



Build Your Class

Type your students once and use the same class list in every Sandbox tool. It's free and works offline. Your list stays in this browser on this computer and saves automatically (a Save button is there for peace of mind), and the app can't connect to the internet.

1 Open the app

Mac or PC: unzip the download and double-click **index.html**. **Chromebook:** open the zip in the **Files** app, drag **index.html** into *My files*, then double-click it. Bookmark it (**Ctrl** + **D**) so it's one click away.

2 Add your classes

Type a class name and paste your students, **one per line**. Or bring them in from a spreadsheet: save it as **CSV** (Google Sheets: *File* → *Download* → CSV; Excel: *Save As* → CSV), then click **Import a file**. Put one student per row:

```
Class,Student
Period 1,Ava M.
Period 1,Mateo R.
Period 2,Priya S.
```

A ready-made **class-list-template.csv** is in this folder. "First Name" and "Last Name" columns work too.

3 Tidy up

Click any name to fix a typo, and use **Sort A-Z** to put the list in order. Duplicate names are skipped automatically.

Privacy tip: click **Shorten last names to initials** to turn "Ava Martinez" into "Ava M." If two students would end up looking the same, it keeps their names in full. There's an Undo button too.

4 Use it in every tool

Export class list → **open any Sandbox tool** → **Import class list**

Click **Export class list**. A small file lands in your Downloads folder. In Name Picker, Seating Chart Studio or Gradebook Guardian, choose **Import class list** and pick that file. When your roster changes, update it here and import it again. Students already in a tool are skipped, so nothing gets doubled.

Also handy: **Export CSV** opens in Google Sheets or Excel, and **Print rosters** prints one page per class. The class list file holds only class names and student names, and it doubles as your backup.