Teachers* tab if you have a school licence (you will not see this tab if you have an individual licence).

Select *Add Teachers in Bulk* and follow the prompts:

1. Download the *Teacher Upload Template.*
2. Fill in the spreadsheet including teacher email addresses, classes and products.
3. Upload the spreadsheet.

Tips for completing the spreadsheet:

- You cannot alter or delete the column headings (first row) of the spreadsheet.

- When allocating products, you must select from the drop-down menu. Do not type in the product names yourself.

- If a teacher needs to be attached to multiple classes, you must only complete their details for **one** of their classes in the *Teacher Upload Template.* After the upload is complete you will need to find the teacher in Class Builder and follow the prompts to edit that teacher and attach them to their additional classes. Refer to page 9 for information on editing a teacher.

The class names will be recreated in the *Classes* tab when you upload the spreadsheet.

Use the drop-down menu to allocate Teacher Products.

When you have uploaded the teacher spreadsheet, you'll be brought back to the *Teachers* tab.

Important notes:

- When you have added teachers to Class Builder, they receive an automatic email notifying them they have been granted access to any allocated products. Each teacher will be prompted to read and accept the Terms & Conditions before being permitted to use the products.

- If you require access to products you will need to allocate the product to yourself. Select *Edit* and follow the prompts to allocate products and attach yourself to any relevant classes.

All teachers included in the upload now appear in the table.

The tick indicates the product has been allocated to the teacher.

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| Products | Teachers | Students | Classes |

Teacher Products			Total	Used	Remaining
BitMaths Teacher (Australian Curriculum)			5	5	0

⊕ Purchase more products

Teachers

| Add a Single Teacher | Add Teachers in Bulk | | All Statuses ⇅ | All Classes ⇅ | Search Teachers | Apply | Clear |

Found: 6 Teachers

	First	Surname ∧	Email	Admin	Status	Classes	BitMaths (Australian Curriculum)	
☐			teacher5@fireflyeducation.com.au		*Unverified*	8B	✔	Edit
☐	Henrietta	Boffin	teacher3@fireflyeducation.com.au		Verified	7B	✔	Edit
☐	Edwin	Drood	teacher2@fireflyeducation.com.au		Verified	7A	✔	Edit
☐	Troy	Halls	teacher4@fireflyeducation.com.au		Verified	8A	✔	Edit
☐	Betty	Hidgen	teacher6@fireflyeducation.com.au		Verified	8C	✔	Edit
☐	Sophie	Twist	teacher1@fireflyeducation.com.au	✔	Verified			Edit

| Allocate Products to Selected Teachers... |

Tip: If you require access to products select *Edit* on your row and follow the prompts to allocate products and attach yourself to any relevant classes.

Step 2: Add your students (if applicable)

In this step you will add your students to Class Builder, attach these students to classes, and allocate Student Products.

Select the *Students* tab. You will see a table of Student Products available in your licence. You will also see two ways to add students – we recommend you *Add Students in Bulk*.
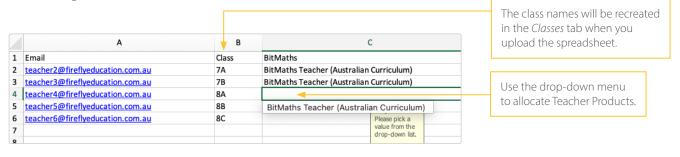
> While you can add students individually or in bulk, we recommend you *Add Students in Bulk.*

Select *Add Students in Bulk* and follow the prompts:

1. Download the *Student Upload Template.*
2. Fill in the spreadsheet, including student names, classes and products.
3. Upload the spreadsheet.

Tips for completing the spreadsheet:

• You cannot alter or delete the column headings (first row) of the spreadsheet.

• When filling in the name column for students, you can use any naming convention. Please ensure you comply with your school's privacy policy.

• Every student needs to be attached to a class. Use the drop-down menu in the class column, which includes any classes created during the previous teacher upload step (or type in a new class name if required).

• When allocating products, you must select from drop-down menu. Do not type in the product names yourself.

• There is a limit of 501 rows per spreadsheet in an upload.

> Use the drop-down menu to allocate Student Products.

> Every student needs to be attached to a class. Use the drop-down menu to select a class created during the teacher upload.

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After you have uploaded the student spreadsheet, you'll be brought back to the *Students* tab. Each student now appears in the table and is issued with their own username and password.

All students included in the upload now appear in the table.

The tick indicates the product has been allocated to the student.

