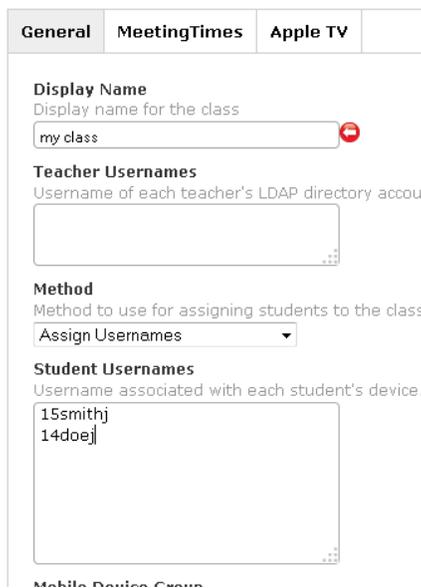


# Creating Classroom Groups for Casper Focus

## Method 1: By student username

1. Using Firefox  go to <http://newport.kyschools.us/casper>
2. Log in with your network username and password.
3. Click on the Mobile Devices icon at the top  then click Classes on the left menu.
4. To create a new class, click New at the top of the class list.
5. Name the class under Display Name then click into the Student Usernames box to start entering usernames.



**General** MeetingTimes Apple TV

**Display Name**  
Display name for the class  
my class

**Teacher Usernames**  
Username of each teacher's LDAP directory account

**Method**  
Method to use for assigning students to the class  
Assign Usernames

**Student Usernames**  
Username associated with each student's device.  
15smithj  
14doej

Make sure to separate student usernames by a line break (enter) or a comma.

6. Click on the Meeting Times tab at the top and select the times during the week that the class meets. This is helpful in case you forget to release control of student IPADs.
7. Click Save and close Firefox.

## Method 2: By IPAD name

1. Using Firefox  go to <http://newport.kyschools.us/casper>
2. Log in with your network username and password.
3. Click on the Mobile Devices icon at the top  the click Static Mobile Device Groups on the left menu.
4. To create a new Group, click New at the top of the group list.

5. Name the group under display name then click on the Assignments tab.

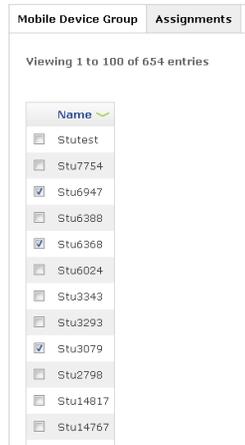


**Mobile Device Group** Assignments

**Display Name**  
Display name for the static mobile device group

My Class

6. Click Name at the top of the IPAD list to sort ascending or descending order then click on the check boxes of the IPADs you want to select. IPAD names are on the case of each IPAD or a list can be requested from the IPAD Coordinator.



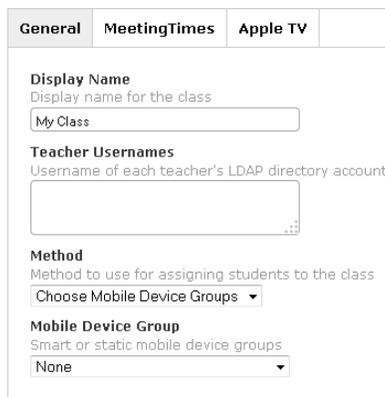
**Mobile Device Group** Assignments

Viewing 1 to 100 of 654 entries

Name

- Stutest
- Stu7754
- Stu6947
- Stu6388
- Stu6368
- Stu6024
- Stu3343
- Stu3293
- Stu3079
- Stu2798
- Stu14817
- Stu14767

7. Click Save at the bottom of the page to save the Group.
8. Click Classes on the left menu.
9. To create a new class, click New at the top of the class list.
8. Name the class under Display Name then click into the Method dropdown to select Choose Mobile Device Groups.



**General** MeetingTimes Apple TV

**Display Name**  
Display name for the class

My Class

**Teacher Usernames**  
Username of each teacher's LDAP directory account

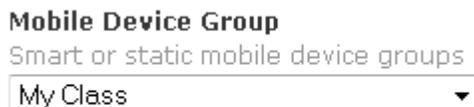
**Method**  
Method to use for assigning students to the class

Choose Mobile Device Groups

**Mobile Device Group**  
Smart or static mobile device groups

None

9. Click on the Mobile Device Group dropdown and choose the group that you created.



**Mobile Device Group**  
Smart or static mobile device groups

My Class

10. Click on the Meeting Times tab at the top and select the times during the week that the class meets. This is helpful in case you forget to release control of student IPADs.

11. Click Save and close Firefox.