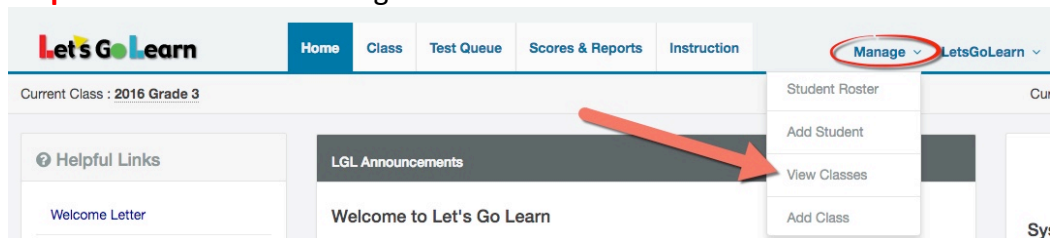


How to Manage Classes

This tip sheet is intended to help teachers manage classes. Sometimes there are old classes that a teacher may want to deactivate. If you deactivate a class, you have 90 days before it is permanently removed.

Note that if your organization is automatically sync'ing your student information system (SIS) to Let's Go Learn, you should not change the name of any classes that are auto-sync'd to LGL. Otherwise, a duplicate class may be created. You can still create your own custom classes for small group sorting or for custom pullout classes.

Step One: Go to the <Manage> tab and select "View Classes."



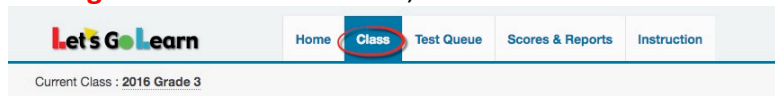
Step Two: See the resulting page below, which lists all classes.

The screenshot shows the 'Manage Classes' page with a table of classes. The table has columns for Title, Description, Owner, Status, and Actions. A red circle '1' points to the checkbox in the Actions column for the class 'English- P5'.

Title	Description	Owner	Status	Actions
English- P1	Class created by Roster Process.		Active	<input checked="" type="checkbox"/>
English- P2	Class created by Roster Process.		Active	<input checked="" type="checkbox"/>
English- P5	Class created by Roster Process.		Active	<input checked="" type="checkbox"/>
English Per 1	Class created during import.		Active	<input checked="" type="checkbox"/>
English Per 3	Class created during import.		Active	<input checked="" type="checkbox"/>

- 1) Unchecking any box will deactivate the class in question and it will disappear as a choice on the <Class> tab.
- 2) Later, if you want to view your deactivated classes, you can select the filter status and change it to "Deactivated."

Adding Classes: To add a class, click on the <Class> tab and then <Add Class> button.



Manage Class