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| Products | Teachers | **Students** | Classes |

Student Products	Total	Used	Remaining
BitMaths Student (Australian Curriculum)	150	149	1

⊕ Purchase more products

Students

| Add a Single Student | Add Students in Bulk | | All Classes ⇅ | Search Students | Apply | Clear |

Found: 149 Students

☐	Name ▲	Username	Password	Class	Login Method	BitMaths Student (Australian Curriculum)	
☐	Abbey-Rose Daley	abbey3	make328	7A	Student Logins	✔	Edit
☐	Abigail Butler	abiga3	also234	7A	Student Logins	✔	Edit
☐	Achuth Krishna Anoop	achut3	van281	7A	Student Logins	✔	Edit
☐	Alisha Luxford	alish3	hill670	7A	Student Logins	✔	Edit
☐	Allie Voght	allie3	rush879	7A	Student Logins	✔	Edit
☐	Amalia Peronace	amali3	plan343	7B	Student Logins	✔	Edit
☐	Amelia Cooks	ameli5	just569	7B	Student Logins	✔	Edit
☐	Amelie Lewis	ameli6	mind403	8B	Student Logins	✔	Edit

Each student is issued with their own username and password.

Your set-up should now be complete.

Teachers will be able to view their students' login details on the *My Classroom* page in their online teaching resources for any classes they are attached to.

If you want to check your classes, print student login cards, or you need to resolve any warning messages or issues, use the information in the *Adjusting teachers*, *students and classes* on pages 8–21.

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Adjusting teachers, students and classes

After you have completed Steps 1 & 2 in the initial set-up of your Class Builder, you may need to come back to Class Builder to view and adjust teachers, students and classes.

Teachers

Add a teacher

Go to the *Teachers* tab and select *Add a Single Teacher*.

At the *Teachers* tab select *Add a Single Teacher*.

Before adding a teacher, check you have enough remaining licences to allocate to the teacher.

Products	Teachers	Students	Classes

Teacher Products	Total	Used	Remaining
BitMaths Teacher (Australian Curriculum)	5	4	1

⊕ Purchase more products

Teachers

[Add a Single Teacher] [Add Teachers in Bulk]　[All Statuses ⇕] [All Classes ⇕] [Search Teachers] [Apply] [Clear]

At the *Add Teacher* page:

1. Enter the teacher's email address.
2. Use the first drop-down menu to allocate a Teacher Product.
3. Use the second drop-down menu to attach them to a class/classes.
4. Select *Add Teacher*.

Products	Teachers	Students	Classes

Add Teacher [Back to Teachers]

Email
[Enter email]

Enter the teacher's email address.

Admin
☐ Allow access to the Class Builder Administration tool for this licence.

If applicable, give the teacher Class Builder Administrator access. Read page 11 for more information.

Teacher Products
Allocate or remove products for this teacher.

[Select product to allocate ⇕]

Use the drop-down menu to allocate a Teacher Product.

Selected Products
No products have been selected.

Classes
Add or remove classes for this teacher.

[Select Class to add ⇕]

Use the drop-down menu to attach a class/classes. Select from an existing class, or *Create a New Class*.

Class	Teachers	Students	Student Login Method
No class has been selected.			

Select *Add Teacher* to complete the process.

[Add Teacher] [Cancel]

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Edit a teacher

Go to the *Teachers* tab and find the teacher in the table (use the handy search function if needed) and select *Edit*.

You can use the search function to find a teacher.

Find the teacher and select *Edit*.

At an *Edit Teacher* page you can view details, such as their email address, whether their account is *Verified* or *Unverified* (read page 12 for more information on account status), their allocated products and which classes they are attached to.

Once a teacher has been added to Class Builder, you cannot edit this information. If you have made an error, you need to remove the teacher and add them to Class Builder again.

If applicable, give the teacher Class Builder Administrator access. Read page 11 for more information.

Use the drop-down menu to allocate products to the teacher.

See which products are allocated to the teacher.

Use the drop-down menu to attach the teacher to a class/classes.

See which class/classes the teacher is attached to.

Remember to *Save* any changes you make on this page.

Remove Teacher if you have entered their details incorrectly, or if they are no longer at your school.

Allocate products to multiple teachers

If you forgot to allocate products to teachers as part of the *Bulk Teacher Upload* spreadsheet or when you added a teacher individually, you can still allocate products to one or multiple teachers at a time.

Go to the *Teachers* tab:

1. Select the relevant teachers in the table.
2. Select the *Allocate Products to Selected Teachers* button beneath the table.
3. Use the drop-down menu to allocate the relevant *Teacher Products*.
4. Select the final *Allocate Products to Selected Teachers* button to complete the process.

Select the relevant teachers, then select the *Allocate Products to Selected Teachers* button.

