## CPM CPM Educational Program

## eBook Admin: 'Classes' Page

Click on any of the links below to access the tutorial.

## From the 'Classes' page, the eBook Admin can:

- 1. Create a Class and a Student Enrollment PIN
- 2. Delete a Class
- 3. Find classes
  - Find Current or Past Classes
  - Filter and Sort Classes
- 4. Edit a Class
  - Change the End Date of a Class
  - Change the Class Name
  - Change the Class School
  - Change/Replace the Class Teacher (See also #7 below.)
- 5. View Class Student Tab
  - Change a Student's password
  - Add a Student
  - Remove a Student
  - Upload a Class Roster
  - Download Current Roster
  - Find/Disable the PIN
  - View a Student Account
- 6. View Class Book Tab
  - · Replace, Remove, or Add an eBook to a Class
  - Find the number of remaining Licenses for a Class
- 7. View Class Info Tab
  - Name
  - Active/Not Active
  - Start/End Date
  - School
  - Teacher (Replace the Class Teacher)

## Not finding what you need? Search:

<u>CPM Teacher Tutorials</u>



2. CPM Knowledge Base



