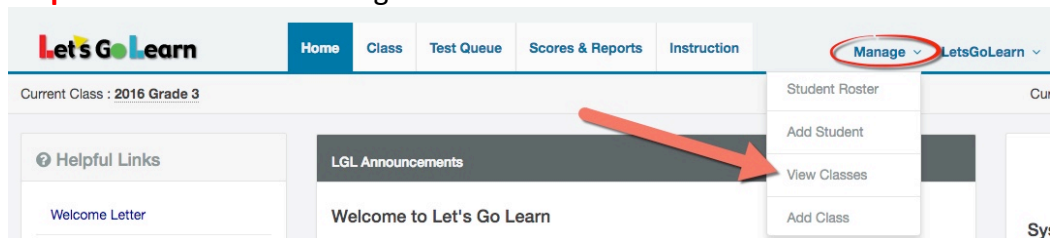# Let's Go Learn

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.

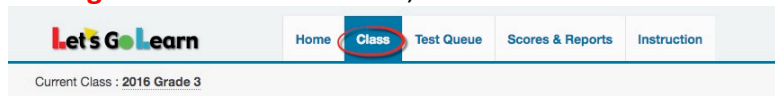**Step One:** Go to the <Manage> tab and select "View Classes."

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

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.

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