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| Products | Teachers | Students | Classes |

Teacher Products	Total	Used	Remaining
BitMaths Teacher (Australian Curriculum)	5	4	1

⊕ Purchase more products

Teachers

| Add a Single Teacher | Add Teachers in Bulk | | All Statuses ⇕ | All Classes ⇕ | Search Teachers | Apply | Clear |

Found: 5 Teachers

	First	Surname ⌃	Email	Admin	Status	Classes	BitMaths (Australian Curriculum)	
☑			teacher5@fireflyeducation.com.au		*Unverified*	8B	✔	Edit
☑	Henrietta	Boffin	teacher3@fireflyeducation.com.au		Verified	7B	✔	Edit
☑	Edwin	Drood	teacher2@fireflyeducation.com.au		Verified	7A	✔	Edit
☑	Troy	Halls	teacher4@fireflyeducation.com.au		Verified	8A	✔	Edit
☑	Sophie	Twist	teacher1@fireflyeducation.com.au	✔	Verified			Edit

| Allocate Products to Selected Teachers… | | Remove Selected Teachers… |

Teacher Products

Select products to allocate to selected teachers.

| ✓ Select product to allocate |
| BitMaths Teacher (Australian Curriculum) |

Selected Products

No products have been selected.

| Allocate Products to Selected Teachers | Cancel |

Use the drop-down menu to allocate products to teachers. Select the final *Allocate Products to Selected Teachers* button to complete the process.

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Assign Class Builder Administrator access to other teachers

We don't recommend you make every teacher at your school a Class Builder Administrator, but it may be beneficial to have some other staff members as Class Builder Administrators to be able to set up and adjust teachers, students and classes.
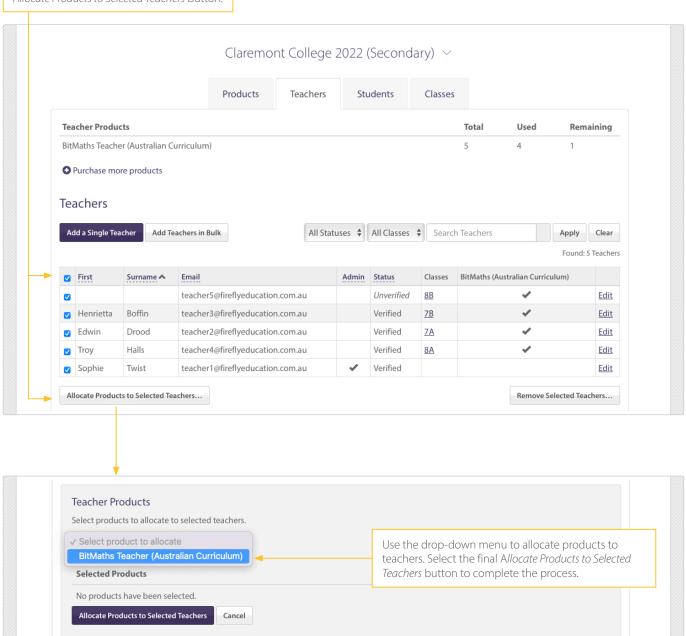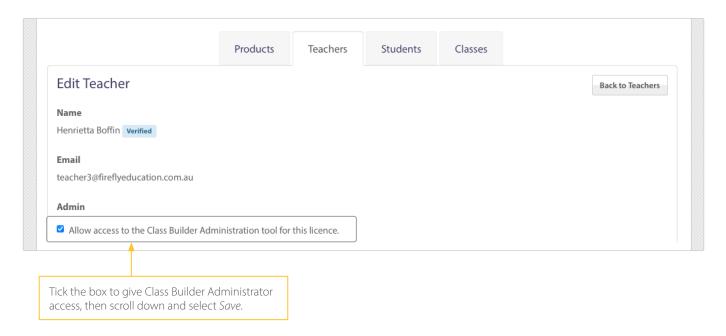
Go to the *Teachers* tab:

1. Find the teacher you want to give Class Builder Administrator access (use the handy search function if needed).
2. Select *Edit* to open the *Edit Teacher* page.
3. Tick the box labelled *Allow access to the Class Builder Administration tool for this licence*.
4. Scroll down and select *Save*.

The teacher will receive an email notification that they have been assigned Class Builder Administrator access for this licence.

Tick the box to give Class Builder Administrator access, then scroll down and select *Save*.

Remove a teacher

You may need to remove a teacher if you have made an error when adding them to Class Builder, or if they no longer work at your school.

You can remove a teacher in one of two ways:

*   **Option 1:** Go to the *Teachers* tab, find and select the teacher (or multiple teachers) in the table. Scroll to the bottom of the table and select *Remove Selected Teachers*. This option is useful for removing multiple teachers quickly, or if you do not need to check any specific details of the teacher before removing them.

