Classes

07/24/2026 12:58 pm EDT

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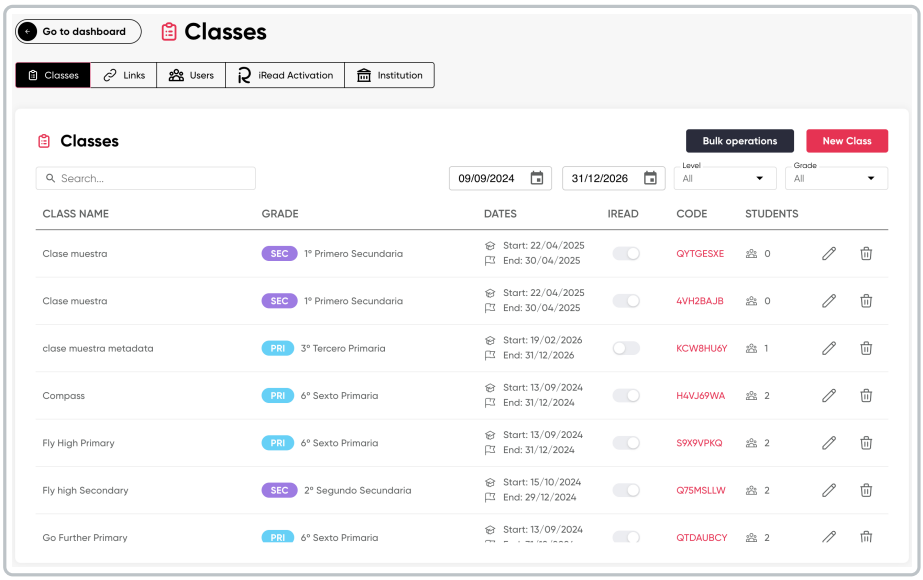
The **Settings -> Classes** option allows you to create and import classes, as well as have a complete view of them. It shows relevant information, such as:

- Class name
- Grade
- Start and end dates
- iRead (active/deactive)
- Class code
- Number of students

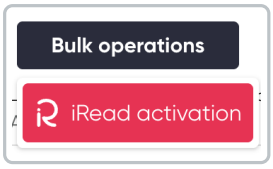


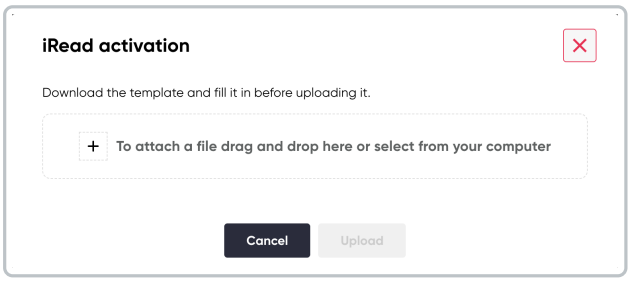
The **Training manager** has access to all the information of the created classes, can import classes, and create new classes.

The list shows essential information about the class such as: name, level, start and end dates, the option to enable/disable iRead, class code, and number of students.

The platform is equipped with a search filter to streamline class management and offer an overview of them, along with options to filter by start/end date or level.

Bulk operations:



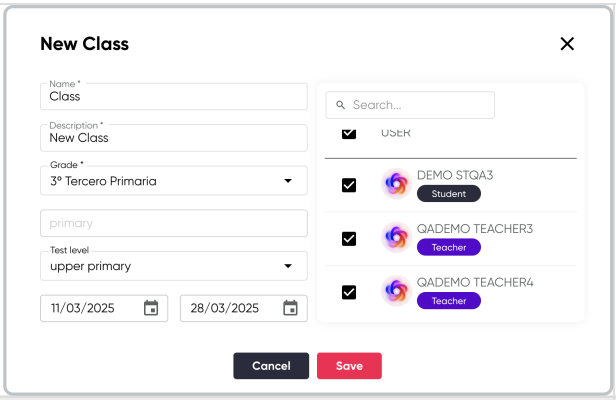


Create a new class:

