## Class Management

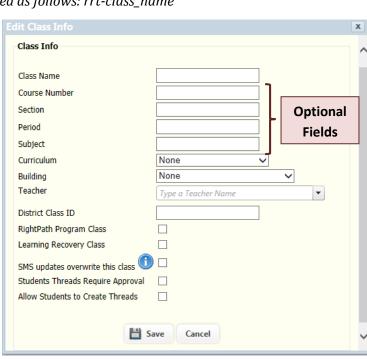
To access class management, go to the '*Utilities*' tab and select '*Class Management*'. From the Class Management page, an existing class can be edited or a new class can be added.

## **Create a New Class:**

- 1. Click the '*Add Class*' button in the upper right hand corner.
- 2. The '*Edit Class Info*' pop-up box will appear with the information to be filled in.
  - a. **Required Fields:** Class Name, Teacher, District ID\*

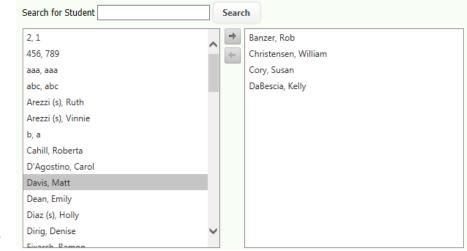
    NOTE: The SMS classes have their own district ID numbers, if this is a RightPath™ created class, your ID number should be formatted as follows: rrt-class\_name
  - b. **Curriculum:** Choose the curriculum you would want attached to the class. *This can be done at a later time by going into the curriculum.*
  - c. **RightPath™ Program Class:** Use this checkbox if the class being created is for an eLearning program in the district and not in the student management system.
  - d. Learning Recovery: Use this checkbox for assigning a class to the learning recovery enrollment.
  - e. **SMS updates overwrite this**class: Use this checkbox is the
    class is an active class in the student management system. This will allow for SMS updates to keep the class current with correct roster information.
  - f. **Discussion Forum Threads:** Students Threads Require Approval and Allow Students to Create Threads
- 3. Click save when finished.

Note: This page can now be used to create Ad Hoc Classes. Ad hoc classes are a means for a district to create groups or classes in the RightPath™ system that are not stored in their SMS.



## **Adding Students and Secondary Teachers**

- 1. Search for the student or to be added to the class and use the arrow pointing to the right to add the students/teachers.
- 2. To add multiple students/teachers, hold the control button and clicking on the names to be added.
- 3. To remove students or teachers from the class, select the student/teacher to be removed and click the arrow pointing to the left.



## **Editing an existing class:**

- 1. Search for the class by class name or district class ID.
- 2. Click the pencil icon next to the name to edit. The class page information will appear. Once changes are made, click save.