*   **Option 2:** Go to the *Teachers* tab, find the teacher in the table and select *Edit*. Scroll to the bottom of the *Edit Teacher* page and select *Remove Teacher*. This option is useful when you need to check any specific details of the teacher before removing them.

Please note: When you remove a teacher from a class, and there are no other teachers with an allocated Teacher Product attached to the class, any students in that class will be unable to access their Student Products. You will need to attach another teacher to the class either via the *Teachers* tab or within the class via the *Classes* tab.

Teacher status: *Verified* vs *Unverified*

A teacher's status is *Verified* if they already have an existing Firefly account.

A teacher's status is *Unverified* if they haven't completed the set-up of their Firefly account. These teachers are sent an automatic email with instructions on how to complete their account set-up when you added them to Class Builder. If the teacher can not find this email, have them contact our support team.

When you see the status *Unverified*, it is a good idea to double check the email address you entered into Class Builder is correct. If the email address was entered correctly, you do not need to do anything further – it is up to the teacher to complete their account set-up. If the email address was entered incorrectly, remove the teacher from Class Builder, then select *Add a Single Teacher* to enter the teacher with the correct email address.

When a teacher is *Unverified*, it indicates they haven't completed the set-up of their Firefly account. Instructions to complete their account set-up have been emailed to them.

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Products | **Teachers** | Students | Classes

Teacher Products		Total	Used	Remaining
BitMaths Teacher (Australian Curriculum)		5	4	1

⊕ Purchase more products

Teachers

Add a Single Teacher | Add Teachers in Bulk   All Statuses ⌄ | All Classes ⌄ | Search Teachers | Apply | Clear

Found: 5 Teachers

	First	Surname ▲	Email	Admin	Status	Classes	BitMaths (Australian Curriculum)	
☐			teacher5@fireflyeducation.com.au		*Unverified*	8B	✔	Edit
☐	Henrietta	Boffin	teacher3@fireflyeducation.com.au		Verified	7B	✔	Edit
☐	Edwin	Drood	teacher2@fireflyeducation.com.au		Verified	7A	✔	Edit
☐	Troy	Halls	teacher4@fireflyeducation.com.au		Verified	8A	✔	Edit
☐	Sophie	Twist	teacher1@fireflyeducation.com.au	✔	Verified			Edit

Allocate Products to Selected Teachers…   Remove Selected Teachers…

When a teacher is *Verified*, it indicates they have an existing Firefly account.

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Students

Add a student

If you only need to add one student, go to the *Students* tab and select *Add a Single Student*.
(If you need to add multiple students, it's quicker to *Add Students in Bulk* – read page 6 for more information).

> At the *Students* tab select *Add a Single Student*.

> Before adding a student, check you have enough remaining licences to allocate to the student.

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	Products	Teachers	Students	Classes			

Student Products	Total	Used	Remaining
BitMaths Student (Australian Curriculum)	150	149	1

⊕ Purchase more products

Students

Add a Single Student	Add Students in Bulk		All Classes ⬍	Search Students		Apply	Clear

At the *Add Student* page:

1. Enter the student's name or any naming convention in line with your school's privacy policy.
2. Attach them to a class using the drop-down menu. A student can only be attached to one class.
3. Allocate products to the student using the drop-down menu.*
4. Select *Add Student*.

* A student can only access their allocated Student Product if their teacher has the corresponding Teacher Product. If you see any warning messages after you select *Add Student*, you can either resolve the issue either via the *Teachers* tab or within the student's class via the *Classes* tab.

	Products	Teachers	Students	Classes	

Add Secondary Student

Back to Students

Name

Enter Name ◄ — Enter the student's name.

Class

Select Class ⬍ ◄ — Use the drop-down menu to attach the student to a class.

Class	Teachers	Students	Student Login Method

No class has been selected.

Student Products

Allocate or remove products for this student.

Select product to allocate ⬍ ◄ — Use the drop-down menu to allocate Student Products.

Selected Products

No products have been selected.

Add Student   Cancel

Select *Add Student* to complete the process.

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Edit a student

Go to the *Students* tab, find the student in the table (use the handy search function if needed) and select *Edit*.

You can use the search function to find a student.