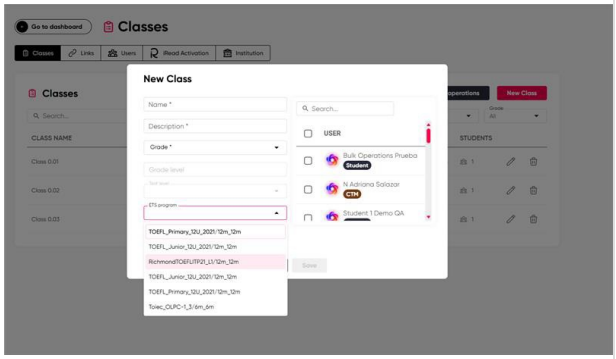
The Training Manager can create new classes. Follow these steps to register the class with the following information:

How to do it?

1. Click on New class.
2. Enter the Name, Description, Grade (selecting the grade automatically assigns the level), Test Level, and the start and end dates of the class.
3. Select the users.
4. Click Save.



New class view without active ETS



New class view with ETS enabled

What is ETS?

Within Studio, this refers to the Educational Testing Service (ETS).

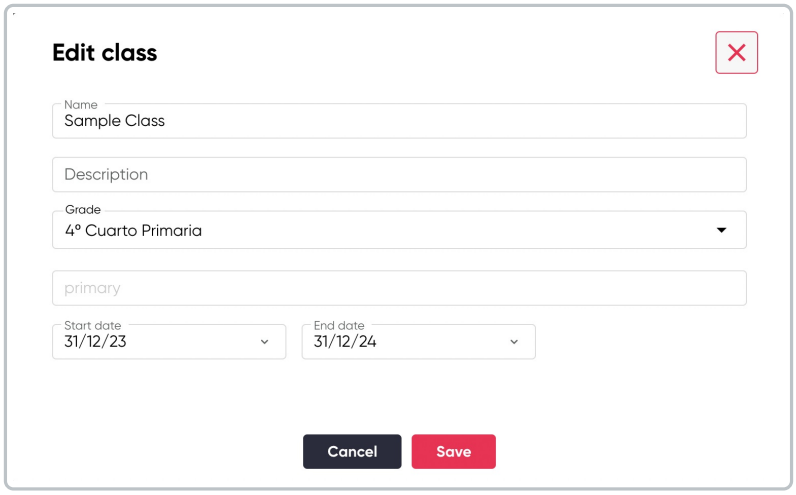
To find out more, click **HERE**.

Imported or created classes will appear in the Classes list. You can edit or delete them directly from the list: click the pencil icon to edit and the bin icon to delete.

Edit

Click on the pencil icon.

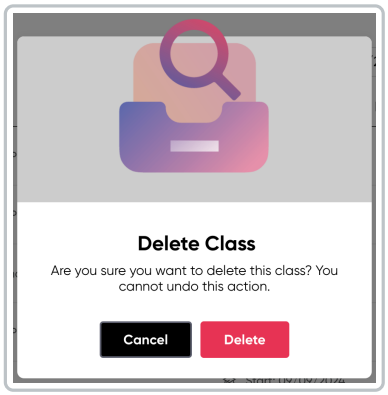
- You will see the information of the class you want to edit.
- Edit the information.
- Click on **Save**.



Delete

Click on the trash can icon.

- A confirmation alert will appear.
- Click on **Delete**.



You must be sure of this action, as once a class is deleted, it cannot be undone. If you are not sure about deleting the class, click Cancel.

Importing Classes:

In this option, the Training Manager can upload a file containing information about students enrolled in a class in a bulk manner.

How to do it?

1. Click on **Import Classes**.
2. Select the file previously saved on your PC/Mac.
3. Click on **Import**.

Currently, the **<Import Class>** option is not available.

Use the pagination bar it allows you to navigate through different pages by clicking on the page numbers or the Next and Previous buttons.