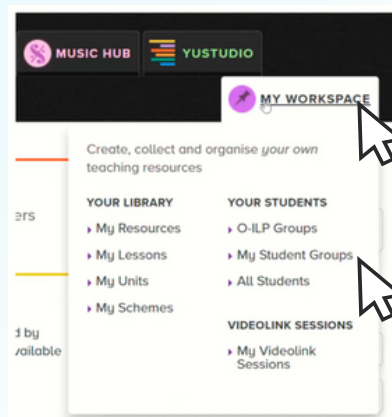# *YuStudio:* Class set-up guide
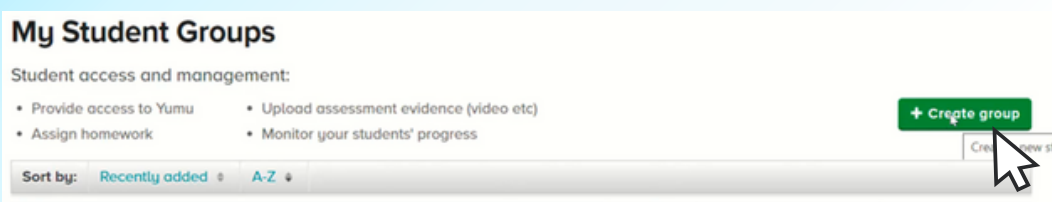
**1**

Log-in to Charanga as the class teacher

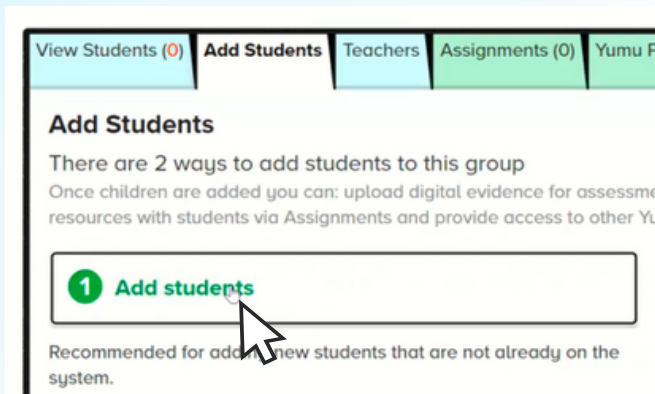**Go to 'MY WORKSPACE'**

**2**

**Select 'My Student Groups' and then click on 'Create group'**

Name the group (e.g. your class name)

**3**

**Select 'Add students'**

## Add your students' names

You can copy-and-paste their names as one list from another file or enter them one-by-one, manually.

*(If using the copy-and-paste option, click in the first box and use Ctrl+V to paste and it will populate the whole list. Please note that only the first three boxes will appear filled but it will have done all of them - it just doesn't always show it!.)*

**Enter the students' names**
You can type directly into the grid below, or copy and paste a list of Word document or spreadsheet.

| First name | Last name |
|---|---|
| | |
| | |
| | |

## Once all your students' names are there, click on 'Add Students'

This will create individual *YuStudio* accounts for all of them.

**4**

**Add Students**

---

## 'View Students' options

- There is a letter that can be sent home to each student's family which includes some introductory information about *YuStudio* along with the student's individual username and password.

- There is a printable sticker sheet with each student's username and password - you might find it useful for students to stick these in a work book for easy reference in case they forget their log-in details!

- We'd recommend you also use the option to download an Excel spreadsheet with all the students' usernames and passwords to save somewhere safe for your reference!

**5**

| View Students (1) | Add Students | Teachers | Assignments (0) | Yumu Packages (0) | Yumu Activity | Assessment Evidence (0) | Options |

**View Students**
To add more students click 'Add Students'.
You can reorder the table by clicking on the column names.

| | Welcome letter for every student with their username and password | | Printable sticker sheet, with each student's username and password | | Spreadsheet of usernames, passwords and usage stats for all |

You can choose your sticker sheet format on the next page (opens in a new tab)

Select all   Select none   Remove selected students from this group   Delete selected student accounts

| Select | First name | Last name | Welcome Letter | Login details | Assessment Evidence | Yumu Activity |
|---|---|---|---|---|---|---|
| ☐ | | | Login letter | View / Edit | No items | Yumu Activity |

Select all   Select none   Remove selected students from this group   Delete selected student accounts

Now you can add the *YuStudio* app to your students' accounts.

## 6

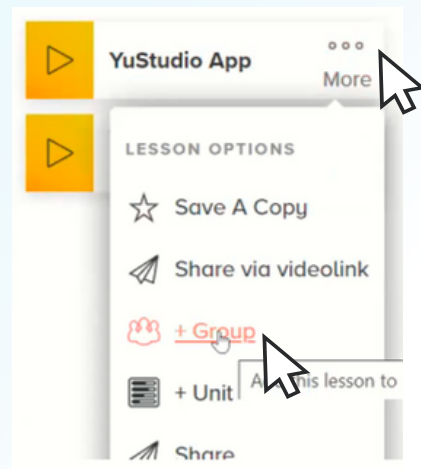**Click on the 'Primary' (or 'Freestyle') tab in the top menu bar**
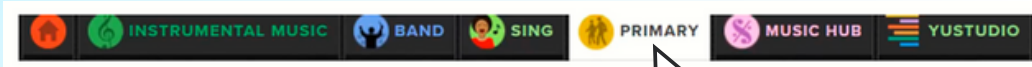


**Select 'Creative Apps' and then select the *YuStudio* icon**

## 7

**In the next window, click on the 'More' button (shown with three dots) next to the *YuStudio* app.**

**Then click on '+ Group'**

YuStudio App
More

LESSON OPTIONS

☆ Save A Copy

✈ Share via videolink

🐾 + Group

▤ + Unit

✈ Share

## 8

**In the pop-up window that follows, select the class/group you created earlier and click 'Save Changes'.**

When your students log-in, they will now have the *YuStudio* icon visible - this will take them direct to the app.

The set-up for this group of students is now complete.

Share with a group    ✕

Share this lesson with a student group

☐ Select all

☐ MP Test

☐ Music Tech

☐ te's Samba

☐ Shawn

Create a new student group to share this lesson with

✔ Save changes