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| Products | Teachers | Students | Classes |

Student Products	Total	Used	Remaining
BitMaths Student (Australian Curriculum)	150	149	1

⊕ Purchase more products

Students

Add a Single Student **Add Students in Bulk**

All Classes ⇅   Search Students   **Apply** **Clear**

Found: 149 Students

	Name ⌃	Username	Password	Class	Login Method	BitMaths Student (Australian Curriculum)	
☐	Abbey-Rose Daley	abbey3	make328	7A	Student Logins	✔	Edit
☐	Abigail Butler	abiga3	also234	7A	Student Logins	✔	Edit
☐	Achuth Krishna Anoop	achut3	van281	7A	Student Logins	✔	Edit
☐	Alisha Luxford	alish3	hill670	7A	Student Logins	✔	Edit
☐	Allie Voght	allie3	rush879	7A	Student Logins	✔	Edit
☐	Amalia Peronace	amali3	plan343	7B	Student Logins	✔	Edit
☐	Amelia Cooks	ameli5	just569	7B	Student Logins	✔	Edit
☐	Amelie Lewis	ameli6	mind403	8B	Student Logins	✔	Edit
☐	Baden Pollard	baden3	plus874	8B	Student Logins	✔	Edit
☐	Bailey Calcraft	baile4	hat644	8B	Student Logins	✔	Edit

Find the student and select *Edit*.

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At the *Edit Student* page you can view a student's details, such as their username and password, which class they are attached to and which products have been allocated to them.

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Products | Teachers | Students | Classes

Edit Secondary Student

Back to Students

Name

Abbey-Rose Daley

Username
abbey3

Password
make328

View the student's username and password.

Regenerate Password

☐ Generate a new random password for this student

Regenerate the student's password if needed.

Class

Select Class ⬍

Class	Teachers	Students	Student Login Method	
7A	Edwin Drood	34	Student Logins	Remove

View or adjust the student's class. A student can only be attached to one class.

Student Products

Allocate or remove products for this student.

Select product to allocate ⬍

Allocated Products

BitMaths Student (Australian Curriculum)   Remove

Save   Cancel

Delete Student

If you make any changes, remember to *Save*.

View or adjust the student's products.

A student can only access their allocated Student Products if their teacher has the corresponding Teacher Product. If you see any warning messages, you can either resolve the issue via the *Teachers* tab, or within the student's class via the *Classes* tab.

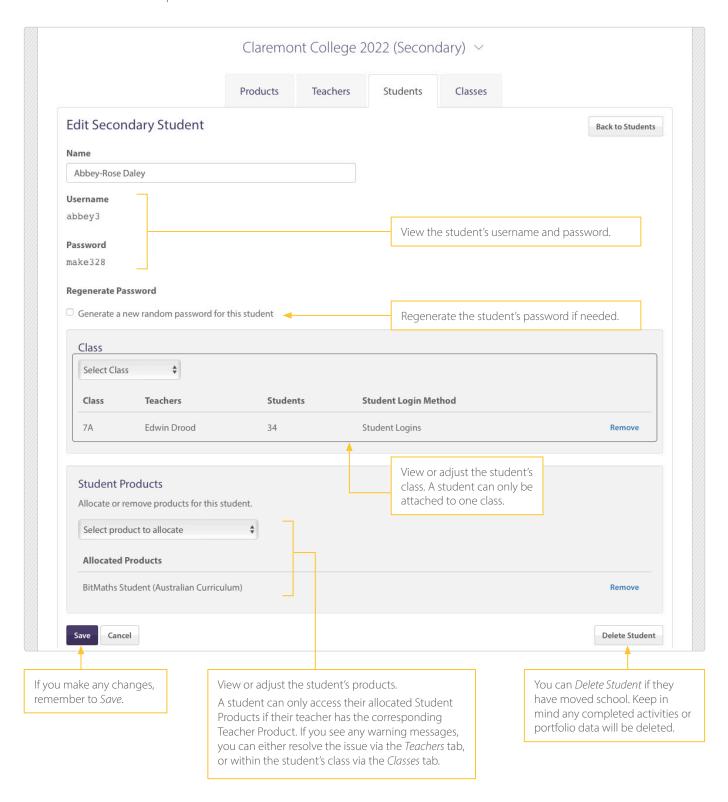You can *Delete Student* if they have moved school. Keep in mind any completed activities or portfolio data will be deleted.
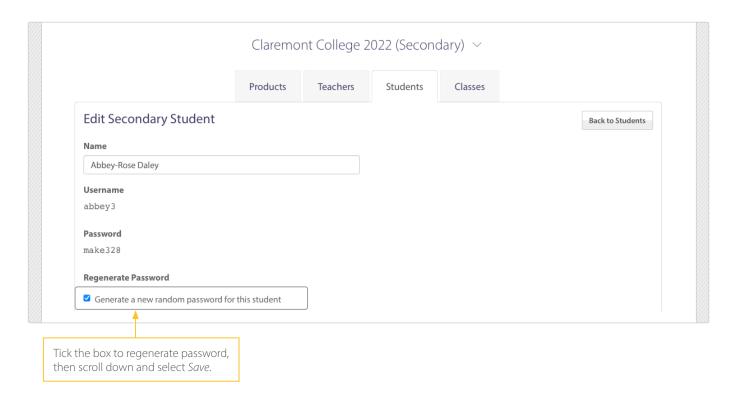
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Regenerate a student's password

Only Class Builder Administrators can regenerate a student's password.

