

Computerized Accounting using QuickBooks Online

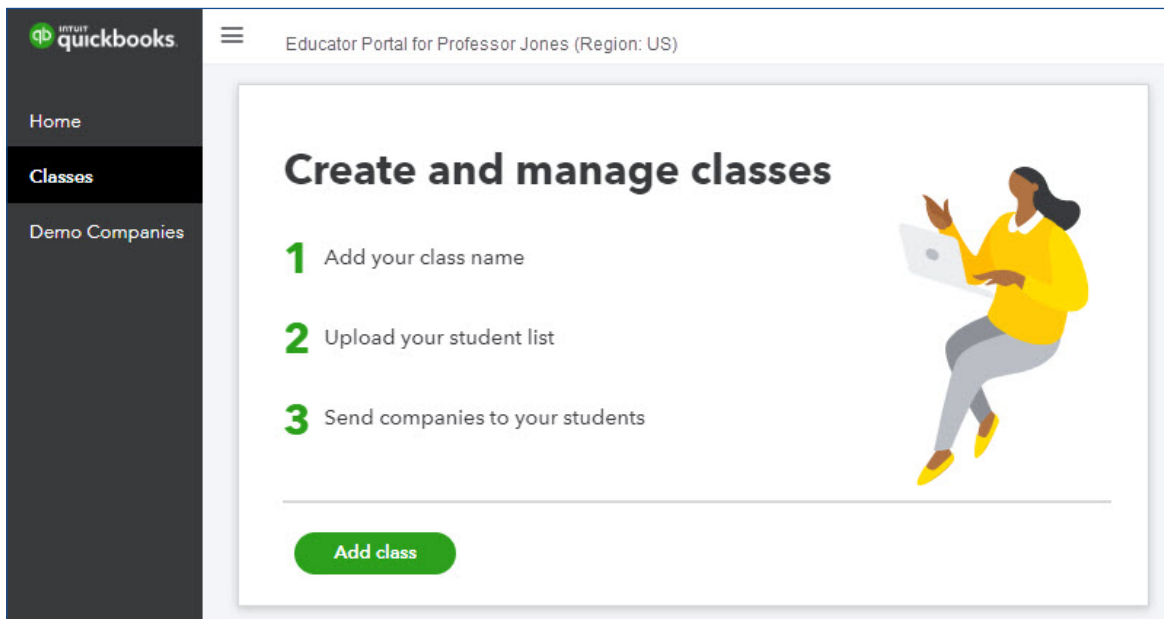
Set Up Classes and Add Students to Classes



Set Up Classes and Add Students to Classes

After you successfully set up your Intuit Educator Portal account, you can now set up your class(es), add students, and invite students via emails to set up the two *QuickBooks Online* companies they will need to complete the requirements of the textbook: Jackson Supply Company (Chapters 4 through 8) and Waren Sports Supply (Chapter 9). All these steps are detailed on the following pages or you can [watch this video](#) (no sound).

Set Up a Class



▶ *Click Add Class*

A screenshot of a modal dialog box titled 'Add class' with a close button (X) in the top right. It contains a text input field with 'Acct 350 - Section 1' and 'Characters remaining: 55' below it. Below that is a question: 'Does your institution block emails from external senders?' with a checkbox and the text 'Yes, my institution rejects emails from external senders.' At the bottom right is a green 'Add class' button.

▶ *Name your class*

If your school often rejects emails from external senders, consider selecting the option shown on the previous page and ask your students to use a non-school email address for setting up their *QuickBooks Online* companies. If you select this option, Intuit will verify that each student uses a non-school email address during the student account setup process. Note that if you select this option, any course roster that you upload needs to include the students' non-school email addresses, not your typical course roster from your school.

- ▶ *Click Add Class.*
- ▶ *After adding your class, the Add students window will open.*

First Name	Last Name	Email
Mina	Brady	mina.brady@email.com

- ▶ *Download and complete the pre-formatted template. **Note:** You may set up a student account for yourself by adding your information using an alternative email address than what was used for your Intuit Educator Portal account.*
- ▶ *Once completed, upload the file and click Add students.*

Warning: students cannot complete chapters 4 through 9 without receiving and accepting the Intuit email invitations for Jackson Supply Company and Waren Sports Supply. As the instructor, you need to initiate the process. We cannot help students with this step!