Class Setup Checklist

This document outlines the most common tasks that need to be completed to set up Achieve3000 for your students. These are all accessed from your Teacher Edition. For a detailed walk through of these steps, watch this demo.

Create a New Class
Go to Admin Settings > Create a New Class and follow the instructions on the Setup Wizard. Create a class for each individual class or instructional group that you lead.

**Note: If your school/district is uploading or syncing data from your Student Information System, some of these options may not be available to you. Please consult your administrator with questions about your data management plan.**

Edit Class Settings
Go to Admin Settings > Edit Class Information to review and adjust the settings for each of your classes. Use this option to update the class name, set the features available to this class, and add or remove courses assigned to this class.

Edit Student Settings
Go to Admin Settings > Edit student and teacher information to select the specific settings for each student in your class or to remove students who are no longer enrolled in your class. Remember, Supervised Student Work Time should be set to your program hours when students will be working in the program since activities completed outside of student hours will not count toward the auto-adjust.

Edit Individual Student Profiles
Go to Admin Settings > Edit student and teacher information and select a class. Then, click on the student’s user name to see the individual profile for that student. Be sure that the information included is accurate, as these settings control the content delivered to the student.

Use the Resource Center in your Teacher Edition to search for more resources to support your implementation.