At the *Students* tab:

1. Find the student who needs their password regenerated (use the handy search function if needed).
2. Select *Edit* to open the *Edit Student* page.
3. Tick the *Regenerate Password* box.
4. Select *Save*.

The new student password will appear in Class Builder and also be viewable in *My Classroom* by any teachers attached to the student's class.

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Products   Teachers   **Students**   Classes

Edit Secondary Student   Back to Students

Name
Abbey-Rose Daley

Username
abbey3

Password
make328

Regenerate Password
☑ Generate a new random password for this student

Tick the box to regenerate password,
then scroll down and select *Save*.

Delete a student

You may need to delete a student if they have moved school.

You can delete a student in one of two ways:

• **Option 1:** Go to the *Students* tab, find and select the student (or multiple students) in the table. Scroll to the bottom of the table and select *Delete Selected Students*. This option is useful for deleting multiple students quickly, or if you do not need to check any specific details of the student before deleting them.

• **Option 2:** Go to the *Students* tab, find the student in the table and select *Edit*. Scroll to the bottom of the *Edit Student* page and select *Delete Student*. This option is useful when you need to check any specific details of the student before deleting them.
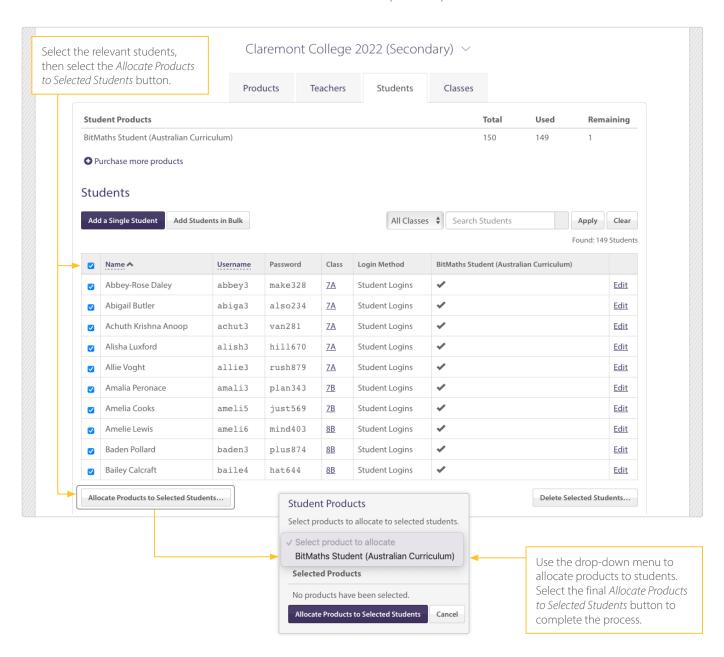
Please note: When you delete a student, all existing activity and portfolio data will be deleted. When you delete a student, any of their allocated products will become available to allocate to another student.

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Allocate products to multiple students

If you forgot to allocate products to students as part of the *Bulk Student Upload* spreadsheet or when you added a student individually, you can still allocate products to one or multiple students at a time.
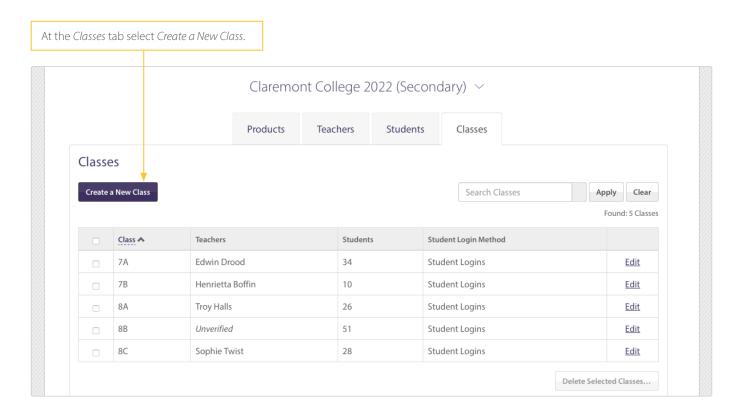
Go to the *Students* tab:

1. Select the relevant students in the table.
2. Select the *Allocate Products to Selected Students* button beneath the table.
3. Use the drop-down menu to allocate the relevant *Student Products*.
4. Select the final *Allocate Products to Selected Students* button to complete the process.

Select the relevant students, then select the *Allocate Products to Selected Students* button.

