

# Manage Students

Click into Manage Students and follow these steps to get started!

Manage students has combined all the features needed to manage your classes, groups and individual students all in one screen. You can access and print QR Codes/Sign-in cards, create groups, edit curriculum, assign students to groups, change passwords, and print certificates with ease.

### Print QR Code/Sign-in cards

- 1 Click **Download Sign-in cards**.
- 2 Select printing configuration.
- 3 Click **Download**.

### Create a group

- 1 Click **New Group**.
- 2 Enter name and default course details.
- 3 Click **Save**.

### Assign students to groups

- 1 Click on the Group drop-down next to the student's name.
- 2 Select group.
- 3 Click **Apply**.

### Print certificates

- 1 Click **Actions** and select **Certificates**.
- 2 Filter by class, group or date range.
- 3 Click **Download Certificates**.

### Edit Student Passwords

- 1 Click on the next to student password.
- 2 Click on the .
- 3 Type new password and save .