

Creating Your Home Class

Logging on to Orchard Math the 1st Time

Open Orchard Gold Star

You will need to open **My Computer**

Double click the drive where you installed Orchard Gold (most likely the Local disk - C drive)

Double click **OrchGS** folder you just installed

Scroll to the bottom of the window to find the Orchard Gold Star icon and double click it.

This window will open:



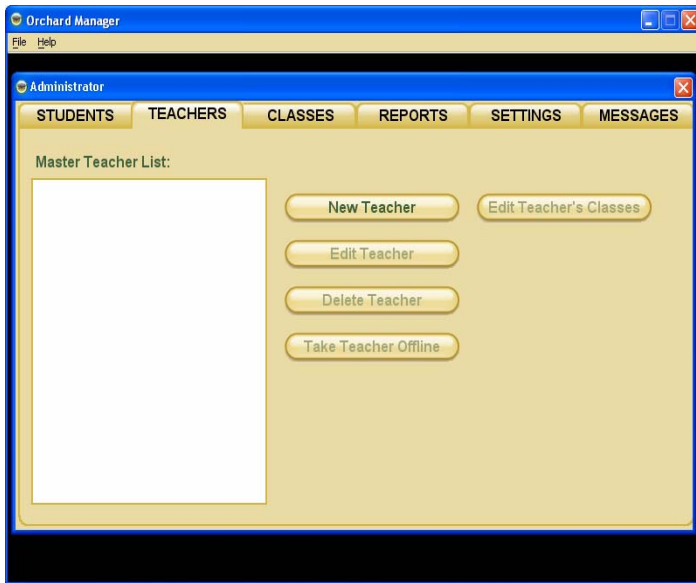
Enter: **Administrator** as the login name

Click: **OK**

A popup window for the password will open

Enter: **orchard** in the window requesting the password

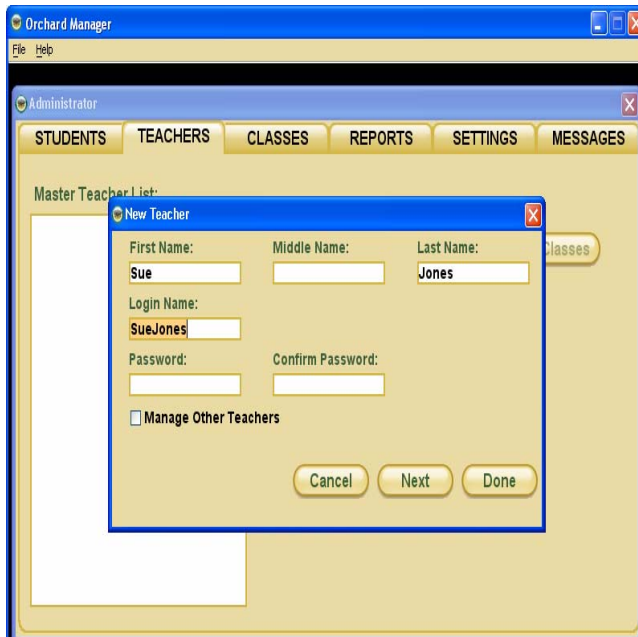
Click: **OK**



Click on the **Teachers** tab at the top of the window

Click the **New Teacher** button

You may use your own name or any name you want. You must enter at least one letter in the **First Name** and the **Last Name** box. Your **Login Name** will be those two names or letters with no spaces. You can change your login name if you like. You do not need to use a password.



Click **Done**

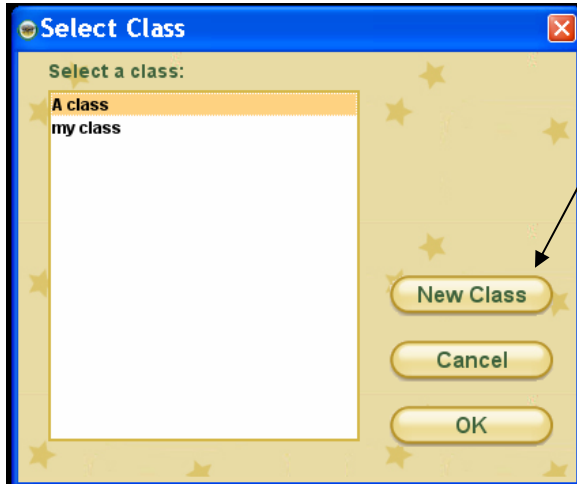
You will return to the Teachers window and see the teacher name you just created. Remember the login name you created – you will need it.

Click the **Red X** in the upper right corner to close this window.

You will return to the Orchard login page.