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Products | Teachers | **Students** | Classes

Student Products		Total	Used	Remaining
BitMaths Student (Australian Curriculum)		150	149	1

⊕ Purchase more products

Students

| Add a Single Student | Add Students in Bulk |

All Classes ⇕ | Search Students | Apply | Clear

Found: 149 Students

	Name ⌃	Username	Password	Class	Login Method	BitMaths Student (Australian Curriculum)	
☑	Abbey-Rose Daley	abbey3	make328	7A	Student Logins	✔	Edit
☑	Abigail Butler	abiga3	also234	7A	Student Logins	✔	Edit
☑	Achuth Krishna Anoop	achut3	van281	7A	Student Logins	✔	Edit
☑	Alisha Luxford	alish3	hill670	7A	Student Logins	✔	Edit
☑	Allie Voght	allie3	rush879	7A	Student Logins	✔	Edit
☑	Amalia Peronace	amali3	plan343	7B	Student Logins	✔	Edit
☑	Amelia Cooks	ameli5	just569	7B	Student Logins	✔	Edit
☑	Amelie Lewis	ameli6	mind403	8B	Student Logins	✔	Edit
☑	Baden Pollard	baden3	plus874	8B	Student Logins	✔	Edit
☑	Bailey Calcraft	baile4	hat644	8B	Student Logins	✔	Edit

| Allocate Products to Selected Students… | | Delete Selected Students… |

Student Products

Select products to allocate to selected students.

✓ Select product to allocate
BitMaths Student (Australian Curriculum)

Selected Products

No products have been selected.

| Allocate Products to Selected Students | Cancel |

Use the drop-down menu to allocate products to students. Select the final *Allocate Products to Selected Students* button to complete the process.

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Classes
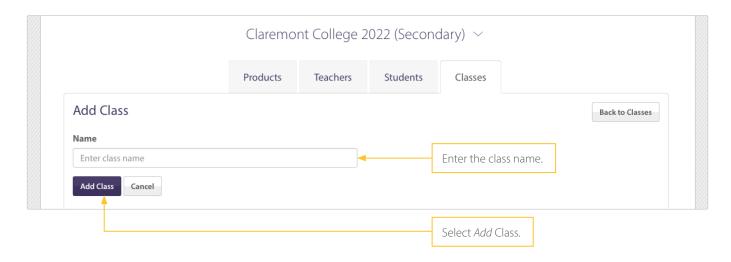
Create a class

Generally you create your classes as part of the process when adding teachers or students.
However, if you need to create a new class, you can go to the *Classes* tab and select *Create a New Class*.

At the *Classes* tab select *Create a New Class*.

At the *Add Class* page:

1. Enter the class name.
2. Select *Add* Class.

Enter the class name.

Select *Add* Class.

After you have created the class, stay on the page and scroll down to see the *Teachers* section, *Student Login Method* section and, if applicable, *Student Logins* sections.
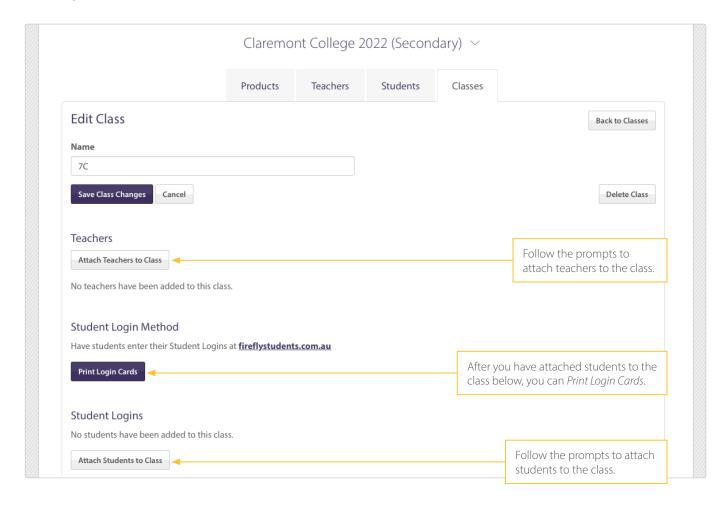
At the Teachers section you can attach teachers to the class. You can only attach existing teachers. If you need to add a new teacher to your Class Builder, go to the *Teachers* tab and follow the prompts to *Add a Single Teacher*.

At the Student Login Method section you can see the URL for the student site and you can also *Print Login Cards*.

> **Important note:**
>
> Before you *Print Login Cards*, you will need to attach students to the class under the Student Logins section.

At the Student Logins section you can attach students to the class if applicable. You can only attach existing students. If you need to add a new student to your Class Builder, go to the *Students* tab and follow the prompts to *Add a Single Student*.

