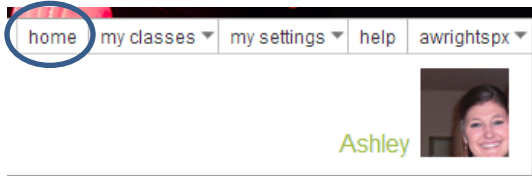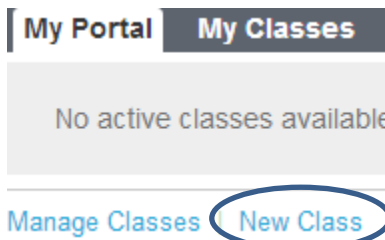# How to Create a Class in Haiku

Now that you are signed into Haiku and you have your profile set-up let's look at how you can add your classes. Your student rosters and classes are already set-up for you, but if you have a club or sport that you want to add a page for you can.

1. In the TOP RIGHT corner click **HOME**

2. Next, Click the **My Portal** tab at the top left. Click **New Class**

3. In the dialogue box that pops up you will fill in all of the information: class name, class code (optional), short summary (optional), check features that you want to use in your class

4. Next, you can choose a schedule. This is option has been turned off since it does not relate to our school. Simply hit **FINISH**

5. At any point if you want to go back and adjust these settings simply go to: **Manage Class>Class Setting**
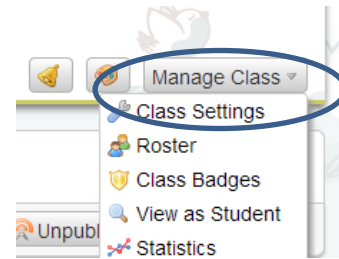
Linking All Rosters to Have ONE Class Page (One Site with Multiple Sections)

If you decide that you are not going to use the assessments or discussion boards you may want to merge your rosters together to have one class page.

1. Start by opening the class page you want to keep/use
2. Click on the Manage Class Button and Choose Roster
3. At the TOP right, choose Add Section
4. Select Import Student, click EDIT to change the name of the section
5. Make sure the option to search MY CLASSES is checked
6. Click Search and import the classes/students for that section
7. Choose to LINK the roster to the class
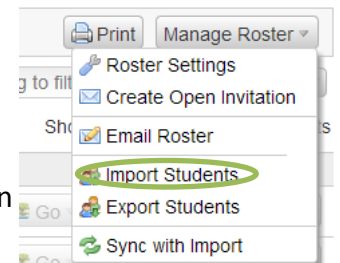
***Do not DELETE shells (empty classes) because if you roster changes it will update to your class