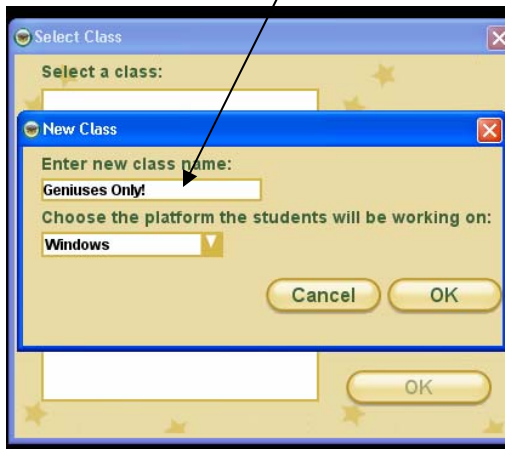
Enter the teacher login you just created in the login box
Click **OK** (If you created a password you will be asked for it)

This window will appear:

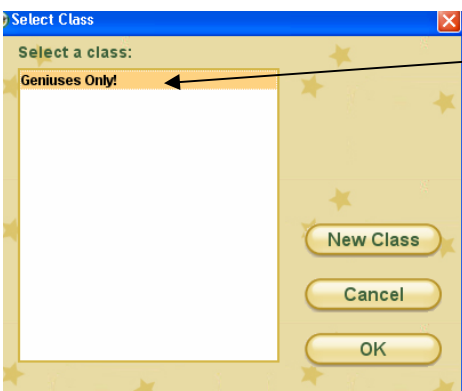


Click on the **New Class** button

Enter your class name. You can use anything you want for your class name



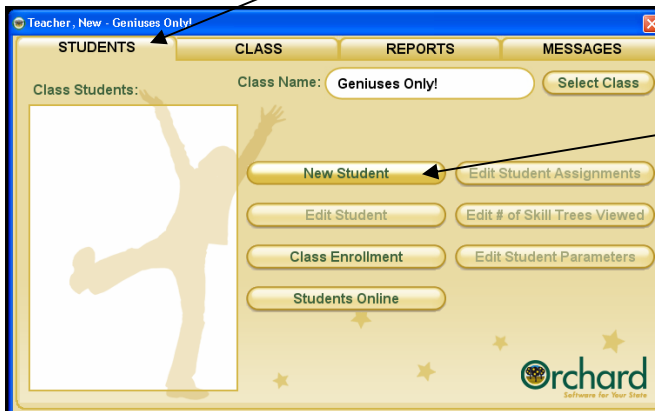
Click **OK** to create your class



Your new class name will now appear in the list of classes. If your class name isn't already highlighted, click once on your class name to highlight it.

Click the **OK** button to open access to class management

Click on the **Students** tab at the top left of the management window:



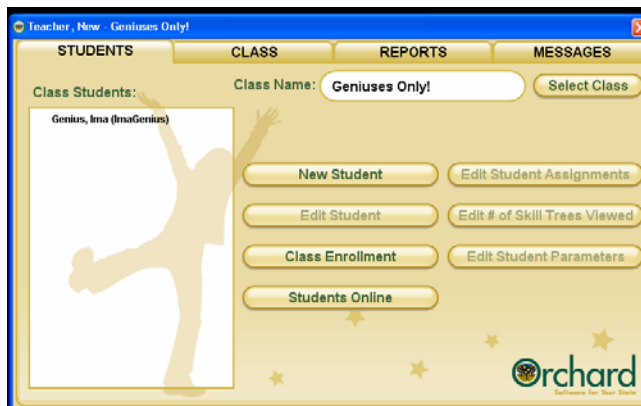
Click on the **New Student** button to add your students

Add your students. Enter your child's name in the **First Name** box. You must enter at least one letter in the **Last Name** box. The Login Name will default to first and last name with no spaces, but you can edit that to make it whatever you want.

Your student will use the login name to enter Orchard so make it easy for them to use.

To add more than one student at a time, click the **Next** button.

When you have finished adding students, click the **Done** button.



Your students' name(s) will appear in the column on the left when they have been added. Their login names will appear in parentheses.



After clicking on the **Class** tab at the top center

Click on **Edit Class Assignments** to add assignments for your class.



Select the Skill Trees that you want to assign to your class by clicking once on them in the right-hand column to select them and clicking on the **Add** button at the bottom to add them to your class's assignment (the column at the left)

Or click the **Add All** button to add everything.

Click **OK** at the bottom right of the window when you are done adding assignments for your class or selected students in your class.

At the next window click **OK**

This will take you back to the Classes tab. Your assignment has been created and saved. Exit teacher management by clicking on the "X" at the top right.

Your student can now log into Orchard with the Login Name exactly as it appeared when you created it and begin working in Orchard.