Claremont College 2022 (Secondary) ⌄

| Products | Teachers | Students | Classes |

Edit Class   Back to Classes

Name

7C

Save Class Changes   Cancel   Delete Class

Teachers

Attach Teachers to Class ◄────── Follow the prompts to attach teachers to the class.

No teachers have been added to this class.

Student Login Method

Have students enter their Student Logins at **fireflystudents.com.au**

Print Login Cards ◄────── After you have attached students to the class below, you can *Print Login Cards*.

Student Logins

No students have been added to this class.

Attach Students to Class ◄────── Follow the prompts to attach students to the class.

Edit a class

At the *Classes* tab select *Edit* to view (and adjust) the details of the class.

	Class ⌃	Teachers	Students	Student Login Method	
	7A	Edwin Drood	34	Student Logins	Edit

Products | **Teachers** | **Students** | **Classes**

Classes

Create a New Class

Search Classes   Apply   Clear

Found: 6 Classes

Find the class and select *Edit*.

At the Student Logins section you can attach students to the class if applicable. You can only attach existing students. If you need to add a new student to your Class Builder, go to the *Students* tab and follow the prompts to *Add a Single Student*.
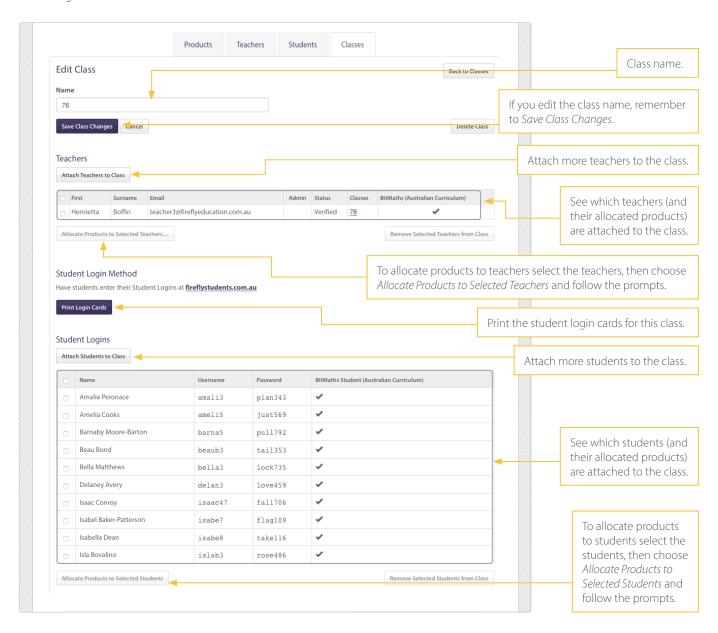
Products | **Teachers** | **Students** | **Classes**

Edit Class   Back to Classes

Name

7B

Save Class Changes   Cancel   Delete Class

Teachers

Attach Teachers to Class

	First	Surname	Email	Admin	Status	Classes	BitMaths (Australian Curriculum)
	Henrietta	Boffin	teacher3@fireflyeducation.com.au		Verified	7B	✔

Allocate Products to Selected Teachers…   Remove Selected Teachers from Class

Student Login Method

Have students enter their Student Logins at **fireflystudents.com.au**

Print Login Cards

Student Logins

Attach Students to Class

	Name	Username	Password	BitMaths Student (Australian Curriculum)
	Amalia Peronace	amali3	plan343	✔
	Amelia Cooks	ameli5	just569	✔
	Barnaby Moore-Barton	barna5	pull792	✔
	Beau Bond	beaub3	tail353	✔
	Bella Matthews	bella3	lock735	✔
	Delaney Avery	delan3	love459	✔
	Isaac Conroy	isaac47	fall706	✔
	Isabel Baker-Patterson	isabe7	flag109	✔
	Isabella Dean	isabe8	take116	✔
	Isla Bovalino	islab3	rose486	✔

Allocate Products to Selected Students   Remove Selected Students from Class

Class name.

If you edit the class name, remember to *Save Class Changes*.

Attach more teachers to the class.

See which teachers (and their allocated products) are attached to the class.

To allocate products to teachers select the teachers, then choose *Allocate Products to Selected Teachers* and follow the prompts.

Print the student login cards for this class.

Attach more students to the class.

See which students (and their allocated products) are attached to the class.

To allocate products to students select the students, then choose *Allocate Products to Selected Students* and follow the prompts.

Print student login cards

Go to the *Classes* tab. Find the class and select *Edit*. Scroll down to the *Student Login Method* section and select the *Print Login Cards* button.

> **Reminder:**
>
> Teachers connected to the class can also print student login cards via *My Classroom* (which can be accessed within their online teacher resources).

Still have questions?

If you still have questions about Class Builder, please contact our head office on 07 5445 5749 or email **support@fireflyeducation.com.au**.